

NORRIS MUNICIPAL WATERSHED BOARD

MEETING AGENDA

January 18, 2024

- I. **Call to Order - 5:00 p.m. EST**
- II. **Approval of the Agenda**
- III. **Approval of Minutes from November 15, 2023 Meeting**
- III. **Hear the Public**
- IV. **New Business**
 - **Election of Chairperson and Vice Chairperson**
 - **Setting of Future Meeting Day and Time**
- V. **Old Business**
 - **Clear Creek Springhead Plans**
 - **Tree Removal**
 - **Clear Creek Parking Area Improvements**
 - **Boundary Trail Tree Removal/Cleanup**
 - **Tree Complaint Policies**
 - **Hunting Document Retention**
- VI. **Reports**
 - **Budget**
 - **Public Works**
 - **Public Safety**
 - **Resource Management**
- VII. **Adjourn**



NORRIS WATERSHED BOARD MINUTES

November 15, 2023

The following members were present:

Chairperson: Ralph Jordan	Present	3yr. Term Expiration – 6/2024
Member: Robin Sain	Present	3yr. Term Expiration – 1/2026
Member: Allen Hendry	Present	3yr. Term Expiration – 1/2026
Member: Gene Lane	Absent	3yr. Term Expiration – 1/2025
Member: Dennis Yankee	Present	3yr. Term Expiration – 6/2024
Member: OPEN	Absent	2yr. Term Expiration – OPEN
Member: Bill Grieve	Absent	City Council Representative

Quorum Met

I. Call to Order

The meeting was called to order by Ralph Jordan at 5:00 pm.

II. Approval of the Agenda

Ralph Jordan announced **adding a new business item on the agenda for Reservoir Hill Gate.**

A motion was made by Ralph Jordan and seconded by Robin Sain **to approve the agenda as amended.**

The proposal passing on a vote of 5 to 0 as follows:

Yes: Ralph Jordan, Allen Hendry, Bill Grieve, Gene Lane, Robin Sain

III. Minutes:

A motion was made by Allen Hendry and seconded by Gene Lane **to approve the minutes of the October 19, 2023 meeting while correcting minor spelling issues.**

The proposal passing on a vote of 5 to 0 as follows:

Yes: Ralph Jordan, Allen Hendry, Bill Grieve, Gene Lane, Robin Sain

IV. Hear the Public:

No Public Comment was received.

V. New Business

Scout Days and the Rifle Range Policy - Ralph Jordan reminded the Board that issues related to the future of scout days and the rifle range had been addressed at the previous meeting and the City team was aware. Chief Poole had made an inquire related to enforcement and notification of hunting near the range. Discussion related to developing of signage and publication updates during scouting and hunting dates lead to plans to future develop an overall plan before spring 2024. Joe Feeman suggested the hunting boundary at High Point needed to be updated. Ralph Jordan questioned if Boundary needed hunting boundary signs as well.

- **Gates and Parking Areas** – Ralph Jordan identified existing roads and parking areas within the watershed. He further led a discussion on the condition of each location. Development of a joint discussion between the Norris Police Department, NWC, and the Watershed was suggested to address safety and security at different locations.
- **Cleanup Day** – Dennis Yankee notified the Board that he has been contacted about a young man from Oak Ridge looking to do some volunteer hours for the watershed as part of his college scholarship program. Ralph Jordan suggested March 30, 2024 as this coming year’s event.
- **Hunting Documents Retention** – Bailey Whited inquired on the Boards desire to retain a decade of documents for review of trends for planning purposes in the future. This issue was taken into advisement for future discussion.

VI. Old Business

- **Clark Creek Springhead** – Ralph Jordan updated that he and the contractor had been unable to meet up before this meeting.
- **Clear Creek Parking Area/Stream Bank Stabilization** – Joe Feeman informed the board some contacts had come out and reviewed the location. He was awaiting further feedback. TDEC was also supposed to be in the following day to review the site.
- **Boundary Trail Tree Removal** – Ralph Jordan notified the Board he had reviewed the site and after consulting public works it was suggested a contractor be hired to remove a leaning tree. The need for a standardized policy related to removing trees was expressed. Ralph Jordan indicated in the current matter he would meet with public works again and work out a plan.

VII. Reports

- **Financials** – Written report submitted, Bailey Whited provided further details on interest collections.
- **Norris Public Works** – Written report submitted without comment.
- **Norris Public Safety** – Written report submitted without comment.
- **Resource Management** – Joe Feeman provided an overview of his written report. He further presented plans for a future timber sale.

