

**NORRIS CITY COUNCIL
REGULAR MEETING
October 9, 2023 – 6:00 p.m.**

Agenda

- I. Call to Order**
- II. Agenda Approval**
- III. Hear the Public**
- IV. Minutes/Notes**
 - a. Consideration of Approving September 11, 2023 Regular Meeting Minutes
 - b. Consideration of Approving September 11, 2023 Public Hearing Minutes
- V. Old Business**
 - a. Update on Safe Routes to Schools Project
 - b. Update on SIA Sawmill Road Project
 - c. Update on Facilities Condition
 - d. Capital Outlay Note – Utility
 - e. Consideration of the Second Reading of Ordinance #660, entitled, “An Ordinance of the City of Norris, Tennessee, to Amend the Personnel Policy of the City of Norris”
 - f. Consideration of Confirming Mayoral Appoints to City Boards, Commissions, and Committees
 - g. Consideration of Resolution #11-2023, entitled, “A Resolution Approving an Agreement Between the City of Norris and Pave Grade & Aggregate, Inc for Norris Street Paving”
- VI. New Business**
 - a. Review and Consideration of Awarding Bids for 2023-24 Oak Road Park Pavilion Project
 - b. Consideration of Resolution #12-2023, entitled, “A Resolution Authorizing the Mayor and City Manager to Enter into an Agreement with _____ for the Oak Road Park Pavilion Project”
 - c. Review and Consideration of Awarding Bids for Police & Fire Roof Replacement Project
 - d. Consideration of Resolution #13-2023, entitled, “A Resolution Authorizing the Mayor and City Manager to Enter into an Agreement with _____ for the Police and Fire Roof Replacement Project”
 - e. Review and Consideration of Awarding Bids for Law Enforcement Side-by-Side
 - f. Review and Consideration of Awarding Bids for 2023 Exterior Siding Installation Project at McNeeley Building
 - g. Consideration of Resolution #14-2023, entitled, “A Resolution Authorizing the Mayor and City Manager to Enter into an Agreement with _____ for the Exterior Siding Installation Project at McNeeley Building”
 - h. Consideration of Resolution #15-2023, entitled, “A Resolution to Accept the 2023-2024 ‘Safety Partners’ Matching Grant”
 - i. Consideration of Resolution #16-2023, entitled, “A Resolution Approving A Letter Agreement Between the City of Norris and Cannon & Cannon, Inc for ARPA Sanitary Sewer Rehabilitation Engineering Services”
 - j. Consideration of Resolution #17-2023, entitled, “A Resolution Approving an Agreement Between the City of Norris and Martin Hennessee for Director of Norris Little Theatre 75th Anniversary Theater Production”
 - k. Discussion on Training for Elected Officials
 - l. Annual Review of the City Manager
 - m. City Boards, Commissions, and Committees Events, Funding, and Donation Authorization
 - i. Community Development Board
 1. Donations
 2. Events

3. Appropriations
- ii. Tree Commission
 1. Donations
 2. Events
- iii. Animal Shelter Commission
 1. Donations
 2. Appropriations
- iv. Watershed Department
 1. Donations
 2. Events
- v. Norris Archives
 1. Donations
 2. Appropriations

VII. Department Reports

- a. City Manager
- b. Police
- c. Fire
- d. Water & Sewer
- e. Public Works

VIII. Bills Payable

IX. Minutes and Reports

- a. Recreation Commission
- b. Watershed Board
- c. Tree Commission
- d. Animal Shelter Commission
- e. Community Development Board
- f. Little Theatre
- g. Planning/BZA
- h. Archives Board

X. Adjourn

**Norris City Council
Regular Meeting**

**September 11, 2023
6:00 p.m.**

Minutes

The regular meeting of the City Council of Norris Tennessee convened September 11, 2023 at 6:00 pm.

The following council members were present: Bill Grieve, Will Grinder, Mayor Chris Mitchell, Chuck Nicholson and Loretta Painter.

Also present were Charles Adam Ledford, City Manager and Bailey Whited, Assistant City Manager and representatives of the press from Courier News and the Norris Bulletin.

Meeting was called to order by Mayor Mitchell.

APPROVAL OF AGENDA

Councilmember Painter mentioned that for the October council meeting, City Manager Adam Ledford's annual review should be included as an agenda item.

No changes were made to the agenda.

HEAR FROM THE PUBLIC

Tommy Mariner addressed the council and gave his quarterly report as Norris' representative on the Anderson County Library Board.

Charise Davis from the Anderson County Family Justice Center gave a brief description of their organization and requested permission from council for the use of the city's land as a part of their "Clothesline Project," which aims to raise awareness for domestic violence during the month of October. Council agreed that somewhere in front of the community building would be the best location to set up a display and for Ms. Davis to coordinate with Mr. Ledford on the details.

Ron Hill addressed council regarding a utility bill adjustment request that was recently denied by the Norris Water Commission. Mr. Hill was appealing the decision to council. Mr. Hill asked council to "not be dogmatic and autocratic" and "not be harnessed by historical practice." Mayor Mitchell stated that nothing in code supported the request and thus, he could not approve it. Councilmember Painter stated they historically used policy but it has never been codified. Mayor Mitchell pointed out that the historical policy would also not allow for an adjustment to be made. Loy Johnson spoke up in favor of Mr. Hill's request. Al Fletcher asked about the process for calculating usage. Tony Wilkerson, Water Superintendent, explained that multiple checks were made on their meter, and it was always in sequence; the water went through the meter. Tommy Mariner asked about a historical practice of one annual adjustment. Mr. Wilkerson noted that all adjustments had to meet the policy for forgiveness and this one did not. Council did not take action on Mr. Hill's grant for appeal. Mr. Hill "disagreed with the decision."

MINUTES

APPROVAL OF THE AUGUST 14, 2023 REGULAR MEETING MINUTES – Councilmember Nicholson stated on page 3, a quote regarding the marking of historic sites in the Watershed was attributed to him, but he did not recall saying that and requested it either be struck from the minutes or reattributed. Joe Feeman said he said that. Councilmember Grieve moved to approve the minutes with the change, and Councilmember Grinder seconded. The motion passed unanimously by voice vote.

APPROVAL OF THE AUGUST 14, 2023, PUBLIC HEARING MINUTES – Councilmember Nicholson requested that moving forward, the number of people in attendance should be included in hearing minutes and any comments that were made (even if none were). Councilmember Nicholson moved to approve the minutes, and Councilmember Grieve seconded. The motion passed unanimously by voice vote.

APPROVAL OF THE SEPTEMBER 6, 2023 SPECIAL MEETING MINUTES – Councilmember Grieve moved to approve the minutes, and Councilmember Nicholson seconded. The motion passed unanimously by voice vote.

OLD BUSINESS

SAFE ROUTES TO SCHOOL - Mr. Whited reported that no new progress had been made. Spencer Boardman asked about the costs of delays by the state. Mr. Whited stated that miscommunication as well as prioritization have let this project linger in a state of limbo. Councilmember Painter pointed out that this project was initiated in 2014.

SIA SAWMILL ROAD PROJECT- Mr. Ledford reported that the appraiser was supposed to come soon but that illness had prevented the previously scheduled visit.

UPDATE ON FACILITIES CONDITION - Mr. Ledford reported that while temporary fixes have been explored, temporary fixes would not fix the primary issues with the roof at the police and fire building. He further reported the internal conversation is that the police would eventually be moving out, but that upgrades would still be required to make the space work perfectly for the fire department; regardless of those future updates, however, the focus right now is the roof. Mr. Ledford presented a bid package to receive a new roof on the structure. Councilmembers Grinder and Nicholson expressed the need to include more specifics in the bid document. Councilmember Grinder moved to approve going out for bids so long as the bid package was updated to include greater detail about the scope of the project, specifically pertaining to the lifespan of the roof and a mandatory inspection by the building inspector. Councilmember Nicholson seconded the motion. Mayor Mitchell stated he would be abstaining from the vote as he owns an adjacent property which would benefit from better stormwater management at the police and fire building. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson and Painter voting, “Aye.” Mayor Mitchell abstained.

CAPITAL OUTLAY NOTE – No update.

SECOND READING OF ORDINANCE #659, ENTITLED, “AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, AMENDING THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024.” – Mr. Ledford described changes that were requested at the previous meeting to reflect other anticipated rollover costs. Councilmember Nicholson moved to approve the ordinance as amended, and Councilmember Painter seconded. The motion passed unanimously by voice vote.

NEW BUSINESS

CONSIDERATION OF RESOLUTION #10-2023, ENTITLED, “A RESOLUTION TO PETITION THE TENNESSEE DEPARTMENT OF REVENUE TO ADJUST THE ANNEXATION DATE REVENUE FOR ANNEXED BUSINESSES WITHIN THE CITY OF NORRIS AND REIMBURSE THE CITY FOR WRONGLY TRANSMITTED FUNDS.” – Mr. Whited described the resolution. Mayor Mitchell explained that it was the city’s fault that the changes never took place and that he was hopeful that the County would be supportive of the city’s request. Councilmember Grinder moved to approve the resolution, and Councilmember Grieve seconded. The motion passed unanimously by voice vote.

CONSIDERATION OF THE FIRST READING OF ORDINANCE #660, ENTITLED, “AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, TO AMEND THE PERSONNEL POLICY OF THE CITY OF NORRIS.” – Mr. Ledford explained that the ordinance would change the Title XI coordinator for the city from the “Mayor” to the “City Manager”. Councilmember Nicholson suggested some other potential changes, but the question arose whether the boilerplate language from the state could be modified. Councilmember Nicholson moved to approve the Ordinance on First Reading, and Councilmember Grieve seconded. The motion passed unanimously by voice vote.

Councilmember Painter moved to set a public hearing date for Ordinance #660 of October 9, 2023 at 5:45 p.m., and Councilmember Nicholson seconded. The motion passed unanimously by voice vote.

CONSIDERATION OF GOING OUT FOR BIDS ON 2023-24 OAK ROAD PARK PAVILION PROJECT – Councilmember Grinder stated that the lack of specificity in the existing bid package might produce

lackluster or varying bids. Councilmember Nicholson moved to approve going out for bids so long as the specs were updated. Councilmember Painter seconded. The motion passed unanimously by voice vote.

CONSIDERATION OF GOING OUT FOR BIDS ON LAW ENFORCEMENT SIDE-BY-SIDE – Councilmember Grinder moved to approve going out for bids for a law enforcement side-by-side, and Councilmember Painter seconded. The motion passed unanimously by voice vote.

DISCUSSION AND CONSIDERATION OF APPROVING 2023 CITY OF NORRIS STRATEGIC PLAN GOAL SETTING – Mr. Ledford introduced a concept for developing a new strategic plan. The process would include a survey to collect public input, a public meeting to collect further input and determine goals, and the culmination of those goals into the strategic plan document. Mr. Ledford explained that this is a process he has used with multiple cities in the past. Councilmember Nicholson requested that more multiple-choice questions be included in the survey rather than open-ended questions.

REVIEW AND CONSIDERATION OF AWARDING BIDS FOR 2023-24 STREET IMPROVEMENT PROJECTS – Mr. Ledford presented the bid tabulation to council and gave his recommendation that the city accepts the bid from Pave, Grade, and Aggregate for paving on Butternut Dr. and parts of Hickory Trail Rd. Councilmember Grinder moved to award the bid to Pave, Grade, and Aggregate for paving on Butternut Dr. and part of Hickory Trail, and Councilmember Nicholson seconded. The motion passed unanimously by voice vote.

REVIEW AND CONSIDERATION OF AWARDING BIDS FOR 2023 EXTERIOR SIDING INSTALLATION PROJECT AT MCNEELY BUILDING – No bids were received. Councilmember Grinder moved to go out for bids again with the same bid package. Councilmember Nicholson seconded. The motion passed unanimously by voice vote. Councilmember Grinder stated that the city should make a greater effort in inviting specific contractors.

CONSIDERATION OF CONFIRMING MAYORAL APPOINTMENTS TO CITY BOARDS, COMMISSIONS, AND COMMITTEES – No appointments currently. Mr. Whited explained that the city would be transitioning back to staggered terms, so when the openings are eventually filled, they might not all necessarily be for three full years.

CONSIDERATION AND REVIEW OF BENNY CARDEN MEMORIALS – Mr. Wilkerson explained that no public funds went into the memorials and that the responsible parties were asking permission to hang them on public property – one inside the community building and one outside of the McNeely Building. After discussion, Councilmember Grinder moved to approve installing the memorial inside of the Community Building. Councilmember Nicholson seconded. The motion passed unanimously by voice vote.

DISCUSSION AND CONSIDERATION OF AMENDING FUNDING PLAN FOR CONCERT ON THE COMMONS – Councilmember Grinder explained that the costs of the Concerts on the Commons have grown over time while the funding source has remained the same year-over-year and requested that the city contribute \$1,000 in funding. George Miceli explained that the primary sponsor, PCUB, contributes the same amount each year and the Community Development Board does not wish to potentially lose their support by opening sponsorship to other entities, and that the City's support would not conflict with PCUB. Mayor Mitchell stated that perhaps the city should consider giving this event over to the Chamber of Commerce or another private entity and allowing it to grow larger than it currently is. Councilmember Grinder moved to approve the city spending \$1,000 to sponsor the Concert on the Commons. Councilmember Nicholson seconded. The motion passed by voice vote with Councilmembers Grieve, Grinder, and Nicholson voting, "Aye" and Councilmember Painter and Mayor Mitchell voting, "Nay."

DISCUSSION ON EQUIPMENT PURCHASES/LEASES FOR MULTIPLE DEPARTMENT NEEDS – Mr. Ledford described that certain pieces of equipment have been requested by multiple city departments and a general discussion was held about potentially sourcing the equipment in the future. Spencer Boardman stated that informing the public about "ditch courtesy" might alleviate some of the stormwater issues the city is facing.

DEPARTMENT AND COMMISSIONS REPORTS

CITY MANAGER'S REPORT – A copy of the report as presented is attached as "Exhibit A"

POLICE DEPARTMENT – A copy of the report as presented is attached as “Exhibit B”

FIRE DEPARTMENT – A copy of the report as presented is attached as “Exhibit C”

NORRIS WATER COMMISSION (NWC) – A copy of the report as presented is attached as “Exhibit D”

PUBLIC WORKS - A copy of the report as presented is attached as “Exhibit E”

Mayor Mitchell moved to schedule a follow-up workshop on public works on October 9, 2023, at 5:00 p.m. Councilmember Grinder seconded. The motion passed unanimously by voice vote.

BILLS PAYABLE

CONSIDERATION OF FUNDS TRANSFER – Councilmember Painter moved to approve transferring \$39,628 from the unreserved fund balance in the Waterworks Fund to a reserved fund balance to be set aside for sewer capital purposes. Councilmember Grinder seconded. The motion passed unanimously by voice vote.

MINUTES AND REPORTS (BOARDS AND COMMISSIONS)

RECREATION COMMISSION – No report.

WATERSHED BOARD – Councilmember Grieve reported they discussed ways to improve the yearly raffle and they also installed some signs at the gates. Joe Feeman reported he was unable to attend the last Water Commission meeting, but listened to the recording of the meeting and he is preparing a map that will show some of the work that needs to be done and will pass that along to the members before the next meeting. Mayor Mitchell asked Mr. Feeman to please include Tony Wilkerson in that communication.

TREE COMMISSION – Councilmember Nicholson stated he wanted to thank Public Works and staff for contracting with a company to grind out several tree stumps. We just identified several trees for removal and expects those stumps will need to be grinded out as well. Mr. Ledford stated he let Kerry Hevel, Public Works Director, so he will be onboard and have them scheduled to come back out when the commission is ready. The commission has also been working on writing the Norris Urban Forest Master Plan and is ready to share the draft for public review that will need to be posted on the city’s website for comments. Mayor Mitchell stated he supports the Tree Commission and would like for them to be able to do more and would support an agenda item regarding invasive species. He stated he would love to see an agenda item regarding this and the scope and what the commission needs.

ANIMAL SHELTER COMMISSION –No report

COMMUNITY DEVELOPMENT – No report

LITTLE THEATRE – No report

PLANNING/BZA – Joe Feeman reported they agreed on new subdivision regulations with intent of hearing from the public and voting on the changes to the subdivision regulations during the November 6, 2023 meeting.

ARCHIVES – Joe Feeman reported they are looking into purchasing a new computer.

ADJOURNMENT

Councilmember Grieve made a motion to adjourn at 9:04 p.m. Councilmember Painter seconded. The motion passed unanimously by voice vote.

Bailey Whited, Assistant City Manager

APPROVED BY CITY COUNCIL

September 11, 2023

Chris Mitchell, Mayor

**Norris City Council
Public Hearing**

**September 11, 2023
5:30 p.m.**

Minutes

The public hearing of the City Council of Norris Tennessee convened September 11, 2023, at 5:45 pm.

The following council members were present: Bill Grieve, Will Grinder, Chuck Nicholson, Loretta Painter and Mayor Chris Mitchell.

Also present were Charles Adam Ledford, City Manager and Bailey Whited, Assistant City Manager, representatives of the press from Courier News and the Norris Bulletin, and 8 members of the public.

Meeting was called to order by Mayor Mitchell.

A PUBLIC HEARING OF THE FOLLOWING ORDINANCES:

ORDINANCE 659, ENTITLED, "AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, AMENDING THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2023, AND ENDING JUNE 30, 2024."

City Manager Adam Ledford gave a brief description of the ordinance. The public gave no comment.

The public hearing was closed and the meeting adjourned at 5:50 p.m.

Bailey Whited, Assistant City Manager

APPROVED BY CITY COUNCIL
October 9, 2023

Chris Mitchell, Mayor



ORDINANCE NO. 660

AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, TO AMEND THE PERSONNEL POLICY OF THE CITY OF NORRIS

WHEREAS, the Norris City Council passed Ordinance No. 642 to repeal and replace the existing Personnel Policy of the City of Norris and the Norris Water Commission; and

WHEREAS, the current Personnel Policy of the City of Norris recognizes the Mayor as the City of Norris Title VI Coordinator; and

WHEREAS, the Norris City Council wishes to transfer said role to the City Manager.

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Norris, Tennessee that:

Section 1. Section XIV – TITLE VI POLICY, C. TITLE VI COMPLAINTS OF DISCRIMINATION will be amended as follows:

C. TITLE VI COMPLAINTS OF DISCRIMINATION

Title VI complaints must be submitted *in writing, signed*, and submitted within 180 calendar days of the alleged discriminatory act. The complaint may be filed with the allegedly discriminating agency, the Tennessee Human Rights Commission (THRC), the relevant state agency, or the relevant federal agency.

The following information should be included in a Title VI complaint:

- The name, address, and telephone number of the complaining party. **The complaint must be signed and filed within 180 calendar days of the alleged discriminatory act.** If you are filing on behalf of another person, include your name, address, telephone number and your relation to that person (for example: friend, attorney, parent, etc.).
- The name and address of the agency, institution, or department alleged to have committed the discriminatory act.
- How, why, and when the discriminatory act(s) occurred. Please include as much background information as possible about the alleged acts of discrimination. Include names of individuals involved in the discrimination, if you know them, as well as any other relevant information.
- The names, addresses, and phone numbers of any witnesses, if known, that the investigating agency may contact for additional information to support or clarify your allegations.
- The complaint should be sent to the City of Norris, Title VI Coordinator; P.O. Box 1090, Norris, Tennessee 37828.
- The Tennessee Human Rights Commission's (THRC) Title VI Compliance Program will be notified of any complaints within ten (10) business days of receipt.

DISCLAIMER: Please do not submit confidential information, such as your Social Security Number, Driver's License number, or birthdate with your Title VI Complaint.

Upon receipt of the complaint, the City of Norris Title VI staff will evaluate jurisdiction, the need for additional information, and investigate the merit of the complaint. If the complaint is filed by an internal party, the City of Norris does not have jurisdiction and will forward it to the appropriate agency having jurisdiction to review it.

If the City of Norris has jurisdiction to investigate, the City of Norris will investigate the complaint and notify parties of the final decision in writing. If the investigation indicates that a violation did not occur, the City of Norris will notify the parties of the final decision in writing.

If complainant is not satisfied with the results of the investigation, the complainant may appeal to the appropriate Federal agency.

Complainants also have the option to file a complaint directly with THRC or the appropriate Federal agency within 180 days of the alleged discrimination. THRC may be reached by phone at (615) 741-5825 or toll free at 1(800) 251-3589 or at:

William R. Snodgrass Tennessee Tower
312 Rosa L Parks Ave, 23rd Floor
Nashville, TN 37243

For more information regarding the City of Norris' Title VI program, please contact:

Title VI Coordinator:

~~City Mayor~~ **City Manager**
(865) 494-7645

SECTION 2: Severability. Each section, paragraph, sentence, and clause of this ordinance is declared to be separate and severable. The invalidity of any section, subsection, paragraph, sentence, or clause shall not affect the validity of any other provision of the ordinance.

SECTION 3: Repealer. All ordinances and parts of ordinances which are inconsistent with any provision of this ordinance are hereby repealed to the extent of such inconsistency.

SECTION 4: Effective. This ordinance shall take effect and be in force from and after its approval as required by law.

Adopted First Reading: _____

Public Hearing: _____

Adopted Second Reading: _____

Signed, Mayor

Attest, City Manager



RESOLUTION NO. 11-2023

A RESOLUTION APPROVING AN AGREEMENT BETWEEN THE CITY OF NORRIS AND PAVE GRADE
& AGGREGATE, INC FOR NORRIS STREET PAVING

WHEREAS, the City of Norris conducted a sealed bid request for bids (RFB) for 2023-2024 paving projects, and;

WHEREAS, it is the desire of the Council of the City of Norris that Pave Grade Aggregate, Inc conduct the paving project as described within the agreement, and;

WHEREAS, the Council of the City of Norris desires to enter into a contract with Pave Grade Aggregate, Inc to complete said work,

NOW, THEREFORE BE IT RESOLVED that in consideration of the mutual covenants herein contained, the Council of the City of Norris shall enter into a Contract with Pave Grade Aggregate Inc, attached hereto, and the Mayor is hereby authorized to execute said Contract on behalf of the City.

BE IT FURTHER RESOLVED, that all resolutions and partial resolutions in conflict herewith would be and that the same hereby are repealed or modified as the case may be.

BE IT FURTHER RESOLVED, that this Resolution shall take effect from and after its adoption, welfare demanding it.

Passed and approved this 9th day of October, 2023.

Mayor

Attest

City Recorder

I, Sandy Johnson, City Recorder for the City of Norris, Tennessee, certify that the above resolution is part of the minutes of October 9, 2023.

City Recorder

THIS SERVICES AGREEMENT (“Agreement”) is made by and between THE CITY OF NORRIS, TENNESSEE (the “City”) and Pave Grade & Aggregate, Inc (“Vendor”) (collectively as “Parties”), and is entered into on October 9, 2023, and is effective as of the Effective Date set forth herein.

RECITALS:

WHEREAS, the City requires services for asphalt paving that it cannot provide itself and desires to contract with a third-party independent contractor to provide said services for the City’s benefit; and

WHEREAS, pursuant to state law, the City issued and published a Request for Bids (RFB) and Vendor submitted a bid; and

WHEREAS, the City has selected Vendor to provide services it desires.

