



**NORRIS CITY COUNCIL
REGULAR MEETING
March 4, 2025 – 6:00 p.m.**

Agenda

- I. Call to Order**
- II. Agenda Approval**
- III. Hear the Public**
- IV. Minutes/Notes**
 - a. Consideration of Approving February 10, 2025 Public Hearing
 - b. Consideration of Approving February 10, 2025 Regular Meeting
- V. Continuing Business**
 - a. Update on SIA Sawmill Road Project
 - b. Update on Historic Downtown Route Improvements
 - c. Update on Recodification Project
 - d. Capital Outlay Note – Utility
 - e. Consideration of Resolution #3-2025, entitled, “A Resolution of the City of Norris, Tennessee City Council to Establish a City of Norris Facility Use Agreement”
- VI. New Business**
 - a. Consideration of Mayoral Appointments to Boards, Committees, and Commissions
 - b. Consideration of Going Out for Bids on Norris I&I Project
 - c. Consideration of Resolution #4-2025, entitled, “A Resolution Supporting the Anderson County Property Assessor’s Proposal to Adjust the Reappraisal Timeframe”
 - d. Consideration of First Reading of Ordinance #697-2025, entitled, “An Ordinance of the City of Norris, Tennessee, Amending the Annual Budget for the Fiscal Year Beginning July 1, 2024 and Ending June 30, 2025”
 - e. Consideration of Going Out for Bids on Fire Department Side-by-Side
- VII. Department Reports**
 - a. City Manager
 - b. Assistant City Manager
 - c. Police
 - d. Fire
 - e. Water & Sewer
 - f. Public Works
- VIII. Bills Payable**
- IX. Minutes and Reports**
 - a. Recreation Commission
 - b. Watershed Board
 - c. Tree Commission
 - d. Animal Shelter Commission
 - e. Community Development Board
 - f. Little Theatre
 - g. Planning/BZA
 - h. Archives Board
- X. Adjourn**

**Norris City Council
Public Hearing
February 10, 2025
5:30 p.m.**

Minutes

The public hearing of the City Council of Norris Tennessee convened February 10, 2025, at 5:30 pm.

The following council members were present: Bill Grieve, Will Grinder, Chuck Nicholson, Loretta Painter and Mayor Chris Mitchell.

Also, present were Charles Adam Ledford, City Manager, Bailey Whited, Assistant City Manager and Sandy Johnson, City Recorder. Also present was representatives from the Norris Bulletin and The Clinton Courier News.

There were nine (12) members of the public in attendance

Meeting was called to order by Mayor Mitchell.

PUBLIC HEARING WERE HELD ON THE FOLLOWING ORDINANCES:

- 1) **Consideration of Second Reading of Ordinance #692-2024, entitled, “An Ordinance of the City of Norris, Tennessee, Amending Chapter 3: Tree Commission”**
- 2) **Consideration of Second Reading of Ordinance #689-2024, entitled, “An Ordinance of the City of Norris, Tennessee, Establishing a Base Rate for Stormwater User Fees, Setting the Amount of the Single Family Residential Unit (SFU)”**

Mr. Ledford gave a brief overview of each ordinance.

Public Hearings were closed at 5:46 p.m., and meeting was adjourned.

Sandy Johnson, CMFO, City Recorder

APPROVED BY CITY COUNCIL

March 4, 2025

Chris Mitchell, Mayor

**Norris City Council
Regular Meeting**

**February 10, 2025
6:00 p.m.**

Minutes

The regular meeting of the City Council of Norris Tennessee convened February 10, 2025, at 6:00 pm.

The following Councilmembers were present: Bill Grieve, Will Grinder, Chuck Nicholson, Loretta Painter and Mayor Chris Mitchell.

Also, present were Charles Adam Ledford, City Manager, Bailey Whited, Assistant City Manager, Sandy Johnson, City Recorder, and representatives of the press from Clinton Courier News and the Norris Bulletin.

Meeting was called to order by Mayor Mitchell.

APPROVAL OF AGENDA

No changes.

HEAR FROM THE PUBLIC

Spencer Boardman provided an update on Creamery Park and mentioned that donations are welcome and greatly appreciated.

Kathy Wingo, resident, requested the council to address the road conditions on East Norris Road. Mr. Ledford explained that the preferred hot patch repairs cannot be applied until warmer weather. In the meantime, Public Works is making temporary repairs using cold patch. The long-term solution involves grinding the road down 1-3 inches and repaving, which is being considered for the council's 2025-2026 fiscal year's budget. If approved, work would not begin until after July, 2025. It was noted that school traffic significantly contributes to the road's deterioration, and the county should be approached to share the repaving costs. This matter will be further investigated and added to the monthly list of continuing business.

MINUTES

APPROVAL OF THE JANUARY 13, 2024 PUBLIC HEARING

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

APPROVAL OF THE JANUARY 13, 2024 REGULAR MEETING MINUTES

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

CONTINUING BUSINESS

UPDATE ON SIA SAWMILL ROAD PROJECT

Mr. Ledford mentioned that he contacted the state for clarification on naming rights and stated that once the project has been transferred to the city, then it will be up to the council to name the road.