VIII. Adjournment

Motion by Ralph Jordan and seconded by Allen Hendry to adjourn at 6:15 p.m., All: AYE

STANDING SAWTIMBER FOR SALE BY THE CITY OF NORRIS NORRIS MUNICIPAL WATERSHED

The City of Norris is offering standing sawtimber for sale on approximately 24 acres by sealed bid. All bids must be in our hands at the Norris City Office, P.O. Box 1090, 20 Chestnut Drive, Norris, TN 37828, by noon, January _____ 2024. The harvest area is divided into two parts, which have different prescriptions:

1. Approximately 10.8 acres is a clearcut harvest that requires all trees greater than 1 inch in diameter to be cut or removed with dozer (unless marked to retain). This area was cruised with all sawtimber trees measured (blue spots) and has approximately 154,932 board feet, Doyle Rule (188,687 board feet, International 1/4" Rule) of sawtimber (see attached table).
2. Approximately 13 acres is a shelterwood harvest. On this area, most of the oaks will be retained (marked with a red paint spot), and all other trees greater than 1 inch in diameter must be cut or removed with dozer. This area was sampled (20 variable plots) to estimate the number of yellow poplar trees and sawtimber volume. On 20 plots, 37 trees were measured, and trees/acre and volume were determined using standard forest measurement formulas. In addition, using the number of trees/acres from sampling, volume was estimated using the average yellow poplar volume per tree in the 100% tally area and extrapolated to the shelterwood. Results were: 157 trees with a volume of 24.3 MBF (Doyle) and extrapolated volume 34.2 MBF (Doyle).

Location (see attached map)

Norris Municipal Watershed – The sale area is located off Upper Clear Creek Road at the junction with Hi Point Trail (road). A locked pipe gate is present on Hi Point Trail (road). The GPS coordinates for the sale area are: 36° 14' 25" N, 84° 03' 03" W.

Harvest Description – Clearcut on 10.8 acres and shelterwood (retaining oaks) on 13 acres. All trees greater than 1 inch in diameter must be cut or removed with dozer on the entire area unless marked to retain.

Logging Conditions – The topography is gently sloping with one drain that bisects the tract. Access to the sale area will be over existing roads which should support tractor and trailer rigs.

Harvest Specifications - Contractor purchases all merchantable sawtimber trees and all pulpwood.

Special Conditions -

1. No new roads are to be constructed unless specifically approved by Supervisor, Norris Watershed timber sale.
2. All trees greater than 1 inch in diameter must be felled or removed with dozer in the designated cutting areas.

No Warranty - The City of Norris does not guarantee any volumes or values. These trees are offered on a "where-is-as-is" basis. You should decide, before you bid, how much timber is present and what it is worth to you. The City of Norris reserves the right to reject any or all bids.

Seeing the timber - One “Show Me” trip is scheduled on _____. Those wanting to go should be at the Norris City Office, 20 Chestnut Drive, Norris on the above date, at 9:00 AM. Those who prefer may look at the timber on their own (see attached map).

Timber Sale Contract - These trees will be sold under the standard City of Norris Timber Sale Contract with the special provisions listed below. If you would like a copy of the complete contract and special provisions, please call Joe Feeman (Supervisor, Norris Watershed timber sale) at 865- 804-6489 or stop by the Norris City Office at 20 Chestnut Road in Norris.

Special Contract Provisions -

(1.) Safety - Contractor shall be fully and solely responsible for conducting all operations under this contract at all times in such a manner as to avoid the risk of bodily harm to persons and damages to property. Contractor shall continually and diligently inspect all work, materials, and equipment to discover any conditions which might involve such risks and shall be solely responsible for discovery and correction of any such conditions.

Contractor is responsible for ensuring that all chainsaw operators wear appropriate safety equipment (including, but not necessarily limited to, OSHA-approved safety legwear, hard-hat with hearing and eye protection, protective gloves, and safety-toed boots) when conducting any chainsaw cutting under this contract.

(2.) Felling – All trees greater than 1 inch in diameter must be felled or removed with dozer in the designated cutting areas (delineated on the ground by roads and blue paint).

(3.) Contractor must obey and abide by all applicable local, state, and federal laws.

(4.) Upon completion of logging, disturbed areas shall be shaped and smoothed with proper water control structures installed (broad-based dips, waterbars, etc), as detailed in the Tennessee Division of Forestry’s Best Management Practices Manual. Roads and landings must be in a condition such that disking and seeding can be accomplished without further grading.

Contract Length – One year. Contractor must give Supervisor two weeks notice prior to start, unless start date is within two weeks of contract signing.

No entry period – The Norris Watershed is closed to all users except deer hunt permit holders for two 10-day periods in October and November. Contractor shall not enter or operate during this period.

Payment - Lump sum, payable at contract signing, PLUS a \$4,000 performance deposit, which will be refunded upon satisfactory completion of contract.

If you have Questions - Please call Joe Feeman (Supervisor, Norris Watershed timber sale) at 865- 804-6489. Please leave a message if unavailable. Your call will be returned.