NOW, THEREFORE, in consideration of the foregoing facts and circumstances, the mutual covenants and promises contained herein and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by each of the Parties do hereby agree to the following:

1. **EFFECTIVE DATE.** The Effective Date of this Agreement shall be October 9, 2023.
2. **TERM.** The term of this Agreement shall be eight (8) months from Effective Date herein through June 9, 2024. The parties may extend this Agreement in writing, with or without modification, as agreed upon by the Parties.
3. **INSURANCE.** Vendor shall maintain in full force and effect, during the entire term of this Agreement, liability insurance, along with commercial general liability, workers’ compensation, and automobile insurance, in the minimum limits set forth below, naming City as an additional insured. Vendor shall provide to the City certificates upon reasonable request.
 - a. Commercial general liability, including premises-operations, products/completed operations, board form property damage, blanket contractual liability, independent contractors, personal injury, or bodily injury with a policy limit of not less than One Million Dollars (\$1,000,000), combined single limit, per occurrence;
 - b. Umbrella Liability Insurance policy limit of not less than One Million Dollars (\$1,000,000);
 - c. Business automobile liability for owned vehicles, hired, and nonowner vehicles, with a policy limit of not less than One Million Dollars (\$1,000,000), combined single limit, per occurrence for bodily injury and property damage;
 - d. Workers’ compensation insurance as required by the State of Tennessee. The Provider agrees to waive, and to obtain endorsements from its workers’ compensation insurer waiving subrogation rights under its

workers' compensation insurance policy against the City, its officers, agents, employees, and volunteers arising from work performed by Provider for the City and to require each of its subcontractors, if any, to do likewise under their workers' compensation insurance policies.

4. The certificate holder should read:

City of Norris
20 Chestnut Drive
Norris, TN 37828

Insurance company(s) must have an A.M. Best Rating of A-6 or higher and licensed to do business by the Tennessee Secretary of State and Tennessee Insurance Department.

5. **VENDOR RESPONSIBILITIES.** Provide all materials and labor to:
 - a. Asphalt Surface Paving of Butternut Drive
 - i. Mill all of Butternut Drive tie in joints beginning and end at each roadway project so that new overlay will tie in flush with existing roadways and driveways – mill 1.5' wide at tie in, 2.5" - 3" deep between
 - ii. Clip edges of roadway
 - iii. Clean Streets by sweeping and blowing
 - iv. Install risers, if necessary, for 5 water service valves
 - v. Install risers, if necessary, for 2 sanitary sewer manholes
 - vi. Install approximately 66,264 square feet or 610 tons of asphalt on Butternut Drive, with 1.5" E surface Mix
 - vii. Provide traffic control and any signs required by the uniform traffic control manual for the project during contract period
 - viii. The material and/or services delivered under this proposal shall remain the property of the seller until a physical inspection and actual usage of this material and/or services is accepted to the satisfaction of the City and is to be in compliance with the terms, herein, fully in accordance with the specifications and be of the highest quality.
 - ix. Dispose of excess or removed asphalt
 - b. Asphalt Surface Paving of Hickory Trail Phase 1 (2214 foot) or (48708 square feet)
 - i. Mill tie in joints at beginning and end of each roadway project so that new overlay will tie in flush with existing roadway – mill 1.5' wide at tie in 1.5" deep.
 - ii. Clip edges of roadway
 - iii. Clean Streets by sweeping and blowing

- iv. Install risers, if necessary, for 3 water service valves
- v. Install risers, if necessary, for 2 sanitary sewer manholes
- vi. Install approximately 48,708 square feet or 447 tons of asphalt on Hickory Trail, with 1.5" E surface Mix.
- vii. Provide traffic control and any signs required by the uniform traffic control manual for the project during contract period.
- viii. The material and/or services delivered under this proposal shall remain the property of the seller until a physical inspection and actual usage of this material and/or services is accepted to the satisfaction of the City and is to be in compliance with the terms, herein, fully in accordance with the specifications and be of the highest quality.
- ix. Dispose of excess or removed asphalt

6. CITY'S RESPONSIBILITIES.

- a. Provide contactor with authorization to proceed.
 - b. Compensate within 10 days for accepted work performed under the accepted bid terms:
 - i. \$168.77 per ton for Asphalt Surface Paving of Butternut Drive as described under 5(a) of this Agreement herein.
 - ii. \$145.00 per ton for Asphalt Surface Paving of Hickory Trail Phase 1 (2214 foot) or (48708 square feet) as described under 5(b) of this Agreement herein.
- 7. INDEPENDENT CONTRACTOR.** It is expressly agreed and understood that Vendor is an independent contactor and shall not represent itself, its agents, or employees as agents or employees of the City. Nothing herein is to be construed as to create any employer-employee relationship between Vendor and the City; and neither Vendor nor any of its employees shall be deemed to be employees of agents of the City. At all times material to this Agreement, any subcontractors or agents employed by Vendor shall be considered acting under the supervision, direction, and control of the City.
- 8. AMENDMENT AND TERMINATION.** This Agreement may be terminated without cause at any time by either Party through the issuance of a thirty (30) day written notice pursuant to this Agreement. Termination with cause shall not require advance notice.
- 9. NO CONFLICT OF INTEREST.** No City official, employee, or member of the governing body of the City shall be admitted to any share or part of this Agreement or to any benefit to arise from the same. Likewise, no officer, employee, or member of the governing body of Vendor or who exercises any function of responsibilities in connection with the carrying out of the project to which this Agreement pertains shall have any private interest, direct or indirect, in this Agreement.

10. **ASSIGNMENT; SUBCONTRACTING.** This Agreement may not be assigned by either Party. The Vendor shall not subcontract its responsibility pursuant to this Agreement to a third party.
11. **MODIFICATION.** This Agreement shall not be modified or amended except by an instrument in writing executed by or on behalf of Vendor and the City.
12. **NONDISCRIMINATION.** The Vendor certifies total compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended and all regulations promulgated thereunder, as the City of Norris does not discriminate based on race, color, or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 USC 2000d).
13. **EXECUTION IN COUNTERPARTS.** This Agreement may not be amended, changed modified, altered, or terminated except by instrument in writing signed by the Parties. This Agreement may be executed in several counterparts, each of which shall be original and all of which shall constitute but one and the same instrument.
14. **TIME.** The Contractor shall finish within the agreed upon timeframe.
15. **VENUE AND JURISDICTION.** The venue and jurisdiction for any disputes arising pursuant to this Agreement shall be in the Circuit Court for Anderson County, Tennessee.
16. **INDEMNITY.** Vendor shall provide a defense, indemnify, and hold the City harmless from and against any and all claims arising from Vendor or from the conduct of its business or from any activity, work, or things, including all damages, costs, attorney's fees, expenses, and liabilities incurred in the defense of any claim or action arising there from.
17. **APPLICABLE LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee.
18. **FORCE MAJEURE.** The Parties shall not be liable to each other or be deemed to be in breach of this Agreement for any failure or delay in rendering performance arising out of causes beyond their respective reasonable control and without its fault or negligence. Such causes may include, but are not limited to, acts of God or the public enemy, terrorism, significant fires, floods, earthquakes, epidemics, quarantine restrictions, strikes, freight embargoes, or Governmental Authorities approval delays which are not caused by any act or omission by the parties, and unusually severe weather. The Parties agree to notify each other of the existence and nature of any delay.
19. **BINDING EFFECT.** This Agreement shall inure to the benefit of and shall be binding upon City and Vendor and their respective heirs, administrators, successors, and assigns.
20. **SEVERABILITY.** In the event any provision of this Agreement or any instrument delivered in connection herewith shall be held invalid or unenforceable by any

court of competent jurisdiction, such holdings shall not invalidate or render unenforceable any other provisions hereof or thereof.

21. **NOTICES.** All notices or other communications hereunder shall be deemed sufficiently given and shall be deemed given when delivered by hand-delivery or mailed by first class postage prepaid, registered, or certified mail and addressed as follows:
22. **CAPITIONS.** The paragraph headings in this Agreement are for convenience only, and they form no part of this Agreement and shall not affect its interpretation.
23. **ENTIRE AGREEMENT.** This Agreement represents the entire agreement between Vendor and the City and supersedes all prior negotiations, representations, and agreements either written or oral, unless otherwise expressly stated herein.
24. **PAYMENT OF EXPENSES; BREACH.** Each of the Parties to this Agreement shall pay their own expenses, costs, and attorney's fees associated with the negotiation, preparation, execution and delivery of this Agreement and the documents related thereto and the consummation of the transactions contemplated herein. In the event of a breach in the performance of any of the provisions of this Agreement or any of the documents related thereto, the breaching party shall pay the reasonable attorney's fees and court costs of the nonbreaching party associated with the enforcement of any of the provisions of any such document or this Agreement.
25. **IRAN DIVESTMENT ACT.** The Vendor certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief it is not on the list created pursuant to TENNESSEE CODE ANNOTATED §12-12-106.

IN WITNESS WHEREOF, Vendor and the City have caused their duly authorized representatives to execute and deliver this Agreement, all as of the day and year first written above.

City of Norris, a Tennessee municipality

BY:

Honorable Chris Mitchell
Mayor of Norris
Date of Execution: _____

Witness:

BY:

Vendor Representative
Date of Execution: _____

Witness:



RESOLUTION NO. 12-2023

A RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO ENTER INTO AN AGREEMENT WITH _____ FOR THE OAK ROAD PARK PAVILION PROJECT

WHEREAS, the Norris City Council recognizes the need to add, replace, or repair the Oak Road Park Pavilion, and;

WHEREAS, it is in the best interests of the City and its residents that an agreement be entered into with _____,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Norris, Tennessee, as follows:

Section 1. That the Mayor and City Manager are hereby authorized to enter into an Agreement with _____ for the addition, replacement, or repair of the Oak Road Park Pavilion.

Section 2. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved this 9th day of October, 2023.

Mayor

Attest

City Recorder

I, Sandy Johnson, City Recorder for the City of Norris, Tennessee, certify that the above resolution is part of the minutes of October 9, 2023.

City Recorder



RESOLUTION NO. 13-2023

A RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO ENTER INTO AN
AGREEMENT WITH _____ FOR THE POLICE AND FIRE ROOF
REPLACEMENT PROJECT

WHEREAS, the Norris City Council recognizes the need to add, replace, or repair the roof on the police and fire hall, and;

WHEREAS, it is in the best interests of the City and its residents that an agreement be entered into with _____,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Norris, Tennessee, as follows:

Section 1. That the Mayor and City Manager are hereby authorized to enter into an Agreement with _____ for the addition, replacement, or repair of the police and fire hall roof.

Section 2. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved this 9th day of October, 2023.

Mayor

Attest

City Recorder

I, Sandy Johnson, City Recorder for the City of Norris, Tennessee, certify that the above resolution is part of the minutes of October 9, 2023.

City Recorder



RESOLUTION NO. 14-2023

A RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO ENTER INTO AN AGREEMENT WITH _____ FOR THE EXTERIOR SIDING INSTALLATION PROJECT AT MCNEELEY BUILDING

WHEREAS, the Norris City Council recognizes the need to add, replace, or repair siding at the McNeeley Building, and;

WHEREAS, it is in the best interests of the City and its residents that an agreement be entered into with _____,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Norris, Tennessee, as follows:

Section 1. That the Mayor and City Manager are hereby authorized to enter into an Agreement with _____ for the addition, replacement, or repair of siding at the McNeeley Building.

Section 2. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Passed and approved this 9th day of October, 2023.

Mayor

Attest

City Recorder

I, Sandy Johnson, City Recorder for the City of Norris, Tennessee, certify that the above resolution is part of the minutes of October 9, 2023.

City Recorder



RESOLUTION 15-2023

**A RESOLUTION TO ACCEPT THE 2023-2024 "SAFETY PARTNERS"
MATCHING GRANT.**

WHEREAS, the City of Norris has applied to participate in the "Safety Partners" Matching Grant Program; and

WHEREAS, the city is eligible to receive reimbursement of \$1,500 on \$3,000 of safety-related purchases, and

WHEREAS, the city has been approved for reimbursement of \$1,500.

NOW BE IT THEREFORE RESOLVED by the City Council of the City of Norris, Tennessee, that the City of Norris accepts the reimbursement as a part of the "Safety Partners" Matching Grant Program.

Passed:_____

Signed: Mayor

Attest: City Manager



RESOLUTION NO. 16-2023

A RESOLUTION APPROVING A LETTER AGREEMENT BETWEEN THE CITY OF NORRIS AND
CANNON & CANNON, INC FOR ARPA SANITARY SEWER REHABILITATION ENGINEERING
SERVICES

WHEREAS, the City of Norris created the Norris Water Commission for the purpose of overseeing water and sanitary sewer utilities; and

WHEREAS, it is the desire of the Norris Water Commission that the City retains the services of Cannon & Cannon to provide engineering services as described within the letter agreement; and

WHEREAS, the Council of the City of Norris desires to enter into a contract with Cannon & Cannon, Inc to complete said work.

NOW, THEREFORE BE IT RESOLVED that in consideration of the mutual covenants herein contained, the Council of the City of Norris shall enter into a Contract with Cannon & Cannon, Inc, attached hereto, and the Mayor is hereby authorized to execute said Contract on behalf of the City.

BE IT FURTHER RESOLVED, that all resolutions and partial resolutions in conflict herewith would be and that the same hereby are repealed or modified as the case may be.

BE IT FURTHER RESOLVED, that this Resolution shall take effect from and after its adoption, welfare demanding it.

Passed and approved this 9th day of October, 2023.

Mayor

Attest

City Recorder

I, Sandy Johnson, City Recorder for the City of Norris, Tennessee, certify that the above resolution is part of the minutes of October 9, 2023.

City Recorder



October 5, 2023

Norris Water Commission
20 Chestnut Drive
P.O. Box 1090
Norris, TN 37828
865.494.7645

**RE: ARPA Sanitary Sewer Rehabilitation
Proposal for Engineering Services**

Dear Commissioners,

Cannon & Cannon, Inc., (CCI) is pleased to submit this letter agreement to the City of Norris and Norris Water Commission to provide surveying, engineering design, bidding, construction administration, and construction inspection services for a sanitary sewer rehabilitation project. Our project understanding, scope of services, and fee are provided below.

PROJECT UNDERSTANDING

Norris Water Commission (NWC) operates water and sewer systems for customers within the corporate limits of Norris, TN. The existing sewer system is over 85 years old and contains approximately 48,000 LF of 8-inch, 10-inch, and 12-inch vitrified clay pipes, many of which were installed with the original development of the town in the 1930's. These sewer lines flow to a wastewater treatment facility located at the southern end of the town, near Andersonville Highway.

NWC received a revised a Director's Order from TDEC, dated February 11, 2022, relating to quarterly violations that appears on the EPA Non-compliance report (QNCR) for effluent limitation exceedance in multiple quarters during the monitoring period of May 1, 2019 through November 30, 2021. TDEC's Director's Order requested a written Corrective Action Plan (CAP) within 90 days. Norris responded within the timeframe, and TDEC approved Norris' plan on June 6, 2022.

A primary issue identified by TDEC in its Director's Order was elevated levels of inflow and infiltration in the sewer system. As part of the Corrective Action Plan scope of work, Norris committed to pursuing a comprehensive sanitary sewer rehabilitation of its sewer system in order to reduce these high levels. In addition, on the Tennessee Infrastructure Scorecard, Norris identified Inflow and Infiltration and Modernization as two Critical Needs priorities. The proposed sanitary sewer rehabilitation project will rely on American Rescue Plan Act (ARPA) funding, and the scope of proposed work will target the areas with the highest contribution to inflow and infiltration, which also correspond to the oldest areas of Norris' system.

As part of the CAP and other self-initiated efforts, Norris completed CCTV Inspection, Smoke Testing, and Manhole Video Inspections of its entire collection system in 2021 and 2022. This recent data will form the basis of the information used for the evaluation, recommendations, and design of the rehabilitation project in the sewer system as further described below.

It is CCI's understanding that Norris desires to rehabilitate at least 5,000 LF of sewer. As part of this project, CCI will review existing CCTV and Manhole Inspection data, develop construction documents, provide bidding phase services for the award of a construction contract, and provide construction administration and construction inspection services during the construction.

SCOPE OF SERVICES

Task 1 – Preliminary Design

The preliminary design is intended to take a comprehensive look at all compiled sewer data and create a consensus between CCI and Norris on highest priorities rehabilitation areas. The task will include:

- a. Review 48,000 LF of CCTV information;
- b. Review System-wide Smoke Testing information;
- c. Review 250 Manhole Inspection videos;
- d. Compile characterization data for all sewer mains and manholes;
- e. Review analysis methods with Norris;
- f. Analyze data and develop preliminary characterizations and recommendations;
- g. Review preliminary design with Norris.

Task 2 – Preliminary Engineering Report

A requirement of ARPA funded contracts is a document stating the project scope and need. The Clean Water State Revolving Fund (SRF) Preliminary Engineering Report (PER) format will be used. The report will include the following sections:

- a. Summary, Conclusions, and Recommendations;
- b. Purpose and Need;
- c. General Information;
- d. Future Conditions;
- e. Development of Alternatives;
- f. Selected Plan Description;
- g. Project Costs;
- h. Environmental Impacts;
- i. Environmental Justice Concerns.

Task 3 – Field Surveying

It is anticipated that the majority of the construction will be performed by trenchless rehabilitation methods. No field surveying is budgeted for trenchless rehabilitation sections. In the event of pipe characteristics that prohibit or limit the effectiveness of trenchless methods, open cut replacement will be recommended as necessary. In these instances, additional field information is necessary to provide adequate information for contractors to provide competitive bid pricing. Field surveying will be performed as necessary. The task will include:

- a. Research existing utility records;
- b. Establish GPS survey control;
- c. Limited topographic survey of areas where sewers will be replaced;
- d. Limited topographic survey of areas where sewers will be pipe burst;
- e. Limited property survey, if required for a sewer realignment;
- f. Preparation of base maps.

Formal property line surveys are not anticipated to be required unless special circumstances (i.e. sewers underneath an existing structure that will be re-aligned). All other property lines shown on the design plans will be based on available roadway or GIS data.

Task 4 – Final Design

Based on accepted preliminary design documents, CCI will prepare final Construction Documents showing the scope, extent, and character of work to be furnished and performed, and prepare specifications in accordance with industry standards. The task will include:

- a. Review field survey information and transfer Preliminary Design to field survey base map;
- b. Initiate construction document preparation, creating drawings indicating the scope of rehabilitation
- c. Review 60% design with Norris;
- d. Incorporate 60% review comments;
- e. Create specifications for contract execution and construction standards. NWC does not maintain approved specifications with TDEC, so industry standards in line with regional peer utilities will be prepared for Norris' approval;
- f. Review 90% design and specifications with Norris;
- g. Incorporate 90% review comments;
- h. Prepare and submit TDEC Sewage Works Construction permits and calculations for approval.

Task 5 – Bidding and Negotiation

CCI will assist Norris with the advertisement and bidding of the project for construction. The task will include:

- a. Provide bidding documents to bidders and maintain a bidder list;
- b. Organize and attend an in-person pre-bid meeting;
- c. Respond to bidder questions (as necessary);
- d. Provide addenda (as necessary);
- e. Maintain Bidder records and receive deposits;
- f. Attend Bid Opening;
- g. Evaluate bid and assist in award;
- h. Develop conformed plans for construction;

Task 6 – Construction Administration

CCI will provide limited construction administration services after the contract is awarded and will act as the Owner's liaison to the contractor during construction which is estimated to take 4 months after material procurement to complete. A total of 55 hours has been budgeted for this task. The task will include:

- a. Conduct Pre-Construction Conference;
- b. Issue Notice To Proceed;
- c. Review and approve submittals from the contractor (10 submittals or less assumed);
- d. Review and respond to contractor request for information (RFI);
- e. Conduct periodic (monthly) progress meetings, not exceeding 4 meetings;
- f. General Engineering assistance during construction, as directed by Client (12 hours of time is estimated);
- g. Review payment requests and make recommendations to Client;
- h. Conduct pre-inspection punch list walkthrough with Contractor;
- i. Coordinate final-inspection review by owner and contractor and review for general acceptance;
- j. Coordinate the execution of Closeout Documents from Contractor and transmit to Client;
- k. Create Record drawings, based on construction field notes received from contractor.

Task 7 – Construction Inspection (Resident Project Representative)

The construction of the project is anticipated to take 4 months after material procurement is completed. Once the project goes to construction, CCI will act as the Engineer's liaison to Contractor in the field. This task will encompass the following:

- a. Review the progress schedule, submittal schedule, and other schedules prepared by Contractor and consult with Engineer concerning acceptability
- b. Attend meetings with Contractor, including pre-construction conference, progress meetings, job conferences. Ensure copies of meeting minutes are generated by responsible parties and distributed.
- c. Serve as the Engineer's liaison with Contractor, working through the superintendent, and assist in understanding the intent of the Contract documents.
- d. Receive shop drawings and samples for Engineer inspection.
- e. Conduct on-site observations of the work in progress to assist Engineer in determining if the work is, in general, proceeding in accordance with the Contract documents. The Resident Project Representative shall report to Engineer whenever Resident Project Representative believes that any work is unsatisfactory, faulty, or defective, or does not conform to the contract documents, or has been damaged, or does not meet the requirements of any inspection, test or approval required to be made; and advise Engineer of work that Resident Project Representative believes should be corrected or rejected or should be uncovered for observation, or requires special testing, inspection or approval. The Resident Project Representative shall accompany visiting inspectors representing public or other agencies having jurisdiction over the Project; record the results of these inspections and report to Engineer.
- f. Report to Engineer in writing when clarifications and interpretations of the Contract documents are needed.
- g. Consider and evaluate Contractor's suggestions for modifications in drawings or specifications and report with Resident Project Representative's recommendations to Engineer.
- h. Maintain at the job-site orderly files for correspondence, reports of job conferences, shop drawings and samples, reproductions of original contract documents including all work directive changes, addenda, change orders, field orders, additional drawings issued subsequent to the execution of the Contract, Engineer's clarifications and interpretations of the contract documents, progress reports, and other Project-related documents.
- i. Keep a diary and log book, recording Contractor hours on the job site, weather conditions, data relative to questions of work directive changes, change orders or changed conditions, list of job-site visitors, daily activities, decisions, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to Engineer.
- j. Keep a current log book of acceptable pay items, recording the location and quantity of all pay items delivered, used, or completed on a day-to-day basis including any necessary substantiating computations.
- k. Report immediately to Engineer and Owner upon the occurrence of any accident.
- l. Review applications for payment with Contractor for compliance with the established procedure for their submission and forward with recommendations to Engineer
- m. Verify that certificates, operation and maintenance manuals, and other data required to be assembled and furnished by Contractor are applicable to the items actually installed and in accordance with the contract documents, and have this material delivered to Engineer for review and forwarding to Owner prior to final payment for the work.
- n. Conduct a final inspection in the company of Engineer, Owner, and Contractor, and prepare a final list of items to be completed or corrected. The Resident Project Representative shall observe that all items on final list have been completed or corrected and make recommendations to Engineer concerning acceptance.

- o. Limitations of Authority.
 - a. The Resident Project Representative shall not exceed limitations of Engineer's authority as set forth in the Agreement or the Contract documents.
 - b. The Resident Project Representative shall not undertake any of the responsibilities of the Contractor, subcontractor, or Contractor's superintendent.
 - c. The Resident Project Representative shall not advise on, issue directions relative to, or assume control over any aspect of the means, methods, techniques, sequences, or procedures of construction unless such advice or directions are specifically required by the contract documents.
 - d. The Resident Project Representative shall not advise on, issue directions regarding, or assume control over safety precautions and programs in connection with the work.
 - e. The Resident Project Representative shall not authorize Owner to occupy the Project in whole or in part.
 - f. The Resident Project Representative shall not participate in specialized field or laboratory tests or inspections conducted by others except specifically authorized by Engineer in writing.

