

NORRIS MUNICIPAL WATERSHED BOARD MEETING

AGENDA

April 18, 2024

- I. **Call to Order - 6:00 p.m. EST**
- II. **Approval of the Agenda**
- III. **Approval of Minutes:**
 - March 21, 2024 Meeting
- III. **Hear the Public**
- IV. **New Business**
 - Norris Day 2024
- V. **Continuing Business**
 - Clear Creek Parking Area Improvements
 - Update on Burns
 - Update on Timber Sale
 - 2024 Cleanup Day Update
 - Update on Range Expansion
 - Replacement Range Keys
 - Discussion on Watershed Management Plan
- VI. **Reports**
 - Budget/Finances
 - Public Works
 - Public Safety
 - Resource Management
- VII. **Adjourn**



NORRIS WATERSHED BOARD MINUTES

March 21, 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	Present	3yr. Term Expiration – 1/2025
Member: Dennis Yankee	Present	3yr. Term Expiration – 6/2024
Member: Don Barger	Present	3yr. Term Expiration – 1/2027
Member: Bill Grieve	Present	City Council Representative

Quorum Met

I. Call to Order

The meeting was called to order by Ralph Jordan at 6:00 pm. Ralph Jordan introduced Don Barger as a new member of the Norris Watershed Board.

II. Approval of the Agenda

A motion was made by Bill Grieve and seconded by Allen Hendry **to approve the agenda as presented.**

The proposal passing on a vote of 7 to 0 as follows:

Yes: Gene Lane, Allen Hendry, Bill Grieve, Dennis Yankee, Robin Sain, Ralph Jordan, Don Barger

III. Minutes:

A motion was made by Allen Hendry and seconded by Bill Grieve **to approve the minutes of the February 15, 2024 meeting and March 7, 2024 special meeting with minor spelling corrections.**

The proposal passing on a vote of 7 to 0 as follows:

Yes: Gene Lane, Allen Hendry, Bill Grieve, Dennis Yankee, Robin Sain, Ralph Jordan, Don Barger

IV. Hear the Public:

Loretta Painter – Reported to the Board a member of the public had inquired about paving the gravel road out to the water plant. No action was taken.

V. New Business

- **Replacement Range Keys** – Ralph Jordan provided a brief overview of the status. Adam Ledford reported that the office was working on created an electronic list that can be referenced to verify permitholders.
- **Discussion and Possible Updates on the Watershed Management Plan** – Ralph Jordan presented that he was working on modifications to threat tree and road closure policies. He would have

drafts to share soon. Joe Feeman had proposed some ideas related to trails and their uses. Allen Hendry expressed his opinions related to modifications of small game hunting.

VI. Old Business

- **Update on Timber Sale** – Joe Feeman reported that the contractor is operating, but dealing with some transport subcontractors. He offered to work with contractor to arrange access for the event going on through the watershed in late April. Joe further offered to host a tour for members wishing to view the ongoing project.
- **Clear Creek Parking Area/Stream Bank Stabilization** – Joe Feeman had no new information to share.
- **Update on Burns** – Joe Feeman reported on a 3.5 acre-controlled burn conducted in the Belmont area. He shared he was preparing another burn in the East Trail and Mockingbird areas.
- **Water Sample Testing** – Ralph Jordan asked for an update on the possibility to conduct testing this season. Bill Grieve reported he had arranged for a testing on behalf of the Board.
- **2024 Cleanup Day Update** – Dennis Yankee provided details on the number of volunteers so that final refreshment arrangements could be performed. Robin Sain requested data collection related to trash cleanup so she could share with the organization that contributed the equipment.
- **Update on Range Expansion** – Ralph Jordan suggested Joe Feeman investigate the possibility to timber contract the proposed area. Ralph also expressed his vision of how the resulting improvement would look. Adam Ledford reported he had been in contact with an engineer that has experience with these types of projects that might be hired to review the concept when ready. Ralph Jordan led a conversation on lead recovery contracting.

