



**NORRIS CITY COUNCIL
REGULAR MEETING
September 8, 2025 – 6:00 p.m.**

Agenda

- I. Call to Order**
- II. Agenda Approval**
- III. Hear the Public**
- IV. Minutes/Notes**
 - a. Consideration of Approving August 11, 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 Second Reading of Ordinance #709-2025, entitled, “An Ordinance of the City of Norris, Tennessee Amending the Annual Budget for the Fiscal Year Beginning July 1, 2025, and Ending June 30, 2026.”
- VI. New Business**
 - a. Consideration of Resolution #26-2025, entitled, “A Resolution of the City of Norris, Tennessee Adopting the City of Norris Wrecker Policies and Procedures Manual.”
 - b. Consideration of Resolution #27-2025, entitled, “A Resolution of the City of Norris, Tennessee, in Support of the Highlander Trail Rails to Trails Project”
 - c. Consideration of First Reading of Ordinance #710-2025, entitled, “An Ordinance of the City of Norris to Amend the Norris Municipal Zoning Ordinance to Modify the Regulations Regarding the I-1 Industrial District”
 - d. Consideration of Mayoral Appointments to Boards, Committees, and Commissions
 - e. Consideration of Approving Recreation Commission Sponsored Activities
- 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
Regular Meeting**

**August 11, 2025
6:00 p.m.**

Minutes

The regular meeting of the City Council of Norris Tennessee convened August 11, 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, Sandy Johnson, City Recorder, and representatives of the press from the Norris Bulletin and the Clinton Courier.

Meeting was called to order by Mayor Mitchell.

APPROVAL OF AGENDA

No changes.

HEAR FROM THE PUBLIC

Cynthia Edrington reported that a group of Norris residents is working to raise \$6,000 for a new roof on the town center gazebo and is seeking contributions from the community. She asked the council to consider covering any fundraising shortfall.

Jane Stribling, resident, stated that she and her ex-husband donated the gazebo to Norris. He grew up in Norris and stated he felt it would be a great place for kids and adults to gather.

Robin Sain, resident, questioned why the funds couldn't be transferred back into the budget if it's been an ongoing issue.

Elizabeth Siegenthaler, resident, resident addressed the Council, expressing concern about the removal of picnic tables from Norris Commons. She emphasized the negative impact this has had on parents and children utilizing the area after school. She explained that she was informed the picnic tables were removed because the adjacent tree was considered a safety hazard.

Councilmember Chuck Nicholson reported that a limb had fallen and become lodged in the tree. The Tree Commission will assess the tree and provide an update on its condition.

Brianne Kibler, resident, stated the picnic tables are quite cumbersome and require four to five people to move. She asked if Public Works could possibly assist with relocating a couple of them under the magnolia tree, where grandparents often sit. If Public Works is too busy and can't move them back, she stated she could coordinate getting a few of them moved back.

Chuck Edrington, resident, while visiting the Waste Connections Convenience Center recently, he noted that the recycling bins were overflowing. He spoke to one of the workers and asked whether they were aware that the Norris recycling collection had been discontinued, the worker said he was not. Mr. Ledford assured him that he would bring this matter to the attention of Waste Connections.

Amber Edrington, resident, stated there have been reports of recycling being improperly dumped by a Norris resident at the middle school garbage bin. She stated this is a really important issue.

George Miceli, a resident, underscored that while the city manager must prioritize heavy-duty infrastructure projects, it's often the small, everyday improvements that truly impact people's lives. He emphasized that even though these "little things" may seem minor, they deserve dedicated attention because they significantly enhance residents' quality of life.

Bill Ross, resident, inquired about the absence of wood chips at the Public Works facility.

MINUTES

Consideration of Approving July 14, 2025 Public Hearing

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

Consideration of Approving July 14, 2025 Regular Meeting

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."

Consideration of Approving July 22, 2025 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."

Consideration of Approving July 22, 2025 Special Meeting

Councilmember Nicholson made a motion to approve and Councilmember Grieve 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 reported the land acquisition is expected to be finalized by the end of August. A map showing the proposed road layout is available in the August Council packet on the City's website.

UPDATE ON HISTORIC DOWNTOWN ROUTE IMPROVEMENTS

Mr. Whited reported there was a slight delay on getting the school zone signs ordered but they are close to having that done soon. He also stated the new sidewalk area will require a survey and that will be forthcoming in a few days. The schools are contributing more than half of the cost for the school flashing light system, and additional painted crosswalks are in the future plans.

UPDATE ON RECODIFICATION PROJECT

Mr. Ledford stated no update.

CAPITAL OUTLAY NOTE – UTILITY

Leave on the agenda until it is needed.

Consideration of Resolution #5-2025, entitled, "A Resolution of the City of Norris, Tennessee City Council to Approve the 2025 Norris Watershed Master Plan"

Councilmember Nicholson moved to approve and Councilmember Grieve seconded. The motion passed by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter and Mayor Mitchell voting "Aye." Councilmember Grinder expressed his appreciation for the hard work they have done on this project; however, he expressed his concerns and strongly opposed the use of foliar-applied herbicides in the Watershed near our drinking water source.

Discussion on Off Duty Employment for Police

Mayor Mitchell has been in communication with the Police Consultant from the Municipal Technical Advisory Service (MTAS), who indicated that only two cities—Clinton and Harriman—are currently implementing this practice. I also contacted our insurance provider, who confirmed the policy and coverage we have in place for off-duty officers. Staff is in the process of developing revised forms and procedures, which will be presented to us at a later time. Mayor Mitchell added that if the Chief has a policy from Rocky Top, and wishes to present it, it will be given due consideration.

