

**Norris City Council
Regular Meeting**

**October 9, 2023
6:00 p.m.**

Minutes

The regular meeting of the City Council of Norris Tennessee convened October 9, 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, Sandy Johnson, City Recorder and representatives of the press from Courier News and the Norris Bulletin.

Meeting was called to order by Mayor Mitchell.

APPROVAL OF AGENDA

No changes were made.

HEAR FROM THE PUBLIC

MINUTES

APPROVAL OF THE SEPTEMBER 11, 2023 REGULAR MEETING MINUTES – Councilmember Grinder made a motion to approve the minutes, and Councilmember Grieve seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter, and Mayor Mitchell voting “Aye.”

APPROVAL OF THE SEPTEMBER 11, 2023 PUBLIC HEARING MEETING MINUTES – Councilmember Painter made a motion to approve the minutes, and Councilmember Nicholson seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter, and Mayor Mitchell voting “Aye.”

OLD BUSINESS

SAFE ROUTES TO SCHOOL - Mr. Whited reported he resubmitted the necessary paperwork. The deadline for project completion has been extended to March 2024.

SIA SAWMILL ROAD PROJECT- Mr. Ledford is still trying to contact a representative from TDOT.

CAPITAL OUTLAY NOTE – No update.

SECOND READING OF ORDINANCE #660, ENTITLED, “AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, TO AMEND THE PERSONNEL POLICY OF THE CITY OF NORRIS” -Councilmember Nicholson made a motion to adopt the ordinance, and Councilmember Grinder seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter, and Mayor Mitchell voting “Aye.”

CONSIDERATION OF CONFIRMING MAYORAL APPOINTMENTS TO CITY BOARDS, COMMISSIONS, AND COMMITTEES. Mayor Mitchell made a motion to nominate Elizabeth Mason and Lisa Hickenbottom to the Recreation Commission; Cynthia Wyse to Little Theatre Board; Leesa Campbell to both the Animal Commission and Board of Zoning Appeals; Michael Carberry and Robert Sain to the Planning Commission; and reappoint Gene Lane, Robin Sain and Allen Hendry to the Watershed Board. Councilmember Grieve seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter, Nicholson, and Mayor Mitchell voting “Aye.”

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.” Councilmember Grieve made a motion to approve the resolution and

Councilmember Painter seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter, Nicholson, and Mayor Mitchell voting “Aye.”

NEW BUSINESS

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.” This resolution was previously approved by the Norris Water Commission but hadn’t been taken to council for approval. Councilmember Grinder made a motion to approve the resolution and Councilmember Nicholson seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter, Nicholson, and Mayor Mitchell voting “Aye.”

Council moved to table the following items indefinitely:

REVIEW AND CONSIDERATION OF AWARDING BIDS FOR 2023 EXTERIOR SIDING INSTALLATION PROJECT AT MCNEELEY BUILDING

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.”

Council moved to table the following items temporarily:

REVIEW AND CONSIDERATION OF AWARDING BIDS FOR 2023-24 OAK ROAD PAVILLION PROJECT.

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.”

REVIEW AND CONSIDERATION OF AWARDING BIDS FOR POLICE & FIRE ROOF REPLACEMENT PROJECT.”

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.”

REVIEW AND CONSIDERATION OF AWARDING BIDS FOR LAW ENFORCEMENT SIDE-BY-SIDE.

Councilmember Grieve made a motion approve the bid from Bombardier Recreational Products and Councilmember Grinder seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter, Nicholson, and Mayor Mitchell voting “Aye.”

CONSIDERATION OF RESOLUTION #15-2023, ENTITLED, “A RESOLUTION TO ACCEPT THE 2023-2024 ‘SAFETY PARTNERS’ MATCHING GRANT.” Councilmember Painter made a motion approve the resolution and Councilmember Grieve seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter, Nicholson, and Mayor Mitchell voting “Aye.”

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.” - Councilmember Painter made a motion approve the resolution and Councilmember Grieve seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter, Nicholson, and Mayor Mitchell voting “Aye.”

DISCUSSION ON TRAINING FOR ELECTED OFFICIALS – Councilmember Painter made a motion to schedule a special workshop for Tuesday, October 24, 2023 at 5:00 p.m. also adding a resolution for approval of the City Manager’s contract and a first reading of Ordinances 661 & 662 at 7:00 p.m., and Councilmember Grinder seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter, Nicholson, and Mayor Mitchell voting “Aye.”

ANNUAL REVIEW OF THE CITY MANAGER – After discussion between the City Manager and Council, they agreed to add a 3% cost of living raise (COLA) and approved adding his son on health insurance. Council asked the city manager to draft a resolution and present to them at the special called council meeting set for Tuesday, October 24, 2023 at 7:00 p.m. Councilmember Painter made the motion and Councilmember Grinder seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter, Nicholson, and Mayor Mitchell voting “Aye.”

CITY BOARDS, COMMISSIONS, AND COMMITTEES, EVENTS, FUNDING, AND DONATION AUTHORIZATION – This has been ongoing since the last city manager and it was discovered the boards lacked information in their ordinances regarding donations, events and funding. According to an email from an Municipal Technical Advisory Service (MTAS) just because you are given donations, doesn’t mean you can go out and solicit donations. The following boards do not have any information in their ordinance: Animal Shelter, Community Development Board, Norris Archives and Watershed Board. These ordinances will be drafted and presented to the boards for their review and then to council to vote on at the November 13, 2023 at 6:00 p.m.

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”

BILLS PAYABLE – Nothing to report

MINUTES AND REPORTS (BOARDS AND COMMISSIONS)

RECREATION COMMISSION – Brianna Kibler reported the two events coming up 3rd Annual Norris Halloween Trail on Saturday, October 28th from 3:30-6:00 p.m., and Halloween on the Commons on Tuesday, October 31st

WATERSHED BOARD – Councilmember Grieve reported the board didn’t have a meeting last month due to lack of a quorum however, Bow hunting begins this Saturday, October 14. He indicated everyone should stay off the trails unless you are hunting.

TREE COMMISSION – Councilmember Nicholson reported the link to the Norris Urban Forest Management Plan in draft form and please send comments to the Tree Commission.

ANIMAL SHELTER COMMISSION –No report

COMMUNITY DEVELOPMENT – No report

LITTLE THEATRE – Mae Boardman reported they are looking forward to working with Mr. Hennessee on their upcoming play.

PLANNING/BZA – Joe Feeman reported will be having a public hearing on the first Monday in November to approve the Subdivision Regulations.

ARCHIVES – Joe Feeman stated it will be very hard working without Ellayn Crossno.

ADJOURNMENT

Councilmember Grieve made a motion to adjourn at 8:00 p.m. Councilmember Grinder seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter and Mayor Mitchell voting "Aye."

Sandy Johnson, City Recorder

APPROVED BY CITY COUNCIL

November 6, 2023

Chris Mitchell, Mayor