Norris Watershed Timber Sale 2024 - Clearcut Timber Tally

Species	Diameter (DBH)															Total
	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40	
Red Oak																
No. Trees	4	3	17	23	23	19	19	19	16	14	6	5	2	4	2	176
MBF Doyle	0.1	0.2	2.0	4.3	5.8	5.9	7.6	10.4	9.8	10.5	4.6	6.1	2.3	4.7	2.4	76.7
MBF Int. 1/4"	0.2	0.3	3.1	6.2	7.7	7.5	9.1	12.2	11.0	11.5	4.9	6.5	2.3	4.7	2.4	89.6
White Oak																
No. Trees	2	4	11	8	11	7	5	7		4	3					62
MBF Doyle	0.1	0.2	1.0	1.3	2.8	2.1	1.8	3.3		2.6	2.6					17.8
MBF Int. 1/4"	0.1	0.3	1.5	1.9	3.8	2.6	2.2	3.9		2.9	2.8					22.0
Chestnut Oak																
No. Trees			6	5	11	6	5	7	9	11	2	2			1	65
MBF Doyle			0.5	0.6	2.4	1.7	1.6	3.3	4.5	6.6	1.6	1.6			1.3	25.7
MBF Int. 1/4"			0.8	0.8	3.0	2.1	1.9	3.8	5.0	7.2	1.7	1.7			1.3	29.3
Yellow-poplar																
No. Trees	9	25	19	32	18	24	7	2	1							137
MBF Doyle	0.3	1.8	2.5	6.2	5.0	9.0	3.0	1.4	0.8							30.0
MBF Int. 1/4"	0.5	3.3	3.9	9	6.8	11.4	3.6	1.7	0.9							41.1
Misc. Hardwoods																
No. Trees	3	9	9	6	2	4	3									36
MBF Doyle	0.1	0.5	0.9	0.8	0.4	1.1	1.0									4.8
MBF Int. 1/4"	0.2	0.9	1.4	1.2	0.5	1.4	1.2									6.8
Total No. Trees	18	41	62	74	65	60	39	35	26	29	11	7	2	4	3	476
Total MBF Doyle	0.6	2.7	6.9	13	16.4	19.8	15.0	18.4	15.1	19.7	8.8	7.7	2.3	4.7	3.7	155.0
Total MBF Int. 1/4"	1.0	4.8	10.7	19	21.8	25.0	18.0	21.6	16.9	21.6	9.4	8.2	2.3	4.7	3.7	188.8

Red oaks are predominantly black oak, with some southern red and northern red oak.

Misc. hardwoods are hickory (10), blackgum (3), hard (sugar) maple (3), red maple (19), and beech (1)

- Estimates are in DOYLE and International 1/4" Log Rules and are based on logs 12" and larger.

- DBH = Diameter Breast Height - tree diameter measured 4 1/2' from average ground level.

- No. Trees = Number of trees

- MBF = thousand board feet – DOYLE & International 1/4".

BID SHEET

To Place Your Bid: ONLINE

1. Print the total dollars you are bidding for both sale areas under “Total Amount Bid” below. (Do **not** include performance deposit amount in this figure.
2. Sign your name and date and print your complete address and telephone number.
3. Put this BID SHEET in an envelope marked “SEALED BID - Norris Watershed Timber Sale” and mail, deliver, or FAX (865/ 494-7302) to City of Norris, P.O. Box 1090, 20 Chestnut Drive, Norris, TN 37828. **ALL BIDS MUST BE IN OUR HANDS NO LATER THAN 12 NOON,**
_____.
4. Bids will be opened at 12 noon, _____ 2024 at the Norris City Office, 20 Chestnut Drive. You are invited to the opening. The successful bidder will be notified within ten (10) days.

Sale Name	Total Amount Bid
Norris Watershed 2024 Clearcut & Shelterwood Harvest	\$

Signature of Bidder

Street, Route No., and /or P.O. Box No.

(Area Code) Telephone Number

City, State, and Zip Code

PAYMENT - Full payment of the total acceptable bid amount plus performance deposit must be made to the City of Norris within ten (10) days of notification of successful bid the date of award and before any trees are cut.

CONTRACT FOR SALE OF TIMBER

THIS AGREEMENT, entered into this _____ day of _____, 2024, between the CITY OF NORRIS, TENNESSEE, hereinafter called the "Seller", and _____, hereinafter called the "Purchaser".

TIMBER LOCATION, DESCRIPTION, AND VOLUME

The Seller agrees to sell, and the Purchaser agrees to purchase all merchantable hardwood and pine trees in the two sale areas located on Hi Point Trail as shown on the attached map of the Norris Watershed. The designated sawtimber is:

1. Clearcut Area: merchantable trees are marked with one blue paint spot on the trunk approximately five (5) feet above the ground level. Any cull in these merchantable trees has been estimated and deducted from the volume. The perimeter of this area is designated by trees that are marked with blue paint. All trees greater than 1 inch in diameter and larger must be felled or removed with dozer in the cutting area.

Shelterwood Area: ‘no cut’ oak leave trees are marked with a red spot approximately five (5) feet above the ground. All other trees in this area greater than 1 inch in diameter must be cut or removed with a dozer. Care must be taken to protect leave trees from damage during felling and skidding of cut trees.

2. Cull trees are marked with a blue cross or "X" approximately five (5) feet above the ground. The timber volume in these cull trees was not included in the total estimation and the Purchaser may cut or leave these trees standing. The Seller estimates that there is approximately 154,932 board feet, Doyle Rule (188,687 board feet, International 1/4” Rule) of hardwood sawtimber marked for cutting in the clearcut area. There is estimated to be 24,000 to 34,000 board feet, Doyle Rule in the shelterwood area. However, Purchaser understands and agrees to buy the marked sawtimber and estimated sawtimber, where is, as is, and the Seller makes no warranty or representation as to the quality and/or volume

Removal or sale of topwood and related logging slash for firewood or other uses is prohibited and such material remains the property of the City of Norris.

PAYMENT

The Purchaser hereby agrees to pay the Seller the total price of _____, plus a performance deposit of **\$4,000**, within ten (10) days of contract signing. Full payment, shall be delivered or mailed to the City of Norris, in care of the City Manager, 20 Chestnut Drive, Norris, Tennessee 37828. No trees shall be cut until payment has been made in full to the City of Norris.