NEW BUSINESS

Consideration of Ordinance #709-2025, entitled, “An Ordinance of the City of Norris, Tennessee Amending the Annual Budget for the Fiscal Year Beginning July 1, 2025, and Ending June 30, 2026.”

Mayor Mitchell requested the city manager to add into the September agenda a line item and an actionable plan that can be voted on so we can execute funding for the Norris Day fireworks, if council so desires. Councilmember Painter moved to approve and Councilmember Grieve seconded. The motion passed by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter and Mayor Mitchell voting “Aye.”

Consideration of Resolution #24-2025, entitled, “A Resolution of the City of Norris, Tennessee to Enter into an Agreement with American Youth Soccer Organization Region 796 for Use of City Facilities and Spaces”

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

Consideration of Resolution #25-2025, entitled, “A Resolution of the City of Norris, Tennessee to Amend the Professional Engineering Service Agreement for Regionalization with Cannon & Cannon, Inc. to include Phase Three (3) as funded by the American Rescue Plan Act (ARPA)”

Mayor Mitchell provided a brief summary, stating that during the last Water Commission meeting, there was discussion and direction given to Canon & Canon to explore ways to initiate the project, given that the funding expires in September 2026. We are now in the design phase, and this request is intended to initiate that work. The agreement includes a 30-day review window. We asked Canon & Canon to go ahead and begin, with the understanding that the State has received the preliminary information and has referred it to an engineering review group. This group has 30 days to determine whether the proposed engineered solution meets the criteria to qualify for the funding. If the response within that window confirms the project aligns with the definition of Regionalization, we will move forward. However, if it is determined that the project does not meet the criteria, work will stop, and we will need to reassess our approach. Councilmember Nicholson moved to approve and Councilmember Painter 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

Leesa Campbell resigned from the BZA in order to be elected on the Planning Commission. Mayor Mitchell accepted her resignation and nominated her to the Planning Commission and Councilmember Painter seconded. The motion passed by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter and Mayor Mitchell voting “Aye.”

Discussion on Establishing a Workshop to Review Organization Chart

Mayor Mitchell moved to schedule a workshop on September 8, 2025 at 5:15 p.m. and Councilmember Grinder seconded. The motion passed by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter and Mayor Mitchell voting “Aye.”

Consideration of Setting a Workshop on Facilities

Councilmember Grinder moved to schedule a workshop on Saturday, October 18, 2025 at 9:00 a.m., and Mayor Mitchell seconded. The motion passed by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter and Mayor Mitchell voting “Aye.”

DEPARTMENT 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”

BILLS PAYABLE – No report.

MINUTES AND REPORTS (BOARDS AND COMMISSIONS)

RECREATION COMMISSION

Brianne Kibler reported that the seven-week Summer Recreation program was recently completed and deemed a great success. Looking ahead, she noted the upcoming Halloween Trail event, scheduled for October 25, 2025. Additionally, there may be a summer picnic on the Commons in the works, with further details to come.

WATERSHED BOARD

Ralph Jordan announced that the draw for the Annual Deer Hunt is scheduled for Wednesday, August 13, 2025. A youth hunt is also planned for this year, with additional details to be provided at a later date. He also noted that the purchase of Rifle Range permits has been relocated to the City Office however you can still obtain your permit at the Police station during certain hours. Robin Sain reported that road work in the Watershed area has been completed. Ralph Jordan expressed his appreciation to Kerry Hevel and his crew for their hard work in the Watershed and Don Barger also extended his thanks to Tony Wilkerson and his crew for their contributions.

TREE COMMISSION

Councilmember Nicholson noted that some trees are being damaged by mowing equipment. He requested that the City Manager inform Kerry of the significant damage that has occurred. He specifically mentioned a metal tree tag that was severely mangled, cut into pieces, and left on the lawn at the Commons—posing a serious safety hazard. He expressed hope that Public Works will exercise greater care in maintaining the city's trees while mowing moving forward.

ANIMAL SHELTER COMMISSION

Leesa Campbell reminded residents to ensure their pets are microchipped and registered with the city, which helps facilitate a safe return if the animal is lost. She also clarified that the animal shelter only accepts animals found within city limits.

COMMUNITY DEVELOPMENT BOARD, PLANNING/BZA AND ARCHIVES BOARD – No report

SCHEDULE OF MEETINGS

Mayor Mitchell moved to schedule public hearing for Ordinance 709-2025 on September 8, 2025 at 5:55 p.m. and Councilmember Grinder seconded. The motion passed by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter and Mayor Mitchell voting “Aye”

ADJOURNMENT

Councilmember Grieve moved to adjourn at 7:53 p.m. and Councilmember Painter seconded. The motion passed by voice vote with Councilmembers Grinder, Nicholson, Painter and Mayor Mitchell voting "Aye."

Sandy Johnson, City Recorder

APPROVED BY CITY COUNCIL

September 8, 2025

Chris Mitchell, Mayor

Bailey Whited

From: Myers, Kelley <kelley.myers@tennessee.edu>
Sent: Friday, August 15, 2025 2:19 PM
To: Bailey Whited
Subject: RE: City of Norris Recodification

That sounds good. Thanks, Bailey.