VII. Reports

- **Financials/Budget** – City Manager Ledford lead a review of the current year budget status. He further presented his proposal for next year’s budget.

A motion was made by Dennis Yankee and seconded by Bill Grieve **to approve the 2024/25 Budget and CIP as amended.**

The proposal passing on a vote of 7 to 0 as follows:

Yes: Gene Lane, Allen Hendry, Bill Grieve, Dennis Yankee, Robin Sain, Ralph Jordan, Don Barger

- **Norris Public Works** – Written report submitted without comment.
- **Norris Public Safety** – Written report submitted without comment.
- **Resource Management** – Joe Feeman expressed his desire to increase the parking at Forester’s Trail. He further introduced plans to establish a bid process for hourly rates on work to improve roadways.

VIII. Adjournment

Motion by Bill Grieve and seconded by Robin Sain to adjourn at 7:57 p.m., All: AYE

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	2022-23	2022-23	2022-23
	ADJ Totals	ADJ Totals	ADJ Actual	ADJ Actual	Budget	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Actual	
Revenues	\$ 69,188	\$ 76,585	\$ 74,189	\$ 95,225	\$ 149,820	\$ 24,834	\$ 17,010	\$ 8,089	\$ 12,715	\$ 9,925	\$ 4,166	\$ 12,093	\$ 9,115	\$ 49,155	\$ 147,102	98.2%
Expenses	\$ 45,929	\$ 29,701	\$ 60,548	\$ 61,352	\$ 155,108	\$ 7,754	\$ 9,005	\$ 1,145	\$ 2,658	\$ 2,245	\$ 1,085	\$ 1,097	\$ 3,036	\$ 5,820	\$ 33,845	21.8%
Balance	\$ 23,259	\$ 46,884	\$ 13,641	\$ 33,873	\$ (5,288)	\$ 17,080	\$ 8,005	\$ 6,944	\$ 10,057	\$ 7,680	\$ 3,081	\$ 10,996	\$ 6,079	\$ 43,335	\$ 113,257	
Transfer to Special Projects					\$ 6,400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Balance after Transfer					\$ (11,688)	\$ 17,080	\$ 8,005	\$ 6,944	\$ 10,057	\$ 7,680	\$ 3,081	\$ 10,996	\$ 6,079	\$ 43,335	\$ 113,257	
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	\$ 360,121	\$ 366,200	\$ 296,278	
Ending Fund Balance	\$ 201,880	\$ 248,764	\$ 262,405	\$ 296,278	\$ 284,590	\$ 313,358	\$ 321,363	\$ 328,307	\$ 338,364	\$ 346,044	\$ 349,125	\$ 360,121	\$ 366,200	\$ 409,535	\$ 409,535	
Capital Outlays					\$ 63,500	\$ -	\$ 4,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,360	\$ 9,260	14.6%