CAPITAL OUTLAY NOTE – UTILITY

Leave on the agenda until it is needed.

REVIEW AND DISCUSSION ON UPDATES TO FACILITY RENTAL POLICIES

A work shop was held on this topic prior to this meeting to further discuss the draft policy, with several items still needing clarification. Mr. Ledford mentioned that a resolution could be ready for the Council's approval next month. The policy pertains to private rentals of the Community Room, Gym, and Lions Club

Pavilion, covering pricing, insurance requirements, reservations, and the differing processes for profit and non-profit group reservations versus private rentals. Council agreed to add this item to the March City Council meeting under Continuing Business.

CONSIDERATION OF SECOND READING OF ORDINANCE #692-2024, ENTITLED, "AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, AMENDING CHAPTER 3: TREE COMMISSION
Councilmember Nicholson moved to amend and approve the second reading of ordinance and Councilmember Painter seconded. The motion passed by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter and Mayor Mitchell voting "Aye."

CONSIDERATION OF SECOND READING OF ORDINANCE #689-2024, ENTITLED, "AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, ESTABLISHING A BASE RATE FOR STORMWATER USER FEES, SETTING THE AMOUNT OF THE SFU (SINGLE FAMILY RESIDENTIAL UNIT)"
Councilmember Painter moved to approve the second reading of ordinance and Councilmember Nicholson seconded. The motion passed by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter and Mayor Mitchell voting "Aye."

NEW BUSINESS

A REPRESENTATIVE OF THE NORRIS COMMUNITY DEVELOPMENT BOARD TO ADDRESS COUNCIL

Lisa Higginbotham, Chair of the Community Development Board (CDB), stated that some CDB members, along with Mr. Ledford and Mr. Whited, met with Rick Meredith, President of the Anderson County Chamber of Commerce, to discuss ideas and recommendations for reviewing the SWOT Survey for the City of Norris Strategic Plan. The Council suggested that the board gather information at no cost to develop a path forward.

CONSIDERATION OF GOING OUT FOR PROPOSALS FOR COLLECTION AND DISPOSAL OF SOLID WASTE AND RECYCLABLES

Councilmember Grinder moved to approve with the clarifications made and Councilmember Grieve seconded. The motion passed by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter and Mayor Mitchell voting "Aye."

CONSIDERATION OF MAYORAL APPOINTMENTS TO BOARDS, COMMITTEES, AND COMMISSIONS. Mayor Mitchell nominated Robin Geason to the Animal Commission and Kris Torrance to the Archives Committee and Councilmember Grieve seconded. The motion passed by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter and Mayor Mitchell voting "Aye"

CONSIDERATION OF RESOLUTION 2-2025, ENTITLED, "A RESOLUTION TO ACCEPT A GRANT FROM THE STATE OF TENNESSEE UNDER THE VOLUNTEER FIREFIGHTER EQUIPMENT AND TRAINING GRANT PROGRAM."

Councilmember Grieve moved to approve the resolution and Councilmember Painter seconded. The motion passed by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter and Mayor Mitchell voting "Aye"

DEPARTMENT AND COMMISSIONS REPORTS

CITY MANAGER'S REPORT – A copy of the report as presented is attached as "Exhibit A"

ASSISTANT CITY MANAGER'S REPORT - A copy of the report as presented is attached as "Exhibit B"

POLICE DEPARTMENT – A copy of the report as presented is attached as "Exhibit C"

FIRE DEPARTMENT – A copy of the report as presented is attached as "Exhibit D"

NORRIS WATER COMMISSION (NWC) – A copy of the report as presented is attached as "Exhibit E"

PUBLIC WORKS - A copy of the report as presented is attached as "Exhibit F"

PARKS & RECREATION – No report.

BILLS PAYABLE – No report.

MINUTES AND REPORTS (BOARDS AND COMMISSIONS)

No reports from the Recreation Commission nor Community Development Board.

TREE COMMISSION

Councilmember Nicholson reported that the planning for the Arbor Day celebration is underway, with the date to be announced soon. The board members have been planting honor trees and are seeking volunteers to join their board.

ANIMAL SHELTER COMMISSION

Linda Tafelski reported they currently have two (2) dogs in the shelter. She also mentioned some fencing safety issues.

LITTLE THEATRE

May Boardman reported they are also looking for volunteers to join their board. Their next meeting will be in September.

PLANNING/BZA

Joe Feeman reported Bob Sain is their newly elected chair.

ARCHIVES BOARD

Joe Feeman reported that, with assistance from their software company, they were able to restore functionality to their thumb drive. They are now working toward scheduling a meeting with the County Archivist in hopes of collaborating with him.

