

# NORRIS MUNICIPAL WATERSHED BOARD MEETING

## AGENDA

February 15, 2024

- I. **Call to Order - 6:00 p.m. EST**
- II. **Approval of the Agenda**
- III. **Approval of Minutes from January 18, 2024 Meeting**
- III. **Hear the Public**
- IV. **New Business**
  - Update on Range Expansion Discussion
  - 2024 Cleanup Day
- V. **Old Business**
  - Clear Creek Springhead Plans
    - Tree Removal
  - Clear Creek Parking Area Improvements
  - Boundary Trail Tree Removal/Cleanup
  - Tree Complaint Policies
- VI. **Reports**
  - Budget
  - Public Works
  - Public Safety
  - Resource Management
- VII. **Adjourn**



## NORRIS WATERSHED BOARD MINUTES

January 18, 2024

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	Present	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

No action was taken.

#### III. Minutes:

A motion was made by Bill Grieve and seconded by Allen Hendry **to approve the minutes of the November 15, 2023 meeting while correcting minor adjustments.**

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

Yes: Ralph Jordan, Allen Hendry, Bill Grieve, Dennis Yankee, Robin Sain

#### IV. Hear the Public:

Norris Chief of Police Mike Poole requested development of a training range attached to the existing shooting range in the watershed. The concept was well received and plans for further development arranged.

#### V. New Business

- **Election of Chairperson and Vice Chairperson** - Ralph Jordan opened the floor for nomination for Chair and Vice Chair.

A motion was made by Bill Grieve and seconded by Robin Sain **to appoint Ralph Jordan Chairperson and Allen Hendry Vice Chairperson of the Norris Watershed Board for 2024.**

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

Yes: Ralph Jordan, Allen Hendry, Bill Grieve, Dennis Yankee, Robin Sain

- **Setting of Future Meeting Day and Time** – Ralph Jordan presented options for setting the date and time for meetings moving forward. After a brief discussion by members on available Allen Hendry motioned and Dennis Yankee seconded **to set 6 p.m. on the 3<sup>rd</sup> Thursday of each month to be the official time and date of Watershed Board meetings.**

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

Yes: Ralph Jordan, Allen Hendry, Bill Grieve, Dennis Yankee, Robin Sain

## 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** – No update was given.
- **Boundary Trail Tree Removal/Cleanup** – Ralph Jordan provided details about 2 trees coming down in the watershed at Boundary. The tops of the trees making it across the road and damaging Dan Ott's property.
- **Tree Complaint Policies** – A deeper review of laws and responsibility was discussed before updating the current policies on tree removal.
- **Mini Excavator** – City Manager Ledford asked the Board to take part in the joint purchase of equipment currently out for bid. The general fund and utility fund having already committed to the project. A motion was made by Dennis Yankee and seconded by Robin Sain **to authorize a commitment of the watershed fund of 1/3 of the cost up to, but not to exceed \$30,000.00.**  
The proposal passing on a vote of 5 to 0 as follows:  
Yes: Ralph Jordan, Allen Hendry, Bill Grieve, Dennis Yankee, Robin Sain
- **Lumber Sale** – Joe Feeman presented his plan to go out for a lumber sale in the watershed.

## VII. Reports

- **Financials** – Written report submitted, submitted without comment.
- **Norris Public Works** – Written report submitted without comment.
- **Norris Public Safety** – Written report submitted without comment.
- **Resource Management** – Written report submitted without comment.

## VIII. Adjournment

Motion by Bill Grieve and seconded by Dennis Yankee to adjourn at 6:08 p.m., All: AYE

