

**Norris City Council  
Regular Meeting**

**November 13, 2023  
6:00 p.m.**

**Minutes**

The regular meeting of the City Council of Norris Tennessee convened November 13, 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**

Charles Ledford, City Manager requested Council to un-table Item H under New Business and approve on the agenda. Councilmember Grinder made a motion to approve the removal of Item H and Councilmember Painter seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter, and Mayor Mitchell voting "Aye."

**HEAR FROM THE PUBLIC**

Joanna Mansur and Jan Cagle both from Ridgeview Behavioral Health Services thanked the city for the use of Norris Community Room to allow them to present their program here. Crisis Intervention Team (CIT) training is a specialized, 40-hour program for law enforcement officers, and in conjunction with robust community partnerships, the goal is to improve outcomes of encounters with people living with behavioral health challenges. In the 30 plus years since it was created, the CIT model has spread across the nation and even been replicated around the world. After this training session here, there were twenty-five (25) graduates who came and participated from all over East Tennessee.

George Miceli, resident, applauded employees at the Norris Library and what an outstanding job they've done getting everything back into place after the renovations of the library.

**MINUTES**

**APPROVAL OF THE OCTOBER 9, 2023 REGULAR MEETING MINUTES** – Councilmember Grieve 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."

**APPROVAL OF THE OCTOBER 9, 2023 PUBLIC HEARING MEETING MINUTES** – Councilmember Grieve made a motion to approve the minutes, and Councilmember Painter seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter, and Mayor Mitchell voting "Aye."

**APPROVAL OF THE OCTOBER 24, 2023 SPECIAL CALLED MEETING MINUTES** – Councilmember Nicholson made a motion to approve the minutes, and Councilmember Grinder seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter, and Mayor Mitchell voting "Aye."

**APPROVAL OF THE OCTOBER 24, 2023 TRAINING NOTES** – Councilmember Grieve made a motion to approve the minutes, and Councilmember Painter 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 is still in the process of getting approval from the state.

**SIA SAWMILL ROAD PROJECT**- Mr. Ledford stated he was expecting to hear something in December.

**UPDATE ON FACILITIES CONDITION** – Mr. Ledford reported there were two (2) contractors expressed interest in the replacement of the library’s exterior siding, but no formal bids have been received. He stated we still need to have a conversation regarding the community building.

**CAPITAL OUTLAY NOTE** – Mayor Mitchell reported no need to identify any use at this time however, he distributed a document the City of Norris received a grant for \$3.55 million for use towards regional wastewater treatment. This grant has a 5% match.

**Consideration of Confirming Mayoral Appointments to City Boards, Commission and Committees** - Mayor Mitchell nominated Linda Tafelski to the Archives Committee, Councilmember Grieve seconded. The nomination passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter, and Mayor Mitchell voting “Aye.”

Mayor Mitchell instructed the city manager to move forward with advertising for the upcoming boards whose terms will be ending soon.

**SECOND READING OF ORDINANCE #661, ENTITLED, “AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, TO AMEND TITLE 9, CHAPTER 4, MOBILE FOOD VENDING.”** Mr. Whited gave a brief description of the current ordinance we have in place and stated in Section 9-403 would strike out the “per month” and the new ordinance would change that to reflect “annual” permit fee of fifty dollars (\$50.00). The other change would be the restriction of hours in Section 4 by adding mobile food vendors may not operate between the hours of 11:00 p.m. and 7:00 a.m. Councilmember Painter made a motion to approve the ordinance, and Councilmember Grieve seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter, and Mayor Mitchell voting “Aye.”

**SECOND 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.”** After a lengthy discussion between council, staff and residents, given the information and comments, Councilmembers agreed this ordinance should go back to staff to address comments that were given tonight. Mayor Mitchell stated this is an important safety issue and it needs to be addressed therefore, he made a motion to table this item until the regular December meeting and have a special called workshop on Tuesday, December 5, 2023 at 6:00 p.m., and a public hearing on Monday, December 11, 2023 at 5:30 p.m., and Councilmember Painter seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter, and Mayor Mitchell voting “Aye.”