CHANGE OF MARCH 10, 2025 REGULAR MEETING DATE

Due to the unavailability of Mayor Mitchell and Councilmember Nicholson for the regularly scheduled meeting on March 10, 2025, the Council decided to reschedule it to Tuesday, March 4, 2025, at 6:30 p.m. Mayor Mitchell made the motion to approve the new date, which was seconded by Councilmember Grinder. The motion passed by voice vote, with Councilmembers Grieve, Grinder, Nicholson, Painter, and Mayor Mitchell all voting "Aye."

ADJOURNMENT

Councilmember Grieve moved to adjourn at 8:20 p.m. and Councilmember Grinder seconded. The motion passed by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter and Mayor Mitchell voting "Aye."

Sandy Johnson, City Recorder

APPROVED BY CITY COUNCIL

March 4, 2025

Chris Mitchell, Mayor



RESOLUTION NO. 3-2025

A RESOLUTION of the City of Norris, Tennessee City Council to Establish a City of Norris Facility Use Agreement

WHEREAS, the City of Norris has historically maintained use of facilities to promote civic enjoyment and use; and,

WHEREAS, the City has an interest in continuing the practice of offering locations to support local activities; and,

WHEREAS, the establishment of clear rules and guidelines should enable facilities to be used by the City and its citizens in compliance with local, state, and federal laws and rights.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Norris, Tennessee that the attached document be Established as the City of Norris Facility Use Agreement.

Passed and approved this 4th day of March 2025.

Mayor

Attest

City Recorder

I, Sandy Johnson, City Recorder for the City of Norris, Tennessee, certify that the above resolution is part of the minutes of March 4, 2025.

City Recorder



FACILITY USE AGREEMENT

Select Facility:

_____ Community Room. A space ideal for meetings of 5 to 75 people. *(includes kitchen, chairs, tables, but not Council Room)*.....\$125 for 5 hours/\$20 each additional hour*

_____ Gym. A 6,300 square foot space, ideal for meetings up to 200 people. *(includes chairs, tables)*.....\$125 for 5 hours/\$20 each additional hour*

_____ Lions Club Pavilion. A 2,916 square foot space. *(includes attached restrooms approximately April 1 through October 31)*.....\$60 for 5 hours/\$20 each additional hour*

Deposits (Cash or Check Only):

Community room & gym rentals require a \$100 deposit payable upon reservation request (Nonprofit rentals are exempt). Upon satisfactory return of the facility, the City will process a reimbursement of the deposit within 30 days. Reservations requested more than 60 days prior to the event must be approved by the Norris City Council.

****Any 501(c), 503(b), 527, Federal, State, or Subdivision of the State with verifying confirmation of status will be allowed to use the facilities listed above at no cost for any expressed purpose not engaged in fundraising.***

Please list below a brief description of the function to be held:

List any equipment, nonservice animals, mechanical devices that you will bring onto city property. Please note that this will require that Leasor provide a certificate of insurance in minimal limits of \$1,000,000 that insures the property and names the city as an additional insured.

City Staff to Complete the Following Box

The City of Norris agrees to allow _____ to use this city owned facility for personal use on the date ____ / ____ / _____ for the time period _____.

Throughout this agreement, the named above will be referred to as the Lessee. The city will charge _____ usage fee or there is no charge for the use of this facility.

The Leasee agrees to honor and enforce these facility rules:

1. There will be no alcoholic beverages consumed or brought on site on this public property. Food, Gum, and Glass items are prohibited if the gym is part of the lease.
2. The Leasee will not allow excessive horseplay or inappropriate use of the equipment, facility, or structure. *(Including the use of proper equipment and footwear)*
3. The Leasee will ensure the facility is cleaned to the original condition and the facility is secured following the event.
4. All trash will be placed in the provided containers.
5. Leasee will ensure that itself, its agents, employees, and participants always be subject to, and adhere to all rules and Ordinances of the City, and all State Statutes.
6. The City of Norris reserves the right to decline any future rentals of any, or all city facilities, to any party causing damage to city property.
7. The City of Norris is NOT responsible for any articles left behind, lost, or stolen on the rented property.

It is recognized that the city is not responsible for the planning, development, or supervision of this event and subsequently, the city shall be held harmless for and from any claims of every nature whatsoever for personal injury or property damage that stems from the Leasee's activities.

City Staff to Complete the Following Box

It is understood that city personnel conducted a site inspection of this facility on _____ / _____ / _____ prior to the facility usage and all defective conditions have been corrected or properly marked. Those marked conditions are listed below and the Leasee agrees to enforce proper warnings to the participants of their activity.

- 1.
- 2.
- 3.

The Leasee agrees to report any injuries received during the event to the City Manager at telephone number (865)202-6656 within 24 hours of the event. The Leasee will provide a report that lists the name, address, phone number, and details on the extent of injuries and how they occurred.

Signed:

For the City of Norris

Leasee/DL#

Address/City/State/Zip

(_____) _____
Phone Number

Email



HOLD HARMLESS AGREEMENT/WAIVER

The undersigned, _____, who has been given permission by
(facility user)
the City of Norris to use _____ for _____ activities, hereby executes
(facility user) (activity)
this agreement with the understanding that this release is part consideration for the city allowing
_____ the privilege of using _____ and its
(facility user) (facility)
facilities.