Full-time in-person inspection will not be provided during the procurement of materials, when no construction is occurring on site. This material procurement period is anticipated to be less than 3 months. If work exceeds the anticipated construction duration of 120 days or the assumed material procurement period of 3 months, CCI will request written approval from the Client to continue to provide construction assistance as part of additional services for an additional fee.

ADDITIONAL SERVICES

If authorized in writing by Client, Consultant will furnish or obtain from others, Additional Services of the following types which are not included as part of the Basic Services and will be paid for by Client as indicated in of this Work Authorization:

- A. Preparation of applications and supporting documents for additional grants, loans, or advances in connection with the Project.
- B. Preparation or review of environmental assessments and impact statements.
- C. Preparation of subsurface geotechnical investigations, reports, and coordination with such consultants.
- D. Services to make measured drawings of or to investigate existing conditions or facilities beyond those outlined herein.
- E. Services resulting from significant changes in the general scope, extent or character of the Project or its design including, but not limited to, changes in size, length, complexity, CLIENT's schedule, character of construction or method of financing.
- F. Preparation or submission of permits or approval applications not specifically referenced herein.
- G. Preparing to serve or serving as a consultant or witness for CLIENT in any litigation, arbitration or other legal or administrative proceeding involving the Project.
- H. Easement preparation and acquisition.
- I. Asset Management Plan as required by TDEC.

SCHEDULE

Upon receipt of a signed Authorization to Proceed, CCI will complete follow the following schedule:

- a. Review characterization and create preliminary design plans for meeting with NWC within 4 months;
- b. Finalize design, PER, and submit construction drawings and permits to TDEC within 6 months;

- c. After TDEC approval, submit advertisement for bids within 2 weeks.

After bids are advertised, CCI will proceed with the bidding and construction administration schedules in close coordination with NWC on timeline. Services will be completed at the contractor’s final completion, after the anticipated 120-day construction schedule.

FEE

The total lump sum fee for the identified scope of services is listed below. Consultant will invoice monthly based on percent complete and the Client will compensate CCI for providing the services set forth in accordance with the agreement.


Task 1 – Preliminary Design	\$91,587.50
Task 2 – Preliminary Engineering Report	\$12,500.00
Task 3 – Field Surveying	\$30,000.00
Task 4 – Final Design	\$53,412.50
Task 5 – Bidding and Negotiation	\$12,000.00
Task 6 – Construction Administration	\$10,000.00
Task 7 – Construction Inspection (Resident Project Representative)	\$43,200.00
Total Fee	\$252,700.00

Additional services such as attendance at outside meetings or other activities that may become necessary beyond the above project scope, will be invoiced on an hourly basis at CCI standard rates. The additional work and related charges will be clearly communicated to the client in advance of performing the work.

In the unforeseen event the scope of services changes requiring an amended budget; a revised proposal will be submitted to NWC approval prior to proceeding. Reference is made to the attached Standard Terms and Conditions (three pages) to be included as part of this proposal.

We look forward to working with you on this project. Please do not hesitate to contact us with any questions or if you require additional information.

Sincerely,



Joshua Paz, P.E.
Division Leader – Utilities

Attachments:
Standard Terms and Conditions
Standard Rates

AUTHORIZATION TO PROCEED:

By: _____

Date: _____

Printed Name and Title



STANDARD TERMS AND CONDITIONS

PROJECT: ARPA Sanitary Sewer Rehabilitation
City of Norris/Norris Water Commission

CLIENT: Mr. Adam Ledford, City Manager
20 Chestnut Drive
Norris, TN

1. ACCESS TO THE SITE / JOBSITE SAFETY:

Unless otherwise stated, CANNON & CANNON, INCORPORATED, hereinafter referred to as the CONSULTANT will have access to the site for activities necessary for the performance of the services. The CONSULTANT will take precautions to minimize damage resulting from these activities, but has not included in the project fee the cost of restoration of any damage.

The CLIENT understands that the CONSULTANT has not been retained and is not responsible, in any way, for the means, methods, sequence, procedures, techniques, scheduling of construction related activities, nor jobsite safety.

2. INDEMNIFICATIONS:

If any claim is brought against the CLIENT by any third party, relating in whole or in part to the negligence of the CONSULTANT, CONSULTANT shall indemnify the CLIENT against any loss or judgment, including attorneys' fees and costs, to the extent that such loss or expense is caused by the CONSULTANT's negligence.

The CONSULTANT is not obligated to indemnify the CLIENT in any manner whatsoever for the CLIENT'S own negligence.

3. INSURANCE:

The CONSULTANT shall secure and endeavor to maintain such insurance as will protect the CONSULTANT from claims of negligence, bodily injury, death, or property damage which may arise from the performance of services under this Agreement.

4. OWNERSHIP AND REUSE OF DOCUMENTS:

All drawings, specifications (i.e., the Contract Documents) and other work products of the CONSULTANT pursuant to this Agreement are instruments of service in respect to the Project only. They are not intended or represented to be suitable for reuse by the CLIENT or others on extensions of the Project or on any other project. Any reuse without written verification or adaptation by the CONSULTANT for the specific purpose intended will be at the CLIENT'S sole risk and without liability or legal exposure to the CONSULTANT. Any such verification or adaptation will entitle the CONSULTANT to further compensation.

5. OPINIONS OF CONSTRUCTION COST:

Any opinion of probable construction cost prepared by the CONSULTANT represents the CONSULTANT'S judgment as design professionals and is supplied for general guidance of the CLIENT. Since the CONSULTANT has no control over the construction marketplace, the CONSULTANT does not guarantee the accuracy of such opinions as compared to contractor bids or actual cost to the CLIENT.

6. DESIGN WITHOUT CONSTRUCTION PHASE SERVICES:

Where it is understood and agreed to that said Agreement does not include project observation or the review of the Contractor's performance or any construction phase services, the CLIENT shall be responsible at their sole discretion for such services. Further, the CLIENT assumes all responsibility for interpretation of the Contract Documents and for construction observation and/or supervision.

If the CLIENT requests in writing that the CONSULTANT provide any specific construction phase services and if the CONSULTANT agrees in writing to provide such services, then the CONSULTANT shall be compensated for these services as provided for in the Agreement.

7. OTHER CONDITIONS:

Not Applicable

8. ACCESS TO RECORDS:

The CONSULTANT agrees to provide the CLIENT, and any other funding agencies that have provided funds for the project such as State or Federal Agencies access to any books, documents, papers, and records of the CONSULTANT which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, or transcriptions. The CONSULTANT also agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

9. COMPLIANCE WITH FEDERAL LAW, REGULATIONS AND EXECUTIVE ORDERS:

This is acknowledgement that the Treasury ARP (American Rescue Plan) SLFRF (State and Local Fiscal Recovery Funds) financial assistance will be used to fund all or a portion of this contract. The CONSULTANT will comply with all applicable Federal law, regulations, executive orders, Treasury policies, procedures, and directives.

10. TERMINATION:

The obligation to provide further services under this Agreement may be terminated without cause by either party upon seven (7) days written notice. On termination by either the CLIENT or the CONSULTANT, the CLIENT shall pay the CONSULTANT with respect to any services performed to the date of termination (including all reimbursable expenses incurred).

11. GOVERNING LAW:

Unless otherwise specified within this Agreement, this Agreement shall be governed by the Law of the State of Tennessee.

END OF TERMS AND CONDITIONS

SCHEDULE OF CHARGES – HOURLY RATE BASIS

CIVIL PROJECT MANAGEMENT & DESIGN

Senior Civil Project Manager.....	\$215.00 per hour
Civil Project Manager.....	\$190.00 per hour
Senior Civil Project Engineer.....	\$170.00 per hour
Civil Project Engineer.....	\$160.00 per hour
Senior Civil Engineering Designer.....	\$135.00 per hour
Civil Engineering Designer.....	\$125.00 per hour
Project Technician II.....	\$110.00 per hour
Project Technician I	\$90.00 per hour

FIELD SURVEYING

Senior Project Manager.....	\$215.00 per hour
Project RLS.....	\$155.00 per hour
Senior Survey Technician.....	\$140.00 per hour
Field Crew.....	\$175.00 per hour
Drone Services (including pilot)	\$380.00 per hour
Survey Technician.....	\$110.00 per hour

CONSTRUCTION PHASE SERVICES & ASSESSMENTS

Senior Project Manager.....	\$215.00 per hour
Project Manager	\$190.00 per hour
Senior Project Engineer.....	\$170.00 per hour
Project Engineer.....	\$160.00 per hour
Senior Resident Project Representative	\$155.00 per hour
Resident Project Representative.....	\$90.00 to \$110.00 per hour

Rates for Principles and other Professionals/Experts provided upon request as specific project necessitates.

Unless otherwise noted in the Agreement; outside services contracted for a specific project, including but not limited to professional and technical consultants, laboratory testing, reprographics, photography, etc. will be invoiced at the amount of the subcontractor’s statement plus 10 percent.

Other expenses which are properly chargeable to the work will be invoiced as follows:

- Travel by company or private vehicle at reimbursable rate per Federal guidelines at time expense is incurred.
- Travel, living and per diem expenses for all personnel when required to be away from office in connection with the project will be evaluated on a project by project basis and provided for in the project contract.

Statements will be issued on a monthly basis and are due upon receipt.

Effective: January 2023



RESOLUTION NO. 17-2023

A RESOLUTION APPROVING AN AGREEMENT BETWEEN THE CITY OF NORRIS AND MARTIN HENNESSEE FOR DIRECTOR OF NORRIS LITTLE THEATRE 75TH ANNIVERSARY THEATRE PRODUCTION

WHEREAS, the City of Norris created the Norris Little Theatre for the purpose of conducting public theatre events, and;

WHEREAS, it is the desire of the Norris Little Theatre the City retain the services of Martin Hennessee to direct a publicly presented play as described within the agreement, and;

WHEREAS, the Council of the City of Norris desires to enter into a contract with Martin Hennessee to complete said work,

NOW, THEREFORE BE IT RESOLVED that in consideration of the mutual covenants herein contained, the Council of the City of Norris shall enter into a Contract with Martin Hennessee, attached hereto, and the Mayor is hereby authorized to execute said Contract on behalf of the City.

BE IT FURTHER RESOLVED, that all resolutions and partial resolutions in conflict herewith would be and that the same hereby are repealed or modified as the case may be.

BE IT FURTHER RESOLVED, that this Resolution shall take effect from and after its adoption, welfare demanding it.

Passed and approved this 9th day of October, 2023.

Mayor

Attest

City Recorder

I, Sandy Johnson, City Recorder for the City of Norris, Tennessee, certify that the above resolution is part of the minutes of October 9, 2023.

City Recorder

From: O'Hara, Stephanie <Stephanie.OHara@tennessee.edu>
Sent: Thursday, June 3, 2021 8:20 AM
To: Scott Hackler <norriscitymanager@gmail.com>
Cc: Carrier, Angie <angie.carrier@tennessee.edu>
Subject: RE: City Board-Commission Solicitation for Gifts-Funds

Scott,

As soon as the city deposits the donated funds, the funds become public funds and must be used for a public purpose. A concert *may* be considered a public purpose depending on the cited purpose. However, some cities work with the local chamber or other qualifying nonprofit to host these events, and any public funds are donated to the nonprofit, which must qualify under Tennessee Code Annotated § 6-54-111 to receive those public funds.

Please let us know if you have any additional questions.

Stephanie

Stephanie Allen O'Hara

Attorney

UT Municipal Technical Advisory Service



(O) Office (865) 974-0411



stephanie.ohara@tennessee.edu



www.mtas.tennessee.edu



1610 University Avenue / Knoxville, TN 37921

From: Scott Hackler <norriscitymanager@gmail.com>
Sent: Wednesday, June 2, 2021 4:40 PM
To: O'Hara, Stephanie <Stephanie.OHara@tennessee.edu>
Cc: Carrier, Angie <angie.carrier@tennessee.edu>
Subject: RE: City Board-Commission Solicitation for Gifts-Funds

Stephanie,

Thanks again for the quick and helpful response.

The concerts are funded by Powell Clinch Utility as a flow through in the city budget. No city tax funds are used. This has been in place for several years, and well before I arrived.

I will be looking globally at other boards and commissions that have donated funds accounts.

Thanks,

Scott Hackler

From: O'Hara, Stephanie <Stephanie.OHara@tennessee.edu>
Sent: Wednesday, June 2, 2021 4:08 PM
To: Scott Hackler <norriscitymanager@gmail.com>
Cc: Carrier, Angie <angie.carrier@tennessee.edu>
Subject: RE: City Board-Commission Solicitation for Gifts-Funds

Scott,

Tennessee cities have no authority to solicit donations or host fundraisers except in very limited circumstances. The only specific authority that I recall is under Tennessee Code Annotated § 7-34-115(i), which allows for soliciting the rounding up of utility bills for “public works projects,” which is a defined term in the statute. However, I know of no authority for the solicitation with a concert series in the attached flier, and thus, I know of no authority for the city to spend public funds soliciting these donations regardless of board approval.

Since the city’s governing body does not have authority for such a fundraiser/solicitation, the city could not have delegated the authority to the CDB, and per the copy of the city’s code that I have ([HERE](#)), the city’s governing body has not conferred such power to the CDB. In fact, I find no authority in the code for the CDB to host and organize a concert on the city’s behalf even without the solicitation, which I assume is with public funds. Assuming the city has a public purpose, the governing body would need to delegate the authority to host the concert in order for public funds to be used for this purpose.

Also, I note that the CDB asks that the memo line designate CDB to receive donations. Any donations made to the city must be used for the best interests of the city as deemed by the governing body and for a public purpose, and a donor has no authority to require the governing body to allocate/earmark those funds to the CDB. However, using donated funds for a different purpose comes with a consequence that some people may not donate to the city (even unsolicited) in the future if the money is not used based on the donor’s wishes. We see donations refused at times when the donor’s gift/intent will cost the city more in the future with maintenance than the gift’s present worth.

Finally, I will address the grants for the single private business. I know of no authority for municipal general funds, even those budgeted for the CDB, to be provided to a private for-profit business for aesthetics or any other reasons. If the business is a nonprofit and meets a qualifying definition under Tennessee Code Annotated § 6-54-111, the governing body, not the CDB, may have authority to donate funds to that entity.

Please let me know if you have any additional questions.

Stephanie

p.s. If the city is still planning to use the flyer, someone should correct the acronym at the bottom to be “CDB” instead of “CBD.”

Stephanie Allen O’Hara

Attorney

UT Municipal Technical Advisory Service



(O) Office (865) 974-0411



stephanie.ohara@tennessee.edu



www.mtas.tennessee.edu



1610 University Avenue / Knoxville, TN 37921

From: Scott Hackler <norriscitymanager@gmail.com>

Sent: Wednesday, June 2, 2021 11:17 AM

To: Carrier, Angie <angie.carrier@tennessee.edu>; O’Hara, Stephanie

<Stephanie.OHara@tennessee.edu>

Subject: City Board-Commission Solicitation for Gifts-Funds

Angie, Stephanie,

The Community Development Board for Norris is proposing to solicit for monetary donations to the Board. In this case city council has not authorized this board to have/use donated funds. One of their target projects is to obtain grants for a single private business to improve the aesthetics (sidewalks/landscaping). I have been requested to make copies of flyers (attached) to be distributed Friday at the concert on the commons.

Is it legal to do this without council approval?

Scott Hackler

ORDINANCE XXX

AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE TO AMEND TITLE 2, CHAPTER 2, COMMUNITY DEVELOPMENT BOARD TO AUTHORIZE THE COLLECTION OF DONATIONS AND TO UPDATE THE GENERAL POWERS AND DUTIES OF THE BOARD.

WHEREAS, the Community Development Board was established to promote the enhancement of Norris’ natural, historical, and economic resources by engaging with and educating the public, acting as a “think tank,” and strengthening connections between the City of Norris and other governments, businesses, and development initiatives; and

WHEREAS, the City Council of the City of Norris wishes to expand the powers beholden to the Community Development Board.

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Norris, Tennessee that:

SECTION 1: Title 2, Chapter 2, Section 2-204 shall be repealed and replaced with the following:

2-204. General powers and duties.

- (a) The board’s activities will be guided by the strategies identified in the most recently adopted version of the City of Norris Five Year Strategic Plan.
- (b) The board shall be authorized to utilize appropriations as the city council may designate.
- (c) The board may at times be authorized to host special events for the purpose of bringing attention to the city and/or furthering the mission of the board, utilizing any appropriations as the city council may designate.

SECTION 2: Title 2, Chapter 2, Community Development Board shall be amended by adding the additional section 2-208. Gifts for Community Development Purposes:

2-208. Gifts for Community Development Purposes. The Community Development Board may accept any grant or devise of real estate or any gift or bequest of money or other personal property or any donation to be applied, principal or income, for either temporary or permanent use for community development purposes, but if the acceptance thereof for such purpose will subject the city to additional expense for improvement, maintenance, or renewal, the acceptance of any grant or devise of real estate shall be subject to the approval of the city council. Money received for such purpose, unless otherwise provided by the terms of the gift or bequest, shall be deposited by the treasurer of the city to the account of the Community Development Board and the same may be withdrawn and paid out in the same manner as money appropriated for Community Development purposes.

SECTION 3: Severability

SECTION 4: Repealer

SECTION 5: Effective

ORDINANCE XXX

AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE TO AMEND TITLE 2, CHAPTER 3, TREE COMMISSION TO AUTHORIZE THE HOSTING OF EVENTS AND THE COLLECTION OF DONATIONS.

WHEREAS, the Tree Commission was established to administer a plan for the planting, maintenance, and removal of trees or other growth on all municipal lands within the City of Norris; and

WHEREAS, the City Council of the City of Norris wishes to expand the powers beholden to the Community Development Board.

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Norris, Tennessee that:

SECTION 1: Title 2, Chapter 3, Tree Commission be amended by adding the additional section 2-309. Gifts for tree commission purposes:

2-309. Gifts for Tree Commission purposes: The Tree Commission may accept any grant or devise of real estate or any gift or bequest of money or other personal property or any donation to be applied, principal or income, for either temporary or permanent use for Tree Commission purposes, but if the acceptance thereof for such purpose will subject the city to additional expense for improvement, maintenance, or renewal, the acceptance of any grant or devise of real estate shall be subject to the approval of the city council. Money received for such purpose, unless otherwise provided by the terms of the gift or bequest, shall be deposited by the treasurer of the city to the account of the Tree Commission and the same may be withdrawn and paid out in the same manner as money appropriated for Tree Commission purposes.

SECTION 2: Title 2, Chapter 3, Tree Commission be amended by adding the additional section 2-310. Hosting of Events:

2-310. Hosting of Events. The commission may at times be authorized to host special events for the purpose of bringing attention to the city's urban growth management and/or furthering the mission of the commission, utilizing any appropriations as the city council may designate.

SECTION 3: Severability

SECTION 4: Repealer

SECTION 5: Effective

ORDINANCE XXX

AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE TO AMEND TITLE 2, CHAPTER 5, ANIMAL SHELTER COMMISSION TO AUTHORIZE THE COLLECTION OF DONATIONS AND THE UTILIZATION OF APPROPRIATED FUNDS.

WHEREAS, the Animal Shelter Commission was established to operate and maintain temporary holding facilities for dogs and cats; and

WHEREAS, the City Council of the City of Norris wishes to expand the powers beholden to the Animal Shelter Commission.

NOW THEREFORE BE IT ORDAINED by the City Council of the City of Norris, Tennessee that:

SECTION 1: Title 2, Chapter 5, Section 2-504. General powers and duties shall be repealed and replaced with the following:

2-504. General powers and duties. The animal shelter commission is hereby empowered and directed to provide animals with sufficient and wholesome food and water, proper shelter and protection from the weather, veterinary care when needed to prevent suffering and with humane care and treatment, **utilizing such facilities and appropriations as the city council may designate or appropriate for animal shelter activities.** It shall be the responsibility of the commission reporting to the city manager (and through him city council) and working with other city departments as needed, to operate an effective and economical animal shelter for the city. The commission shall choose its own officers and maintain records of all activities and actions. Minutes and reports will be forwarded to city council.

SECTION 2: Title 2, Chapter 5, Animal Shelter Commission shall be amended by adding the additional section 2-508. Gifts for animal shelter purposes:

2-508. Gifts for animal shelter purposes. The animal shelter may accept any grant or devise of real estate or any gift or bequest of money or other personal property or any donation to be applied, principal or income, for either temporary or permanent use for animal shelter purposes, but if the acceptance thereof for such purpose will subject the city to additional expense for improvement, maintenance, or renewal, the acceptance of any grant or devise of real estate shall be subject to the approval of the city council. Money received for such purpose, unless otherwise provided by the terms of the gift or bequest, shall be deposited by the treasurer of the city to the account of the animal shelter and the same may be withdrawn and paid out in the same manner as money appropriated for animal shelter purposes.

SECTION 3: Severability

SECTION 4: Repealer

SECTION 5: Effective

ORDINANCE XXX

AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE TO AMEND TITLE 20, CHAPTER 1, WATERSHED DEPARTMENT TO AUTHORIZE THE HOSTING OF EVENTS AND THE COLLECTION OF DONATIONS.

WHEREAS, the Watershed Department was established to operate and manage the Norris Watershed; and

WHEREAS, the City Council of the City of Norris wishes to expand the powers beholden to the Watershed Department.

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Norris, Tennessee that:

SECTION 1: Title 20, Chapter 1, Watershed Department be amended by adding the additional section 20-112. Gifts for watershed purposes:

20-112. Gifts for watershed purposes. The Watershed Department may accept any grant or devise of real estate or any gift or bequest of money or other personal property or any donation to be applied, principal or income, for either temporary or permanent use for Watershed Department purposes, but if the acceptance thereof for such purpose will subject the city to additional expense for improvement, maintenance, or renewal, the acceptance of any grant or devise of real estate shall be subject to the approval of the city council. Money received for such purpose, unless otherwise provided by the terms of the gift or bequest, shall be deposited by the treasurer of the city to the account of the Watershed Department and the same may be withdrawn and paid out in the same manner as money appropriated for Watershed Department purposes.

SECTION 2: Title 20, Chapter 1, Watershed Department be amended by adding the additional section 20-113. Hosting of events:

20-113. Hosting of events. The commission may at times be authorized to host special events for the purpose of furthering the mission of the Watershed Department, utilizing any appropriations as the city council may designate.

SECTION 3: Severability

SECTION 4: Repealer

SECTION 5: Effective

ORDINANCE XXX

AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE TO AMEND TITLE 20, CHAPTER 3, NORRIS ARCHIVES TO AUTHORIZE THE DIGITAL STORAGE OF ARCHIVED MATERIALS, THE COLLECTION OF DONATIONS, AND THE UTILIZATION OF APPROPRIATED FUNDS.

WHEREAS, the Norris Archives were established to have custody, direction, and control of archives material; and

WHEREAS, the City Council of the City of Norris wishes to expand the powers beholden to the Norris Archives.

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Norris, Tennessee that:

SECTION 1: Title 20, Chapter 3, Section 20-301. Establishment, etc. shall be amended by adding the additional items (5) and (6):

(5) The Norris Archives shall utilize facilities and appropriations as designated and appropriated by the city council.

(6) When practicable, archives should also be stored in a digital format with attention given to the security of the system.