Norris Municipal Watershed Board  
Meeting Packet

**Watershed Fund Balance Report**

	2019-20	2020-21	2021-22	2022-23	2023-24	2022-23	2022-23	2022-23	2022-23	2022-23	2022-23	2022-23	2022-23	2024-25
	ADJ Totals	ADJ Totals	ADJ Actual	ADJ Actual	Budget	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Actual	Budget
Revenues	\$ 69,188	\$ 76,585	\$ 74,189	\$ 95,225	\$ 102,820	\$ 24,834	\$ 17,010	\$ 8,089	\$ 12,715	\$ 9,925	\$ 4,166	\$ 12,093	\$ 88,832	86.4% \$ 104,225
Expenses	\$ 45,929	\$ 29,701	\$ 60,548	\$ 61,352	\$ 122,408	\$ 7,754	\$ 9,005	\$ 1,145	\$ 2,658	\$ 2,245	\$ 1,085	\$ 1,097	\$ 24,989	20.4% \$ 102,596
Balance	\$ 23,259	\$ 46,884	\$ 13,641	\$ 33,873	\$ (19,588)	\$ 17,080	\$ 8,005	\$ 6,944	\$ 10,057	\$ 7,680	\$ 3,081	\$ 10,996	\$ 63,843	\$ 1,629
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	\$ 3,081	\$ 10,996	\$ 63,843	\$ (4,271)
Beginning Fund Balance	\$ 178,621	\$ 201,880	\$ 248,764	\$ 262,405	\$ 296,278	\$ 296,278	\$ 313,358	\$ 321,363	\$ 328,307	\$ 338,364	\$ 346,044	\$ 349,125	\$ 296,278	\$ 270,790
Ending Fund Balance	\$ 201,880	\$ 248,764	\$ 262,405	\$ 296,278	\$ 270,790	\$ 313,358	\$ 321,363	\$ 328,307	\$ 338,364	\$ 346,044	\$ 349,125	\$ 360,121	\$ 360,121	\$ 266,519
Capital Outlays					\$ 36,500	\$ -	\$ 4,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,900	13.4% \$ 14,000