In consideration of the privilege of using _____ of the City of Norris, I/we,
(facility)
_____, hereby assume the risk for injuries that may be sustained in pursuit of
(facility user)
activities while on the premises and hereby remise, release, and forever discharge the City of Norris, and its officers
and employees, from any actions, suits, damages, claims, or judgments that may result from any personal injury or
other damages sustained while on the premises of the City of Norris, or using the equipment of the City of Norris,
both while using the facility above specified. I/we further relieve the City of Norris, and its officers and employees,
from any liability for loss or damage to any personal property that may be damaged, lost or stolen while on the
premises.

When this release is signed on behalf of an organization by an authorized representative of the organization, the organization agrees that it will hold the city and its officers and employees harmless and indemnify them for any such actions, suits, damages, claims, or judgments. The organization agrees, when requested, it will obtain liability insurance in the amount of \$1,000,000 to cover any such liabilities and to name the City of Norris as an additional insured on the policy. The organization will also obtain appropriate releases from each individual participant in the activity.

In cases in which this release is signed by parents or guardians for a child under age 18, the parents or guardians assume the risk of injury to the child, or loss of or damage to personal property and release the city, and its officers and employees, from all claims, suits, damages, or judgments that may result from these injuries or losses that the parents or guardians might have against the City of Norris, or its officers or employees.

IN WITNESS WHEREOF, I/we, _____, have executed this release on this the
_____ day of _____, 20_____.

(Parent(s) or Guardian(s), if under age 18)

(witness)



RESOLUTION 4-2025

A RESOLUTION SUPPORTING THE ANDERSON COUNTY PROPERTY ASSESSOR'S PROPOSAL TO ADJUST THE REAPPRAISAL TIMEFRAME.

WHEREAS, the Anderson County Property Assessor currently reappraises property throughout the county on a 5-year timeframe; and

WHEREAS, the Anderson County Property Assessor is in the process of garnering support to adjust the schedule to a four-year timeframe; and

WHEREAS, switching to a four-year reappraisal timeline will lead to more accurate, fair, and up-to-date property valuations.

NOW BE IT THEREFORE RESOLVED by the City Council of the City of Norris, Tennessee, that the City of Norris supports the Anderson County Property Assessor's effort to adjust the reappraisal timeline from five years to four years.

Passed: _____

Signed: Mayor

Attest: City Recorder

ORDINANCE NUMBER 697-2025

AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, AMENDING THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2025

WHEREAS, the budget process is one of the most important activities undertaken by governments for the public welfare with the budget process being used to make program services and capital decisions and allocate scarce resources to programs, services, and capital; and

WHEREAS, Tennessee Code Annotated § 6-56-208 allows the governing body to amend the annual budget ordinance in the same manner as any other ordinance may be; and

WHEREAS, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and

WHEREAS, the budget ordinance is the legal document whereby the governing body appropriates funds and thereby gives the legal authority for expenditures of the City as required by state law.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORRIS, TENNESSEE THAT THE FOLLOWING AMENDMENTS ARE MADE TO THE BUDGET ORDINANCE FOR THE FISCAL YEAR ENDING JUNE 30, 2025:

SECTION 1: Ordinance 688 is hereby amended as follows:

General Fund	Description	Increase/(Decrease)
Revenue		
110-33490 (Intergov)	Local Gov Grant	\$18,000
110-36738 (GF Rev)	NVFD Donations	\$25,100
110-36700 (GF Rev)	NAS Donations	<u>\$1,100</u>
Total Revenue		\$44,200
Expenditures		
42200-900 (Fire)	Capital Equip	\$52,000
45160-360 (NAS)	Dedicated Exp	<u>\$2,000</u>
Total Expenditures		\$54,000

SECTION 2: The City Council of the City of Norris authorizes the City Recorder to make said changes in the account system.

SECTION 3: Severability. Each section, paragraph, sentence, and clause of this ordinance is declared to be separate and severable. The invalidity of any section, subsection, paragraph, sentence, or clause shall not affect the validity of any other provision of the ordinance.

SECTION 4: Repealer. All ordinances and parts of ordinances which are inconsistent with any provision of this ordinance are hereby repealed to the extent of such inconsistency.

SECTION 5: Effective. This ordinance shall take effect and be in force from and after its approval as required by law.

First Reading: _____

Public Hearing: _____

Second Reading: _____

Signed, Mayor

Attest, City Manager



City of Norris

BID PACKAGE

Purchase of a UTV Side by Side

Sealed bids, clearly marked "Fire UTV" will be accepted until 2:30 p.m. on Friday, April 4, 2025 at the Norris City Office, PO Box 1090, 20 Chestnut Drive, Norris, Tennessee 37828. No bidder may withdraw their bid for a period of sixty (60) days after the scheduled closing time for the receipt of bids. All bid packages need to be fully completed and signed in order to qualify for consideration.

The specifications are on file at the Norris City Office. All documents may be obtained at the City of Norris website at www.cityofnorris.com.