**FIRST READING OF ORDINANCE #644, ENTITLED, “AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, AMENDING TITLE 18, WATER AND SEWER, SECTION 18-102, COMPOSITION AND TERM OF COMMISSION, SECTION 18-110, READING OF METERS AND BILLING DATE, AND SECTION 18-113, DISCONTINUANCE OF SERVICE TO DELINQUENT CUSTOMERS.”** Council un-tabled this ordinance earlier. Councilmember Nicholson made a motion to approve the first reading and Councilmember Painter seconded. Mr. Ledford suggested they make an amendment to the ordinance, according to the October 16, 2023 Norris Water Commission Meeting minutes the board voted unanimously to amend Ordinance 644 Sections 18-110 - Reading of meters and billing date. (Water and Sewers) and 18-113- Discontinuance of service to delinquent customers. (Water and Sewers). Councilmember Nicholson made a motion to accept the proposed amendments and Councilmember Painter seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter, and Mayor Mitchell voting “Aye.”

Councilmember Grinder stated he does not support Council being the Norris Water Commissioners indefinitely.

Councilmember Nicholson made a motion to approve the original ordinance as amended and Councilmember Painter seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter, and Mayor Mitchell voting "Aye."

Councilmember Painter made a motion to schedule a public hearing on Monday, December 11, 2023 at 5:15 p.m. and Councilmember Grinder seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter, and Mayor Mitchell voting "Aye."

Ms. Sellers, resident, asked Council if they would consider forgiveness on her water bill due to a leak issue she had. She stated she attended one meeting and the Commission never voted on the issue. Councilmember Nicholson, NWC Chair, advised Ms. Sellers to attend the NWC meeting on November 20, 2023 and they would discuss this issue then.

**DISCUSSION ON TRAINING FOR ELECTED OFFICIALS** – Information only no action taken.

**CONSIDERATION AND REVIEW OF BENNY CARDEN MEMORIAL(S)** – Tony Wilkerson, Water Superintendent, reported a bronze plaque will be placed in the Community Center honoring Mr. Carden for his service on NWC. The existing plaque that had been on temporary display in the Community Center will be placed at the Reservoir Hill location behind the fence. Councilmember Grinder made a motion to accept the plaque and Councilmember Grieve seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter, and Mayor Mitchell voting "Aye."

**DISCUSSION AND CONSIDERATION OF APPROVING 2023 CITY OF NORRIS STRATEGIC PLAN GOAL SETTING** – A meeting will be set at a future city council meeting.

**REVIEW AND CONSIDERATION OF AWARDING BIDS FOR LAW ENFORCEMENT SIDE-BY-SIDE** – Mr. Ledford gave a brief explanation of the staff of the winning bidder and how they failed to follow through within the allotted time they had allowed. Councilmember Painter made a motion to reject all current bids and go out for re-bid and Councilmember Grieve seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter, and Mayor Mitchell voting "Aye."

**DISCUSSION ON EQUIPMENT PURCHASES/LEASES FOR MULTIPLE DEPARTMENT NEEDS** – No action taken. This item will remain on the agenda.

**CITY BOARDS, COMMISSIONS, AND COMMITTEE EVENTS, FUNDING, AND DONATION AUTHORIZATION** – Mr. Ledford identified four boards (Tree Commission; Animal Shelter Commission; Watershed; and Norris Archives as having ordinances that failed to authorize them to accept any donations. Councilmember Nicholson motioned to accept and move forward with the new ordinances and Councilmember Painter seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter, and Mayor Mitchell voting "Aye."

**COMMUNITY DEVELOPMENT BOARD (DONATIONS, EVENTS, APPROPRIATIONS)** – Mayor Mitchell suggest we form a Chamber of Commerce and would like to see some residents take authority.

**CONSIDERATION OF FIRST READING OF ORDINANCE #665 - TREE COMMISSION (DONATIONS, EVENTS)** – Councilmember Nicholson made a motion to amend the Tree Commission's ordinance Section 2-310 to change "urban growth management" to "the city's urban forest management" and Councilmember Painter seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter, and Mayor Mitchell voting "Aye."

**MAYOR MITCHELL SUGGESTED WE VOID ORDINANCE #666**

Councilmember Grinder made a motion to schedule a public hearing for the following ordinances: ORDINANCE #665 - TREE COMMISSION (DONATIONS, EVENTS); ORDINANCE #667 ANIMAL SHELTER COMMISSION (DONATIONS, APPROPRIATIONS); ORDINANCE #668 WATERSHED DEPARTMENT (DONATIONS, EVENTS); and ORDINANCE #669 NORRIS ARCHIVES (DONATIONS, APPROPRIATIONS) on Monday, December 11, 2023 at 5:00 p.m. and Councilmember Nicholson

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

**UPDATE ON CREAMERY PARK PLANS** – Councilmember Nicholson reported Brianne Kibler had asked him to give the update on the park. He stated the proposal came up approximately 3 years ago and Recreation Commission had requested up to \$10,000.00 to be added into the budget to develop the park. Councilmember Nicholson made a motion to proceed with the concrete pad, benches, and interpretive signage and Councilmember Grieve seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter, and Mayor Mitchell voting “Aye.”