Norris Municipal Watershed Board  
Meeting Packet

**Watershed Fund Expenses**

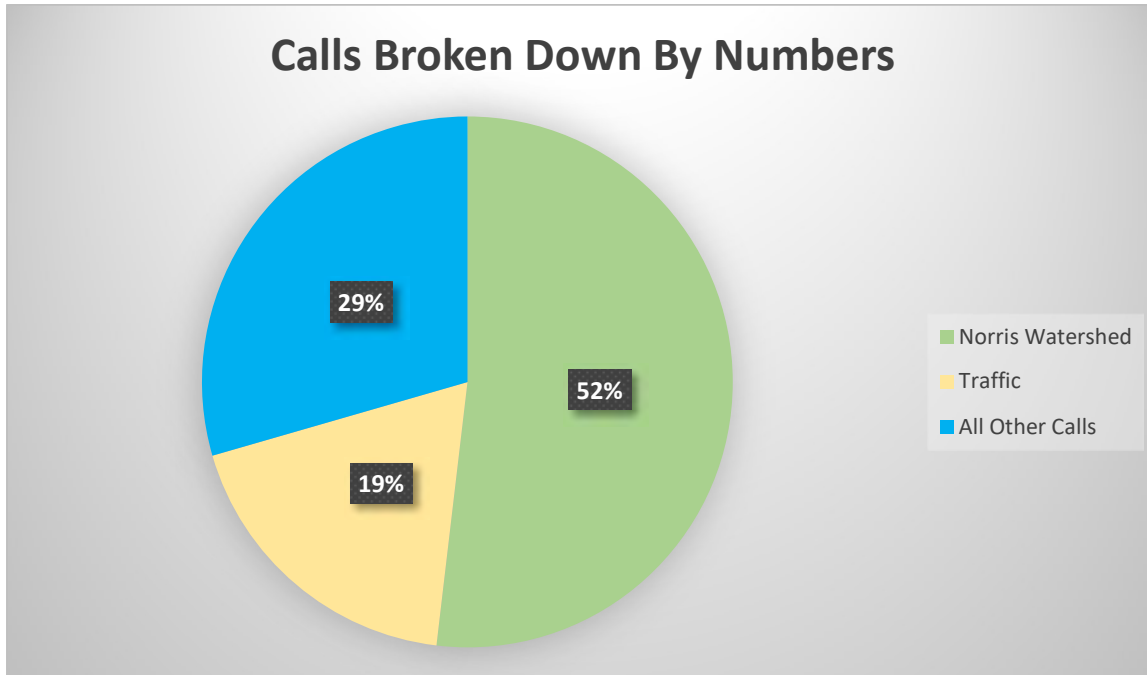
	2019-20	2020-21	2021-22	2022-23	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2024-25	
	ADJ Totals	ADJ Totals	ADJ Totals	Actual	Budget	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Actual	Budget	
45100-114 PT Personnel	\$ 3,391	\$ 5,356	\$ 11,112	\$ 11,117	\$ 18,600	\$ 2,304	\$ 3,213	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,517	29.7%	\$ -
45100-141 Payroll Taxes	\$ 256	\$ -	\$ 717	\$ 850	\$ 1,423	\$ 176	\$ 246	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 422	29.7%	\$ -
45100-142 Hospital & Health Ins	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
45100-143 Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
45100-146 Worker's Comp Ins	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
45100-147 Unemployment Ins	\$ 18	\$ -	\$ 28	\$ 33	\$ 30	\$ 7	\$ 10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17	56.7%	\$ -
45100-220 Printing & Duplicating	\$ 260	\$ 1,912	\$ 1,640	\$ 253	\$ 1,000	\$ 1,713	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,713	171.3%	\$ 1,000
45100-259 Other Professional Services	\$ 350	\$ -	\$ -	\$ 2,700	\$ -	\$ 2,461	\$ -	\$ 214	\$ -	\$ -	\$ 535	\$ 586	\$ 3,796		\$ 68,326
45100-261 Repair & Maint Motor Vehicles	\$ 1,779	\$ 1,836	\$ 6,121	\$ -	\$ 1,500	\$ 143	\$ 211	\$ 217	\$ -	\$ -	\$ -	\$ -	\$ 571	38.1%	\$ 1,500
45100-265 Repair & Maint Grounds	\$ 5,181	\$ 5,465	\$ 15,119	\$ 2,870	\$ 13,500	\$ 950	\$ 425	\$ 491	\$ 1,606	\$ 2,245	\$ 550	\$ 151	\$ 6,418	47.5%	\$ 13,500
45100-290 Other Contractual Services (ETP)	\$ 819	\$ 504	\$ 504	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 1,500
45100-291 Physical/Drug Testing	\$ -	\$ 210	\$ 405	\$ 135	\$ 360	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
45100-310 Office Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ 85	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 100
45100-320 Other Operating Supplies	\$ 1,697	\$ 863	\$ 188	\$ -	\$ 200	\$ -	\$ -	\$ 30	\$ -	\$ -	\$ -	\$ -	\$ 30	15.0%	\$ 200
45100-331 Fuel Charges	\$ 182	\$ 338	\$ -	\$ 62	\$ 350	\$ -	\$ -	\$ 193	\$ -	\$ -	\$ -	\$ -	\$ 193	55.1%	\$ 400
45100-342 Sign Parts & Supplies	\$ 489	\$ 397	\$ 744	\$ -	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 360	\$ 360	90.0%	\$ 400
45100-551 Trustee Fees	\$ 1,307	\$ 1,670	\$ 1,670	\$ 618	\$ 1,670	\$ -	\$ -	\$ -	\$ 1,052	\$ -	\$ -	\$ -	\$ 1,052	63.0%	\$ 1,670
45100-940 Machinery & Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -
45100-900 Capital Projects				\$ -	\$ 36,500	\$ -	\$ 4,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,900	13.4%	\$ 14,000
51600-759 Operating Transfers Out	\$ 30,200	\$ 11,150	\$ 22,300	\$ 42,714	\$ 45,290	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
<b>Total</b>	<b>\$ 45,929</b>	<b>\$ 29,701</b>	<b>\$ 60,548</b>	<b>\$ 61,352</b>	<b>\$ 122,408</b>	<b>\$ 7,754</b>	<b>\$ 9,005</b>	<b>\$ 1,145</b>	<b>\$ 2,658</b>	<b>\$ 2,245</b>	<b>\$ 1,085</b>	<b>\$ 1,097</b>	<b>\$ 24,989</b>	<b>20.4%</b>	<b>\$ 102,596</b>