All work shall be carried out in compliance with all federal, state, and local laws, rules, and regulations that apply to the work. Any project specification item in conflict with a federal, state, or local law, rule, or regulation, shall be void.

Bids will be opened and read at on Friday, April 4, 2025 at 2:30 p.m. in the Norris Community Building located at 20 Chestnut Drive, Norris, Tennessee.

The City of Norris reserves the right to reject any and all bids, and to waive any irregularities in a bid, or to accept that bid which in the judgment of proper officials is to the best interest of the City.

The City of Norris is an EEO and Title VI compliant municipality.

Bid Instructions

1. Sealed bids marked "Fire UTV" will be accepted until 2:30 p.m. on Friday, April 4, 2025 at the Norris City Office, PO Box 1090, 20 Chestnut Drive, Norris, Tennessee 37828.
2. The specifications are on file at the Norris City Office. All documents may be obtained at the City of Norris website at www.cityofnorris.com.
3. Each proposal shall contain the name of such person who is authorized to sign on behalf of the bidder.
4. The City of Norris reserves the right to reject any and all bids, and to waive any irregularities in a bid, or to accept that bid which in the judgment of proper officials is to the best interest of the City.
5. No bidder may withdraw their bid for a period of sixty (60) days after the scheduled closing time for the receipt of bids.
6. Delivery of equipment no later than June 2, 2025.
7. The City is exempt from Tennessee sales taxes. Said taxes shall not be included in the bid price.
8. Following the award of the contract, the successful bidder shall provide the City with a completed W-9 form.
9. Bids submitted without the specified equipment will be considered so long as the substituted equipment is clearly set out in the bid and so long as the equipment is substantially equal to the equipment specified in the bid package. The City's judgment regarding equivalency of substituted equipment will be the sole determiner. Bidder may be invited to explain their substitution(s) after bid opening.

Bid Specifications

ENGINE

- Fuel Type Gas
- Horsepower 80 to 90 HP
- Torque 60 to 80 lbs ft
- Voltage 12V
- Starter Electric

DIMENSION/CAPACITY

- People Capacity minimum of 4
- Towing Capacity 2,000 to 3,000 lbs
- Fuel Capacity 10 to 15 gal
- Speed up to at least 35 MPH

BRAKES

- Brake Dual Disc

TIRES

- Tires Tubeless

FEATURES

- Cabin – Fully Enclosed

- Minimum 4 Seats – 2 Front with Seatbelts
- Gauge – Multifunctional Digital
- Heater/AC
- Headlights – LED
- Front Bumper
- Hitch –Rear
- Winch - Front
- Removable Storage Box
- Mirrors
- Minimum 1 Year Warranty
- Cabin Dome Light
- Wash/Wiper Front Windshield
- Glass – Door and Rear
- Windshield – DOT Approved

Bid Proposal

Purchase of a UTV Side by Side

The undersigned, having carefully examined the plans and specifications hereby offers a bid for the UTV side by side.

The undersigned further certifies that they are aware that: the City may reject any or all bids. Bidder has not included any state or federal taxes for which the City is not liable and is making this bid without collusion with any other person, individual or corporation.

COMPANY _____

BID PRICE _____

REPRESENTATIVE _____

ADDRESS _____

TELEPHONE # _____ FAX # _____

E-MAIL _____

SIGNATURE _____ DATE _____

TO: Norris City Council
DATE: March 4, 2025
FROM: Adam Ledford
RE: City Manager's Report

1. **Budget Information & Department Reports**

Due to the fact the month of February does not officially end till after this packet is completed, I will not have financial, department, or budget balance reports to provide. This information will be provided by the end of the first week of March.

2. **Illness**

The City staff have experienced a high number of illnesses in the last few weeks. At different points, several departments have been forced to operate on half staffing. Services have been maintained although response time has been impacted.

3. **Title VI State Evaluation**

The TDOT conducted a 3-year evaluation of the City's Title VI program. The evaluation found no violations nor recommended modifications to the current plan.

4. **Watershed Master Plan**

During tonight's meeting, a representative of the Watershed Board will speak to the proposed master plan included in your packet. They wish to solicit feedback from the Council prior to formally submitting a final document to be considered at your April meeting after completion of a public outlay.

5. **Website Updates**

Our team has been expanding Watershed information on the site, recently trail mapping and information was included.

Assistant City Manager's Report

March 4, 2025

1. General Administration

- a. **Safe Routes to School:** Communication has been sent to representatives at TDOT to withdraw from the grant as directed by Council. Initial responses from TDOT staff indicate we will have to pay back the amount as expected, but the request has been pushed up the chain. Awaiting further response.
- b. **Downtown Infrastructure Improvements:** Coordinating with department heads to plan for first improvement stages to take place in the spring (i.e. paint and flashing signs).

2. Parks and Recreation

- a. **Local Parks and Recreation Fund (LPRF) Grant Updates:** Still in the early project stages. Continued coordination takes place with Community Development Partners on the early stages of the project now that we are under contract. Brainstorming on different aspects of the project being conducted with community members.
- b. **Norris Creamery Park Project Development:** No new updates at this time.