SECTION 2: Title 20, Chapter 3, Norris Archives shall be amended by adding the additional section 20-302. Gifts for archives purposes:

20-302. Gifts for archives purposes. The Norris Archives may accept any grant or devise of real estate or any gift or bequest of money or other personal property or any donation to be applied, principal or income, for either temporary or permanent use for archives purposes, but if the acceptance thereof for such purpose will subject the city to additional expense for improvement, maintenance, or renewal, the acceptance of any grant or devise of real estate shall be subject to the approval of the city council. Money received for such purpose, unless otherwise provided by the terms of the gift or bequest, shall be deposited by the treasurer of the city to the account of the Norris Archives and the same may be withdrawn and paid out in the same manner as money appropriated for archives purposes.

SECTION 3: Severability

SECTION 4: Repealer

SECTION 5: Effective

TO: Norris City Council
DATE: October 9, 2023
FROM: Adam Ledford
RE: City Manager's Report

1. 2023-24 Year to Date Budget

Revenues and expenditures:

- a. General fund revenues through the 1st Quarter totaled \$966,722 or 48.4% of the plan, well above the level loaded average of 25.0%. The 1st Quarter number was behind last year by roughly \$2,000. This, however, should not be concerning as 1st Quarter last year the City received \$104,000 from the County as a match associated with a project. If you take that out of the number, organically, the current quarter out performed last year.
- b. General fund expenditures of \$794,327 reflects 29.2% of planned expenses, ahead of plan mostly associated with annual expenditures planned at the beginning of the fiscal year, rolled over capital projects, and anticipated 1-time capital expenditures approved for the current fiscal year. The September number higher than last year by roughly \$180,500.
- c. General fund expended 26.6%, or \$231,118 of the planned capital expenditures for the fiscal year.
- d. Water/Sewer revenues is estimated to be \$279,208 or 10.3% of the plan, however if you adjust for anticipated grant funds, the total represented 25.8% of organic revenue anticipated. The 1st Quarter number outpacing last year by roughly \$40,600.
- e. Water/Sewer expenditures totaled \$275,790 or 14.5% of the fiscal year plan. The 1st Quarter number more than last year by roughly \$25,700.
- f. Watershed revenues of \$49,787 represents 54.2% of fiscal year revenue expectations headed by rifle range permits. This is consistent with last year's actual through the same period.
- g. Watershed expended 13.4%, or \$4,900 of the planned capital expenditures for the fiscal year.
- h. Street Aid revenues of \$14,368 presented a consistent mark with expectations at 25.7%.
- i. Solid Waste expenditures are currently \$40,278 which is 25.9% of anticipated cost. Revenues are at \$37,494 or 24.1% of planned. This shows that after city's fee adjustment and the contractor's annual rate increase the City is slightly behind matching revenues to expenses. I will remind the Council that negotiations to reduce contract expenses through adjustments in services was rejected by the contractor. The agreement will be up for reconsideration in the next 2 years.

2. Reserve Investment

Once a review of the 1st Quarter is complete, the City will evaluate a more aggressive investment policy to maximize interest on fund balances.

3. Website Updates

Since the last meeting, the new online bill pay system was put online. Customers can go online or call a hotline to pay their bills not only for utilities but also for other purpose. This represents an expansion of online services.

4. Utility Audit Services

I have reached out to a vendor that offers a service to audit the fees a municipality pays utilities to determine if there are savings to made. I will have more information it the next meeting.

5. **NWC Galvanized Project**

Tony and his team are utilizing contractors and full staffing to address galvanized replacements within the public system.

6. **Cybersecurity Improvements**

I am working with Troy Shafer to review current grant opportunities in this area that might aid the City on improving our security while maximizing dollars against state or federal funding.

7. **NWC Lateral Project**

Tony has been working on addressing INI leaks by sealing public lines while he works towards completing the process of communicating with the roughly 50 private lines identified by the smoke testing late last year.

8. **Council Items**

There are a few items that are or could be ready for the council to consider before the end of October. I would like to suggest a follow-up meeting to move forward on a few of those items. Here is a list:

- a. Consideration and Review of Downtown Benny Carden Memorial
- b. Discussion on Equipment Purchases/Leases for Multiple Department Needs
- c. Discussion and Consideration of Approving 2023 City of Norris Strategic Plan Goal Setting
- d. Consideration of the First Reading of Ordinance #661, entitled, "An Ordinance of the City of Norris, Tennessee, to Amend Title 9, Chapter 4, Mobile Food Vending"
- e. Consideration of the First Reading of Ordinance #662, entitled, "An Ordinance of the City of Norris, Tennessee, to Amend Title 15 Motor Vehicles, Traffic and Parking, Chapter 6 Parking"
- f. Consideration of Adoption Robert's Rules of Order, Newly Revised as the Guideline for Parliamentary Procedure
- g. Discussion on Storm Sewer System
- h. Discussion and Consideration of Updating Assistant City Manager's Job Description

Norris City Council
 October 9, 2023
City of Norris
Statement of Revenues - City
September 2023

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Fund : **110** General Fund

Monthly Comparative 25.00%

		Total Estimated	MTD Realized	YTD Realized	Unrealized	% Unrealized
31111	Real Property Taxes (Current)	703,000.00	(79,188.48)	(685,525.48)	17,474.52	2.49%
31112	Personal Property Taxes (Current)	73,000.00	(1,224.44)	(6,944.44)	66,055.56	90.49%
31120	Public Utilities Property Tax (Current)	6,800.00	0.00	0.00	6,800.00	100.00%
31200	Property Taxes (Delinquent)	10,000.00	(2,761.80)	(12,972.10)	(2,972.10)	-29.72%
31300	Int, Penalty, And Court Cost On Prop Tax	1,800.00	(157.34)	(157.34)	1,642.66	91.26%
31511	Pay In Lieu Of Tax -Electric Utilities	18,000.00	(1,056.35)	(3,169.05)	14,830.95	82.39%
31600	Local Option Sales Tax	262,000.00	(22,110.50)	(72,657.76)	189,342.24	72.27%
31710	Wholesale Beer Tax	61,500.00	(4,156.74)	(11,423.11)	50,076.89	81.43%
31720	Wholesale Liquor Tax	44,000.00	(3,662.05)	(13,688.16)	30,311.84	68.89%
31730	Mixed Drink Tax	2,700.00	(594.50)	(2,225.00)	475.00	17.59%
31800	Business Taxes	14,000.00	(1,163.77)	(3,527.93)	10,472.07	74.80%
31912	Cable TV Franchise Tax	22,000.00	0.00	0.00	22,000.00	100.00%
32210	Beer Licenses	1,200.00	0.00	0.00	1,200.00	100.00%
32410	Animal Registration	1,000.00	(107.00)	(264.00)	736.00	73.60%
32600	Building And Related Permits	12,415.00	(167.00)	(5,826.50)	6,588.50	53.07%
33400	Police Supplements - State Grant	5,600.00	0.00	0.00	5,600.00	100.00%
33430	T Dot Enhancement Grant	122,000.00	0.00	0.00	122,000.00	100.00%
33480	Local Planning Grant	5,400.00	0.00	0.00	5,400.00	100.00%
33510	State Sales Tax	190,000.00	(13,768.57)	(47,993.35)	142,006.65	74.74%
33520	State Income Tax	10,500.00	0.00	0.00	10,500.00	100.00%
33530	State Beer Tax	736.00	0.00	0.00	736.00	100.00%
33552	State-City Streets And Transportation	3,234.00	(244.11)	(732.33)	2,501.67	77.36%
33590	Bank Excise Tax	4,550.00	0.00	0.00	4,550.00	100.00%
33591	Gross Receipts - Tva	19,000.00	0.00	0.00	19,000.00	100.00%
33592	Sports Betting - State Shared Tax	1,500.00	0.00	(635.35)	864.65	57.64%
33730	Tenn Safety Grant	1,000.00	0.00	0.00	1,000.00	100.00%
33801	ARPA Funds	0.00	(50,000.00)	(50,000.00)	(50,000.00)	No Budget
34111	Duplicating Services	50.00	0.00	0.00	50.00	100.00%
34131	Administrative Services	88,275.00	(7,356.32)	(14,712.64)	73,562.36	83.33%
35110	City Court Fines And Costs	3,000.00	(213.75)	(313.75)	2,686.25	89.54%
35140	Drug Related Fines	300.00	(296.40)	(391.40)	(91.40)	-30.47%

Norris City Council
 October 9, 2023
City of Norris
Statement of Revenues - City
September 2023

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Fund : **110** General Fund

Monthly Comparative

25.00%

		Total Estimated	MTD Realized	YTD Realized	Unrealized	% Unrealized
35160	Court Fines And Costs From County Courts	200.00	0.00	(23.75)	176.25	88.13%
36100	Interest Earnings	38,000.00	0.00	(0.19)	37,999.81	100.00%
36211	Community Building Rental	400.00	(60.00)	(490.00)	(90.00)	-22.50%
36212	Tower Rent	29,000.00	(1,328.53)	(7,211.19)	21,788.81	75.13%
36213	Pavilion Rental	600.00	(60.00)	(360.00)	240.00	40.00%
36420	Osm Parking Contract	1,000.00	0.00	0.00	1,000.00	100.00%
36550	Tree Commission	3,000.00	0.00	0.00	3,000.00	100.00%
36700	Animal Shelter Contri And Donations	6,500.00	(2,001.00)	(3,630.35)	2,869.65	44.15%
36710	Recreation Comm. Donations	2,500.00	0.00	(291.00)	2,209.00	88.36%
36710	CDB Contri And Donations-Businesses	5,500.00	0.00	0.00	5,500.00	100.00%
36721	Contri And Donations-Organizations No.-1	650.00	0.00	0.00	650.00	100.00%
36730	Norris Recreation Comms. Donations	5,000.00	0.00	0.00	5,000.00	100.00%
36732	Trail Benches	1,500.00	0.00	0.00	1,500.00	100.00%
36735	Norris Little Theatre Donations	3,000.00	0.00	0.00	3,000.00	100.00%
36738	Norris Vol. Fire Dept. Donations	20,000.00	(400.00)	(500.00)	19,500.00	97.50%
36960	Operating Transfer In From Other Funds	45,290.00	0.00	0.00	45,290.00	100.00%
36990	Miscellaneous Refunds	1,000.00	0.00	0.00	1,000.00	100.00%
37199	Miscellaneous	20,000.00	(691.50)	(13,755.88)	6,244.12	31.22%
Total For Fund: 110		1,871,700.00	(192,770.15)	(959,422.05)	912,277.95	48.74 %

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Fund : **121** State Street Aid Fund

Monthly Comparative 25.00%

		Total Estimated	MTD Realized	YTD Realized	Unrealized	% Unrealized
33551	State Gasoline And Motor Fuel Tax	55,900.00	(4,869.50)	(14,367.16)	41,532.84	74.30%
Total For Fund:	121	55,900.00	(4,869.50)	(14,367.16)	41,532.84	74.30 %

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Fund : **123** Watershed Fund

Monthly Comparative 25.00%

		Total Estimated	MTD Realized	YTD Realized	Unrealized	% Unrealized
36212	Tower Rent	28,000.00	(1,328.52)	(7,211.18)	20,788.82	74.25%
36690	Wood Permits	20.00	0.00	0.00	20.00	100.00%
36691	Hunting Permits	3,800.00	(40.00)	(180.00)	3,620.00	95.26%
36693	Rifle Range Permits	59,000.00	(6,575.00)	(36,401.00)	22,599.00	38.30%
37199	Miscellaneous	1,000.00	0.00	(5,995.00)	(4,995.00)	-499.50%
Total For Fund:	123	91,820.00	(7,943.52)	(49,787.18)	42,032.82	45.78 %

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Fund : **128** Refuse/Recycle Fund

Monthly Comparative 25.00%

		Total Estimated	MTD Realized	YTD Realized	Unrealized	% Unrealized
34410	Refuse Collection Charges	28,620.00	(2,413.25)	(7,275.30)	21,344.70	74.58%
34430	Refuse Collection And Disposal Charges	128,952.00	0.00	(20,032.00)	108,920.00	84.47%
Total For Fund:	128	157,572.00	(2,413.25)	(27,307.30)	130,264.70	82.67 %

Norris City Council
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September 2023

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Fund : **413** Water And Sewer

Monthly Comparative

25.00%

		Total Estimated	MTD Realized	YTD Realized	Unrealized	% Unrealized
33100	Federal Grants	815,140.00	0.00	0.00	815,140.00	100.00%
36100	Interest Earnings	3.00	0.00	(0.23)	2.77	92.33%
37110	Metered Water Sales	525,000.00	0.00	(94,970.77)	430,029.23	81.91%
37120	Flat Rate Water Sales To Gen Customers	4,000.00	0.00	(615.72)	3,384.28	84.61%
37130	Fire Service And Hydrant Rentals	12,200.00	0.00	0.00	12,200.00	100.00%
37191	Forfeited Discounts And Penalties	13,000.00	0.00	0.00	13,000.00	100.00%
37195	Installation Charges	4,800.00	(215.00)	(355.00)	4,445.00	92.60%
37196	Water Tap Fees	1,100.00	0.00	0.00	1,100.00	100.00%
37199	Miscellaneous	2,000.00	0.00	(6,766.53)	(4,766.53)	-238.33%
37210	Sewer Service Charges	510,000.00	0.00	(85,792.06)	424,207.94	83.18%
37220	Sewer Inspection Fees	550.00	0.00	0.00	550.00	100.00%
37290	Other Operating Rev-Sewer Stoppages	150.00	0.00	0.00	150.00	100.00%
37299	Miscellaneous	500.00	0.00	(2.00)	498.00	99.60%
37990	Other Revenue	11,000.00	0.00	0.00	11,000.00	100.00%
Total For Fund:	413	1,899,443.00	(215.00)	(188,502.31)	1,710,940.69	90.08 %

Norris City Council
 October 9, 2023
City of Norris
Statement of Expenditures and Encumbrances
September 2023

Fund : **110**

Monthly Comparative: 25.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
41000	General Government							
110			(268,421.00)	(268,421.00)	76,295.52	(192,125.48)	28.42%	21,224.36
	Personnel		0.00		0.00			0.00
114			(28,860.00)	(28,860.00)	6,576.70	(22,283.30)	22.79%	2,150.50
	Part-Time Personnel		0.00		0.00			0.00
134			(541.00)	(541.00)	675.00	134.00	124.77%	0.00
	Christmas Bonus		0.00		0.00			0.00
141			(22,783.00)	(22,783.00)	6,322.77	(16,460.23)	27.75%	1,763.23
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00
142			(50,841.00)	(50,841.00)	16,894.50	(33,946.50)	33.23%	6,254.88
	Hospital And Health Insurance		0.00		0.00			0.00
143			(11,154.00)	(11,154.00)	3,455.60	(7,698.40)	30.98%	1,014.59
	Retirement - Current		0.00		0.00			0.00
146			(1,200.00)	(1,200.00)	7,239.18	6,039.18	603.27%	7,239.18
	Workmen's Compensation		0.00		0.00			0.00
147			(350.00)	(350.00)	4.06	(345.94)	1.16%	0.00
	Unemployment Insurance		0.00		0.00			0.00
148			(1,500.00)	(1,500.00)	980.00	(520.00)	65.33%	785.00
	Employee Education And Training		0.00		0.00			0.00
211			(1,400.00)	(1,400.00)	591.76	(808.24)	42.27%	42.80
	Postage, Box Rent, Etc.		0.00		0.00			0.00
223			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
	Publications, Reports, Etc.		0.00		0.00			0.00
224			(3,600.00)	(3,600.00)	922.17	(2,677.83)	25.62%	301.56
	Duplication (Mimeograph, Multilith, Microfilm,		0.00		0.00			0.00
235			(4,000.00)	(4,000.00)	2,051.00	(1,949.00)	51.28%	0.00
	Memberships, Registration Fees, And Tuition		0.00		0.00			0.00
237			(2,000.00)	(2,000.00)	102.20	(1,897.80)	5.11%	102.20
	Advertising		0.00		0.00			0.00

Norris City Council
 October 9, 2023
City of Norris
Statement of Expenditures and Encumbrances
September 2023

Fund : **110**

Monthly Comparative:

25.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
250			(11,000.00)	(11,000.00)	5,714.59	(5,285.41)	51.95%	0.00
	Professional Services		0.00		0.00			0.00
252			(7,000.00)	(7,000.00)	33,079.89	26,079.89	472.57%	21,012.29
	Legal Services		0.00		0.00			0.00
253			(13,000.00)	(13,000.00)	0.00	(13,000.00)	0.00%	0.00
	Accounting And Auditing Services		0.00		0.00			0.00
255			(16,000.00)	(16,000.00)	11,557.50	(4,442.50)	72.23%	0.00
	Data Processing Services		0.00		0.00			0.00
259			(7,000.00)	(7,000.00)	562.83	(6,437.17)	8.04%	0.00
	Other Professional Services		0.00		0.00			0.00
280			(4,500.00)	(4,500.00)	1,799.01	(2,700.99)	39.98%	639.28
	Travel		0.00		0.00			0.00
291			(300.00)	(300.00)	0.00	(300.00)	0.00%	0.00
	Physical/Drug Testing		0.00		0.00			0.00
310			(2,800.00)	(2,800.00)	3,773.37	973.37	134.76%	453.70
	Office Supplies And Materials		0.00		0.00			0.00
320			(500.00)	(500.00)	1,790.96	1,290.96	358.19%	468.44
	Operating Supplies		0.00		0.00			0.00
510			(36,100.00)	(36,100.00)	29,806.00	(6,294.00)	82.57%	29,806.00
	Liability Insurance		0.00		0.00			0.00
551			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
	Trustee Fees		0.00		0.00			0.00
555			(1,600.00)	(1,600.00)	542.47	(1,057.53)	33.90%	0.00
	Bank Service Charges		0.00		0.00			0.00
948			(8,000.00)	(8,000.00)	331.25	(7,668.75)	4.14%	0.00
	Computer Equipment		0.00		0.00			0.00
41800	Community Government Buildings							
241			(9,500.00)	(9,500.00)	1,556.11	(7,943.89)	16.38%	574.99
	Electric		0.00		0.00			0.00

Norris City Council
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City of Norris
Statement of Expenditures and Encumbrances
September 2023

Fund : **110**

Monthly Comparative: 25.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
242			(3,000.00)	(3,000.00)	758.12	(2,241.88)	25.27%	265.92
	Water		0.00		0.00			0.00
244			(1,200.00)	(1,200.00)	42.00	(1,158.00)	3.50%	0.00
	Gas		0.00		0.00			0.00
245			(7,200.00)	(7,200.00)	1,710.23	(5,489.77)	23.75%	107.27
	Telephone And Other Communications		0.00		0.00			0.00
260			(5,000.00)	(5,000.00)	14,676.32	9,676.32	293.53%	14,140.08
	Repair And Maintenance Services		0.00		0.00			0.00
290			(1,400.00)	(1,400.00)	1,875.44	475.44	133.96%	498.62
	Other Contractual Services		0.00		0.00			0.00
900			(150,000.00)	(150,000.00)	0.00	(150,000.00)	0.00%	0.00
	Capital Outlay		0.00		0.00			0.00
41900	Mcneeley Municipal Building							
241			(5,500.00)	(5,500.00)	1,247.15	(4,252.85)	22.68%	544.40
	Electric		0.00		0.00			0.00
242			(1,600.00)	(1,600.00)	527.15	(1,072.85)	32.95%	177.59
	Water		0.00		0.00			0.00
260			(1,600.00)	(1,600.00)	8,993.68	7,393.68	562.11%	1,090.66
	Repair And Maintenance Services		0.00		0.00			0.00
290			(1,000.00)	(1,000.00)	298.82	(701.18)	29.88%	220.82
	Other Contractual Services		0.00		0.00			0.00
329			(100.00)	(100.00)	0.00	(100.00)	0.00%	0.00
	Other Oper. Supplies		0.00		0.00			0.00
900			(40,000.00)	(40,000.00)	0.00	(40,000.00)	0.00%	0.00
	Capital Outlay		0.00		0.00			0.00
42000	Police Dept.							
110			(349,752.00)	(349,752.00)	94,195.84	(255,556.16)	26.93%	25,720.32
	Personnel		0.00		0.00			0.00
112			(30,000.00)	(30,000.00)	19,574.11	(10,425.89)	65.25%	6,415.63
	Over-Time Personnel		0.00		0.00			0.00

Norris City Council
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Fund : **110**

Monthly Comparative:

25.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
114			(10,000.00)	(10,000.00)	4,033.90	(5,966.10)	40.34%	1,112.80
		Part-Time Personnel	0.00		0.00			0.00
119			(2,500.00)	(2,500.00)	0.00	(2,500.00)	0.00%	0.00
		Health Insurance Incentive	0.00		0.00			0.00
129			(19,500.00)	(19,500.00)	0.00	(19,500.00)	0.00%	0.00
		Holiday Pay	0.00		0.00			0.00
132			(5,600.00)	(5,600.00)	0.00	(5,600.00)	0.00%	0.00
		State Bonus	0.00		0.00			0.00
134			(10,050.00)	(10,050.00)	4,275.00	(5,775.00)	42.54%	0.00
		Christmas Bonus	0.00		0.00			0.00
141			(32,696.00)	(32,696.00)	9,268.18	(23,427.82)	28.35%	2,522.19
		Payroll Taxes (Ssa-Med.)	0.00		0.00			0.00
142			(88,297.00)	(88,297.00)	22,503.64	(65,793.36)	25.49%	6,488.82
		Hospital And Health Insurance	0.00		0.00			0.00
143			(25,044.00)	(25,044.00)	5,246.39	(19,797.61)	20.95%	1,536.82
		Retirement - Current	0.00		0.00			0.00
146			(14,000.00)	(14,000.00)	11,569.37	(2,430.63)	82.64%	11,569.37
		Workmen's Compensation	0.00		0.00			0.00
147			(500.00)	(500.00)	15.70	(484.30)	3.14%	3.34
		Unemployment Insurance	0.00		0.00			0.00
148			(3,500.00)	(3,500.00)	1,202.54	(2,297.46)	34.36%	197.54
		Employee Education And Training	0.00		0.00			0.00
211			(200.00)	(200.00)	0.00	(200.00)	0.00%	0.00
		Postage, Box Rent, Etc.	0.00		0.00			0.00
216			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
		Radio And Tv Services	0.00		0.00			0.00
220			(800.00)	(800.00)	0.00	(800.00)	0.00%	0.00
		Printing, Duplicating, Typing, And Binding	0.00		0.00			0.00
235			(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00
		Memberships, Registration Fees, And Tuition	0.00		0.00			0.00

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Fund : **110**

Monthly Comparative:

25.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
241			(6,000.00)	(6,000.00)	1,330.53	(4,669.47)	22.18%	480.72
	Electric		0.00		0.00			0.00
242			(1,200.00)	(1,200.00)	378.42	(821.58)	31.54%	145.85
	Water		0.00		0.00			0.00
244			(1,900.00)	(1,900.00)	42.00	(1,858.00)	2.21%	0.00
	Gas		0.00		0.00			0.00
245			(5,000.00)	(5,000.00)	1,358.56	(3,641.44)	27.17%	193.93
	Telephone And Other Communications		0.00		0.00			0.00
261			(5,000.00)	(5,000.00)	594.29	(4,405.71)	11.89%	75.93
	Repair And Maintenance Motor Vehicles		0.00		0.00			0.00
264			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
	Repair And Maint Traffic Lights, Parking Meters		0.00		0.00			0.00
266			0.00	0.00	753.00	753.00	No Budget	594.00
	Repair And Maintenance Buildings		0.00		0.00			0.00
269			(1,000.00)	(1,000.00)	270.00	(730.00)	27.00%	0.00
	Repair And Maintenance Other Repair And		0.00		0.00			0.00
280			(1,500.00)	(1,500.00)	893.71	(606.29)	59.58%	67.74
	Travel		0.00		0.00			0.00
286			0.00	0.00	0.00	0.00	No Budget	0.00
	Vehicle Purchase		0.00		0.00			0.00
290			(8,000.00)	(8,000.00)	1,161.84	(6,838.16)	14.52%	39.00
	Other Contractural Services		0.00		0.00			0.00
291			(360.00)	(360.00)	0.00	(360.00)	0.00%	0.00
	Physical/Drug Testing		0.00		0.00			0.00
298			(500.00)	(500.00)	43.47	(456.53)	8.69%	0.00
	Collection Fees		0.00		0.00			0.00
310			(2,800.00)	(2,800.00)	618.04	(2,181.96)	22.07%	82.30
	Office Supplies And Materials		0.00		0.00			0.00
320			(500.00)	(500.00)	2,482.51	1,982.51	496.50%	200.00
	Operating Supplies		0.00		0.00			0.00

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Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
326			(4,000.00)	(4,000.00)	4,200.00	200.00	105.00%	0.00
		Clothing And Uniforms	0.00		0.00			0.00
327			(3,500.00)	(3,500.00)	2,896.00	(604.00)	82.74%	0.00
		Fire Arm Supplies	0.00		0.00			0.00
329			(3,000.00)	(3,000.00)	5,732.11	2,732.11	191.07%	2,039.93
		Other Oper. Supplies	0.00		0.00			0.00
331			(15,000.00)	(15,000.00)	3,655.53	(11,344.47)	24.37%	1,280.97
		Fuel Charges	0.00		0.00			0.00
333			(3,500.00)	(3,500.00)	357.70	(3,142.30)	10.22%	0.00
		Other Equipment (Dispatch 911)	0.00		0.00			0.00
334			(2,500.00)	(2,500.00)	0.00	(2,500.00)	0.00%	0.00
		Tires, Tubes And Etc.	0.00		0.00			0.00
900			(130,000.00)	(130,000.00)	76,475.44	(53,524.56)	58.83%	25,204.00
		Capital Outlay	0.00		0.00			0.00
42200	Fire Protection And Control							
141			0.00	0.00	11.47	11.47	No Budget	0.00
		Payroll Taxes (Ssa-Med.)	0.00		0.00			0.00
142			0.00	0.00	0.17	0.17	No Budget	0.00
		Hospital And Health Insurance	0.00		0.00			0.00
143			0.00	0.00	19.83	19.83	No Budget	0.00
		Retirement - Current	0.00		0.00			0.00
148			(3,500.00)	(3,500.00)	1,396.25	(2,103.75)	39.89%	(244.80)
		Employee Education And Training	0.00		0.00			0.00
162			(5,000.00)	(5,000.00)	529.43	(4,470.57)	10.59%	65.80
		Volunteer Firemen	0.00		0.00			0.00
216			(600.00)	(600.00)	0.00	(600.00)	0.00%	0.00
		Radio And Tv Services	0.00		0.00			0.00
220			(400.00)	(400.00)	0.00	(400.00)	0.00%	0.00
		Printing, Duplicating, Typing, And Binding	0.00		0.00			0.00

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Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
245			(600.00)	(600.00)	527.22	(72.78)	17.33%	0.00
		Telephone And Other Communications	0.00		0.00			0.00
246			(12,200.00)	(12,200.00)	0.00	(12,200.00)	0.00%	0.00
		Fire Hydrant Rental	0.00		0.00			0.00
261			(12,000.00)	(12,000.00)	851.05	(11,148.95)	7.09%	0.00
		Repair And Maintenance Motor Vehicles	0.00		0.00			0.00
291			(600.00)	(600.00)	0.00	(600.00)	0.00%	0.00
		Physical/Drug Testing	0.00		0.00			0.00
320			(10,000.00)	(10,000.00)	900.41	(9,099.59)	9.00%	0.00
		Operating Supplies	0.00		0.00			0.00
322			(500.00)	(500.00)	287.26	(212.74)	57.45%	0.00
		Chemical, Laboratory, And Medical Supplies	0.00		0.00			0.00
329			(600.00)	(600.00)	1,287.64	687.64	214.61%	105.92
		Other Oper. Supplies	0.00		0.00			0.00
331			(1,100.00)	(1,100.00)	380.06	(719.94)	34.55%	90.46
		Fuel Charges	0.00		0.00			0.00
333			0.00	0.00	478.00	478.00	No Budget	0.00
		Other Equipment (Dispatch 911)	0.00		0.00			0.00
340			(10,500.00)	(10,500.00)	2,210.86	(8,289.14)	21.06%	62.77
		Norris Volunteer Fire Dept. Expenses	0.00		0.00			0.00
900			(19,000.00)	(19,000.00)	0.00	(19,000.00)	0.00%	0.00
		Capital Outlay	0.00		0.00			0.00
43000		Public Works						
110			(179,199.00)	(179,199.00)	46,543.88	(132,655.12)	25.97%	13,272.40
		Personnel	0.00		0.00			0.00
112			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
		Over-Time Personnel	0.00		0.00			0.00
114			(4,800.00)	(4,800.00)	1,200.00	(3,600.00)	25.00%	400.00
		Part-Time Personnel	0.00		0.00			0.00

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134			(6,433.00)	(6,433.00)	1,275.00	(5,158.00)	19.82%	0.00
		Christmas Bonus	0.00		0.00			0.00
135			0.00	0.00	150.00	150.00	No Budget	0.00
		Animal Control Bonus	0.00		0.00			0.00
141			(14,607.00)	(14,607.00)	3,715.32	(10,891.68)	25.44%	1,032.30
		Payroll Taxes (Ssa-Med.)	0.00		0.00			0.00
142			(51,327.00)	(51,327.00)	14,100.13	(37,226.87)	27.47%	4,178.32
		Hospital And Health Insurance	0.00		0.00			0.00
143			(6,254.00)	(6,254.00)	1,947.74	(4,306.26)	31.14%	561.92
		Retirement - Current	0.00		0.00			0.00
146			(7,560.00)	(7,560.00)	0.00	(7,560.00)	0.00%	0.00
		Workmen's Compensation	0.00		0.00			0.00
147			(200.00)	(200.00)	4.33	(195.67)	2.17%	1.20
		Unemployment Insurance	0.00		0.00			0.00
148			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
		Employee Education And Training	0.00		0.00			0.00
235			(300.00)	(300.00)	0.00	(300.00)	0.00%	0.00
		Memberships, Registration Fees, And Tuition	0.00		0.00			0.00
241			(2,400.00)	(2,400.00)	601.02	(1,798.98)	25.04%	215.34
		Electric	0.00		0.00			0.00
242			(1,000.00)	(1,000.00)	245.91	(754.09)	24.59%	81.97
		Water	0.00		0.00			0.00
245			(5,000.00)	(5,000.00)	694.02	(4,305.98)	13.88%	0.00
		Telephone And Other Communications	0.00		0.00			0.00
247			(25,000.00)	(25,000.00)	5,755.14	(19,244.86)	23.02%	1,915.49
		Street Lighting (Electric And Maint.)	0.00		0.00			0.00
261			(8,000.00)	(8,000.00)	4,800.52	(3,199.48)	60.01%	645.72
		Repair And Maintenance Motor Vehicles	0.00		0.00			0.00
265			(20,000.00)	(20,000.00)	585.57	(19,414.43)	2.93%	142.54
		Repair And Maintenance Grounds And Ground	0.00		0.00			0.00

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25.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
266			(14,000.00)	(14,000.00)	382.91	(13,617.09)	2.74%	0.00
		Repair And Maintenance Buildings	0.00		0.00			0.00
268			(5,000.00)	(5,000.00)	4,541.41	(458.59)	90.83%	4,061.57
		Repair And Maintenance Roads And Streets	0.00		0.00			0.00
269			(12,000.00)	(12,000.00)	1,000.00	(11,000.00)	8.33%	0.00
		Repair And Maintenance Other Repair And	0.00		0.00			0.00
280			(200.00)	(200.00)	0.00	(200.00)	0.00%	0.00
		Travel	0.00		0.00			0.00
291			(300.00)	(300.00)	0.00	(300.00)	0.00%	0.00
		Physical/Drug Testing	0.00		0.00			0.00
310			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
		Office Supplies And Materials	0.00		0.00			0.00
320			(2,700.00)	(2,700.00)	137.33	(2,562.67)	5.09%	96.97
		Operating Supplies	0.00		0.00			0.00
326			(3,000.00)	(3,000.00)	1,079.35	(1,920.65)	35.98%	613.89
		Clothing And Uniforms	0.00		0.00			0.00
331			(15,000.00)	(15,000.00)	3,130.04	(11,869.96)	20.87%	1,325.02
		Fuel Charges	0.00		0.00			0.00
334			(2,000.00)	(2,000.00)	10.00	(1,990.00)	0.50%	0.00
		Tires, Tubes And Etc.	0.00		0.00			0.00
341			(1,000.00)	(1,000.00)	646.40	(353.60)	64.64%	369.08
		Consumable Tools	0.00		0.00			0.00
342			(600.00)	(600.00)	130.41	(469.59)	21.74%	0.00
		Sign Parts And Supplies	0.00		0.00			0.00
471			(5,000.00)	(5,000.00)	796.32	(4,203.68)	15.93%	0.00
		Asphalt And Asphalt Filler	0.00		0.00			0.00
900			(122,000.00)	(122,000.00)	0.00	(122,000.00)	0.00%	0.00
		Capital Outlay	0.00		0.00			0.00
940			(14,000.00)	(14,000.00)	154,312.00	140,312.00	1102.23%	0.00
		Machinery And Equipment	0.00		0.00			0.00

Norris City Council
 October 9, 2023
City of Norris
Statement of Expenditures and Encumbrances
September 2023

Fund : **110**

Monthly Comparative:

25.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
44400		Recreation						
110			0.00	0.00	3,717.27	3,717.27	No Budget	0.00
	Personnel		0.00		0.00			0.00
114			(6,500.00)	(6,500.00)	0.00	(6,500.00)	0.00%	0.00
	Part-Time Personnel		0.00		0.00			0.00
141			(497.00)	(497.00)	284.38	(212.62)	57.22%	0.00
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00
147			(195.00)	(195.00)	11.15	(183.85)	5.72%	0.00
	Unemployment Insurance		0.00		0.00			0.00
241			(650.00)	(650.00)	123.42	(526.58)	18.99%	40.81
	Electric		0.00		0.00			0.00
242			(3,500.00)	(3,500.00)	2,207.68	(1,292.32)	63.08%	429.90
	Water		0.00		0.00			0.00
291			(300.00)	(300.00)	0.00	(300.00)	0.00%	0.00
	Physical/Drug Testing		0.00		0.00			0.00
312			(2,200.00)	(2,200.00)	300.00	(1,900.00)	13.64%	0.00
	Small Items Of Equipment		0.00		0.00			0.00
320			0.00	0.00	3,595.89	3,595.89	No Budget	0.00
	Operating Supplies		0.00		0.00			0.00
325			(8,000.00)	(8,000.00)	0.00	(8,000.00)	0.00%	0.00
	Fireworks Supplies		0.00		0.00			0.00
329			(2,000.00)	(2,000.00)	953.41	(1,046.59)	47.67%	74.97
	Other Oper. Supplies		0.00		0.00			0.00
720			0.00	0.00	350.00	350.00	No Budget	0.00
	Grants And Donations To Other Institutions		0.00		0.00			0.00
900			(150,000.00)	(150,000.00)	0.00	(150,000.00)	0.00%	0.00
	Capital Outlay		0.00		0.00			0.00
44800		Libraries						
329			(950.00)	(950.00)	0.00	(950.00)	0.00%	0.00
	Other Oper. Supplies		0.00		0.00			0.00

Norris City Council
 October 9, 2023
City of Norris
Statement of Expenditures and Encumbrances
September 2023

Fund : **110**

Monthly Comparative:

25.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
720			(32,250.00)	(32,250.00)	8,062.50	(24,187.50)	25.00%	0.00
		Grants And Donations To Other Institutions	0.00		0.00			0.00
45100		Conservation Of Natural Resources						
269			(200.00)	(200.00)	37.14	(162.86)	18.57%	0.00
		Repair And Maintenance Other Repair And	0.00		0.00			0.00
320			(3,300.00)	(3,300.00)	0.00	(3,300.00)	0.00%	0.00
		Operating Supplies	0.00		0.00			0.00
551			0.00	0.00	0.00	0.00	No Budget	0.00
		Trustee Fees	0.00		0.00			0.00
45160		Other Natural Resources						
241			(1,000.00)	(1,000.00)	151.58	(848.42)	15.16%	53.87
		Electric	0.00		0.00			0.00
242			(1,000.00)	(1,000.00)	245.91	(754.09)	24.59%	81.97
		Water	0.00		0.00			0.00
329			(6,000.00)	(6,000.00)	394.48	(5,605.52)	6.57%	43.77
		Other Oper. Supplies	0.00		0.00			0.00
47100		Economic Development Administration						
237			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
		Advertising	0.00		0.00			0.00
320			(5,500.00)	(5,500.00)	250.00	(5,250.00)	4.55%	0.00
		Operating Supplies	0.00		0.00			0.00
329			(3,000.00)	(3,000.00)	0.00	(3,000.00)	0.00%	0.00
		Other Oper. Supplies	0.00		0.00			0.00
900			(5,400.00)	(5,400.00)	0.00	(5,400.00)	0.00%	0.00
		Capital Outlay	0.00		0.00			0.00
Total For Fund: 110			(2,363,671.00)	(2,363,671.00)	795,230.38	(1,568,440.62)	33.64 %	226,568.73
			0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
September 2023

Fund : **121**

Monthly Comparative:

25.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
43100		Highways And Streets						
268			(150,000.00)	(150,000.00)	388.00	(149,612.00)	0.26%	388.00
		Repair And Maintenance Roads And Streets	0.00		0.00			0.00
Total For Fund:	121		(150,000.00)	(150,000.00)	388.00	(149,612.00)	0.26 %	388.00
			0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
September 2023

Fund : **123**

Monthly Comparative:

25.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
45100	Conservation Of Natural Resources							
114			(18,600.00)	(18,600.00)	5,517.15	(13,082.85)	29.66%	0.00
	Part-Time Personnel		0.00		0.00			0.00
141			(1,423.00)	(1,423.00)	422.05	(1,000.95)	29.66%	0.00
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00
147			(30.00)	(30.00)	16.56	(13.44)	55.20%	0.00
	Unemployment Insurance		0.00		0.00			0.00
220			(1,000.00)	(1,000.00)	1,713.00	713.00	171.30%	0.00
	Printing, Duplicating, Typing, And Binding		0.00		0.00			0.00
259			0.00	0.00	2,675.00	2,675.00	No Budget	214.00
	Other Professional Services		0.00		0.00			0.00
261			(1,500.00)	(1,500.00)	571.25	(928.75)	38.08%	217.93
	Repair And Maintenance Motor Vehicles		0.00		0.00			0.00
265			(13,500.00)	(13,500.00)	1,866.37	(11,633.63)	13.82%	491.18
	Repair And Maintenance Grounds And Ground		0.00		0.00			0.00
290			(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00
	Other Contractural Services		0.00		0.00			0.00
291			(360.00)	(360.00)	0.00	(360.00)	0.00%	0.00
	Physical/Drug Testing		0.00		0.00			0.00
310			(85.00)	(85.00)	0.00	(85.00)	0.00%	0.00
	Office Supplies And Materials		0.00		0.00			0.00
320			(200.00)	(200.00)	29.61	(170.39)	14.81%	29.61
	Operating Supplies		0.00		0.00			0.00
331			(350.00)	(350.00)	192.50	(157.50)	55.00%	192.50
	Fuel Charges		0.00		0.00			0.00
342			(400.00)	(400.00)	0.00	(400.00)	0.00%	0.00
	Sign Parts And Supplies		0.00		0.00			0.00
551			(1,670.00)	(1,670.00)	0.00	(1,670.00)	0.00%	0.00
	Trustee Fees		0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
September 2023

Fund : **123**

Monthly Comparative: 25.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
900			(36,500.00)	(36,500.00)	4,900.00	(31,600.00)	13.42%	0.00
	Capital Outlay		0.00		0.00			0.00
51600	Operating Transfers Out							
759			(45,290.00)	(45,290.00)	0.00	(45,290.00)	0.00%	0.00
	Transfers To General Funds		0.00		0.00			0.00
Total For Fund:	123		(122,408.00)	(122,408.00)	17,903.49	(104,504.51)	14.63 %	1,145.22
			0.00		0.00			0.00

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Norris City Council
 October 9, 2023
City of Norris
Statement of Expenditures and Encumbrances
September 2023

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Fund : **128**

Monthly Comparative: 25.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
43230	Solid Waste Collection							
248			(47,500.00)	(47,500.00)	12,123.74	(35,376.26)	25.52%	4,235.22
	Recycle/Residential Contract		0.00		0.00			0.00
249			(75,500.00)	(75,500.00)	19,487.05	(56,012.95)	25.81%	6,736.30
	Refuse/Residential Contract		0.00		0.00			0.00
254			0.00	0.00	0.00	0.00	No Budget	0.00
	Architectural, Engineering, And Landscaping		0.00		0.00			0.00
258			(32,500.00)	(32,500.00)	8,667.45	(23,832.55)	26.67%	3,120.36
	Commercial Refuse		0.00		0.00			0.00
Total For Fund:	128		(155,500.00)	(155,500.00)	40,278.24	(115,221.76)	25.90 %	14,091.88
			0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
September 2023

Fund : **413**

Monthly Comparative:

25.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
52113		Purification						
110			(69,777.00)	(69,777.00)	13,414.02	(56,362.98)	19.22%	3,896.84
	Personnel		0.00		0.00			0.00
112			(3,800.00)	(3,800.00)	1,200.00	(2,600.00)	31.58%	200.00
	Over-Time Personnel		0.00		0.00			0.00
114			(9,620.00)	(9,620.00)	12,425.15	2,805.15	129.16%	3,711.81
	Part-Time Personnel		0.00		0.00			0.00
134			(217.00)	(217.00)	0.00	(217.00)	0.00%	0.00
	Christmas Bonus		0.00		0.00			0.00
137			(1,700.00)	(1,700.00)	0.00	(1,700.00)	0.00%	0.00
	Certification Bonus		0.00		0.00			0.00
141			(6,512.00)	(6,512.00)	2,039.78	(4,472.22)	31.32%	588.78
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00
142			(34,539.00)	(34,539.00)	4,435.82	(30,103.18)	12.84%	1,187.43
	Hospital And Health Insurance		0.00		0.00			0.00
143			(2,627.00)	(2,627.00)	501.10	(2,125.90)	19.07%	142.58
	Retirement - Current		0.00		0.00			0.00
148			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
	Employee Education And Training		0.00		0.00			0.00
170			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
	Fees		0.00		0.00			0.00
241			(40,500.00)	(40,500.00)	10,167.80	(30,332.20)	25.11%	3,469.38
	Electric		0.00		0.00			0.00
244			(6,000.00)	(6,000.00)	58.00	(5,942.00)	0.97%	0.00
	Gas		0.00		0.00			0.00
245			(6,000.00)	(6,000.00)	535.22	(5,464.78)	8.92%	0.00
	Telephone And Other Communications		0.00		0.00			0.00
260			(15,000.00)	(15,000.00)	507.50	(14,492.50)	3.38%	0.00
	Repair And Maintenance Services		0.00		0.00			0.00

Norris City Council
 October 9, 2023
City of Norris
Statement of Expenditures and Encumbrances
September 2023

Fund : **413**

Monthly Comparative:

25.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
291			(240.00)	(240.00)	0.00	(240.00)	0.00%	0.00
	Physical/Drug Testing		0.00		0.00			0.00
320			(2,500.00)	(2,500.00)	1,268.26	(1,231.74)	50.73%	33.60
	Operating Supplies		0.00		0.00			0.00
322			(15,000.00)	(15,000.00)	9,577.43	(5,422.57)	63.85%	59.75
	Chemical, Laboratory, And Medical Supplies		0.00		0.00			0.00
329			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
	Other Oper. Supplies		0.00		0.00			0.00
389			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
	Independent Lab Anaylsis		0.00		0.00			0.00
900			(41,000.00)	(41,000.00)	0.00	(41,000.00)	0.00%	0.00
	Capital Outlay		0.00		0.00			0.00
52114	Transmission And Distribution							
110			(37,980.00)	(37,980.00)	5,376.44	(32,603.56)	14.16%	3,097.12
	Personnel		0.00		0.00			0.00
112			(4,600.00)	(4,600.00)	944.15	(3,655.85)	20.53%	786.35
	Over-Time Personnel		0.00		0.00			0.00
114			(9,620.00)	(9,620.00)	2,713.23	(6,906.77)	28.20%	767.38
	Part-Time Personnel		0.00		0.00			0.00
134			(108.00)	(108.00)	0.00	(108.00)	0.00%	0.00
	Christmas Bonus		0.00		0.00			0.00
137			(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00
	Certification Bonus		0.00		0.00			0.00
141			(4,117.00)	(4,117.00)	689.02	(3,427.98)	16.74%	355.23
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00
142			(22,334.00)	(22,334.00)	279.98	(22,054.02)	1.25%	75.63
	Hospital And Health Insurance		0.00		0.00			0.00
143			(1,538.00)	(1,538.00)	94.97	(1,443.03)	6.17%	10.17
	Retirement - Current		0.00		0.00			0.00

Norris City Council
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City of Norris
Statement of Expenditures and Encumbrances
September 2023

Fund : **413**

Monthly Comparative:

25.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
260			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
		Repair And Maintenance Services	0.00		0.00			0.00
291			(240.00)	(240.00)	270.00	30.00	112.50%	270.00
		Physical/Drug Testing	0.00		0.00			0.00
320			(1,000.00)	(1,000.00)	1,028.28	28.28	57.99%	579.86
		Operating Supplies	0.00		0.00			0.00
322			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
		Chemical, Laboratory, And Medical Supplies	0.00		0.00			0.00
331			(9,000.00)	(9,000.00)	1,958.93	(7,041.07)	21.77%	618.49
		Fuel Charges	0.00		0.00			0.00
332			(3,000.00)	(3,000.00)	77.60	(2,922.40)	2.59%	0.00
		Motor Vehicle Parts	0.00		0.00			0.00
338			(26,000.00)	(26,000.00)	6,389.62	(19,610.38)	24.58%	5,160.71
		Repair Parts For Water Or Sewer Lines, Meters,	0.00		0.00			0.00
341			(1,000.00)	(1,000.00)	199.05	(800.95)	19.91%	0.00
		Consumable Tools	0.00		0.00			0.00
391			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
		Water Meters	0.00		0.00			0.00
900			(44,000.00)	(44,000.00)	361.74	(43,638.26)	0.82%	361.74
		Capital Outlay	0.00		0.00			0.00
934			(15,000.00)	(15,000.00)	0.00	(15,000.00)	0.00%	0.00
		Drainage, Water Supply And Storage, Sewage	0.00		0.00			0.00
52211		Sewer Collection (Lines)						
110			(19,118.00)	(19,118.00)	1,949.00	(17,169.00)	10.19%	1,559.20
		Personnel	0.00		0.00			0.00
112			(6,600.00)	(6,600.00)	0.00	(6,600.00)	0.00%	0.00
		Over-Time Personnel	0.00		0.00			0.00
114			(9,620.00)	(9,620.00)	2,439.35	(7,180.65)	25.36%	744.81
		Part-Time Personnel	0.00		0.00			0.00