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	2023-24	2023-24	2023-24	2023-24		
	Actual	Actual	Actual	ADJ Totals	ADJ Totals	ADJ Totals	Actual	Budget	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Actual			
123-36690 Wood Permits	\$ 50	\$ 40	\$ 30	\$ 20	\$ 20	\$ 25	\$ 30	\$ 42,020	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,453	\$ 45,453	108.2%	
123-36691 Hunting	\$ 3,085	\$ 2,760	\$ 2,460	\$ 2,940	\$ 50	\$ 3,855	\$ 4,150	\$ 3,800	\$ -	\$ 3,320	\$ 40	\$ 140	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500	\$ 3,500	92.1%
123-36693 Rifle Range Permits	\$ 60,310	\$ 48,540	\$ 41,880	\$ 37,350	\$ 51,350	\$ 43,925	\$ 61,390	\$ 64,000	\$ 19,701	\$ 10,200	\$ 6,575	\$ 6,025	\$ 5,100	\$ 3,800	\$ 3,450	\$ 3,925	\$ 2,250	\$ 61,026	\$ 61,026	95.4%	
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	\$ 5,826	\$ 3,855	\$ -	\$ 26,625	\$ 26,625	95.1%	
Interest								\$ 11,000	\$ -	\$ -	\$ 146	\$ 673	\$ 1,335	\$ -	\$ 2,817	\$ 1,335	\$ 1,452	\$ 7,758	\$ 7,758	70.5%	
123-37199 Miscellaneous Income	\$ 661	\$ 395	\$ 4,775	\$ 110	\$ 50	\$ 600	\$ 955	\$ 1,000	\$ 2,740	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,740	\$ 2,740	274.0%	
Total	\$ 87,455	\$ 75,055	\$ 73,816	\$ 69,188	\$ 76,585	\$ 74,189	\$ 95,225	\$ 149,820	\$ 24,834	\$ 17,010	\$ 8,089	\$ 12,715	\$ 9,925	\$ 4,166	\$ 12,093	\$ 9,115	\$ 49,155	\$ 147,102	\$ 147,102	98.2%	

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	2023-24	2023-24	
	ADJ Totals	ADJ Totals	ADJ Totals	Actual	Budget	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Actual	
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 170	\$ 1,883	188.3%
45100-259 Other Professional Services	\$ 350	\$ -	\$ -	\$ 2,700	\$ 4,200	\$ 2,461	\$ -	\$ 214	\$ -	\$ -	\$ 535	\$ 586	\$ 403	\$ -	\$ 4,199	100.0%
45100-261 Repair & Maint Motor Vehicles	\$ 1,779	\$ 1,836	\$ 6,121	\$ -	\$ 1,500	\$ 143	\$ 211	\$ 217	\$ -	\$ -	\$ -	\$ -	\$ 165	\$ 380	\$ 1,116	74.4%
45100-265 Repair & Maint Grounds	\$ 5,181	\$ 5,465	\$ 15,119	\$ 2,870	\$ 15,000	\$ 950	\$ 425	\$ 491	\$ 1,606	\$ 2,245	\$ 550	\$ 151	\$ 1,232	\$ 647	\$ 8,297	55.3%
45100-290 Other Contractual Services (ETP)	\$ 819	\$ 504	\$ 504	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
45100-291 Physical/Drug Testing	\$ -	\$ 210	\$ 405	\$ 135	\$ 360	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
45100-310 Office Supplies & Materials	\$ -	\$ -	\$ -	\$ -	\$ 85	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
45100-320 Other Operating Supplies	\$ 1,697	\$ 863	\$ 188	\$ -	\$ 200	\$ -	\$ -	\$ 30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30	15.0%
45100-331 Fuel Charges	\$ 182	\$ 338	\$ -	\$ 62	\$ 350	\$ -	\$ -	\$ 193	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 263	\$ 456	130.3%
45100-342 Sign Parts & Supplies	\$ 489	\$ 397	\$ 744	\$ -	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 360	\$ -	\$ -	\$ 360	90.0%
45100-551 Trustee Fees	\$ 1,307	\$ 1,670	\$ 1,670	\$ 618	\$ 1,670	\$ -	\$ -	\$ -	\$ 1,052	\$ -	\$ -	\$ -	\$ 1,236	\$ -	\$ 2,288	137.0%
45100-940 Machinery & Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
45100-900 Capital Projects				\$ -	\$ 63,500	\$ -	\$ 4,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,360	\$ 9,260	14.6%
51600-759 Operating Transfers Out	\$ 30,200	\$ 11,150	\$ 22,300	\$ 42,714	\$ 45,290	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Total	\$ 45,929	\$ 29,701	\$ 60,548	\$ 61,352	\$ 155,108	\$ 7,754	\$ 9,005	\$ 1,145	\$ 2,658	\$ 2,245	\$ 1,085	\$ 1,097	\$ 3,036	\$ 5,820	\$ 33,845	21.8%