**CITY OF NORRIS
DEPARTMENT OF PUBLIC WORKS
MONTHLY REPORT
February Year 2025**

Community building Maint.	12
Public Works Building Maint.	4
Public Safety Building Maint.	2
McNeeley Building Maint.	7
Lions Pavilion & Gazebo	0
Equip. & Vehicle Maintenance	65.5
Watershed, Rifle Range, Trash & Litter	198
Street and Roads	26
Mowing	0
Sidewalks	0
Leaf Collection	0
Brush Pickup, Pruning, Mulching, Tree Work	105
Drainage (Gutter/Basins) Maintenance	30
Eric Harold Park	1
Oak Road Park	1
Ridgeway Park	1
Town Clean Up/ garbage, Litter in Town	27
Animal control	4
Signs repair and replace	2
Tree Commission	0
Over time	6
Administrative work	10

Loads

0	Leaves
10	Brush
0	Chips

Vehicle Report

	Current Mileage	Miles for the Month
2017 Chev	69220	302
2013 Chev	60432	364
2022 Kenworth	6220	251

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) Cleaned up tree that fell behind building

3 McNeeley Municipal Building

a) Weekly cleaning

4 Lion's Pavillion and Gazebo

a) Trash in trash cans picked up weekly

5 Vehicles and Equipment

- a) Monthly checklist performed
- b) Kubota side by side repaired
- c) Tractor clutch pedal adjustment
- d) Snow plow wiring repair

6 Public Works Building

a) Weekly cleaning
b)

7 Public Safety Building

a) Report of roof leaking in Police station

7 Drainage

a) Cleaned as needed

8 Streets / Sidewalks / Right of Ways

- a) Street sign replaced on Orchard
- b) Removed rotted rail road ties Dogwood Rd
- c) Pot hole patch 2/11 with cold patch (bags)
- d) Pot hole patch 2/26 with hot patch (2 tons)

9 Parks

- a) Monthly checklist performed
- b) Eric Harold pavilion (leafs removed from roof)
- c) Rubber Mulch ordered for playgrounds

10 Watershed

- a) New bridge built on Clear Creek Trail
- b) Bushhogging wildlife openings
- c) Disc wildlife opening around edges where burns are planned
Rifle Range
 - 1) 2/6 1board replaced
 - 2) 2/13 2 boards replaced
 - 3) 2/20 1 board replaced

11 Brush Dump

1) brush piled 1/30 with excavator

12 Animal Control

- a) Animals fed in the morning daily and walked if needed
- b) 3 dogs adopted

13 Comments:



NORRIS WATER COMMISSION MEETING MINUTES

January 21, 2025

Members Present: Chuck Nicholson, Bill Grieve, Will Grinder, Loretta Painter, Mayor Chris Mitchell
Water Superintendent: Tony Wilkerson

- I. **Call to Order:** The meeting was called to order by Chuck Nicholson at 6:00 pm.
- II. **Approval of the Agenda** – Agenda was approved without change.
- III. **Hear the Public** – No comments from the public.
- IV. **Minutes**
 1. **December 16, 2024 NWC Minutes**

A motion was made by Bill Grieve and seconded by Loretta Painter **to approve the December 16, 2024, 2024 meeting minutes with minor date corrections.**
The proposal passing on a vote of 5 to 0 as follows:
Yes: Chuck Nicholson, Bill Grieve, Will Grinder, Loretta Painter, Mayor Chris Mitchell
- V. **Election of Chairperson and Vice Chairperson**

A motion was made by Loretta Painter and seconded by Bill Grieve **to appoint Chuck Nicholson the 2025 NWC Chairperson.**
The proposal passing on a vote of 5 to 0 as follows:
Yes: Chuck Nicholson, Bill Grieve, Will Grinder, Loretta Painter, Mayor Chris Mitchell

A motion was made by Mayor Chris Mitchell and seconded by Chuck Nicholson **to appoint Loretta Painter the 2025 NWC Vice Chairperson.**
The proposal passing on a vote of 5 to 0 as follows:
Yes: Chuck Nicholson, Bill Grieve, Will Grinder, Loretta Painter, Mayor Chris Mitchell
- VI. **New Business**
 1. **Review and Consideration of Going Out for Bids for Norris INI Project**

City Manager Ledford reported that the City has yet to receive a copy of the bid packets. The Commission discussed expectations for the project scope. A special meeting was proposed when the packet was ready.
- VII. **Continuing Business**
 1. **Activities at the Water Treatment Plant**

Superintendent Wilkerson reported raw water pump #2 was out of service and due back this month. A need for a mobile generator was discussed.
 2. **Activities at the Wastewater Treatment Plant**

Superintendent Wilkerson reported on freeze issues at the facility. A heat tape has been installed to prevent future issues.