From: Bailey Whited <assistantcitymanager@norrlistn.gov>
Sent: Friday, August 15, 2025 2:16 PM
To: Myers, Kelley <kelley.myers@tennessee.edu>
Subject: RE: City of Norris Recodification

Kelley,

No worries, I appreciate the update. I believe you have everything through April, but we will wait until that time is closer to send you the rest (or all if need be).

Thanks and have a wonderful weekend,

*Bailey Alexander Whited, Assistant City Manager
City of Norris, Tennessee
20 Chestnut Drive
PO Box 1090
Norris, Tennessee 37828
865-494-7645 (o)
865-494-7302 (f)*

From: Myers, Kelley <kelley.myers@tennessee.edu>
Sent: Friday, August 15, 2025 1:53 PM
To: Bailey Whited <assistantcitymanager@norrlistn.gov>
Subject: RE: City of Norris Recodification

Good afternoon, Bailey. Unfortunately, I don't have a good estimate as you are quite far down on the waiting list and the process for each city is lengthy. I do promise that we will get to you as soon as possible. We did receive a call from a reporter earlier today looking for ordinances but directed her back to your office.

If you would like to go ahead and start gathering your ordinances to send to me, that would be fine.

Kelley

From: Bailey Whited <assistantcitymanager@norrlistn.gov>
Sent: Friday, August 15, 2025 1:29 PM
To: Myers, Kelley <kelley.myers@tennessee.edu>
Cc: Adam Ledford <citymanager@norrlistn.gov>
Subject: RE: City of Norris Recodification

Good afternoon, Kelley,

Just wanted to get an update on if you have a rough estimate of when our recodification process might begin. We completely understand the wait (but unfortunately some members of the public and council aren't as patient).

Obviously, I do not expect anything binding; more just a rough timeframe so we can tell them to take it off their mind for a few months and that the wait is normal and completely expected.

Thanks, and have a great weekend,

*Bailey Alexander Whited, Assistant City Manager
City of Norris, Tennessee
20 Chestnut Drive
PO Box 1090
Norris, Tennessee 37828
865-494-7645 (o)
865-494-7302 (f)*

From: Myers, Kelley <kelley.myers@tennessee.edu>
Sent: Tuesday, April 15, 2025 11:22 AM
To: Bailey Whited <assistantcitymanager@norrlistn.gov>
Subject: RE: City of Norris Recodification

Thank you, Bailey. I have received your ordinances. I will not invoice you for the first half of the fee until I am ready to begin. I will request your additional ordinances at that time.

Kelley

From: Bailey Whited <assistantcitymanager@norrlistn.gov>
Sent: Wednesday, April 9, 2025 11:12 AM
To: Myers, Kelley <kelley.myers@tennessee.edu>
Cc: 'Adam Ledford' <citymanager@norrlistn.gov>
Subject: RE: City of Norris Recodification

Please see attached ordinances 670-696. Once you all get started on our recodification, let me know if you have any questions about anything that has been sent. Thanks,

*Bailey Alexander Whited, Assistant City Manager
City of Norris, Tennessee
20 Chestnut Drive
PO Box 1090
Norris, Tennessee 37828
865-494-7645 (o)
865-494-7302 (f)*

From: Bailey Whited <assistantcitymanager@norrlistn.gov>
Sent: Wednesday, April 9, 2025 10:37 AM
To: 'Myers, Kelley' <kelley.myers@tennessee.edu>
Cc: 'Adam Ledford' <citymanager@norrlistn.gov>
Subject: RE: City of Norris Recodification

Ordinances 636-669. The rest to follow. Thanks,

ORDINANCE NUMBER 709-2025
AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, AMENDING THE ANNUAL BUDGET FOR THE
FISCAL YEAR BEGINNING JULY 1, 2025 AND ENDING JUNE 30, 2026

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, 2026:

SECTION 1: Ordinance 702-2025 is hereby amended as follows:

General Fund	Description	Increase/(Decrease)
Expenditures		
42200-900 (Fire Exp)	Capital Outlay	\$50,000
44400-900 (Parks Works)	Capital Outlay	\$3,000
Total Expenditures		\$53,000

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

Adopted 1st Reading

ORDINANCE NUMBER 709-2025
AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, AMENDING THE ANNUAL BUDGET FOR THE
FISCAL YEAR BEGINNING JULY 1, 2025 AND ENDING JUNE 30, 2026

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, 2026:

SECTION 1: Ordinance 702-2025 is hereby amended as follows:

General Fund	Description	Increase/(Decrease)
Expenditures		
42200-900 (Fire Exp)	Capital Outlay	\$50,000
44400-329 (Parks Exp)	Other Operating Supplies	\$1,250
44400-900 (Parks Exp)	Capital Outlay	\$1,750
Total Expenditures		\$53,000

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

Proposed 2nd Reading

ORDINANCE NUMBER 709-2025
AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, AMENDING THE ANNUAL BUDGET FOR THE
FISCAL YEAR BEGINNING JULY 1, 2025 AND ENDING JUNE 30, 2026

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, 2026:

SECTION 1: Ordinance 702-2025 is hereby amended as follows:

General Fund	Description	Increase/(Decrease)
Revenue		
110-36737 (Charges/Serv)	Gazebo Donations	(\$6,500)
Total Revenue		(\$6,500)
Expenditures		
42200-900 (Fire Exp)	Capital Outlay	\$50,000
44400-325 (Park & Rec)	Fireworks Supplies	\$9,000
44400-960 (Park & Rec)	Dedicated Cap	\$6,500
44400-329 (Park & Rec)	Other Op. Supplies	\$1,250
44400-900 (Park & Rec)	Capital Outlay	\$1,750
Total Expenditures		\$68,500

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

Lions & Gazebo Proposals

**LIONS CLUB NORRIS DAY APPEAL
NORRIS CITY COUNCIL MEETING
SEPTEMBER 8, 2025**

Why we are here tonight: Members of the Norris Lions Club met twice with the City Manager in August to discuss this year's Norris Day celebration and plans for next year's event. At these meetings, we were told:

- This year's City budget does not include funding to pay for fireworks on July 4 2026.
- The Norris Fire Department may not put off the fireworks. This would increase the cost since a private company would charge to set up and put off the fireworks.
- Next year, the Norris Police Department and Public Works may charge the Lions Club for additional labor hours to oversee the event.