Norris City Council
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Fund : **413**

Monthly Comparative: 25.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
137			(750.00)	(750.00)	0.00	(750.00)	0.00%	0.00
		Certification Bonus	0.00		0.00			0.00
141			(2,761.00)	(2,761.00)	335.75	(2,425.25)	12.16%	176.28
		Payroll Taxes (Ssa-Med.)	0.00		0.00			0.00
142			(11,513.00)	(11,513.00)	338.01	(11,174.99)	2.94%	338.01
		Hospital And Health Insurance	0.00		0.00			0.00
143			(921.00)	(921.00)	0.00	(921.00)	0.00%	0.00
		Retirement - Current	0.00		0.00			0.00
148			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
		Employee Education And Training	0.00		0.00			0.00
241			(1,300.00)	(1,300.00)	253.38	(1,046.62)	19.49%	87.36
		Electric	0.00		0.00			0.00
260			(7,500.00)	(7,500.00)	2,642.60	(4,857.40)	35.23%	983.25
		Repair And Maintenance Services	0.00		0.00			0.00
291			(240.00)	(240.00)	0.00	(240.00)	0.00%	0.00
		Physical/Drug Testing	0.00		0.00			0.00
320			(1,000.00)	(1,000.00)	579.86	(420.14)	57.99%	579.86
		Operating Supplies	0.00		0.00			0.00
900			(10,000.00)	(10,000.00)	12,884.91	2,884.91	128.85%	0.00
		Capital Outlay	0.00		0.00			0.00
934			(815,140.00)	(815,140.00)	7,000.00	(808,140.00)	0.86%	0.00
		Drainage, Water Supply And Storage, Sewage	0.00		0.00			0.00
52213		Sewer Treatment And Disposal						
110			(64,597.00)	(64,597.00)	19,394.48	(45,202.52)	30.02%	6,528.20
		Personnel	0.00		0.00			0.00
112			(6,100.00)	(6,100.00)	961.76	(5,138.24)	15.77%	200.00
		Over-Time Personnel	0.00		0.00			0.00
134			(2,008.00)	(2,008.00)	0.00	(2,008.00)	0.00%	0.00
		Christmas Bonus	0.00		0.00			0.00

Norris City Council
 October 9, 2023
City of Norris
Statement of Expenditures and Encumbrances
September 2023

Fund : **413**

Monthly Comparative:

25.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
137			(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00
		Certification Bonus	0.00		0.00			0.00
141			(5,677.00)	(5,677.00)	1,542.41	(4,134.59)	27.17%	510.35
		Payroll Taxes (Ssa-Med.)	0.00		0.00			0.00
142			(17,727.00)	(17,727.00)	5,401.69	(12,325.31)	30.47%	1,803.87
		Hospital And Health Insurance	0.00		0.00			0.00
143			(4,319.00)	(4,319.00)	1,063.96	(3,255.04)	24.63%	300.84
		Retirement - Current	0.00		0.00			0.00
148			(500.00)	(500.00)	800.00	300.00	160.00%	800.00
		Employee Education And Training	0.00		0.00			0.00
170			(4,000.00)	(4,000.00)	2,867.50	(1,132.50)	71.69%	2,867.50
		Fees	0.00		0.00			0.00
241			(35,000.00)	(35,000.00)	7,187.01	(27,812.99)	20.53%	2,353.08
		Electric	0.00		0.00			0.00
245			(5,000.00)	(5,000.00)	897.61	(4,102.39)	17.95%	165.35
		Telephone And Other Communications	0.00		0.00			0.00
260			(16,500.00)	(16,500.00)	13,399.22	(3,100.78)	81.21%	1,203.20
		Repair And Maintenance Services	0.00		0.00			0.00
295			(15,000.00)	(15,000.00)	2,686.04	(12,313.96)	17.91%	1,226.58
		Landfill Services	0.00		0.00			0.00
320			(10,000.00)	(10,000.00)	1,488.18	(8,511.82)	14.88%	0.00
		Operating Supplies	0.00		0.00			0.00
322			(21,000.00)	(21,000.00)	6,608.43	(14,391.57)	31.47%	870.25
		Chemical, Laboratory, And Medical Supplies	0.00		0.00			0.00
326			(5,000.00)	(5,000.00)	1,522.76	(3,477.24)	30.46%	549.80
		Clothing And Uniforms	0.00		0.00			0.00
329			0.00	0.00	172.82	172.82	No Budget	80.81
		Other Oper. Supplies	0.00		0.00			0.00
934			0.00	0.00	12,219.25	12,219.25	No Budget	8,781.25
		Drainage, Water Supply And Storage, Sewage	0.00		0.00			0.00

Norris City Council
 October 9, 2023
City of Norris
Statement of Expenditures and Encumbrances
September 2023

Fund : **413**

Monthly Comparative:

25.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
52316 Customer Accounting & Collection								
211			(6,000.00)	(6,000.00)	2,136.90	(3,863.10)	35.62%	0.00
	Postage, Box Rent, Etc.		0.00		0.00			0.00
255			(14,000.00)	(14,000.00)	15,010.74	1,010.74	107.22%	0.00
	Data Processing Services		0.00		0.00			0.00
52317 Administrative & General Expenses								
110			(99,999.00)	(99,999.00)	27,022.03	(72,976.97)	27.02%	7,307.70
	Personnel		0.00		0.00			0.00
111			(9,000.00)	(9,000.00)	1,615.32	(7,384.68)	17.95%	461.52
	Secretary/Treasury Personnel		0.00		0.00			0.00
112			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
	Over-Time Personnel		0.00		0.00			0.00
114			0.00	0.00	448.20	448.20	No Budget	0.00
	Part-Time Personnel		0.00		0.00			0.00
133			(750.00)	(750.00)	375.00	(375.00)	50.00%	0.00
	City Bonus		0.00		0.00			0.00
134			(217.00)	(217.00)	0.00	(217.00)	0.00%	0.00
	Christmas Bonus		0.00		0.00			0.00
137			(6,000.00)	(6,000.00)	3,000.00	(3,000.00)	50.00%	0.00
	Certification Bonus		0.00		0.00			0.00
141			(8,566.00)	(8,566.00)	2,460.14	(6,105.86)	28.72%	590.01
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00
142			(17,727.00)	(17,727.00)	5,422.26	(12,304.74)	30.59%	1,465.86
	Hospital And Health Insurance		0.00		0.00			0.00
143			(6,597.00)	(6,597.00)	1,588.85	(5,008.15)	24.08%	441.36
	Retirement - Current		0.00		0.00			0.00
146			(10,100.00)	(10,100.00)	8,346.00	(1,754.00)	82.63%	8,346.00
	Workmen's Compensation		0.00		0.00			0.00
147			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
	Unemployment Insurance		0.00		0.00			0.00

Norris City Council
 October 9, 2023
City of Norris
Statement of Expenditures and Encumbrances
September 2023

Fund : **413**

Monthly Comparative:

25.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
148			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
		Employee Education And Training	0.00		0.00			0.00
220			(1,250.00)	(1,250.00)	517.26	(732.74)	41.38%	115.96
		Printing, Duplicating, Typing, And Binding	0.00		0.00			0.00
235			(3,000.00)	(3,000.00)	0.00	(3,000.00)	0.00%	0.00
		Memberships, Registration Fees, And Tuition	0.00		0.00			0.00
237			(800.00)	(800.00)	75.00	(725.00)	9.38%	75.00
		Advertising	0.00		0.00			0.00
250			(88,275.00)	(88,275.00)	7,356.32	(80,918.68)	8.33%	0.00
		Professional Services	0.00		0.00			0.00
252			(800.00)	(800.00)	0.00	(800.00)	0.00%	0.00
		Legal Services	0.00		0.00			0.00
253			(13,000.00)	(13,000.00)	0.00	(13,000.00)	0.00%	0.00
		Accounting And Auditing Services	0.00		0.00			0.00
256			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
		Consultant's Services	0.00		0.00			0.00
280			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
		Travel	0.00		0.00			0.00
310			(2,500.00)	(2,500.00)	1,424.03	(1,075.97)	56.96%	0.00
		Office Supplies And Materials	0.00		0.00			0.00
320			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
		Operating Supplies	0.00		0.00			0.00
510			(22,064.00)	(22,064.00)	0.00	(22,064.00)	0.00%	0.00
		Liability Insurance	0.00		0.00			0.00
555			(2,000.00)	(2,000.00)	276.15	(1,723.85)	13.81%	0.00
		Bank Service Charges	0.00		0.00			0.00
948			(3,000.00)	(3,000.00)	1,305.30	(1,694.70)	43.51%	367.95
		Computer Equipment	0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
September 2023

Fund : **413**

Monthly Comparative:

25.00%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
52523 Depreciation								
540			(100,000.00)	(100,000.00)	0.00	(100,000.00)	0.00%	0.00
	Depreciation		0.00		0.00			0.00
Total For Fund: 413			(1,963,105.00)	(1,963,105.00)	261,528.57	(1,701,576.43)	13.32 %	77,254.06
			0.00		0.00			0.00



General Fund Budget Balance Report

	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 ADJ Totals	2020-21 ADJ Totals	2021-22 ADJ Actual	2022-23 Jul Actual	2022-23 Aug Actual	2022-23 Sep Actual	2022-23 ADJ Actual	2023-24 Budgeted	2023-24 Jul Actual	2023-24 Aug Actual	2023-24 Sep Actual	2022-23 Actual	
Revenues	\$ 1,201,840	\$ 1,264,879	\$ 1,284,472	\$ 1,466,131	\$ 1,827,438	\$ 1,939,410	\$ 135,691	\$ 613,897	\$ 219,222	\$ 1,944,496	\$ 1,998,700	\$ 151,286	\$ 622,722	\$ 192,770	\$ 966,778	48.4%
Expenses																
<i>General Government</i>	\$ 239,919	\$ 239,392	\$ 235,501	\$ 273,423	\$ 281,555	\$ 298,842	\$ 31,663	\$ 32,926	\$ 37,597	\$ 474,205	\$ 732,550	\$ 71,750	\$ 59,227	\$ 104,629	\$ 235,606	32.2%
<i>Police</i>	\$ 498,266	\$ 494,320	\$ 477,309	\$ 507,317	\$ 487,500	\$ 529,446	\$ 64,189	\$ 51,598	\$ 48,328	\$ 580,704	\$ 929,199	\$ 117,242	\$ 71,913	\$ 85,973	\$ 275,128	29.6%
<i>Fire</i>	\$ 45,966	\$ 25,467	\$ 36,458	\$ 38,986	\$ 26,301	\$ 37,514	\$ 1,117	\$ 2,174	\$ 1,554	\$ 60,316	\$ 145,600	\$ 5,017	\$ 3,782	\$ 79	\$ 8,878	6.1%
<i>Public Works</i>	\$ 294,140	\$ 350,749	\$ 297,893	\$ 392,034	\$ 602,037	\$ 311,520	\$ 248,244	\$ 29,808	\$ 41,660	\$ 603,971	\$ 675,879	\$ 26,267	\$ 192,602	\$ 35,162	\$ 254,031	37.6%
<i>Parks & Recreation</i>	\$ 15,228	\$ 25,208	\$ 15,999	\$ 5,629	\$ 13,917	\$ 20,121	\$ 7,392	\$ 2,436	\$ 728	\$ 31,725	\$ 173,842	\$ 5,011	\$ 5,987	\$ 544	\$ 11,542	6.6%
<i>Library & Archives</i>	\$ 32,246	\$ 32,246	\$ 32,246	\$ 32,246	\$ 32,246	\$ 32,246	\$ 8,062	\$ -	\$ -	\$ 32,252	\$ 33,200	\$ 8,063	\$ -	\$ -	\$ 8,063	24.3%
<i>Conservation of NR - Landscaping</i>	\$ 1,900	\$ 2,586	\$ 2,091	\$ 678	\$ 1,595	\$ 3,180	\$ 651	\$ 52	\$ -	\$ 5,716	\$ 3,500	\$ -	\$ 37	\$ -	\$ 37	1.1%
<i>Other NR - Animal Shelter</i>	\$ 6,465	\$ 7,580	\$ 12,810	\$ 4,566	\$ 5,195	\$ 5,742	\$ 120	\$ 1,871	\$ 1,309	\$ 6,927	\$ 8,000	\$ 425	\$ 187	\$ 180	\$ 792	9.9%
<i>Community Development</i>	\$ 14,782	\$ 12,291	\$ 7,157	\$ -	\$ 5,000	\$ 5,608	\$ 188	\$ 250	\$ -	\$ 6,019	\$ 14,900	\$ 250	\$ -	\$ -	\$ 250	1.7%
Total Expenses	\$ 1,148,912	\$ 1,189,839	\$ 1,117,464	\$ 1,254,879	\$ 1,455,346	\$ 1,244,219	\$ 361,626	\$ 121,115	\$ 131,176	\$ 1,801,835	\$ 2,716,671	\$ 234,025	\$ 333,735	\$ 226,567	\$ 794,327	29.2%
<i>Transfers & Miscellaneous</i>	\$ 19,144	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Balance	\$ 33,784	\$ 75,040	\$ 167,008	\$ 211,252	\$ 372,092	\$ 695,191	\$ (225,935)	\$ 492,782	\$ 88,046	\$ 142,661	\$ (717,971)	\$ (82,739)	\$ 288,987	\$ (33,797)	\$ 172,451	
Beginning Fund Balance	\$ 386,171	\$ 419,955	\$ 494,995	\$ 662,003	\$ 873,255	\$ 1,189,192	\$ 1,884,383	\$ 1,658,448	\$ 2,151,230	\$ 1,884,383	\$ 2,027,044	\$ 2,027,044	\$ 1,944,305	\$ 2,233,292	\$ 2,027,044	
Ending Fund Balance	\$ 419,955	\$ 494,995	\$ 662,003	\$ 873,255	\$ 1,189,192	\$ 1,884,383	\$ 1,658,448	\$ 2,151,230	\$ 2,239,276	\$ 2,027,044	\$ 1,309,073	\$ 1,944,305	\$ 2,233,292	\$ 2,199,495	\$ 2,199,495	
Capital Outlays											\$ 869,400	\$ 50,575	\$ 155,339	\$ 25,204	\$ 231,118	26.6%



Water Works Fund Balance Report

	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 ADJ Totals	2020-21 ADJ Totals	2021-22 ADJ Actual	2022-23 Jul Actual	2022-23 Aug Actual	2022-23 Sep Actual	2022-23 ADJ Actual	2023-24 Budget	2023-24 Jul Actual	2023-24 Aug Actual	2023-24 Sep Actual	2023-24 Actual	
Revenues																
<i>Water Billing</i>	\$ 381,232	\$ 388,739	\$ 378,048	\$ 455,106	\$ 507,434	\$ 484,052	\$ 43,590	\$ 42,108	\$ 84,721	\$ 521,523	\$ 529,000	\$ 47,818	\$ 47,769	\$ 47,808	\$ 143,395	27.1%
<i>Sewer Billing</i>	\$ 367,719	\$ 395,322	\$ 398,576	\$ 420,373	\$ 418,523	\$ 425,397	\$ 35,096	\$ 34,115	\$ 78,329	\$ 493,633	\$ 510,700	\$ 42,896	\$ 42,896	\$ 42,900	\$ 128,692	25.2%
<i>Water Works Charges</i>	\$ 227,286	\$ 119,471	\$ 47,681	\$ 46,446	\$ 43,576	\$ 53,837	\$ 425	\$ 240	\$ 3,040	\$ 22,569	\$ 1,660,043	\$ 6,162	\$ 744	\$ 215	\$ 7,121	0.4%
<i>Interest Income</i>	\$ -	\$ -	\$ 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Revenues	\$ 976,237	\$ 903,532	\$ 824,307	\$ 921,925	\$ 969,533	\$ 963,286	\$ 79,111	\$ 76,463	\$ 166,090	\$ 1,037,725	\$ 2,699,743	\$ 96,876	\$ 91,409	\$ 90,923	\$ 279,208	10.3%
Expenses																
<i>Admin & General</i>	\$ 243,235	\$ 256,466	\$ 245,752	\$ 254,371	\$ 245,123	\$ 186,711	\$ 40,726	\$ 22,379	\$ 46,361	\$ 276,417	\$ 299,645	\$ 24,468	\$ 24,948	\$ 26,526	\$ 75,942	25.3%
<i>Customer Billing</i>	\$ 12,485	\$ 10,132	\$ 10,028	\$ 13,996	\$ 11,335	\$ 12,849	\$ -	\$ 5,547	\$ 241	\$ 16,453	\$ 20,000	\$ 14,765	\$ 2,382	\$ -	\$ 17,147	85.7%
<i>Wastewater Treatment & Dispc</i>	\$ 150,560	\$ 154,273	\$ 171,334	\$ 172,800	\$ 175,163	\$ 154,499	\$ 24,087	\$ 20,364	\$ 12,795	\$ 196,258	\$ 213,928	\$ 18,587	\$ 31,386	\$ 28,240	\$ 78,213	36.6%
<i>Wastewater Collection</i>	\$ 27,289	\$ 40,072	\$ 31,649	\$ 29,325	\$ 34,139	\$ 177,102	\$ 4,371	\$ 1,445	\$ 1,783	\$ 50,248	\$ 886,962	\$ 1,001	\$ 22,999	\$ 4,423	\$ 28,423	3.2%
<i>Water Transmission & Dist</i>	\$ 62,172	\$ 91,786	\$ 79,648	\$ 61,579	\$ 95,431	\$ 108,268	\$ 4,891	\$ 4,301	\$ 7,197	\$ 59,283	\$ 184,037	\$ 2,921	\$ 4,931	\$ 12,083	\$ 19,935	10.8%
<i>Water Purification</i>	\$ 106,751	\$ 106,384	\$ 118,451	\$ 111,894	\$ 108,789	\$ 122,416	\$ 23,277	\$ 13,652	\$ 16,653	\$ 213,445	\$ 302,532	\$ 17,325	\$ 25,516	\$ 13,289	\$ 56,130	18.6%
Total Expenses	\$ 602,492	\$ 659,113	\$ 656,862	\$ 643,965	\$ 669,980	\$ 761,845	\$ 97,352	\$ 67,688	\$ 85,030	\$ 812,104	\$ 1,907,104	\$ 79,067	\$ 112,162	\$ 84,561	\$ 275,790	14.5%
Balance	\$ 373,745	\$ 244,419	\$ 167,445	\$ 277,960	\$ 299,553	\$ 201,441	\$ (18,241)	\$ 8,775	\$ 81,060	\$ 225,621	\$ 792,639	\$ 17,809	\$ (20,753)	\$ 6,362	\$ 3,418	
Depreciation	\$ 90,000	\$ 94,008	\$ 95,000	\$ 98,000	\$ 104,004	\$ 107,316	\$ 9,080	\$ -	\$ 5,264	\$ 32,374	\$ 100,000	\$ -	\$ -	\$ -	\$ -	
Operating Available Flow	\$ 283,745	\$ 150,411	\$ 72,445	\$ 179,960	\$ 195,549	\$ 94,125	\$ (27,321)	\$ 8,775	\$ 75,796	\$ 193,247	\$ 692,639	\$ 17,809	\$ (20,753)	\$ 6,362	\$ 3,418	
Beginning Fund Balance	\$ 221,657	\$ 505,402	\$ 655,813	\$ 728,258	\$ 908,218	\$ 1,103,767	\$ 1,197,892	\$ 1,170,571	\$ 1,179,346	\$ 1,197,892	\$ 1,391,139	\$ 1,391,139	\$ 1,408,948	\$ 1,388,195	\$ 1,391,139	
Ending Fund Balance	\$ 505,402	\$ 655,813	\$ 728,258	\$ 908,218	\$ 1,103,767	\$ 1,197,892	\$ 1,170,571	\$ 1,179,346	\$ 1,255,142	\$ 1,391,139	\$ 2,083,778	\$ 1,408,948	\$ 1,388,195	\$ 1,394,557	\$ 1,394,557	
Capital Outlays											\$ 972,140	\$ 625	\$ 23,635	\$ 9,511	\$ 33,771	3.5%



Norris City Council
October 9, 2023

Watershed Fund Balance Report

	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 ADJ Totals	2020-21 ADJ Totals	2021-22 ADJ Actual	2022-23 Jul Actual	2022-23 Aug Actual	2022-23 Sep Actual	2022-23 ADJ Actual	2022-23 Actual	2023-24 Budget	2022-23 Jul Actual	2022-23 Aug Actual	2022-23 Sep Actual	2022-23 Actual	
Revenues	\$ 87,455	\$ 75,055	\$ 73,816	\$ 69,188	\$ 76,585	\$ 74,189	\$ 20,552	\$ 21,136	\$ 8,793	\$ 95,225	\$ 95,225	\$ 91,820	\$ 24,834	\$ 17,010	\$ 7,943	\$ 49,787	54.2%
Expenses	\$ 76,179	\$ 91,030	\$ 58,880	\$ 45,929	\$ 29,701	\$ 60,548	\$ 4,233	\$ 5,100	\$ 420	\$ 61,352	\$ 61,352	\$ 122,408	\$ 7,754	\$ 9,005	\$ 1,145	\$ 17,904	14.6%
Balance	\$ 11,276	\$ (15,975)	\$ 14,936	\$ 23,259	\$ 46,884	\$ 13,641	\$ 16,319	\$ 16,036	\$ 8,373	\$ 33,873	\$ 33,873	\$ (30,588)	\$ 17,080	\$ 8,005	\$ 6,798	\$ 31,883	
Transfer to Special Projects												\$ 5,900.00	\$ -	\$ -	\$ -	\$ -	
Balance after Transfer												\$ (36,488)	\$ 17,080	\$ 8,005	\$ 6,798	\$ 31,883	
Beginning Fund Balance	\$ 168,384	\$ 179,660	\$ 163,685	\$ 178,621	\$ 201,880	\$ 248,764	\$ 262,405	\$ 278,724	\$ 294,760	\$ 262,405	\$ 235,947	\$ 296,278	\$ 296,278	\$ 313,358	\$ 321,363	\$ 296,278	
Ending Fund Balance	\$ 179,660	\$ 163,685	\$ 178,621	\$ 201,880	\$ 248,764	\$ 262,405	\$ 278,724	\$ 294,760	\$ 303,133	\$ 296,278	\$ 269,820	\$ 259,790	\$ 313,358	\$ 321,363	\$ 328,161	\$ 328,161	
Capital Outlays												\$ 36,500	\$ -	\$ 4,900	\$ -	\$ 4,900	13.4%