### **NEW BUSINESS**

**FIRST READING OF ORDINANCE #663, ENTITLED, “AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, TO REPEAL AND REPLACE TITLE 9, CHAPTER 1, PEDDLERS, SOLICITORS, ETC.”** – Councilmember Painter made a motion to table until the December meeting and Councilmember Nicholson seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter, and Mayor Mitchell voting “Aye.”

**FIRST READING OF ORDINANCE #664, ENTITLED, “AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, TO AMEND CHAPTER 18, WATER AND SEWER, BY CREATING SECTION 18-125, TEST FIRE HYDRANTS, AND SECTION 18-126, LEAK ADJUSTMENT POLICY.”** - Councilmember Painter made a motion to table and send back to the NWC and Councilmember Nicholson seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter, and Mayor Mitchell voting “Aye.”

Councilmember Grinder made a motion to schedule a city council special called meeting after the NWC meeting for a first reading and setting a date for a public hearing on this ordinance on Monday, November 20, 2023 at 7:30 p.m. and Councilmember Painter seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter, and Mayor Mitchell voting “Aye.”

Councilmember Grinder made a motion to amend the motion to add a bulk rate schedule into Ordinance #664, councilmember Painter seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter, and Mayor Mitchell voting “Aye.”

**RESOLUTION #19-2023, ENTITLED, “A RESOLUTION APPROVING AN AGREEMENT BETWEEN THE CITY OF NORRIS AND IMANAGE SOLUTIONS, LLC FOR UTILITY AUDIT SERVICES.”** – Councilmember Nicholson made a motion to approve the resolution and Councilmember Grinder seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter, and Mayor Mitchell voting “Aye.”

**RESOLUTION #20-2023, ENTITLED, “A RESOLUTION UPDATING THE JOB DESCRIPTION FOR ASSISTANT CITY MANAGER.”** - Councilmember Nicholson made a motion to approve the resolution and Councilmember Painter seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter, and Mayor Mitchell voting “Aye.”

**RESOLUTION #21-2023, ENTITLED, “A RESOLUTION ADOPTING THE 2023 NORRIS URBAN FOREST MANAGEMENT PLAN.”** - Councilmember Painter made a motion to approve the resolution and Councilmember Grinder seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter, and Mayor Mitchell voting “Aye.”

**DISCUSSION ON STORM SEWER SYSTEM** – No action taken

**DISCUSSION ON THE ESTABLISHMENT OR DEVELOPMENT OF A NORRIS CHAMBER OF COMMERCE** – No action taken

### **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** – No report

**WATERSHED BOARD** – Councilmember Grieve reported the deer hunt for shotgun and muzzleloader opens this coming November 18-26, 2023. He indicated everyone should stay off the trails unless you are hunting. Joe Feeman, Chair, reported they do plan to have a timber sale soon, and they would like to have a safe access on Clear Creek to access shoreline work.

**TREE COMMISSION** – No report

**ANIMAL SHELTER COMMISSION** – They currently have 2 kittens in the shelter available for adoption.

**COMMUNITY DEVELOPMENT** – Mayor Mitchell reiterated his desire for the city to create a Chamber of Commerce. He asked council to consider authorizing \$1,500- \$2,000 to help pay for the startup costs. These monies would be payable to any private citizen who successfully sets up a Norris Chamber. Mayor Mitchell requested that any and all community residents who are interested in establishing a Norris Chamber of Commerce should contact the city office, so that all parties can be put in contact with each other.

**LITTLE THEATRE** – No report

**PLANNING/BZA** – Joe Feeman reported the Subdivision Regulations are now being enforced.

**ARCHIVES** – Joe Feeman stated Sally Jackson and Linda Talefski has been helping out.

**ADJOURNMENT**

Councilmember Grieve made a motion to adjourn at 8:50 p.m. Councilmember Grinder seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter and Mayor Mitchell voting “Aye.”

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Sandy Johnson, City Recorder

**APPROVED BY CITY COUNCIL**

December 11, 2023

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Chris Mitchell, Mayor