For the past 57 years, Norris Day has been a partnership between the Norris Lions Club, the City of Norris, and many other nonprofit organizations – all whom have donated their time and effort to put on this event which is the heart of Norris. The Lions Club spends hundreds of hours planning and conducting this event. We are appealing to the City to honor this partnership and continue to fund fireworks as well as police, fire department, and city services under the city budget.

Justifications:

- Full funding must be included in this year's budget in order to pay an advanced 50% deposit required to order the fireworks and to schedule required free training by December for fire department personnel to put off the fireworks.
- For the many non-profit organizations who serve Norris, this is their only or primary fundraising event.
- If the Norris Lions Club was required to pay for the Cities portion of this event, it would significantly reduce the funds we use throughout the year for Norris civic projects and supporting other non-profit organizations.
- The Norris Lions Club does not collect significant funds during this event. The main purpose of the event is to serve the public and provide families with a safe and wholesome celebration.
- Norris Day is extremely popular and a homecoming event for many families and promotes our city as a family-friendly community to relocate to.
- The Norris Lions Club has made significant contributions to Norris and the Norris Community. A listing is provided as Attachment 1.

We are requesting:

- The City designate funds in the current year budget for next year's fireworks.
- The City continue to provide and fund police, fire, and public works services for the Norris Day celebration.

ATTACHMENT 1

Norris Lions Club Community Contributions

- 57 years of conducting the annual Norris Day celebration
- Constructed the Norris Lions Club Pavilion
- Replacing the roof of the Norris Lions Club Pavilion
- Improvements and repairs to the Norris Middle School outdoor stage
- Funding Middle School Flag Pole
- Annual donations to Norris Food Pantry
- Donations to Keep Norris Beautiful
- Repaired Post Office Clock
- Restored the Observation Point Shelter in the Norris Watershed
- Painted the Norris Police Station
- Donated \$2,000 to the Citizens in Support of Norris Police and Fire (2025)
- Support for numerous non-profit community service organizations
- Annual award of four-year college scholarships for local students
- Support for Norris Elementary and Middle School programs
- Conducts annual Memorial and Veterans Day ceremonies
- Posting of American Flags throughout town for national holidays
- Repainting of City signs
- Painting of city benches and trash receptacles. Bought city benches.
- Painting and support for the Norris Library renovation
- Funding for the Norris Library movie nights (2024 and 2025)
- Provides free eye exams, glasses and hearing aids to the community
- Funding and Support of the Norris Animal Shelter with annual donations
- Funding for Norris Garden Picnic
- Anderson County Career and Technology Center (ACCTC) scholarship
- Provide 35-40 Christmas Wreaths around the City of Norris every year
- Funds to the Historical Society for the Norris 75th Celebration
- Funding and Support to the Boys & Girls Scouting Groups
- Funding to Good Neighbors Program (2024 and 2025)

Report on Norris Day/Lions Club

On Wednesday, August 20, 2025, at 10 am a meeting was held to discuss elements related to Norris Day. Attendance as follows:

Norris Police Chief Mike Poole

Norris Fire Chief Rick Roach

Norris City Manager Adam Ledford

Lions Norris Day Chair Barbara Nicodemus

Lions Treasurer Randy Kurth

Lions President Jim Hayes

City Involvement on July 4th

- AM
 - Fun Run & Bounce House (Parks & Rec)
 - Fundraisers (Animal Shelter, Little Theater, Watershed)
 - Informational (Animal Shelter, Little Theater, Watershed, Admin, NWC)
 - Support (Police)
- Afternoon
 - Waterball (Fire, NWC) – *Was eliminated from the 2025 event, A replacement has been suggested that might not be staff specific*
- PM
 - Concert/Food Booths (Parks & Rec, Admin, Police)
 - Fireworks (Police, Fire)

Attachments: 2 Pages submitted by Lions Club

Plans:

- To coordinate a joint City/Lions planning meeting at least 30 days prior to Norris Day annually
- To coordinate a joint City/Lions post event meeting at least 30 days after Norris Day annually
- Lions organize a fundraising activity to augment cost associated with annual fireworks
- Lions to develop a replacement for waterball

JTI Construction LLC
 4920 Mountaincrest Drive
 Knoxville, TN 37918

Estimate

Date	Estimate #
8/10/2025	211

Name / Address
Lisa Barger - Norris

Project

Description	Qty	Rate	Total
Remove existing wood roof shingles, Install zip plywood over existing furring strips, and install presidential shake asphalt shingles (Any structural fixes/upgrades would be additional costs)		6,500.00	6,500.00
		Total	\$6,500.00



RESOLUTION NO. #26-2025

**A RESOLUTION OF THE CITY OF NORRIS, TENNESSEE ADOPTING THE CITY OF NORRIS
WRECKER POLICIES AND PROCEDURES MANUAL**

WHEREAS, the City Council of the City of Norris (“City”) is committed to maintaining a modern, flexible, and community-focused Police Department that adheres to best practices in public safety; and

WHEREAS, the Chief of Police has drafted a policies and procedures manual for the management of wrecker services; and

WHEREAS, the drafted manual outlines applicability guidelines for wreckers, procedures for choosing wreckers for an accident, and regulations to be followed by approved wreckers.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORRIS AS FOLLOWS:

Section 1: The attached Exhibit A shall be adopted as the City of Norris Wrecker Policies and Procedures Manual.