Norris Municipal Watershed Board  
Meeting Packet

**Watershed Fund Revenues**

	2019-20	2020-21	2021-22	2022-23	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2024-25	
	ADJ Totals	ADJ Totals	ADJ Totals	Actual	Budget	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Actual	Budget	
123-36690 Wood Permits	\$ 20	\$ 20	\$ 25	\$ 30	\$ 20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 25
123-36691 Hunting	\$ 2,940	\$ 50	\$ 3,855	\$ 4,150	\$ 3,800	\$ -	\$ 3,320	\$ 40	\$ 140	\$ -	\$ -	\$ -	\$ 3,500	92.1%	\$ 3,500
123-36693 Rifle Range Permits	\$ 37,350	\$ 51,350	\$ 43,925	\$ 61,390	\$ 59,000	\$ 19,701	\$ 10,200	\$ 6,575	\$ 6,025	\$ 5,100	\$ 3,800	\$ 3,450	\$ 54,851	93.0%	\$ 59,000
123-36212 Tower Rent	\$ 28,768	\$ 25,115	\$ 25,784	\$ 28,700	\$ 28,000	\$ 2,393	\$ 3,490	\$ 1,328	\$ 5,877	\$ 3,490	\$ 366	\$ 5,826	\$ 22,770	81.3%	\$ 28,700
Interest					\$ 11,000	\$ -	\$ -	\$ 146	\$ 673	\$ 1,335	\$ -	\$ 2,817	\$ 4,971		\$ 12,000
123-37199 Miscellaneous Income	\$ 110	\$ 50	\$ 600	\$ 955	\$ 1,000	\$ 2,740	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,740	274.0%	\$ 1,000
<b>Total</b>	<b>\$ 69,188</b>	<b>\$ 76,585</b>	<b>\$ 74,189</b>	<b>\$ 95,225</b>	<b>\$ 102,820</b>	<b>\$ 24,834</b>	<b>\$ 17,010</b>	<b>\$ 8,089</b>	<b>\$ 12,715</b>	<b>\$ 9,925</b>	<b>\$ 4,166</b>	<b>\$ 12,093</b>	<b>\$ 88,832</b>	<b>86.4%</b>	<b>\$ 104,225</b>

To: Adam Ledford, City Manager  
From: Mike Poole, Chief  
Subject: January Monthly Report  
Date: February 7<sup>th</sup>, 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:

<b>Assist Fire</b>	<b>1</b>	<b>Motor Vehicle Accidents</b>	<b>3</b>
<b>Lift Assist</b>	<b>4</b>	Assist Other Agency	1
<b>Alarm – Burglar / Fire / other</b>	<b>7</b>	Ordinance Violation	1
<b>Animal Complaint</b>	<b>3</b>	Open Door / Gate	2
<b>B.O.L.O – A.P.B.</b>	<b>2</b>	Public Assist	6
<b>Case Follow Up Investigations</b>	<b>2</b>	Suspicious Person-vehicle-Activity	7
<b>Civil Matter</b>	<b>1</b>	Theft of Property	1
<b>Disturbance</b>	<b>2</b>	Traffic Enforcement	33
<b>Disabled Vehicle</b>	<b>8</b>	Traffic Complaint-Control-Hazard	5
<b>Domestic Problem- Domestic Standby</b>	<b>2</b>	Traffic Stops	17
<b>EDP / Suicidal Person</b>	<b>2</b>	Recovery of Stolen Property	1
<b>E.M.S. Assist / Lift Assist</b>	<b>11</b>	Watershed Patrol/property checks	134
<b>Firearms Complaint</b>	<b>1</b>	Welfare Check	6
<b>Officer Investigations</b>	<b>5</b>	Stationary Observation at Norris Dam	2
<b>Juvenile Problems</b>	<b>1</b>		

In the month of January, the Norris Police Department had documented a total of 500 Calls for service. Of the 500 Total entries, 129 came in by complainant or were self-initiated and required some type of police action.