OPERATING PROVISIONS

The Purchaser understands that the timber sale area is on a municipal watershed and therefore certain requirements must be complied with in order to safeguard the watershed value of the timber sale area. In recognition of this, Purchaser agrees to cut and remove any and all said designated trees in strict compliance with the following conditions:

1. Unless written extension of time is granted by the Seller, this Agreement shall terminate on _____, after which date the Purchaser will forfeit all rights and claims to designated trees remaining on the property of the Seller, and Seller shall have the right to retain the full amount of the contract price.
2. Purchaser understands and agrees that no harvesting operation will be conducted during scheduled deer hunts conducted on the Norris Watershed under State deer hunt seasons as promulgated by the TWRA. Current information is available from the Norris City Office.
3. No unmarked dead trees shall be cut, except as reasonably necessary and with prior approval of the Seller, in clearing for roads, skid trails, and landings or unless such trees must be cut to insure safe working conditions.
4. Extreme care must be taken to minimize any damage to 'no cut' oak trees in felling, skidding and hauling operations in the Shelterwood area. Purchaser understands and agrees that the determination of what is an unnecessary injury shall be within the sole judgment of the Seller.
5. All living trees adjacent to the timber sale area shall be protected against unnecessary injury in felling, skidding, or hauling operations. Purchaser understands and agrees that the determination of what is an unnecessary injury shall be within the sole judgment of the Seller.
6. Any and all improvements including but not limited to road locations and their specifications are subject to prior approval by the Seller, which has the right of final determination.
7. All land-disturbing activities shall be conducted in accordance with best management practices (BMP's) as defined by section 208 of the Clean Water Act and implementing regulations to control erosion and sedimentation so as to prevent adverse water quality and related aquatic impacts. The Tennessee BMP guidelines, outlined in "Best Management Practices for Silvicultural and Other Forest Activities in Tennessee" available from the Tennessee Division of Forestry must be strictly adhered to, especially since this is in the municipal watershed. Other erosion control practices may be necessary during or following operations as specified by the Seller.
8. Maximum road grade shall not exceed 12 percent on grades more than 500 feet long, nor exceed 15 percent on grades less than 500 feet long.
9. Clearing width for roads shall not exceed three feet outside of excavation on cut sections or two feet outside of shoulder on fill sections. There will be no clearing for daylighting unless specified by the Seller.

10. Where roads and skid trails cross live streams or main drains, bridges or culverts shall be constructed if practicable; but where not used, the grades of such roads and skid trails shall be descending toward the stream in both directions.

11. Back slopes on road cuts shall be vertical, or as steep as the soil will permit, and vegetation overhang shall be left in place.

12. Adequate drainage shall be provided by installation of broad-based dips, or water bars, or other acceptable measures to control water accumulation in skid trails or roadways. Such drainage structures will be provided as needed to prevent erosion, but in no case will water be permitted to flow along the skid trails for more than 300 feet. Outsloping of roads, to a maximum of three (3) percent, is encouraged.

13. General maintenance on all roads and skid trails shall be provided to keep them in usable condition and to minimize erosion. All drainage structures shall be kept open and in operating condition. In the event of heavy rainfall, or at other times when in Seller's sole judgment the roadbed becomes too soft, no logging or hauling except on all-weather roads will be permitted.

14. Skid trails shall be reinforced with cross or parallel skid poles or water bars on sections where heavy use causes gouging or trenching or where excessive erosion is expected or occurs. Where concentration of runoff water occurs, water bars, poles or other devices shall be required to turn the water out of the skid trail. Under no circumstances shall water be turned into the trail.

15. All structures erected by the Purchaser on the Seller's property shall be removed and the site restored to a sanitary condition upon termination of this Agreement. Purchaser further understands and agrees that if Seller is not satisfied with Purchaser's compliance, Purchaser shall take whatever steps Seller requests to satisfy Seller's requirements under this provision.

16. All damages caused by the Purchaser or Purchaser's agents to bridges, roads, or other improvements of Seller shall be repaired. Roads shall be restored to pre-logging or better condition and shall include acceptable water control structures. New roads shall be left in a usable condition and have adequate broad based dips or waterbars. Major skid trails will also have waterbars. All log landings will be clean and bladed smooth using proper erosion control methods. Purchaser understands and agrees that the determination of damages caused by the Purchaser or Purchaser's agents shall be made in sole judgment of the Seller and Purchaser shall take whatever steps Seller requires to rectify said damages.

17. Purchaser understands and agrees that failure to comply with the above conditions, which determination shall be within the sole judgment of the Seller, shall work an immediate forfeiture of the contract price as liquidated damages due to the fact that actual damages are not susceptible to measurement.

18. Purchaser understands and agrees that in the event Purchaser neglects or fails to correct any situation resulting from Purchaser's operations, which determination is to be made in the sole judgment of the Seller, including those existing upon completion of the operation, Seller has the right to take necessary corrective action and the cost thereof shall be borne by the Purchaser.

19. All trees greater than 1 inch in diameter must be felled or removed with dozer in both designated cutting areas (delineated on the ground by blue paint striping).

ACCESS

The Seller hereby expressly grants to the Purchaser the right of ingress and egress on and through City property for all workers, materials and logging equipment, including trucks, tractors, and skidders, necessary for removal of the timber.