State Street Aid Fund Balance Report

	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 ADJ Totals	2020-21 ADJ Totals	2021-22 ADJ Actual	2022-23 ADJ Actual	2022-23 Actual	2023-24 Budget	2023-24 Jul Actual	2023-24 Aug Actual	2023-24 Sep Actual	2023-24 Actual	
Revenues	\$ 45,399	\$ 54,014	\$ 57,035	\$ 57,638	\$ 53,195	\$ 57,023	\$ 61,919	\$ 61,919	\$ 55,900	\$ 4,895	\$ 4,603	\$ 4,870	\$ 14,368	25.7%
Expenses	\$ 6,500	\$ 2,919	\$ 63,523	\$ -	\$ -	\$ 148,710	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ 388	\$ 388	0.3%
Balance	\$ 38,899	\$ 51,095	\$ (6,488)	\$ 57,638	\$ 53,195	\$ (91,687)	\$ 61,919	\$ 61,919	\$ (94,100)	\$ 4,895	\$ 4,603	\$ 4,482	\$ 13,980	
Beginning Fund Balance	\$ 93,438	\$ 132,337	\$ 183,432	\$ 176,944	\$ 234,582	\$ 287,777	\$ 196,090	\$ 221,529	\$ 258,009	\$ 258,009	\$ 262,904	\$ 267,507	\$ 258,009	
Ending Fund Balance	\$ 132,337	\$ 183,432	\$ 176,944	\$ 234,582	\$ 287,777	\$ 196,090	\$ 258,009	\$ 283,448	\$ 163,909	\$ 262,904	\$ 267,507	\$ 271,989	\$ 271,989	

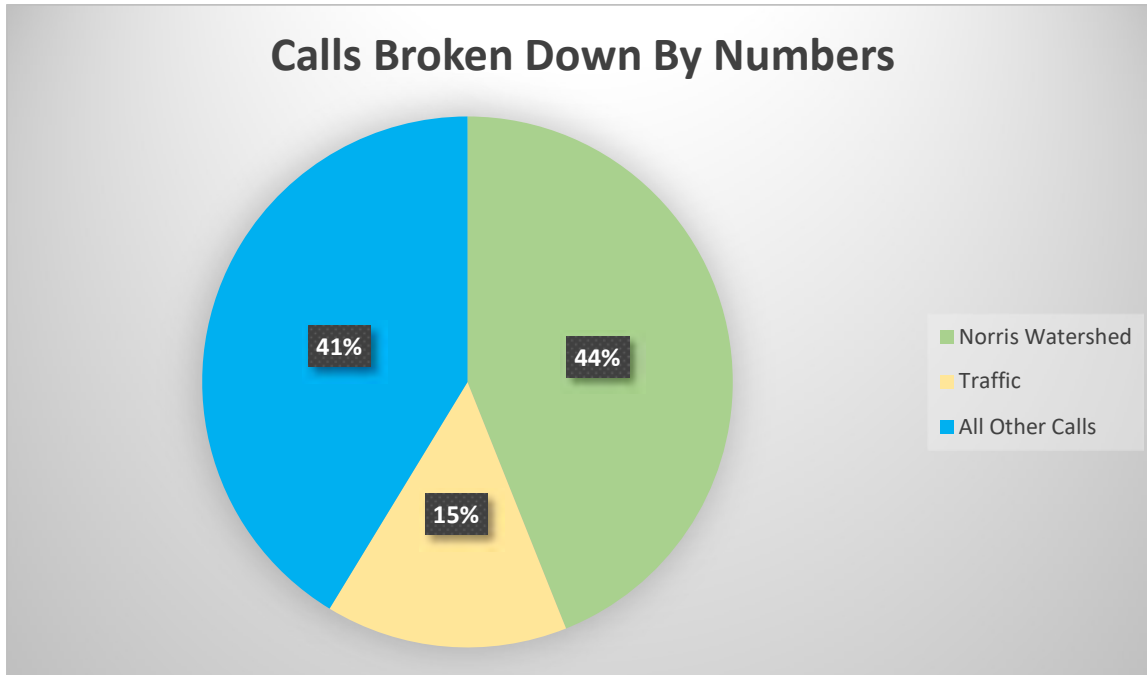
Solid Waste Fund Balance Report

	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2022-23	2022-23	2022-23	2023-24	2022-23	2022-23	2022-23	2022-23	
	Actual	Actual	Actual	ADJ Totals	ADJ Totals	ADJ Actual	Jul Actual	Aug Actual	Sep Actual	ADJ Actual	Budget	Jul Actual	Aug Actual	Sep Actual	Actual	
Revenues	\$ 125,906	\$ 126,015	\$ 127,783	\$ 132,040	\$ 137,997	\$ 138,817	\$ 12,578	\$ 11,723	\$ 11,792	\$ 125,653	\$ 157,572	\$ 11,606	\$ 13,288	\$ 13,055	\$ 37,949	24.1%
Expenses	\$ 110,947	\$ 120,847	\$ 126,446	\$ 127,502	\$ 122,540	\$ 146,737	\$ 12,237	\$ 13,030	\$ 13,273	\$ 156,019	\$ 155,500	\$ 12,815	\$ 13,372	\$ 14,091	\$ 40,278	25.9%
Balance	\$ 14,959	\$ 5,168	\$ 1,337	\$ 4,538	\$ 15,457	\$ (7,920)	\$ 341	\$ (1,307)	\$ (1,481)	\$ (30,366)	\$ 2,072	\$ (1,209)	\$ (84)	\$ (1,036)	\$ (2,329)	
Beginning Fund Balance	\$ 17,376	\$ 32,335	\$ 37,503	\$ 38,840	\$ 43,378	\$ 58,835	\$ 50,915	\$ 51,256	\$ 49,949	\$ 50,915	\$ 20,549	\$ 20,549	\$ 19,340	\$ 19,256	\$ 20,549	
Ending Fund Balance	\$ 32,335	\$ 37,503	\$ 38,840	\$ 43,378	\$ 58,835	\$ 50,915	\$ 51,256	\$ 49,949	\$ 48,468	\$ 20,549	\$ 22,621	\$ 19,340	\$ 19,256	\$ 18,220	\$ 18,220	

Drug Control Fund Balance Report

	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 ADJ Totals	2020-21 ADJ Totals	2021-22 Actual	2022-23 Actual	2023-24 Budget	2023-24 Jul Actual	2023-24 Aug Actual	2023-24 Sep Actual	2023-24 Actual
Revenues	\$ -	\$ -	\$ -	\$ 71	\$ 34	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Balance	\$ -	\$ -	\$ -	\$ 71	\$ 34	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -
Beginning Fund Balance	\$ 1,459	\$ 1,459	\$ 1,459	\$ 1,459	\$ 1,530	\$ 1,531	\$ 1,531	\$ 2,531	\$ 2,531	\$ 2,531	\$ 2,531	\$ 2,531
Ending Fund Balance	\$ 1,459	\$ 1,459	\$ 1,459	\$ 1,530	\$ 1,564	\$ 1,531	\$ 2,531	\$ 2,531	\$ 2,531	\$ 2,531	\$ 2,531	\$ 2,531

To: Adam Ledford, City Manager
From: Mike Poole, Chief
Subject: September Monthly Report
Date: October 2nd, 2023



The Above is the total number of calls broken down into three categories. “Norris Watershed”, includes all calls for service and patrols conducted inside the watershed. Traffic Enforcement is the total amount of all documented sessions and stops within the city. The “All Other Calls” category includes all other calls for service, both officer-initiated calls and incoming calls from residents are grouped into this category.

Below are some of the calls taken by police this month:

Traffic Enforcement	37	Disabled Vehicle	2
Traffic Stops	13	Suicidal Person – Emotionally Disturbed	7
Watershed Patrols	152	Deceased Resident	1
Fire Response	2	Intoxicated Driver/Person	2
Assist E.M.S. / Fire	8	Overdose	1
Assist Public	6	Disturbance	3
Traffic Complaint / Hazard /control	22	Domestic Problem	2
Welfare Check	9	Vehicle Burglary	1
Animal Complaint	8	Illegal Parking	1
Follow up investigations	11	Elder Abuse	1
Firearms Complaint	1	Harassment	1
Alarm – Burglar	4	Suspicious Person/vehicle/Activity/Prowler	13
City Ordinance Violations	5	Juvenile Problem	1
Fire Alarm Response	5	Trespassing	1
Open Gate / Door	4	911 Open Line	1
Motor Vehicle Accidents	5	Abandoned Vehicle	1

In the month of September, the Norris Police Department had documented a total of 646 Calls for service. Of the 646 Total entries, 187 came in by complainant or were self-initiated and required some type of police action.

- Officers conducted a total of 119 Patrols and 33 property checks in and through the Norris Watershed. An additional 3 calls for service were answered. This accounted for a total of 155 calls for service and 46.93 Total hours spent in or on the Norris Watershed.
- The Norris Rifle Range annual membership ended September at 489, which is up 16 permits from last year (2022-2023).
- Norris Police Department saw a big increase in Suicidal Person / Emotionally Disturbed Person Calls during the Month of September.
- At the time of this report, Bids are out on the Side by Side and are waiting to close.
- I have been following up on the Ordinance Violations for Oak Road, Garden Rd., East Circle Drive, and West Norris Rd. Two of the five have been resolved. If the others are not completed this week, I will be working with the Assistant City Manager to begin the next step in the process.
- The Norris Police Department welcomes Officer Gabe Hackler to its ranks. Officer Hackler successfully completed the 12-week program at The Law Enforcement Training Academy in Nashville. Following two weeks of on-the-job training, he will begin shifts at patrol status. The addition of Officer Hackler will put the department at full staffing for the first time since 2018. We are grateful to have him with us.
- The Norris Police and Fire Departments will have our annual Open House on Friday October 20th, 2023. The event will run from 5pm to 7pm and all are encouraged to attend.

Mike Poole
Chief of Police



Monthly Fire Report

To: City Manager

From: Rick Roach (Fire Chief)

Date: 09/30/2023

The Norris Fire Department would like to remind as we enter the fire season, to be vigilant when they choose to burn. The best conditions for fire are from October 15, 2023, until May 15, 2024. During this time humidity levels are low, and the absence of precipitation increases the potential for fire to spread quickly.

The Norris Fire Department would like to thank everyone who donated to our Wildland Fire gear fundraiser, which was a huge success. We not only met our goal of \$6500.00 but exceeded by another \$3000.00. The excess will allow the fire department to purchase the remaining gear such as boots, helmets, and gloves, which will ease the burden of the department's annual budget. The fundraising efforts were orchestrated by the Citizens in Support of the Norris Police/Fire, (CSNPF) as well as the Norris Bulletin. Our goal could not have not been reached without their continued support.

The Norris Fire Department was dispatched to 33 emergency medical calls in July. The fire department was only available to respond to 26 of those calls.

The Norris Fire Department is approaching the conclusion of the Basic 64-Hour Firefighting Course which started in August. This course has prepared these new firefighters for an actual Live Burn exercise that is held at the Tennessee Fire Academy. After the Live Burn exercise, the firefighter will have gained the knowledge to enter and combat a structure fire.

Rick Roach
Norris Fire Chief

Filters: Alarm Date Range: Last 30 Days
Is Locked: true
Is Active: true

Fire Incident Types

Count of Total Incidents

Count of Incidents
21

Fire Calls

Count of Fire Calls
4

Percent of Fire Calls **19.0%**

EMS Calls

Count of EMS Calls
11

Percent of EMS Calls **52.4%**

Other Calls

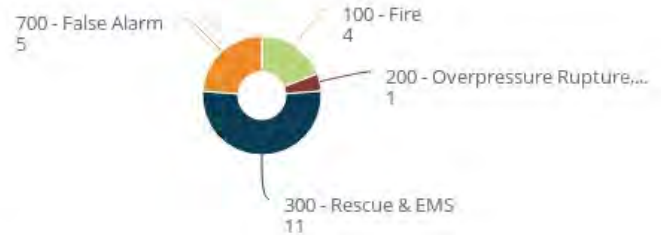
Count of Other Calls
6

Percent of Other Calls **28.6%**

Count of Incidents by Incident Type Group and Year



Percentage of Incident Type Group



Count of Incidents by Type

Incident Type Group	Incident Type	Incident Type Code	Count of Incidents	
			09/2023	Grand Total
100 - Fire	Building fire	111	2	2
	Outside rubbish, trash or waste fire	151	1	1
	Road freight or transport vehicle fire	132	1	1
100 - Fire Total			4	4
200 - Overpressure Rupture, Explosion, Overheat	Overpressure rupture of air or gas pipe/pipeline	221	1	1
300 - Rescue & EMS	EMS call, excluding vehicle accident with injury	321	2	2
	Medical assist, assist EMS crew	311	2	2
	Motor vehicle accident with no injuries.	324	1	1
	No Response EMS Assignment	3210	5	5
	Rescue or EMS standby	381	1	1
300 - Rescue & EMS Total			11	11
700 - False Alarm	Alarm system activation, no fire - unintentional	745	3	3
	Alarm system sounded due to malfunction	735	1	1
	Sprinkler activation due to malfunction	731	1	1
700 - False Alarm Total			5	5
Grand Total			21	21

To: Norris Water Commission (Interim) Board
From: Tony Wilkerson, Waterworks Superintendent
Date: September 18, 2023
RE: Superintendent Report

Page 1

Old Business:

0-1-Benny Carden-Memorial-Supt. Wilkerson reports the one plaque is in process of being installed at the Norris Community Building. Open Discussion of when to recognize with inviting the family.

0-2: WTP-Telemetry/Tank Project: Supt Wilkerson reports approval has been granted thru Capitol Improvements to proceed with WIRELESS -Tank to WTP Telemetry. This will in near future eliminate the need for hard wire lines down Reservoir Hill, preventing fallen trees of interrupting the On/off of the high service pumps. Reviewing the elimination of the hard wired telephone line, in return would have a clean cost saving to NWC of approximately \$1,200.00 a year.. It will include a subscription for wireless of about 10.00 a month.(\$120.00 a year) = to savings of est. of \$1080.00 per yr.

***0-3 WWTP:** Update on the following-Directors Order, City Council Update, CCI update-Open for any discussion/Also See #4-

0-4: Distribution- See Supt Report-see #7 and # 8

0-5: Sewer Collection-See Supt report #9

0-6: Cross-Connection: Supt. Wilkerson reports Operator Cameron Scott is in working process of inspecting customers (RPBP devices) reduced pressure backflow preventers within our distribution system.

0-7:-Distribution System-Water Line Inventory: Galvanize pipe-Supt. Wilkerson is reviewing Lead Service Line Inventories procedures. NWC Team is in the process of collecting data out in the system. This will be on-going up to a year.

0-8: SB845 TN Board of Utility Regulation

0-9: Review of Policies & Procedures Update: City Mgr.

Utility Bill Adjustments

Disconnections

Bad Debit

Deposits/Service Connections

0-10: Alternative water supply Project Update: Open for discussion

0-11: Wastewater Regionalization Study

0-12: USE OF HERBICIDES in Watershed

O-13.. Capitol Equipment Discussion: Mini – Excavator/Skid Steer/Jet Machine

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O-14.: **Norris Dam State Park**-water line Improvements-Supt Wilkerson provided letter of support for NDSP.

O-15:Norris Waterworks Employees-New Hires

-We welcome Mr. Xan Ridenour and Mr. Adam Roberson , to the Team !!!

Each New employee is doing a great job, currently.

N-4: Norris Dam State Park-Sewer Plant-Contract Renewal

Waterworks SUPERINTENDENT REPORT-August 2023 Report

1. **Water Pumped MG/Sold/% loss**—See attached
Sold to ACWA: Alley-/Alley Road-/Res.- MG,000 each location
2. **Water Budget**-see financial reports thru 2023

3)Rainfall August 2023 - _"-YTD:" Source ok presently-

4 . WWTP-Non-Compliance-VIOLATIONS—(NO VIOLATIONS)- In the month of August 2023

-8-15-2023-1.49" of rain-High Flow alarm-12:15AM-Supt arrived-pumped from Aeration to Digester stopped at 2:00 AM-NO VIOLATION

- a. -Reports-Monthly to TDEC-(3 monthly)
- b. Dailey Inspections (84 points to inspect) and Operations
 - i. Recorded Dailey on Log Book and Computer
 - ii. DO,PH, Sett Solids-Aeration-Digester, chlorination/dichlorination, TP/TN checked daily -Results of each determines when and what/how to move solids around in the plant.
- c. **WWTP**-Training-Adam Roberson (new employee)
- d. **Press Sludge**-__1__ times this month.
- e. **Supernatant**-_3__ times
- f. **Pumped Aeration to Digester**-__7__times mth
 - Tons of sludge hauled- 8.70
 - Rain:-5.89" at STP
 - Ferm Zone-Dailey mixing/logging
 - Ground Maintenance-weekly-mowe/weedeat
 - **Final Sampler**-Back in Operation
 - **Chlorine Feeder**-Malfunction-8-6-2023-Supt arrived-repaired-back in operation
 - **Supt** reviewing options and cost of purchasing NEW chlorine feeders and will present to City Mgr.
 - **WWTP- SCDA system needed** -in order to provide alarm if POWER goes out. Supt Wilkerson is reviewing cost and will provide to the Board-NWC experienced a power outage on Sunday 9-17-23 that happened on 9-16-23-CUB was notified and Power restored on Sunday.

5. WTP-Water Plant:

Page 3

- -Reports-Monthly-to TDEC completed (4 monthly-7quarterly)
- -Dailey Inspections conducted (7 days a week) morning-evening inspection (52 points of inspection each time entered the plant)
- Dailey Testing conducted morning /evening
 - a) Change charts, check High service pumps-oil level-temperature
 - b) Fill alum barrel-record /record NTU readings -Turbidity
 - c) Lab Testing-PH-Fluoride-Alkalinity-Hardness-Chlorine-Bench Top
 - d) Review hours HS operated
 - e) Record Dailey on Log Book and Computer
- – Samples- Bacteriological ,Lagoon and quarterly Samples collected
- -Backwashed Filters- 6 this month-Requires 6 hours each BW. (coating)
- -Kevin Jeffer-PTE-is training in the operations of the WTP, and NDSP operation
- TVA-Fill Sump tank-completely drained and refilled-6 days to fill
- Ground Maintenance -weekly-mow and weed-eat
- Reservoir – Transducer Malfunction-Storm/Lightening -8-13-2023 -OT-Operator Snelson and Supt Wilkerson-removed and replaced Transducer-Telemetry back in operation
- Chlorine Feeder-Malfunction-No Violations-repaired-back in operation
 - a) Supt Wilkerson reviewing options and cost of replacement/upgrade
- High Service Pump #2-changed oil on Pump Side-Supt Wilkerson reviewing with Tennessee Associated/Planning to repack the packing -eliminating excess water from spraying into stuffing box-Planned for Week of Sept. 18, 2023
- TDEC -visited the Water Plant and collected raw water samples-testing for PFAS in our source water-results could provide information as to our next step in eliminating PFAS in drinking water

7. Distribution System:

- a.-Read Meters/Rereads-4 day
- b.-Bact Samples-Collected 2-regular
- c.-Spring – checked 6 times this month
 - a. Ground Maintenance
- d.-Service Calls- for the month of August 2023 (See attached)
- e.30 Dairy Pond-water service line repair
 - Preparing for Galvanize replacement in September 2023
- g. 199 West Norris Road-Repaired 2” water line leaking-eliminated 75’ of Galvanized piping by installing a valve

- h. 133 West Norris Road-6" gate valve-eliminated packing leaking
- i. Delinquent Notices-NWC Staff hung notices on doors

8. Flushing Program: NWC Team flushed -Orchard Road-Fire Hydrant, Oak Road-Pine Road-West Norris Road

9. Sewer Collection System:

- Sewer Stoppages (see service calls list)
- Lift Station #1—Replaced 2" Galvanized guide rails with stainless steel
 - Installed NEW Grinder Pump #1 Pump
- Oak Road-Sewer Line inspection-Home owner replaced service lateral

10. Equipment:

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Supt Wilkerson reports receiving the BACKHOE back on 9-8-2023 and all seals have been replaced.

Supt Wilkerson reports 2009 F150 pickup-had NEW set of tires installed

11. Training: Supt. Wilkerson and Operator Scott attended the "Business of Running a Utility" conducted by Tennessee Association of Utility District-3days and presented Norris Water Sample for runner up in the "Best Tasting Water Contest" in the state. Each received 6 hrs CE credits towards operator licenses.



NORRIS WATER COMMISSION MEETING MINUTES

September 18, 2023

Members Present: Loretta Painter, Charles Nicholson, Will Grinder

Secretary/Treasurer:

Water Superintendent: Tony Wilkerson

Absent: Bill Grieve, Mayor Chris Mitchell

Quorum Met

- I. **Call to Order:** The meeting was called to order by Charles Nicholson at 6:00 pm.
- II. **Approval of the Agenda:**
 1. Chairperson Charles Nicholson proposed moving Watershed Spraying to the first item under old business.
- III. **Hear the Public:** Tom McEntee presented his request for an adjustment on his water bill related to an outside hose. The commission discussed if the request meets the standards for previous adjustments for altering just the sewer portion based on use.

A motion was made by Will Grinder and seconded by Chuck Nicholson **to adjust the sewer portion of the bill.**

The motion passing on a vote of 2 to 1 as follows:

Yes: Charles Nicholson, Will Grinder

No: Loretta Painter

IV. **Minutes**

1. **August 21, 2023 NWC Minutes**

A motion was made by Loretta Painter and seconded by Will Grinder **to approve the August 21, 2023 meeting minutes including a minor amendment.**

The proposal passing on a vote of 3 to 0 as follows:

Yes: Will Grinder, Loretta Painter, Charles Nicholson

V. **Old Business**

1. **Spraying in the Watershed**

Joe Feeman and Ralph Jordan represented a desire of the Watershed to spray herbicide on invasive species. The need for baseline data on the water system source was expressed. Dye testing was also suggested by Will Grinder.

A motion was made by Charles Nicholson and seconded **to approve treatment of the kudzu, after baseline water samples for testing, within the watershed, using**

herbicide if cutting, spot spraying, and spraying of root crowns is the method used.

The proposal passing on a vote of 2 to 1 as follows:

Yes: Loretta Painter, Charles Nicholson

No: Will Grinder

2. **Benny Carden Memorial**
Superintendent Wilkerson spoke on the outside plaque which did not get approved by council at the September meeting. An idea to place it on the courtyard property not the McNeeley Building was presented and discussed while making some modifications to the design.
3. **WTP/Telemetry**
Superintendent Wilkerson reported he was proceeding with eliminating the phone line to support the SCADA system.
4. **WWTP/Grants Update**
Superintendent Wilkerson had nothing to add beyond his written report.
5. **Water Distribution**
Superintendent Wilkerson updated the commission on recent improvements including over 400 feet of line. Plans to continue at Dairy Pond using a contractor were presented.
6. **Collection System**
Superintendent Wilkerson explained the steps being planned to reach out to property owners impacted by the INI line improvement projects.
7. **Cross Connection**
Superintendent Wilkerson had nothing to add beyond his written report.
8. **Water Line Inventory**
Superintendent Wilkerson had nothing to add beyond his written report.
9. **SB845 New TN Board of Utility Regulation**
No new updates.
10. **Review of Policies and Procedures (Bill Adjustments, Disconnections, Bad Debt, Deposits, Service Connection Fees, Penalty Distribution)**
Charles Nicholson reported that updates were not ready at this time. The city manager had been sick and unable to prepare his proposals before the meeting.
11. **Alternative Water Supply (AWS)**
Superintendent Wilkerson had nothing to add beyond his written report.
12. **Wastewater Regionalization Study**
No update was provided.
13. **Capital Equipment Discussion**
Charles Nicholson reported that updates were not ready at this time. The city manager had been sick and unable to prepare his proposals before the meeting.

Superintendent Wilkerson added the city still had the rental equipment for a short period of time and would continue to utilize it to address needs. The machinery being repaired is back in service and being used, but final pricing on repairs are outstanding.