3. **Water Distribution**
Superintendent Wilkerson shared that several water leaks have been experienced in the last month.
4. **Sanitary Sewer Collection System**
Superintendent Wilkerson had no additional report to share.
5. **Cross Connection Management System**
Superintendent Wilkerson had no additional report to share.
6. **Galvanized Pipe Project**
Superintendent Wilkerson had no additional report to share.
7. **Wastewater Regionalization Study**
No new report provided.
8. **Alternative Water Supply Study**
City Manager Ledford lead a review of the proposed agreement update. The project included a 32-week schedule. The study would be viable for grant funding for 3 years. Adam suggested waiting until pricing was better known for the INI and facility projects. No action was taken to proceed forward at this time.

VIII. **Reports**

1. **Superintendent Report:** Superintendent Wilkerson shared he recently had an employee give notice and an exit interview has been arranged.
2. **December Financial/Budget Report:** City Manager Ledford shared budget planning date with the Commission, but indicated that Tony and he would work on the budget plan that would be presented in the months to come.
3. **December Unaccounted-for Water Report:** Superintendent Wilkerson provided no additional data beyond written report.

IX. **Adjournment: 6:58 p.m.,** Motion by Bill Grieve and seconded by Loretta Painter to adjourn, All: AYE

Chairperson: _____

Secretary: _____



NORRIS WATERSHED BOARD MINUTES

January 16, 2025

The following members were present:

Chairperson: Ralph Jordan	Present	3yr. Term Expiration – 1/2028
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 – 1/2028
Member: Dennis Yankee	Present	3yr. Term Expiration – 1/2028
Member: Don Barger	Absent	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.

II. Approval of the Agenda

No changes were proposed.

III. Minutes:

A motion was made by Allen Hendry and seconded by Bill Grieve **to approve the minutes of the November 21, 2024 meeting as presented.**

The proposal passing on a vote of 6 to 0 as follows:

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

IV. Election of Chairperson and Vice Chairperson

A motion was made by Gene Lane and seconded by Bill Grieve **to appoint Ralph Jordan Chairperson and Allen Hendry Vice Chairperson for 2025.**

The proposal passing on a vote of 6 to 0 as follows:

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

V. Hear the Public:

Cody Edrington – Expressed his concern with potential changes to the Norris Watershed Master Plan related to allowing for e-bikes and access for bikers in general.

VI. New Business

- **Request for Quotes, Road Maintenance** – City Manager Ledford reminded the Board that over \$25,000, the City would need to go out for bids on these activities. Less than that, the Board would be required to obtain 3 quotes. He requested the Board direct administration to proceed with bid packet drafting if that be their desire.

Ralph Jordan suggested that since the project is under \$25,000 and budgeted for, the City Manager proceed with draft and action.

- **Request for Quotes, Mockingbird Clearing** - Ralph Jordan suggested that since the project is under \$25,000 and budgeted for, the City Manager proceed with draft and action.
- **Online Rifle Range Program** – City Manager Ledford provided an update on the proposed online rifle range permit process along with handout examples.

Ralph Jordan indicated he expected an online option would lead to an increase in permits and might lead to an online improvement for the annual deer permit raffle.

Dennis Yankee suggested the footprint of the watershed at the city website could include information on trees being down.

- **Timber Harvesting/Firewood Permits** – The Board reviewed the current process for permitting the collection of firewood. Current policies limit permits to residents and not for resale purposes.
- **Volunteer Organization and Leadership** – Joe Feeman reported a local gentleman, previously part of the season crew program, has offered to lead volunteers interested in supporting activities on the watershed for compensation.

City Manager Ledford indicated the Board would have 2 options for compensated position. Either a 1099 contractor or a hired employee, with factors determining which of the 2 would occur. He shared the obstacle to contracted services is the necessity that the contractor carry certain insurances. The position would be annual on a part-time basis. Concerns surrounding the liability and process for volunteers were presented.

VII. Old Business

- **Tree Planting in Timber Harvest Area** – Joe Feeman reported that a UT Forest Service Crew was planning to assist in a planting in late February or early March. The seedlings are available beginning of March. He further suggested reaching out to the Boy Scouts to support the event.
- **Wildlife Inventory Report** – Lindsay Shaw was not on hand so the Board reserved further conversation for her attendance.
- **Clear Creek Parking Area Improvements** – Ralph Jordan and Joe Feeman lead a review of the plan.
- **Rifle Range Expansion** – City Manager Ledford reported that the engineer is working with Joe Feeman to complete the final segment of the draft. Initially, he further shared that the plan will include a cleanup proposal and future mitigation approach. Until this process was formalized, he suggested moving forward with any expansion plans should be paused. Rough estimates indicate the cost of cleanup and mitigation may run \$150,000 to \$200,000.
- **Watershed Plan/Mapping** – Ralph Jordan reported that he had incorporated all notes he had received to date. A review by Don and Ralph was arranged prior to the next meeting.