LIABILITY

Purchaser assumes all risk of and shall save Seller harmless from, all liability for any personal injury, loss of life, or property damage suffered or sustained by Purchaser, its agents, employees, or invitees resulting from or in any way connected with Purchaser's operations hereunder; with the condition or use of the premises; or any means of ingress thereto or egress therefrom. Purchaser further agrees to reimburse Seller for any reasonable attorney's fees or other expense incurred by Seller as a result of such claims. Purchaser shall provide Seller with Proof of Liability Insurance, with the City of Norris named as the additional insured. Amount of Liability coverage shall be a minimum of \$1,000,000.

PROTECTION

The Purchaser agrees to do all in Purchaser's power to prevent and suppress fires on or adjacent to the sale area. In the event a fire originates from acts of the Purchaser or Purchaser's agents, Purchaser will immediately suppress the fire. Upon failure to do so, the Seller has the right to take independent action to suppress the fire, costs thereof and damages to be borne by the Purchaser. The Purchaser further agrees that no unattended fire will be allowed at any time.

DAMAGES

The Purchaser understands and agrees that any trees cut or damaged by the Purchaser other than those designated for cutting, or those necessary in clearing for roads, skid trails, and landings, shall be for at double the market value based on volume and market price as determined in the sole judgment of the Seller. Purchaser further understands and agrees that the determination of the trees cut or damaged by the Purchaser other than those designated for cutting shall be within the sole judgment of the Seller.

REPRESENTATION

It is further mutually agreed that the Purchaser and Seller will each designate an agent to represent them in conducting the timber sale operation. The representative of the Seller will assure that performance requirements are met, and the Seller's interests are protected. Said agent will be available to assist in interpreting and explaining all terms, conditions, and provisions set forth in this Agreement.

ASSIGNMENT OF CONTRACT

This contract is not assignable without the prior written approval of the Seller, nor any duties of the Purchaser to be delegated without the prior written approval of the Seller.

DISPUTES

Except as otherwise specifically provided in this Contract, all disputes that cannot be resolved by mutual consent of the parties will be arbitrated by three (3) persons, with each party appointing a representative and these in turn selecting a consulting forester satisfactory as a third person. The cost of arbitration shall be borne as decided by the arbitrators.

FORCE MAJURE

The Seller shall not be liable to Purchaser for any damage sustained by the Purchaser arising out of failure of the Seller to make available the timber described above because of its destruction, either wholly or in part, by acts of God or of the public enemy, fire, wind, epidemics or diseases, or abnormally heavy insect infestation, and there shall be no obligation for Seller to supply, or for Purchaser to accept and pay for, other timber in lieu of that destroyed or damaged. Purchaser shall not be liable for delays for performance or inability to perform any obligation on its part (other than to pay money in respect to matters previously accrued) caused by acts of God or the public enemy, fire, wind or accidental destruction of Purchaser's plant.

TERMINATION

In the event the Purchaser commits a material breach of this Agreement, the Seller has the right to terminate this contract immediately by notice to Purchaser of such breach.

PERFORMANCE BOND

As a guarantee of performance, the Purchaser herewith deposits with the City of Norris a certified check, cash or corporate surety performance bond in the amount of **\$4,000** from which he shall be released immediately following satisfactory completion of the contract. The determination of what is a satisfactory completion of the contract shall be within the sole judgment of the Seller.

ACCEPTANCE

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands this _____ day of _____, 2024.

CITY OF NORRIS

Signature of Contractor

By _____

Title _____

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 ADJ Actual	2023-24 Budget	2022-23 Jul Actual	2022-23 Aug Actual	2022-23 Sep Actual	2022-23 Oct Actual	2022-23 Nov Actual	2022-23 Dec Actual	2022-23 Actual	2024-25 Budget
Revenues	\$ 87,455	\$ 75,055	\$ 73,816	\$ 69,188	\$ 76,585	\$ 74,189	\$ 95,225	\$ 102,820	\$ 24,834	\$ 17,010	\$ 8,089	\$ 12,715	\$ 9,925	\$ 4,166	\$ 76,739	74.6% \$ 104,225
Expenses	\$ 76,179	\$ 91,030	\$ 58,880	\$ 45,929	\$ 29,701	\$ 60,548	\$ 61,352	\$ 122,408	\$ 7,754	\$ 9,005	\$ 1,145	\$ 2,658	\$ 2,245	\$ 610	\$ 23,417	19.1% \$ 102,496
Balance	\$ 11,276	\$ (15,975)	\$ 14,936	\$ 23,259	\$ 46,884	\$ 13,641	\$ 33,873	\$ (19,588)	\$ 17,080	\$ 8,005	\$ 6,944	\$ 10,057	\$ 7,680	\$ 3,556	\$ 53,322	\$ 1,729
Transfer to Special Projects								\$ 5,900.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,900.00
Balance after Transfer								\$ (25,488)	\$ 17,080	\$ 8,005	\$ 6,944	\$ 10,057	\$ 7,680	\$ 3,556	\$ 53,322	\$ (4,171)
Beginning Fund Balance	\$ 168,384	\$ 179,660	\$ 163,685	\$ 178,621	\$ 201,880	\$ 248,764	\$ 262,405	\$ 296,278	\$ 296,278	\$ 313,358	\$ 321,363	\$ 328,307	\$ 338,364	\$ 346,044	\$ 296,278	\$ 270,790
Ending Fund Balance	\$ 179,660	\$ 163,685	\$ 178,621	\$ 201,880	\$ 248,764	\$ 262,405	\$ 296,278	\$ 270,790	\$ 313,358	\$ 321,363	\$ 328,307	\$ 338,364	\$ 346,044	\$ 349,600	\$ 349,600	\$ 266,619
Capital Outlays								\$ 36,500	\$ -	\$ 4,900	\$ -	\$ -	\$ -		\$ 4,900	13.4% \$ 14,000