- Officers conducted a total of 114 Patrols and 20 property checks in and through the Norris Watershed. An additional 5 calls for service were answered. This accounted for a total of 139 calls for service and 34.90 Total hours spent in or on the Norris Watershed.
- The Norris Rifle Range annual membership ended September at 714, which is up 20 permits from last year (2022-2023).
- The Norris Police Department has received the Can-Am side by side which was purchased through the Violent Crimes Grant through the State of TN. At the time of this report, it is scheduled to be delivered for vinyl striping. We hope to have it in use within the next few weeks following the installation of lights.
- I would like to commend all of the Norris Officers who fought the in-climate weather to make it in for duty during the January snow event. I would also like to thank the employees of the Norris Public Works and the Norris Water Department; their efforts greatly enhanced our ability to preform our jobs.

---

Mike Poole  
Chief of Police



**CITY OF NORRIS  
DEPARTMENT OF PUBLIC WORKS  
MONTHLY REPORT  
January Year 2024**

Community building Maint.	55
Public Works Building Maint.	20.5
Public Safety Building Maint.	2
McNeeley Building Maint.	6
Lions Pavilion & Gazebo	0
Equip. & Vehicle Maintenance	80.5
Watershed, Rifle Range, Trash & Litter	75
Street and Roads	193
Mowing	0
Sidewalks	0
Leaf Collection	32
Brush Pickup, Pruning, Mulching, Tree	47.5
Drainage (Gutter/Basins) Maintenance	12
Eric Harold Park	5
Oak Road Park	4
Ridgeway Park	3
Town Clean Up/ garbage, Litter in Tow	23
Animal control	5.5
Signs repair and replace	2
Tree Commission	0
Volunteer Fire Dept.	0
Overtime	30

**Loads**

4	Leaves
5	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	61118	696
2013 Chev	55558	697
2000 Ford	n/a	
2005 Dump Truck	56896	116
2022 Kenworth	2950	64

**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) Repair of down spout and rotten wood
- c) Storage closets cleaned out for possible file storage
- d) Removed snow from parking lot and sidewalks

**3 McNeeley Municipal Building**

- a) Weekly cleaning
- b) Removed snow from parking lot

**4 Lion's Pavillion and Gazebo**

- a) Trash ( in trash cans ) picked up weekly

**5 Vehicles and Equipment**

- a) Monthly checklist performed
- b) Repair of salt spreader
- c) Repair of 2013 Chevrolet heater controls
- d) Repair of 2013 Door cable
- e) Repair of 2017 tailgate cable
- f) Ordered new blades for snow plows

**6 Public Works Building**

- a) Weekly cleaning
- b) Gravel for lot

**7 Public Safety Building**

- a) Plan for new roof over Fire bay

**7 Drainage**

- a) Cleaned as needed
- b) Pine Road catch basin cleaned out and the rest of town cleared

**8 Streets / Sidewalks / Right of Ways**

- a) Leaf pick up ended with a total of 57 loads
- b) Plowed and salted Roads for snow fall
- c) Brush pick up
- d) Litter pick up

**9 Parks**

- a) Monthly checklist performed
- b) Working on safety issues at Parks
- c) Signs removed from parks and sanded and repainted

**10 Watershed**

- a) Cut fallen trees off main trails
- b) Bushhogged wildlife openings
  - Rifle Range
    - 1) 1/4 2 boards replaced
    - 2) 1/18 2 boards replaced and 4 post
    - 3) 1/25 1 board replaced
    - 4) purchased more R.R. ties and OSB

**11 Brush Dump**

1)

**12 Animal Control**

- a) Animals fed in the morning daily and walked if needed
- b) 1 cat in

**13 Comments:**

**Public Works Department Appreciates all the  
Thanks for keeping the roads clear after the  
Snow storm.**

Resource Management Report  
15 February 2024

The timber sale announcement has been sent out. We will open bids at noon on February 29<sup>th</sup> at the city office. We sent out 17 announcements to bidders and 3 more to area consultants and TDF.

Several people have asked about the trail descriptions that were on the website previously. It would be good if the board looked at what they want on the website. I have the trail descriptions and really want to go through and edit them again.

Kerry will mow and disk a strip around the 2 openings (Belmont & Upper Clear Creek Road) we plan to burn next month. I will get with the fire department and let them know of our prescribed burn plans and hopefully they can come and assist. We will be conducting the opening burns with volunteers and not TDF. Later, in April we will contract with TDF to conduct the woodland burns.