Section 2: Effective Date. This Resolution shall become effective immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Norris at a regular meeting thereof held on September 8, 2025:

ATTEST:

City Recorder

Mayor

City of Norris
Wrecker Policy and Procedures
2025

DRAFT

CITY OF NORRIS, TENNESSEE

WRECKER POLICY AND PROCEDURES

Wrecker Classifications: For the purpose of this chapter, wreckers are classified into four classes: Class A, Class B, Class C, and Class D, with minimum requirements for each class as follows:

- (1) **Class A:** For towing Passenger cars, pickup trucks, small trailers, etc.
 - (a) The tow truck chassis shall have a minimum manufactured capacity of one (1) ton (10,000 pounds GVW).
 - (b) Individual power winch pulling capacity of not less than four (4) tons
 - (c) One hundred (100) feet or more of 3/8-inch cable or larger on each drum
 - (d) Belt-type cradles, tow plate, or tow sling to pick up vehicles, with the cradle of tow plate to be equipped with safety chain.
 - (e) Dollies or damage free wheel pick up
- (2) **Class B:** For towing medium size trucks, trailer, etc.
 - (a) The tow truck chassis shall have a minimum manufactured capacity of one and one half (1 ½) tons (18,000 GVW.)
 - (b) Boom specifications as follows:
 - (1) Double booms so constructed as to permit splitting with teach boom to operate independently or jointly with individual boom capacity of no less than six (6) tons and individual power pulling winch pulling capacity of no less than eight (8) tons; or,
 - (2) Single boom with no less than twelve (12) tons capacity
 - (c) Two hundred (200) feet or more of at least 7/16-inch cable or larger on each drum; and
 - (d) Cradle tow plate or two sling to pick up vehicles, with cradles of tow plate to be equipped with safety chain.
- (3) **Class C:** For towing large trucks, road tractors and trailers.
 - (a) The tow truck chassis shall have a minimum manufactured capacity of not less than three (3) tons (30,000 GVW).
 - (b) Boom specifications as follows:
 - (1) Double booms so constructed as to permit splitting with each boom to operate independently or jointly with individual boom capacity of no less than twelve (12) tons and individual power winch pulling capacity of no less than twelve (12) tons.
 - (c) Two hundred (200) feet or more of 9/16 cable or larger on each drum.
 - (d) Air brakes so constructed as to lock wheels automatically upon failure.

- (4) **Class D:** Vehicle transporters designed to tow or carry passenger cars, pickup trucks, small trailers, etc. “damage-free.” This classification includes “wheel-lift” and “car carrier” or “rollback” type vehicle transporters.
- (a) Wheel lift: Wreckers possessing equipment capable of lifting the vehicle by the wheels only, which nothing touching the vehicle body.
- (1) Wheel lift wreckers shall meet all Class A requirements excluding the belt type cradle tow plate or tow sling.
- (2) Safety restraint straps (nylon straps with ratchets or equivalent) shall be provided to secure towed vehicle tires into the wheel lift forks.
- (b) Car carrier vehicle transporters:
- (1) The truck chassis shall have minimum manufactured capacity of one (1) ton (10,000 pounds GVW)
- (2) Lift cylinders, two (2) with a minimum three (3) inch bore each or one (1) with a minimum of five (5) inch bore.
- (3) Individual power winch pulling capacity of not less than four (4) tons
- (4) Fifty (50) feet or more of 5/16 inch or larger cable on winch drum.
- (5) Two (2) safety chains for securing vehicle to carrier bed.
- (6) Carrier bed shall be a minimum of sixteen (16) feet in length and a minimum of eighty-four (84) inches in width inside side rails.
- (7) Cab Protector, constructed of solid steel or aluminum that extends a minimum of ten (10) inches above the height of the bed.

Permit Required: Permits shall be granted only for “city-approved wreckers” as provided herein. Wrecker or towing operators desiring to offer their services as a city-approved wrecker or towing company shall provide a list of all vehicles that are in their fleet to the wrecker service manager at the Norris Police department. The Police Chief then will provide a letter or permit for the listed vehicles. These permits will be issued as provided by this chapter for each wrecker operated. Permits shall be issued for Class A through Class D wrecker as the vehicles meet the requirements. Any wrecker service utilized by the city shall be properly licensed and insured. The permits shall be reviewed annually by the Chief of police.

Chief of Police:

- (1) The Chief of Police has been designated by the City Manager to be the administrator of the provisions of the chapter. The Chief of Police shall limit the number of city-approved wrecker services to the current amount of four (4).

- (2) The Chief of Police shall approve permits, revoke or suspend permits, and otherwise administer the provisions of this chapter.
- (3) The action of the Chief of Police granting or refusing a permit or in revoking or suspending a license shall be final. However, it may be subject to review as provided by law.