Watershed Fund Expenses

	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 ADJ Totals	2020-21 ADJ Totals	2021-22 ADJ Totals	2022-23 Actual	2023-24 Budget	2023-24 Jul Actual	2023-24 Aug Actual	2023-24 Sep Actual	2023-24 Oct Actual	2023-24 Nov Actual	2023-24 Dec Actual	2023-24 Actual		2024-25 Budget
45100-114 PT Personnel	\$ 9,154	\$ 5,048	\$ 6,649	\$ 3,391	\$ 5,356	\$ 11,112	\$ 11,117	\$ 18,600	\$ 2,304	\$ 3,213	\$ -	\$ -	\$ -	\$ -	\$ 5,517	29.7%	\$ -
45100-141 Payroll Taxes	\$ 690	\$ 396	\$ 511	\$ 256	\$ -	\$ 717	\$ 850	\$ 1,423	\$ 176	\$ 246	\$ -	\$ -	\$ -	\$ -	\$ 422	29.7%	\$ -
45100-142 Hospital & Health Ins	\$ 33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
45100-143 Retirement	\$ 9	\$ -	\$ 115	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
45100-146 Worker's Comp Ins	\$ 535	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
45100-147 Unemployment Ins	\$ 58	\$ 29	\$ 24	\$ 18	\$ -	\$ 28	\$ 33	\$ 30	\$ 7	\$ 10	\$ -	\$ -	\$ -	\$ -	\$ 17	56.7%	\$ -
45100-220 Printing & Duplicating	\$ 138	\$ 650	\$ -	\$ 260	\$ 1,912	\$ 1,640	\$ 253	\$ 1,000	\$ 1,713	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,713	171.3%	\$ 1,000
45100-259 Other Professional Services	\$ 81	\$ -	\$ -	\$ 350	\$ -	\$ -	\$ 2,700	\$ -	\$ 2,461	\$ -	\$ 214	\$ -	\$ -	\$ 535	\$ 3,210		\$ 68,226
45100-261 Repair & Maint Motor Vehicles	\$ 1,178	\$ 1,773	\$ 2,065	\$ 1,779	\$ 1,836	\$ 6,121	\$ -	\$ 1,500	\$ 143	\$ 211	\$ 217	\$ -	\$ -	\$ -	\$ 571	38.1%	\$ 1,500
45100-265 Repair & Maint Grounds	\$ 19,366	\$ 23,418	\$ 19,347	\$ 5,181	\$ 5,465	\$ 15,119	\$ 2,870	\$ 13,500	\$ 950	\$ 425	\$ 491	\$ 1,606	\$ 2,245	\$ 75	\$ 5,792	42.9%	\$ 13,500
45100-290 Other Contractual Services (ETP)	\$ 959	\$ 756	\$ 693	\$ 819	\$ 504	\$ 504	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 1,500
45100-291 Physical/Drug Testing	\$ 285	\$ 420	\$ 315	\$ -	\$ 210	\$ 405	\$ 135	\$ 360	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
45100-310 Office Supplies & Materials	\$ 69	\$ 32	\$ 2	\$ -	\$ -	\$ -	\$ -	\$ 85	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 100
45100-320 Other Operating Supplies	\$ 1,379	\$ 2,877	\$ 1,688	\$ 1,697	\$ 863	\$ 188	\$ -	\$ 200	\$ -	\$ -	\$ 30	\$ -	\$ -	\$ -	\$ 30	15.0%	\$ 200
45100-331 Fuel Charges	\$ 364	\$ 564	\$ 722	\$ 182	\$ 338	\$ -	\$ 62	\$ 350	\$ -	\$ -	\$ 193	\$ -	\$ -	\$ -	\$ 193	55.1%	\$ 400
45100-342 Sign Parts & Supplies	\$ 276	\$ 848	\$ -	\$ 489	\$ 397	\$ 744	\$ -	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 400
45100-551 Trustee Fees	\$ 781	\$ 1,249	\$ 1,249	\$ 1,307	\$ 1,670	\$ 1,670	\$ 618	\$ 1,670	\$ -	\$ -	\$ -	\$ 1,052	\$ -	\$ -	\$ 1,052	63.0%	\$ 1,670
45100-940 Machinery & Equipment	\$ 10,000	\$ 22,770	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
45100-900 Capital Projects							\$ -	\$ 36,500	\$ -	\$ 4,900	\$ -	\$ -	\$ -	\$ -	\$ 4,900	13.4%	\$ 14,000
51600-759 Operating Transfers Out	\$ 30,824	\$ 30,200	\$ 25,500	\$ 30,200	\$ 11,150	\$ 22,300	\$ 42,714	\$ 45,290	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
Total	\$ 76,179	\$ 91,030	\$ 58,880	\$ 45,929	\$ 29,701	\$ 60,548	\$ 61,352	\$ 122,408	\$ 7,754	\$ 9,005	\$ 1,145	\$ 2,658	\$ 2,245	\$ 610	\$ 23,417	19.1%	\$ 102,496