14. **Norris Dam State Park – Waterline Improvements**

Superintendent Wilkerson shared that his letter of support had been sent and that the issue is now in the hands of the State.

15. **Norris Waterworks Employees – New Hires**

Superintendent Wilkerson shared progress on the development of new staff.

16. **Commission Training Requirements**

Loretta Painter indicated she was going to request that this subject be moved from the NWC meeting to the city council meeting so a date can be set to do training related to ARPA and SRF.

VI. **New Business**

1. **Training - Employees**

Superintendent Wilkerson shared progress on continuing education credits and the end results of the TAUD best tasting water competition. He further offered to share training opportunity with Community Unlimited.

2. **EPA Case Study**

Superintendent Wilkerson reported that he has been contacted by the EPA and that they would like to use Norris as part of a case study related the wastewater. He is in the process of collecting requested data to comply.

VII. **Reports**

1. **Superintendent Report:** The report is herein attached as part of these minutes.

Superintendent Wilkerson emphasized plans to purchase a SCADA update for the sewer plant and chlorine feeders for both the sewer and water plants in the near future. He indicated the price would be around \$2,500 each for the feeders. TDEC was in town to take samples of raw water.

2. **August Financial Report:** Superintendent Wilkerson reported that changes to the personnel policy and inclusion of the on-call program was working and proving beneficial.

3. **August Unaccounted-for Water Report:** Superintendent Wilkerson reported that revenue is typically higher in the summer months. He further felt recent repairs had made a significant impact in revenue over expenses.

VIII. **Adjournment: 7:17 p.m.,** Motion by Will Grinder and seconded by Loretta Painter to adjourn, All: AYE

**CITY OF NORRIS
 DEPARTMENT OF PUBLIC WORKS
 MONTHLY REPORT
 September Year 2023**

Community building Maint.	19
Public Works Building Maint.	17.5
Public Safety Building Maint.	2
McNeeley Building Maint.	38.5
Lions Pavilion & Gazebo	2
Equip. & Vehicle Maintenance	53
Watershed, Rifle Range, Trash & Litter	180
Street and Roads	10
Mowing	106.5
Sidewalks	97.5
Leaf Collection	0
Brush Pickup, Pruning, Mulching, Tree Work	93.5
Drainage (Gutter/Basins) Maintenance	2
Eric Harold Park	1
Oak Road Park	1
Ridgeway Park	1
Town Clean Up/ garbage, Litter in Town	29.5
Animal control	14
Signs repair and replace	2
Tree Commission	0
Volunteer Fire Dept.	0
Overtime	0

Loads	
0	Leaves
19	Brush
0	Chips

Administration Work

City Ordinance Department

Permits Issued	
Inspections (Number)	
Ordinance Dept Hours	

Vehicle Report	Current Mileage	Miles for the Month
2017 Chev	58998	
2013 Chev	53831	
2000 Ford	n/a	
2005 Dump Truck	56410	

Equipment Report

Chipper, Vermeer 1995		CUB Walk Behin	
Leaf Vacuum 2000			
		Hustler	
Bobcat		CUB	
Kubota		Kubota Tractor	

PUBLIC WORKS MONTHLY REPORT
Month & Year Work Completed
Page 2

1 Community

a)

2 Community Building

- a) Weekly cleaning and set ups
- b) Mow as needed
- c) Ac Unit in Gym repaired

3 McNealey Municipal Building

- a) Weekly cleaning
- b) Mow as needed
- c) Old Utility sink and faucet removed
- d) looking for contractor to install siding

4 Lion's Pavillion and Gazebo

- a) Trash in trash cans picked up weekly

5 Vehicles and Equipment

- a) Monthly checklist performed
- b) Busted Hoses on tractor repaired
- c) Hustler Mower Transmission installed
- d) New blades for Hustler mower
- e) Welded frame on walkbehind mower

6 Public Works Building

- a) Weekly cleaning
- b) mow as needed

7 Public Safety Building

- a) mow as needed
- b) bulbs for Police station
- c) School Zone signs installed on East Norris Circle

7 Drainage

- a) Cleaned as needed
- b)

8 Streets / Sidewalks / Right of Ways

- a) Cleared fallen branches of sidewalks
- b) Repair of sidewalks on Dale Rd and West Norris Rd

9 Parks

- a) Monthly checklist performed
- b) mow as needed
- c)

10 Watershed

- a) 4 Dead trees removed from Boundry trail
- b) Fallen trees cut of Raccoon Trail
- c) Culvert installed with rip rap on Foresters trail
and created a water bar
Rifle Range
 - 1) 9/7 2 boards replaced
 - 2) 9/14 mowed and 1 board replaced
 - 3) 9/28 2 boards repl;aced

11 Brush Dump

1)

12 Animal Control

- a) Animals fed in the morning daily and walked if needed
- b) Mother cat and four kittens in shelter
- c)

13 Comments:

Norris Recreation Commission Minutes

August 15, 2023

NRC Members: Brianne Kibler (8/26), Abby Nichols (12/23), Sarah Miceli (1/25), Kathie Murphy (8/25), Chuck Nicholson (12/24), Chris Mitchell (12/24)

Members Not in Attendance: Chris Mitchell

Guests: Loretta Painter

Call to Order: 7:07 PM

Approve Minutes: Approval deferred until next meeting due to lack of quorum

Old Business:

1. City Council Updates: Budget amendment of \$75K for Rec Comm approved. Discussion of hiring permanent director for Recreation, Stormwater and Watershed summer staff. To date, Rec Commission is not aware that any monthly maintenance checklist of parks is being maintained from Public Works.
2. Norris Summer Rec Program: Rec directors have completed their assessment of the program listing suggestions and ideas for next year. Both directors hopefully coming back next summer and will help at the Halloween trail. Overall assessment was good. Tony will be updating the main line to the Oak Road pool.
3. Picnic on the Commons: Bands, sound guy and food trucks are set. \$300-400 for sound guy. Volunteers to start at 3:30, put up balloon arch, bounce house delivered at 4:45. Grass was too high last year for games. Will ask AC School or public works about cutting before the picnic.
4. Park and Rec 10 Year Plan: About 130 surveys have been turned in so far, will make surveys available at Picnic on Commons. Public meeting Thursday, August 17, 6:00 PM at the Community Building. We cannot access online surveys. What will be closing date for surveys, will ask Andreas. She has made Question #3 optional.
5. Capital Improvements: Currently \$150K in budget, \$75K from last year. At meeting with Adam and Bailey, suggestions were made to increase the footprint of the pavilion, adding 8 pillars instead of the current 6 with metal roof. Plans for an ADA compliant bathroom for future near the entrance. Proposed moving leaking water fountain to the front by parking lot and add one additional trash can near pavilion. Discussion of Oak Road Park needs on Tuesday, August 22 at 6:00 pm, Community Building, to hear public input.
6. Update on NRC donation perpetual fund: Current PF numbers reflect current fiscal year only. Explains why numbers appear so low. How to reflect donations for specific funds? Ex: Tennis fund is now reflected in perpetual fund, not a separate fund.
7. Lions Club work date: No dates yet, hopefully before Halloween.
8. Norris Disc Golf update: Will surplus equipment with money proposed going to perpetual fund.
9. Pickleball: No updates.
10. Donated playground equipment: Will be surplus
11. Adopt a Park: September 11 meeting set to discuss parks.
12. Fundraising: No updates.
13. Charter Review: No updates.
14. September 22 Workshop: Creamery Park. Have Chris talk about the history. Discussion of whether current plan is too excessive for a park with limited access and no parking. Possible plaque with QR codes. Jerry Crossno only wanted a bench, a sign and more trees? Council hasn't approved. Chris M. wants to use Tourism money, \$5-6K.
15. Oak Road Park: Will await public input on how to proceed.

New Business:

1. Resignation of Chris Lawson discussed. Asked Adam about how to post vacancies.

Meeting adjourned at 8:45 PM.



NORRIS WATERSHED BOARD MINUTES
September 20, 2023

Members Present: Ralph Jordan (RJ), Allen Hendry (AH)
Secretary/Treasurer: Adam Ledford (AL)

The following members were present:

Chairperson: Ralph Jordan	Present	3yr. Term Expiration – 6/2024
Member: Robin Sain	Absent	3yr. Term Expiration – DUE
Member: Allen Hendry	Present	3yr. Term Expiration – DUE
Member: Gene Lane	Absent	3yr. Term Expiration – DUE
Member: Dennis Yankee	Absent	3yr. Term Expiration – 6/2024
Member: OPEN	Absent	2yr. Term Expiration – OPEN
Member: Bill Grieve	Absent	City Council Representative

No Quorum

I. Call to Order

The meeting was called to order by Ralph Jordan at 5:00 pm. Having found no quorum present business was suspended.

II. Adjournment

Ralph Jordan announced the meeting adjourned.

Norris Tree Commission – Draft June 2023 Minutes

Monday, June 26, 2023

Commission Members Present – Chuck Nicholson, Spencer Boardman, Harry Shatz, Bill Grieve, Phil Cagney

Other Attendees: Loretta Painter, Mike Lyons

Meeting called to order at 5:30 PM

HEAR THE PUBLIC

- a) Mike Lyons, 57 Pine Road. Inquired about the White Oak tree in front of his house along the road. They had an assessment from a tree “arborist” that suggested it be canopied. The homeowner was uncertain what the tree company meant by canopied. Chuck explained that tree inventories were taken using the State of Tennessee property maps and the white oak in question was narrowly within the city right of way property. Chuck also asked if the homeowner could identify the location of the property pins and the homeowner said that it was surveyed when they purchased the home. Chuck said that it would be okay for the homeowner to trim a low branch that might interfere with egress to driveway but needed more information about what the tree company meant by “canopied” before any additional action is taken on the tree.

OLD BUSINESS

- 1) Review of minutes of April 24, 2023 meeting
 - Minutes were approved as submitted.
- 2) FY 2023-2024 budget
 - Chuck reviewed the budget information for the upcoming fiscal year.
 - \$3,500 budgeted
 - Public Works budget has a big boost on the tree maintenance portion.
 - Plans will be made to hire an arborist with a bucket truck for 1 or 2 days to perform selected tree pruning and to hire a stump grinder.
- 3) Tree Maintenance
 - Cleanup on Commons in advance of Norris Day
 - i. Wednesday, June 28 at 9:00 am to prune trees and do cleanup on the commons.
 - ii. Stake new trees on the Byway project site and on the Arboretum.
 - Other needs?
 - i. Dead limb on large Southern Red Oak tree across from the library.
- 4) Norris Commons Arboretum
 - 3 dead trees. Will remove Red Bud tree possibly on Wednesday, June 28th.
- 5) Byway Planting Project
 - Watering
 - i. Over 3 inches of rain in Norris for the past 7 days. More rain expected this weekend.
 - Tree staking, weeding, and mulching

- i. Scheduled for Wednesday, June 28th.
- ii. Chuck, Spencer, and Phil will participate.

6) Honor Trees

- Annual monitoring and maintenance assignments.
 - i. Kathie and Phil have completed. Bill, Harry, Spencer, and Chuck reported that they just a few completed. Phil provided Spencer with a correct copy of his tree assignment.
- Other items
 - i. None noted.

7) Honor Tree plaques and stakes

- Chuck will order as replacement needs are communicated back to him.

8) East Norris Sidewalk tree plantings/Creamery Park update

- Spencer is waiting for budget approval.

9) Foster Garden cleanup

- Scheduled for Friday, July 7th. Spencer will pick up the mulch the day before.

10) Tree Commission Facebook Page

- Send suggestions to Chuck.

NEW BUSINESS

1. Norris Day Booth

- Chuck and Niki will setup booth
- Schedule for staffing the booth will be finalized.

Next meeting – Monday, August 28th

Meeting adjourned at 6:15 PM

Norris Tree Commission – Draft August 28, 2023 Minutes

Meeting called to order at 5:30 PM

Commission Member Attendees – Chuck Nicholson, Spencer Boardman, Harry Shatz, Bill Grieve, Phil Cagney

Other Attendees – Loretta Painter, Ann Lesar

HEAR THE PUBLIC

- a) Ann Lesar, 103 Orchard Rd – Dead Maple tree in front yard. Consulted with Ray. She is asking for it to be taken down. Chuck had inspected the tree and Commission members agreed to have it removed.
- b) Loretta Painter had 2 items:
 - i. “X” painted on tree behind the Norris Museum/Library. Why is it there?
 - ii. “Slow Down” sign has been nailed to a tree on Garden Rd.

OLD BUSINESS

1) Review of minutes of June 26, 2023 meeting

- The minutes from the June meeting tabled until September 25 meeting.

2) Tree Maintenance

- Stump removal
 - City contracted to have stumps on Norris Commons and a couple on right of ways ground out. Stump grindings will need to be removed.
- Pruning
 - During late September need to compile a list of the tree pruning that needs to be done by a contracted bucket truck.
- Tree removal
 - 33 East Circle Rd – Homeowner had contacted Chuck about dying sugar maple on city right-of-way. Chuck had inspected the tree and Commission members agreed to have it removed.
 - Dead dogwood at corner of East Norris and Dogwood needs to be removed.
 - Dying or dead white oak in Pine Place circle, would strike power lines if it falls. Commission members agreed to have it removed.
- Other needs?
 - Kudzu at corner of Sawmill and Pine roads has spread rapidly, needs attention.

3) Norris Commons Arboretum

- No need to water new trees during the current week.
- Area around big sycamore near library needs weed control, mulching.

4) Byway Planting Project

- No need for watering during the current week.
- Many trees need mulching, get partial load of mulch delivered this Fall.
- Tree stakes and ties in good shape.
- Try to replace 3 dead trees this Fall.

5) Honor Trees

- Annual monitoring and maintenance assignments
 - Bill is still working on it.
 - Spencer is 1/3 done.
 - Harry not started.
 - Kathy is completed but not submitted.
 - Phil is completed and submitted.
 - Chuck is still working on his
- Other items
 - A few requests for Honor Trees are still pending.
 - Lt. Campbell wants to donate a sugar maple from his yard.

6) Honor Tree plaques and stakes

- Order will be placed for latest plantings.
- Order will be prioritized for missing tags from monitoring assignments.

7) East Norris Sidewalk tree plantings/Creamery Park update

- Spencer has a meeting with Mrs. Crossno to discuss storyboard plaques for Creamery Park

8) Foster Garden cleanup

- Need to 2 more scoops of mulch.

9) Norris Urban Forest Management Plan

- Chuck asked for comments and discussion on the NUFMP
 - i. Change wording from enforcement to adherence.
 - ii. 3-month resolution on identified problems.
 - iii. Change honor tree monitoring from annual to biannual (every 2 years).
 - iv. Distances from water, curbs, and utilities?
 - v. Update list of trees in ordinance.
 - vi. Cover photo to be completed to Chuck.

- vii. Present plan at next city council meeting, publish for public comment, review comments, etc.

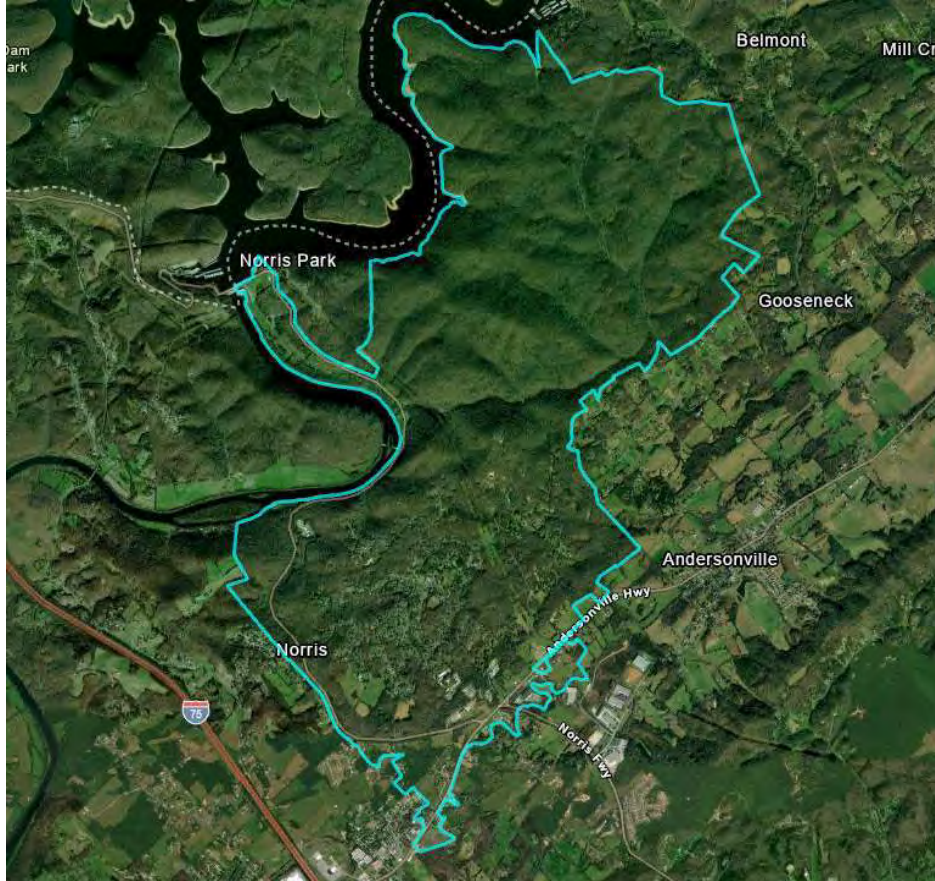
10) Tree Commission Facebook Page

- Ask about problem trees.

NEW BUSINESS

- 1) Replacement tree planting on Middle School-West Norris hillside following completion of new school entrance road – planting season approaching, Chuck will contact school principal.

Next Meeting – September 25



NORRIS URBAN FOREST MANAGEMENT PLAN

SEPTEMBER 2023

Norris City Council
October 9, 2023
Norris Animal Shelter Commission

Currant ASC Members: Lee Borgers (4/2024), Maggie Sheehy (6/2024), Hannah Lawson (1/2026), Tracy Haley (10/2024), Debbie Grinder (4/2025), one chair vacant

Members present: all

Public Present: none

Meeting called to order at 7:00 pm

Hear the public: none

Approval of minutes: Debbie moved to accept as written, Tracy seconded. **Motion passed.**

Shelter Report: *Maggie*

Cats:

Mother cat-adopted, doing well, now named "Sophia"

Kiwi-boy kitten, Celeste is taking him to Atlanta to her niece.

Three girl kittens- have all had their shots and been treated for coccidia

Dogs:

Black dog from Reservoir Hill Rd-picked up today by owner

Financial Report: We have received \$465 in donations and contributions this month. Year to date, our donations are \$1,629.35. We have paid out \$350.71 in veterinary costs, etc. From our yearly budget of \$6,000, we have \$5,649.29 remaining. The financial report did not show how much we actually have, which should be much higher. Hannah will request a more detailed report next month.

Old Business:

Bake sale-Josephine Haston contacted Hannah and offered to bake several items to contribute to the sale. Sarah Miceli and her daughter Rachel Barnes are also baking cookies to contribute. Debbie will bake brownies, Tracy will bake dog biscuits. Jody offered at the last meeting to bake muffins. Hannah will make hard candy suckers and various baked items. We will meet at the post office at 8am on the 23rd and set up our tent and tables. Lee brought the tent to the meeting, Hannah will bring it and a table to the post office. Tracy and Debbie will both bring a table. Lisa Dills will also be present as a volunteer.

Shelter service day and donation from Woodmen Life Insurance-Tracy sent Jody our list of things to buy for the shelter. The remaining balance of the donation will go towards lunch for the volunteers and veterinary costs. The service day is still scheduled for October 1st.

New Business

Halloween Trail- the event will be on October 28th. We will be doing the Haunted Dog House from two years ago, on the play ground equipment at Eric Harold Park. Tracy suggested using dry ice in a cow pelvis that she has and also some spooky touch things like spaghetti. Tracy and Lindsay Shaw have animal skulls we will borrow as decorations. We will discuss more ideas at our next meeting.

Meeting date change- our next meeting date has been changed from October 16th to October 18th.

Commission meeting adjourned at 7:30pm

Respectfully submitted, Hannah Lawson

City of NORRIS
COMMUNITY DEVELOPMENT BOARD
MEETING MINUTES: SEPTEMBER 28, 2023

Members Present: Will Grinder (exp.: Council Term), George Miceli (exp.: Mar 31, 2024), Laurie Templin (exp.: April 30, 2024), Lisa Barger (exp.: Sep.30, 2025), Charlie Murphy (exp.: Feb 28, 2026)

Members Absent: Blake Knight (exp. Nov 30, 2025), Alex Munro (exp.: April 30, 2026)

Location: Norris Community Building

Guest (s) in Attendance:

TOPIC	DISCUSSION/CONCLUSIONS	RECOMMENDATIONS/FOLLOW UP (Who/What/When)
Called To Order Time	6:00 PM	
Hear From the Public		
Approval of Minutes	- Reviewed and approved minutes from the previous meeting.	
Old Business	<p>**Norris Image Identification Project:**</p> <ul style="list-style-type: none">- Discussed reusing existing sign materials for basis of new entrance signage.- Discussed whether to keep business signage or do away with.- Discussed a basic design concept, with main city info on a hanging sign and city logo attached to the stone structure. <p>**Concert on the Commons:**</p> <ul style="list-style-type: none">- Suggested delaying efforts to secure alternate sponsorships until city council approves.	

City of NORRIS
COMMUNITY DEVELOPMENT BOARD
MEETING MINUTES: SEPTEMBER 28, 2023

TOPIC	DISCUSSION/CONCLUSIONS	RECOMMENDATIONS/FOLLOW UP (Who/What/When)
	<ul style="list-style-type: none">- Discussed each board member “championing” a band to better spread out duties. “Championing” would involve being primary contact for their band and making sure all paperwork turned in.- Discussed the potential that food trucks could have for the events.	
New Business		
Adjournment	<ul style="list-style-type: none">- Meeting adjourned at 7:09 PM.	

MINUTES
NORRIS PLANNING COMMISSION
September 5, 2023

Members Present: Joe Feeman: Chairman, Chris Mitchell: Mayor, Loy Johnson: Vice Chairman, Loretta Painter, Alex Munro: Secretary, Lisa Shirey and Mike Carberry

Members Absent: None

Others Present: Joe Deathridge: Chairman BZA, Bailey Whited, Assistant City Manager, Kathryn Baldwin - East TN Development District

Call to Order: Joe Feeman: Chairman, called the meeting to order at 6:00 pm.

1. Minutes – August 7, 2023

Ms. Painter made a motion to approve the Minutes of the August 7, 2023, Planning Commission meeting as presented. Ms. Shirey seconded the motion, all present voted aye. Motion carried.

2. Business Items

Draft Amendments to the Norris Subdivision Regulations

Ms. Baldwin presented the second draft of proposed amendments to the Norris Subdivision Regulations. Discussion focused on definitions of Service Drives, introduction of Concept Plat, and Surety requirements. Commission members requested definitions of Major and Minor Plats, Flag lots and Minimum lot frontage requirement. Also discussed was the process for amending adopted Subdivision Regulations and the Planning Commissions responsibility. Commission members requested Ms. Baldwin to address changes and concerns in the draft and review in the October meeting.

The lengthy discussion of the subdivision regulations was an important learning session for the Planning Commission and will therefore be counted as 2 hours of training.

Adjournment:

Mr. Munro made a motion to adjourn the Planning Commission meeting at 8:00, seconded by Ms. Johnson. All present voted aye. Motion carried.

Alex Munro, Secretary

Date