Application for License: Any person applying for qualifications as a city-approved wrecker shall provide the following information and assurances:

- (a) Name and address of the person, firm, or corporation desiring the license.
- (b) The location and full description of all property to be utilized in connection with the business.
- (c) The number of wreckers or towing cars owned or available for use by the applicant and a description of each wrecker to determine proper classification (i.e. Class A, Class B, etc.)
- (d) All wreckers are properly equipped for the applicable classification and contain required equipment.
- (e) The wrecker or towing operator will accept responsibility for all personal property left in towed or stored vehicles.
- (f) Maintain available storage space at a lot location with a solid back fence to secure vehicles from the public and avoid vandalism. The height of the fence should not be lower than (8'0") feet. Disabled vehicles will not be allowed to be stored outside of the confirmed fenced area described in this section. The zoning office will inspect and enforce this section, to comply with city zoning requirements.
- (g) The wrecker or towing operator will not release any vehicles impounded by the city without authorization by the police department. A file will be maintained on all vehicles' release forms and this file will be made available for police inspection upon request. When no hold order is placed, the vehicle shall be released to the owner upon proof of ownership and when necessary financial transactions between the vehicle owner and wrecker service are completed.
- (h) The applicant will maintain a minimum of two (2) properly equipped and licensed wreckers throughout the year for which the application is being made. The first wrecker must be Class A. The second wrecker can be a Class D.

Investigation of Applicant: The Chief of Police will investigate each applicant to determine whether (or not) the applicant has the necessary equipment or facilities to qualify as a wrecker operator. If the applicant is qualified, the Chief of Police shall consider issuing a city-approved wrecker permit to the applicant. The Chief of Police or his designee may inspect licensee's equipment or facilities at any time during business hours. The Chief of

Police shall be advised when an application appears to be excessive upon consideration of factors. The Chief shall direct or make further investigations as he deems proper and grant or refuse a permit at his discretion.

Required Equipment and Standards:

- (1) Towing companies shall be responsible for carrying the equipment necessary for removal of glass and other debris from the highway. Per TCA 55-8-170, the driver of the towing vehicle is responsible for the removal of all debris from the highway.
 - (a) Towing companies shall not place debris in a vehicle's passenger compartment.
- (2) Emergency Equipment for each Towing Vehicle:
 - (a) At least one (1) functional, amber-colored, and rotating or strobe type light (LED lights are also permissible) shall be permanently mounted on the top of the towing vehicle. The Department will approve no other color. All emergency flashers and directional lights showing to the front must be amber in color.
 - (b) Sirens on towing vehicles is prohibited.
- (3) Additionally Required Equipment:
 - (a) At least one (1) heavy-duty push broom.
 - (b) Flood lights mounted at a height sufficient to illuminate the scene at night.
 - (c) One (1) shovel.
 - (d) One (1) axe.
 - (e) One (1) pinch bar, pry bar, or crowbar.
 - (f) One (1) set of bolt cutters.
 - (g) Minimum of one (1) fully charged 20 lb. or two (2) fully charged 10 lb. fire extinguisher(s) having an Underwriter's Laboratory (UL) rating of four (4) A: B: C: or more. The fire extinguisher must be securely mounted on the towing vehicle.
 - (h) Minimum of one (1) 50 lbs. for a Class A, B, D towing vehicle, and a minimum of one (1) 100 lbs. of fluid absorption compound for a Class C towing vehicle.
 - (i) Three (3) red emergency reflectors.
 - (j) One (1) light bar. The towed vehicle shall be capable of displaying all lights on the rear of the vehicle, while in tow. If this is not possible, a light bar shall be attached to the rearmost vehicle while in tow. The bar shall consist of two (2) tail lamps, two (2) stop lamps and two (2) turn signals. All lights on the light bar shall be fully operational.
 - (k) City-approved wreckers should have the capability of mobile dispatch

- (4) All towing vehicles shall display the towing company's name, address, phone number, and USDOT number. Such information shall be painted on, or permanently affixed, to both sides of the towing vehicle and be visible from 50 feet. Magnetic signs shall not be permitted.

Notification required for vehicles held over thirty days: The Tennessee Department of Revenue will be notified of all vehicles held over thirty (30) days, except when arrangements for longer storage are made by the owner. As required by TCA 55-16-101.

Insurance: Before the Chief of Police shall approve any license under this chapter including a renewal license, the applicant shall deposit a certificate of the insurance company authorized to transact business in the State of Tennessee as follows:

- (1) Insurance must be sufficient to compensate for any loss of, or damage to, property entrusted to the wrecker service.
 - (a) Minimum vehicle liability amounts
 - (1) Class A and D wrecker classification - \$300,000
 - (2) Class B wrecker classification - \$500,000
 - (3) Class C wrecker classification - \$750,000
 - (b) While in the care, custody, and control of the wrecker service operator, garage keepers' liability to cover any loss by fire, theft, explosion, and collision.
 - (c) Minimum "on hook" coverage:
 - (1) Class A and D - \$75,000
 - (2) Class B - \$150,000
 - (3) Class C - \$200,000
- (2) The certificate of insurance must contain an endorsement providing for a minimum of ten days' notice to the city in the event of any cancellation of the policy.
- (3) The owner of the wrecker service shall make written notification of any changes in the insurance coverage (i.e. changing companies, vehicles, etc.) to the Police Chief within (10) days prior to the changes.