Watershed Fund Revenues

	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2024-25	
	Actual	Actual	Actual	ADJ Totals	ADJ Totals	ADJ Totals	Actual	Budget	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Actual	Budget	
123-36690 Wood Permits	\$ 50	\$ 40	\$ 30	\$ 20	\$ 20	\$ 25	\$ 30	\$ 20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 25
123-36691 Hunting	\$ 3,085	\$ 2,760	\$ 2,460	\$ 2,940	\$ 50	\$ 3,855	\$ 4,150	\$ 3,800	\$ -	\$ 3,320	\$ 40	\$ 140	\$ -	\$ -	\$ 3,500	92.1%	\$ 3,500
123-36693 Rifle Range Permits	\$ 60,310	\$ 48,540	\$ 41,880	\$ 37,350	\$ 51,350	\$ 43,925	\$ 61,390	\$ 59,000	\$ 19,701	\$ 10,200	\$ 6,575	\$ 6,025	\$ 5,100	\$ 3,800	\$ 51,401	87.1%	\$ 59,000
123-36212 Tower Rent	\$ 23,349	\$ 23,320	\$ 24,671	\$ 28,768	\$ 25,115	\$ 25,784	\$ 28,700	\$ 28,000	\$ 2,393	\$ 3,490	\$ 1,328	\$ 5,877	\$ 3,490	\$ 366	\$ 16,944	60.5%	\$ 28,700
Interest								\$ 11,000	\$ -	\$ -	\$ 146	\$ 673	\$ 1,335	\$ -	\$ 2,154		\$ 12,000
123-37199 Miscellaneous Income	\$ 661	\$ 395	\$ 4,775	\$ 110	\$ 50	\$ 600	\$ 955	\$ 1,000	\$ 2,740	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,740	274.0%	\$ 1,000
Total	\$ 87,455	\$ 75,055	\$ 73,816	\$ 69,188	\$ 76,585	\$ 74,189	\$ 95,225	\$ 102,820	\$ 24,834	\$ 17,010	\$ 8,089	\$ 12,715	\$ 9,925	\$ 4,166	\$ 76,739	74.6%	\$ 104,225

2020-2027 CITY OF NORRIS FIVE-YEAR CAPITAL OUTLAY WORKSHEET

Asset Description	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28
123 - WATERSHED FUND								
RTP Grant -Trail Equipment								
Clear Creek Spring Exclosure				\$13,500				
Clear Creek Shoreline Public Area Improvements				\$10,000				
Reservoir Hill Gates				\$5,000				
Predestian Bridges (3)				\$2,000	\$2,000	\$2,000		
Entrance Servicing Stations (3)					\$9,000			
Parking Area Expansion/New				\$5,000				
Sedimentation/Drainage Road Improvements				\$1,000	\$3,000	\$3,000	\$3,000	
GIS Software (Potential Share w/ Trees, GF, W&S)								
New Rifle Range Gate			\$1,500					
New Wildlife Opening			\$4,000					
123 - WATERSHED FUND TOTAL	\$0	\$0	\$5,500	\$36,500	\$14,000	\$5,000	\$3,000	\$0

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

Community building Maint.	27
Public Works Building Maint.	46.5
Public Safety Building Maint.	2
McNeeley Building Maint.	11
Lions Pavilion & Gazebo	6
Equip. & Vehicle Maintenance	98
Watershed, Rifle Range, Trash & Litter	27
Street and Roads	18
Mowing	0
Sidewalks	15.5
Leaf Collection	148.5
Brush Pickup, Pruning, Mulching, Tree Work	54.5
Drainage (Gutter/Basins) Maintenance	31
Eric Harold Park	1
Oak Road Park	1
Ridgeway Park	1
Town Clean Up/ garbage, Litter in Town	55.5
Animal control	17
Signs repair and replace	2
Tree Commission	0
Volunteer Fire Dept.	0
Overtime	0

Loads	
15	Leaves
11	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	60422	332
2013 Chev	54861	372
2000 Ford	135366	n/a
2005 Dump Truck	56780	34
2022 Kenworth	2886	113

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) Lion's Club wreaths Delivered to businesses

2 Community Building

- a) Weekly cleaning and set ups
- b)
- c)

3 McNeeley Municipal Building

- a) Weekly cleaning
- b)

4 Lion's Pavillion and Gazebo

- a) Trash in trash cans picked up weekly

5 Vehicles and Equipment

- a) Monthly checklist performed
- b) Replaced Fan on Leaf Vac
- c) Tubes installed on Hustler
- d) CUB walk behind frame repair
- e)

6 Public Works Building

- a) Weekly cleaning
- b)

7 Public Safety Building

- a) Installed No Parking signs
- b) Bids in For Roof on Fire Hall
- c)

7 Drainage

- a) Cleaned as needed
- b) Leafs removed

8 Streets / Sidewalks / Right of Ways

- a) Leaf pick up
- b) Brush pick up

9 Parks

- a) Monthly checklist performed
- b) Bids in for Oak Park Pavilion
- c)