Asset Description

FY 2023/24

FY 2024/25

FY 2025/26

FY 2026/27

FY 2027/28

FY 2028/29

123 - WATERSHED FUND

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			
Mini-Excavator (Shared Purchase)	\$33,000						
New Rifle Range Gate	\$4,900						
New Wildlife Opening	\$4,000						
123 - WATERSHED FUND TOTAL		\$42,900	\$34,000	\$5,000	\$5,000	\$0	\$0

moved from 23/24 to 24/25
 moved from 23/24 to 24/25

State Grants							
Local Grants							

Watershed Fund Outlay		\$ 42,900	\$ 34,000	\$ 5,000	\$ 5,000	\$ -	\$ -
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**CITY OF NORRIS
DEPARTMENT OF PUBLIC WORKS
MONTHLY REPORT
December March Year 2024**

Community building Maint.	74
Public Works Building Maint.	22.5
Public Safety Building Maint.	2
McNeeley Building Maint.	11
Lions Pavilion & Gazebo	0
Equip. & Vehicle Maintenance	24
Watershed, Rifle Range, Trash & Litter	17
Street and Roads	2
Mowing	50
Sidewalks	2
Leaf Collection	0
Brush Pickup, Pruning, Mulching, Tree Work	120.5
Drainage (Gutter/Basins) Maintenance	5
Eric Harold Park	4
Oak Road Park	112
Ridgeway Park	9
Town Clean Up/ garbage, Litter in Town	38.5
Animal control	16.5
Signs repair and replace	6
Tree Commission	0
Volunteer Fire Dept.	0
Overtime	2
Administration Work	10

Loads

0	Leaves
14	Brush
2	Chips

City Ordinance Department

Vehicle Report Current Miles for
 Mileage the Month

2017 Chev	62676	770
2013 Chev	56354	303
2000 Ford		
2005 Dump Truck	57188	192
2022 Kenworth	3106	57

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) Working on list of repairs. 2 new toilets, exit & emergency lights, exterior issues , electrical covers and etc.
- d) Moved files to closets down stairs

3 McNeeley Municipal Building

- a) Weekly cleaning
- b) mow as needed
- c) Lock at recreation side of building

4 Lion's Pavillion and Gazebo

- a) Trash in trash cans picked up weekly

5 Vehicles and Equipment

- a) Monthly checklist performed
- b) Oil changed in mowers and tune up

6 Public Works Building

- a) Weekly cleaning
- b) New gutters for building

7 Public Safety Building

a)

7 Drainage

- a) Cleaned as needed
- b)

8 Streets / Sidewalks / Right of Ways

- a) Cleaned as needed
- b) Pavinf on Butternut and Hickory

9 Parks

- a) Oak Park playground got rubber mulch and barriers
- b) Oak Park Pavilion is up but not finished yet
- c) Set up forms for Ridgeway park sidewalk

10 Watershed

- a) Helped with Wildlife opening burn
- b) Installed signs for Forresty work on High Point
- c) Rifle Range
 - 1) 3/7 2 Boards replaced
 - 2) 3/14 1 Board replaced
 - 3) 3/28 2 Boards replaced