VIII. Reports

- **Financials/Budget** – Written report submitted. City Manager Ledford presented a brief review of the highlights. He notified the Board that next month he would work with them on their budget for next year.
- **Norris Public Works** – Written report submitted without comment.
- **Norris Public Safety** – Written report submitted without comment.
- **Resource Management** – Joe Feeman presented his report, including a potential 30-acre Belmont/Boundary, additional smaller burnings, and opportunities for seasonal labor. He further requested that previous trail data be loaded on the new city website.

IX. Adjournment

Motion by Bill Grieve and seconded by Gene Lane to adjourn at 7:56 p.m., All: AYE

Chairperson: _____

Secretary: _____

NORRIS TREE COMMISSION

Draft Meeting Minutes – January 26, 2025

Chairman Nicholson called the meeting to order at 5:35 PM. In attendance were Nicholson, Bill Grieve, Harry Shatz.

HEAR THE PUBLIC - NONE

Review of Minutes: December 2, 2024 meeting. Deferred due to lack of quorum

Election of Chair, Vice-Chair, Secretary. Deferred due to lack of quorum

OLD BUSINESS

1) Tree Maintenance and Removal

- tree and stump removal – no updates
- pruning – no updates
- mulching – noted need to add mulch to big sycamore on Commons, potential spring work day activity
- pest treatment – hemlock wooly adelgid – to be treated March, April; emerald ash borer – to be treated late May, early June

2) Norris Commons Arboretum

- Status of recent plantings – recently planted American smoketree, buckeye. Both donated by Nicholson, buckeye to be in memory of his mother. Mountain camelia awaiting planting
- Upcoming tree replacements – need to replace sourwood, sassafras in March/April. Check availability at Stanley’s Greenhouse/Nursery

3) Byway Planting Project

- mulching – plan for early spring
- tree replacements – white pine, dogwood – check availability at Stanley’s

4) Honor Trees

- update on plantings – red maple and northern red oak memorial trees sponsored by Lions Club recently planted on middle school slope
- pending requests – new request from KY-TN Forestry as memorial for Dick Doub, try to find site at Ridgeway Park. Bill Grieve to follow up.

5) Honor Tree plaques and stakes – continuing to assemble order.

6 East Norris Sidewalk tree plantings/Creamery Park update – no news, awaiting further work on park

7) Norris Middle School slope replacement tree plantings – will need fire ant control after spring warmup, weeding, mulching, watering

8) Norris Middle School sidewalk rebuild – no action by city on rebuild; Chuck has requested city to spread wood chip mulch on adjacent bard areas to stop erosion, no action by city

9) Revisions to Norris Tree Commission Ordinance – passed on first reading after much discussion focusing on minimum planting distances from utilities. To be public hearing, second reading/vote in February

11) Tree Commission Facebook Page

NEW BUSINESS

1) 2025 Arbor Day Ceremony, March 7 (tentative) – coordinating with Laurie Templin. Trees are ordered. Bill to provide tree bags. Harry to provide gifts for school contest winners. Discussed potential honorees, no decision made. Chuck will contact CUB, Tenn. Division of Forestry once date decided. Chuck will be out of town on March 7, Bill will fill in for him.

2) Other New Business

Next Meeting – Monday, February 24

Norris Archives Committee
Minutes
February 3, 2025

Members Present: Joe Feeman , Linda Tafelski

Members absent: Sarah Denham

Other present: Kris Torrance (not yet applied for position), Adam Ledford City Manager

The meeting began at 1:00 at the Norris Museum.

For the first hour Archives members discussed a budget to propose for expenses in the next year that will be submitted to the City. Projected expenses included: Archival software (Past Perfect) upgrades and support license, membership dues for AASLH (American Association of State and Local Historians), external hard drives (for database back up), office supplies, a folding work table, environmental control system for the archives room, and locksmith services for locked files cabinets that lack either key or combination.

City Manager, Adam Ledford, joined the meeting at 2:00 for a work session on what the Archives Committee should expect from City budgeting and what the Committee needed to be doing as part of the City government. While Archives meetings are primarily working sessions rather than formal meetings, Ledford said that as part of the City government we needed to follow Tennessee Open meetings laws. This would entail electing officers Chairman, Vice-Chairman, and Recording Secretary) and publishing both an agenda and minutes for at least one meeting a month. These meetings must be open to the public. The minutes and agenda should be sent to the City Office for posting on the City of Norris website.

Ledford noted that money for City commissions came largely from fund raising efforts on the parts of the individual committees. These might include sale of donated items, solicitation of contributions, or grants. This type of fund raising is especially important for Capital (building) improvements. While the City of Norris does own the building that houses the Library, Museum and Archives, the large expense improvements such as the environmental control system for the archives would be most effectively financed through this cooperative funding approach. He discussed the ways the Archives Committee might facilitate a sale of silver hollow ware prices that had been donated from the estate of Elizabeth Morgan. The proceeds from such a sale would be put into the perpetual fund that belongs exclusively to Norris Archives which could then be used as seed money for grants or other fund raising.

He also discussed with Archives members the need to have a donation form that can be posted on the City website. This form needs to have applicable information regarding the types of donations that the Archives can accept as well as the prospective use and disposition of items donated.