Billing and Charges for City-Approved Wreckers:

The applicants for the city-approved wrecker permit shall be subject to regulation and billing charges for any call referred to the city-approved wrecker under the call rotation system as follows:

- (1) The owner of a wrecker or towing car should have prepared billheads with their name and the address of their place of business printed on them. Prior to towing, the name of the wrecker operator should be given to the owner of the disabled

vehicle or their authorized representative if available at the scene. This bill should contain the following information:

- (a) Name and address of the person engaging in towing car
 - (b) State license number of disabled vehicle
 - (c) An estimate of the amount to be charged for towing which may only be adjusted for good cause. The printing of a schedule of fees on a billhead marked for services rendered will be sufficient for this purpose.
- (2) The duplicate copy of the bill should be retained by the wrecker of towing car owner for a period of one (1) year and shall be subject to inspection by the Police chief or his duly authorized representative.
 - (3) All charges for towing and storing a disabled vehicle, or other related charges, should be reasonable.
 - (4) All permit applicants should file, with their application, a schedule of charges for routine services proposed to be charged for the calendar year for which the application is filed. This form shall be approved by the Police Chief. The Police Chief shall review the proposed charges and determine whether they are excessive. Applicants may modify or reduce the proposed schedule of charges that the Chief of Police determines to be excessive. The Police Chief will consider the following factors in determining the reasonableness of charges for routine services:
 - (a) The average charge for such services proposed by applicants for the calendar year
 - (b) The median charge for such services proposed by the applicants for the calendar year
 - (c) The cost and labor, materials, equipment, and the reason for providing such services
 - (d) Fees charged for similar services in the community or for other similar communities in Tennessee
 - (5) There may be a surcharge of one half the basic towing fees for calls that are dispatched outside normal business hours.
 - (6) Any change of rates shall be forwarded to the Police Chief no later than ten (10) days prior to the proposed change.

Regulations for City-Approved Wreckers:

- (1) All permit holders are expected to be familiar with and comply with the traffic laws of the City of Norris and the State of Tennessee.
- (2) Permit holders will be familiar with and abide by all the provisions of this chapter.
- (3) No permit holders shall charge unreasonable rates for service rendered.

- (4) Permit holders shall be available for twenty-four (24) hours with vehicles in proper operating condition and a qualified operator on duty.
- (5) Operators shall carry vehicles to any destination at the owner's or operator's request after the towing company and the owner/operator have mutually agreed to payment/payment terms for the services rendered by the towing company.
- (6) Vehicles towed from inside the City of Norris shall only be stored at the permit holder's inspected and approved lot within a ten (15) mile radius of the Norris City Hall, 20 Chestnut Drive, Norris, TN 37828. (Mileage charge will not be permitted).
- (7) Permit holders shall have a telephone number prominently posted for after-hours release of vehicles. The permit holders may make an additional charge for releasing a vehicle other than during normal business hours, except when the location is otherwise open for business.
- (8) The police department may direct that a police impoundment be towed to a city lot at no additional cost.
- (9) Amber lights are to be used in the immediate vicinity of a wreck and while towing a vehicle.
- (10) All operators shall respond to a wreck within twenty (20) minutes from when the dispatch request is made to the wrecker operator. There will be a five (5) minute grace period allowance for any extenuating or unusual circumstances. It is the responsibility of the wrecker operator to advise the police department if the wrecker is engaged elsewhere or for any reason cannot respond within a reasonable amount of time and must decline to accept the call. In this event the next wrecker operator on rotation shall be called. Class C wreckers shall be granted additional time to respond to a tow for a large truck or road tractor and trailers.
- (11) No permit holder shall refer, or delegate police calls to other wrecker companies.
- (12) No answering service, paging service, or similar procedure may be used to forward a call to an owner or employee of the wrecker service during normal business hours. The operator may provide an after-hours number to the Police Chief.
- (13) The first city-approved wrecker operator at the scene should tow the vehicle causing the greatest hazard as directed by the investigating police officer.
- (14) No repairs or other additional service should be performed to a vehicle except at the written request of the owner.
- (15) Wreckers or towing operators who fail to answer a call will lose the call. After two (2) missed calls an investigation will be made, and a suspension or removal as a city-approved wrecker will be considered. Operators refusing a call or failing to respond within the previously specified amount of time may be removed as a city-approved wrecker.

- (16) Discretion of the responding wrecker service should be used to decide if additional equipment or recovery vehicles are needed to adequately complete a tow. (i.e. tractor trailers roll over or difficult recovery). The severity of the situation and the estimated response time of additional equipment will be weighed by the officer at the scene who is the deciding authority.
- (17) No permit holder shall use photos of city owned vehicles as an advertisement and/or give the impression that the city prefers one company over the other.
- (18) It is prohibited for two (2) or more towing companies, owned in whole or in part by the same individual, partnership, or Parent Corporation, to be qualified to participate in the Towing List.
- (19) No wrecker service shall accept any call for removal if the wrecker service does not have the proper equipment in their fleet for that type of removal. The call shall be passed to the next appropriate wrecker service from the rotation schedule by the Norris Police Department Dispatch.

Permit Revocation/Suspension or Investigation:

- (1) The Chief of Police shall revoke or suspend the permit of any permit holder on any of the following grounds:
 - (a) If the permit was obtained by fraudulent conduct of false statement of a fact concerning the applicant which was not disclosed at the time of applying that would have resulted in just cause for refusing to issue the license.
 - (b) Failure of a city-approved wrecker permit holder to have an operable and equipped wrecker and operator on duty at all times who can respond within the previously state amount of time.
 - (c) If the city-approved wrecker permit holder has knowingly or consistently overcharged.
 - (d) If the city-approved wrecker acquires multiple (3 or more) complaints against the company from law enforcement, citizens, or other parties. Such complaints will be grounds for investigating the wrecker service.
 - (e) A violation of any provision of this chapter.
 - (f) The Chief of Police may revoke or suspend a permit for any due cause not specified previously.
- (2) Revocation of a permit shall terminate all authority and permission granted by the permit to the licensee. Any person whose permit has been revoked will not be eligible to apply for a license again for a period of one (1) year from the date of revocation. Suspension of a permit will be decided on a case-by-case basis. An appeal for revocation or suspension may be made to the City Manager.