11 Brush Dump

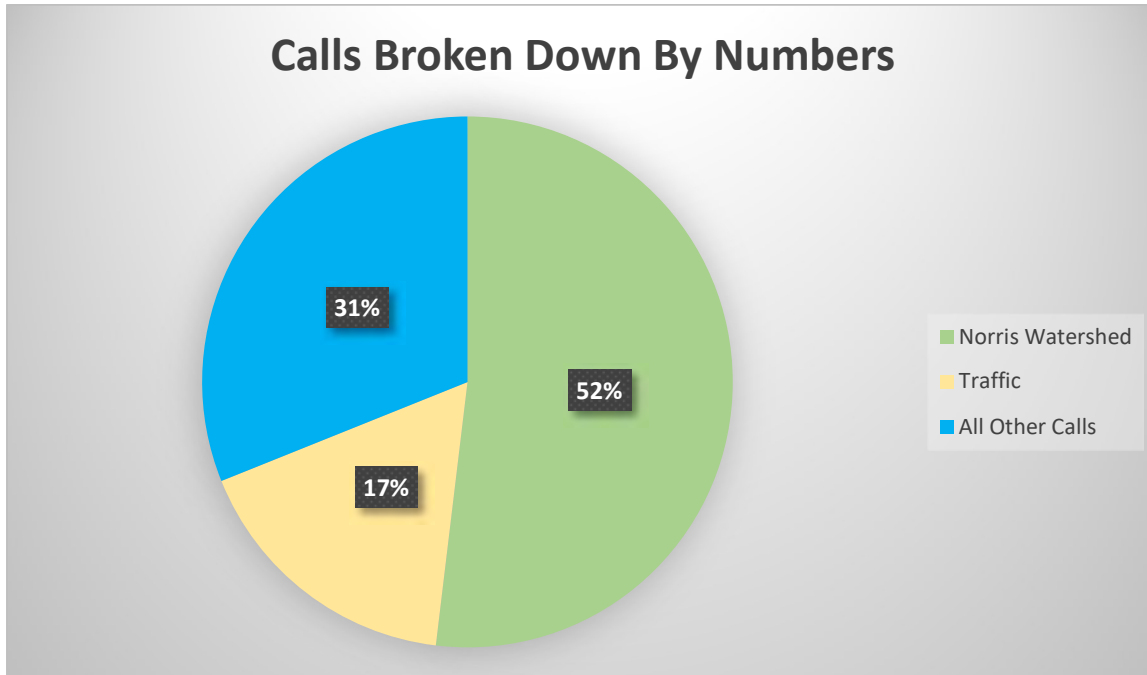
1)

12 Animal Control

- a) Animals fed in the morning daily and walked if needed
- b) 1 Dog in and 1 cat in
- c) I dog was adopted

13 Comments:

To: Adam Ledford, City Manager
 From: Mike Poole, Chief
 Subject: March Monthly Report
 Date: April 2nd, 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:

Accident – Motor Vehicle	4	Arrest of a Wanted Subject	1
911 Open Line – Hang up	2	Assist Other Agency (Police)	2
Alarm Calls	3	Public Assist	6
Animal Complaint	5	Open Door / Gate	2
B.O.L.O – A.P.B.	3	Trespassing	2
Case Follow Up Investigations	11	Suspicious Person-vehicle-Activity	13
Civil Matter	2	Theft of Property	1
Disturbance	2	Traffic Enforcement	43
Disabled Vehicle	4	Traffic Complaint-Control-Hazard	12
Drug Activity	2	Traffic Stops	14
EDP / Suicidal Person	3	Recovery of Property (Property Found)	1
Juvenile Problem	3	Watershed Patrol/property checks	133
Community Event	2	Welfare Check	4
Officer Investigations	3	Stationary Observation at Norris Dam	1
Assist E.M.S.	8		
Assist Fire	1		

In the month of March, the Norris Police Department had documented a total of 613 Calls for service. Of the 613 Total entries, 161 came in by complainant or were self-initiated and required some type of police action.

- Officers conducted a total of 120 Patrols and 37 property checks in and through the Norris Watershed. An additional 3 calls for service were answered. This accounted for a total of 160 calls for service and 47.42 Total hours spent in or on the Norris Watershed.
- The Norris Rifle Range annual membership ended September at 792, which is up 17 permits from last year (2022-2023).
- At the time of this report, the roof for the fire bay is almost complete. All the roofing is up and in place. We are currently waiting on guttering and trim to be completed.
- Norris Police Department lost an officer who took a job with another agency. His last day will be the 17th of April. We will be working to fill this position as soon as possible.

Mike Poole
Chief of Police