10 Watershed

- a) Larger Kiosks installed
- b) tree removal off trails
- c)
 - Rifle Range
 - 1) 12/7 2 boards replaced
 - 2) 12/14 1 board replaced
 - 3) 12/28 2 boards replaced

11 Brush Dump

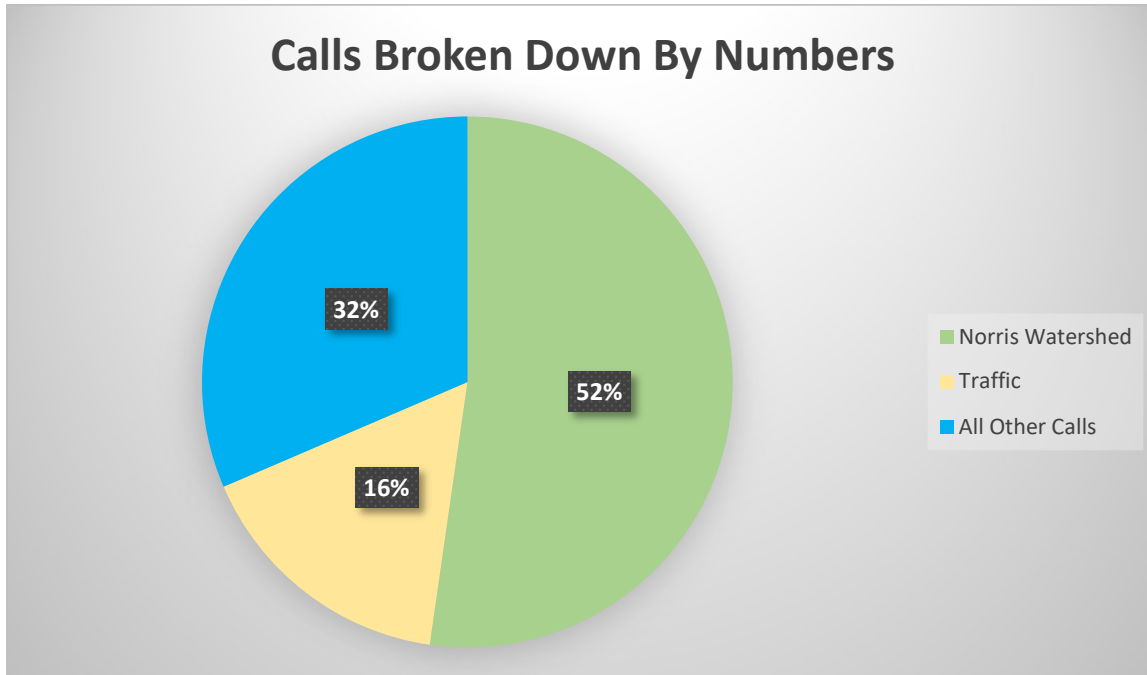
- 1)
- 2)
- 3)

12 Animal Control

- a) Animals fed in the morning daily and walked if needed
- b) Last Kitten of 2023 adopted
- c)

13 Comments:

To: Adam Ledford, City Manager
 From: Mike Poole, Chief
 Subject: December Monthly Report
 Date: January 1st, 2024



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:

Assist Fire	2	Investigation by Officer	9
Drug related Activity	1	Motor Vehicle Accidents	8
Alarm – Burglar / Fire	5	Missing Adult	1
Animal Complaint	1	Open Door / Gate	2
Assault	1	Public Assist	7
Case Follow Up Investigations	8	Suspicious Person-vehicle-Activity	12
Civil Matter	1	Order of Protection Violation	1
Disturbance	1	Traffic Enforcement	47
Disabled Vehicle	3	Traffic Complaint-Control-Hazard	12
Domestic Problem- Domestic Standby	1	Traffic Stops	14
EDP / Suicidal Person	4	Trespassing	2
E.M.S. Assist / Lift Assist	11	Watershed Patrol/property checks	190
Fire Alarm	1	Welfare Check	7
Community Events	3	Vandalism	2
Harassment	1	Vehicle Theft	1
Illegal Dumping	1	Overdose	1

In the month of November, the Norris Police Department had documented a total of 732 Calls for service. Of the 732 Total entries, 179 came in by complainant or were self-initiated and required some type of police action.

- Officers conducted a total of 171 Patrols and 19 property checks in and through the Norris Watershed. An additional 6 calls for service were answered. This accounted for a total of 196 calls for service and 37.00 Total hours spent in or on the Norris Watershed.
- The Norris Rifle Range annual membership ended September at 681, which is up 17 permits from last year (2022-2023).
- The bids were completed and a side x side was ordered through Tommy's Motor Sports. The good news was that the bid came in less than ordering the same vehicle company direct and should be in before the end of the month.
- The police department appears to have a large jump in calls for the month of December, However, this is primarily due to increased documentation. Our numbers were up slightly but were very similar to those of November.

Mike Poole
Chief of Police

Resource Management Report
18 January 2024

We need to discuss the timber sale. Do we continue as in the past to require lump sum payment or allow buyer to pay as they go? There are pros and cons.

I have flagged the reroute on Boundary-Forester Trail at the junction near the private houses. The current situation is difficult to maintain. I am going to put together a road work project to be put out for quotes.