Vehicles towed to place designated by owner-coercion at the scene of the accident is prohibited:

The wrecker operator may tow the wrecked or disabled vehicle to the operator's place of business. If the owner or agent of the wrecked or disabled vehicle pays or secures the towing charges, the wrecker operator then shall pull the vehicle to any place designated by said owner or agent. It shall be unlawful for the owner of a wrecker, his agent, employee or representative at the scene of any accident to coerce any owner of a wrecked or disabled vehicle to sign a work order or agreement at the scene of the accident for any repairs to be made on the vehicle.

Wreckers are not to respond to a scene of accident unless called by vehicle owner or police:

It shall be unlawful for any wrecker operator, his agent, or representative to go to any place where an accident occurred unless called by the driver/owner of disabled vehicle or the police department dispatcher. In any event, the wrecker shall clear with the police dispatcher before going to the accident scene. It shall be unlawful for the owner of any wrecker, his agent, or representative to go to the place of a wreck by reason of information received by shortwave or police radio.

Solicitation of towing work by owner, operator, or representative of wrecker is prohibited:

It shall be unlawful to drive along any street and solicit towing work. A wrecker operator shall not respond to the scene of a disabled motor vehicle without having been requested or notified to do so. Responding to a call upon notice from gas station attendants, taxicab drivers, or unauthorized persons shall be considered a violation.

Solicitation of business by city employees:

It shall be unlawful for any city employee to solicit business for any wrecker or towing operator. Any employee guilty of violating the provisions of this section shall be subject to disciplinary action up to or including termination.

Owner requested wreckers:

Police officers shall honor the request of the owner or operator of a wrecked or disabled vehicle to call a particular wrecker service whether it is a city-approved wrecker or not. The officer shall notify the dispatcher who will then contact the requested wrecker operator to see if the operator is willing and able to respond within twenty (20) minutes. (30 minutes for Class C wrecker). If so, the dispatcher will dispatch the operator requested. The City of Norris assumes no liability or responsibility regarding the owner's requested wrecker. If

there are any traffic hazards or other reasons why the requested operator cannot respond within the applicable time limit, then the dispatcher shall dispatch a city-approved wrecker.

Removal of Junked/Public Nuisance Vehicles

Any vehicle motorized or non-motorized including but not limited to camper, trailers, boats, and semi-trailers deemed a public nuisance by the Police, Fire, or Codes Enforcement Departments.

CHARGES FOR JUNKED/PUBLIC NUISANCE VEHICLES

CLASS A

TOW \$375.00

ADDITIONAL MANPOWER WHEN NECESSARY **\$100.00 PER HOUR** PRORATED TO NEAREST QUARTER HOUR

CLASS B

TOW \$600.00 PER HOUR MAX (PRORATED TO NEAREST QUARTER HOUR)

ADDITIONAL MANPOWER WHEN NECESSARY **\$100.00 PER HOUR** (PRORATED TO NEAREST QUARTER HOUR)

CLASS C

TOW \$750.00 PER HOUR MAX (PRORATED TO NEAREST QUARTER HOUR)

ADDITIONAL MANPOWER WHEN NECESSARY **\$100.00 PER HOUR** (PRORATED TO NEAREST QUARTER HOUR)

CLASS D (ROLLBACK)

TOW \$375.00

ADDITIONAL MANPOWER WEN NECESSARY **\$100.00 PER HOUR** PRORATED TO NEAREST QUARTER HOUR

Wrecker Rotation:

All wrecker services will be treated fairly by the City of Norris.

It shall be understood that if the events of a particular scene or circumstances call for **ADDITIONAL** wreckers that the initial supplier cannot readily provide, the next scheduled wrecker will be called.

If a **LARGER** class wrecker is needed, and the supplier cannot provide such services, the next scheduled wrecker that has a class wrecker large enough will be called.

The City of Norris reserves the right to contact the **CLOSEST AVAILABLE WRECKER** in the event of life-threatening situations or in the event the failure to promptly secure or remove vehicles may cause further injuries or if deemed necessary in other emergency situations.

The City of Norris will rotate city-approved wreckers on a weekly (7 day) schedule. Each approved wrecker will be given a schedule of which they must work from.

The City of Norris will honor “owner’s request.” If the owner or operator of a vehicle should request a particular wrecker, the City of Norris will call for requested wrecker if that wrecker service can respond within twenty (20) minutes.

The following steps of action will be taken against wrecker owners if any provisions of the CITY OF NORRIS WRECKER POLICIES AND PROCEDURES MANUAL are violated or ignored:

FIRST STEP: WRECKER OWNER WILL BE PLACED ON PROBATION AND IT WILL SO BE INDICATED BY A WRITTEN NOTICE BEING PLACED IN A FILE AT THE NORRIS POLICE DEPARTMENT.

SECOND STEP: WRECKER OWNER WILL BE SUSPENDED FROM THE “ON CALL LIST” FOR A PERIOD OF SEVEN (7) DAYS.

THIRD STEP: WRECKER OWNER WILL BE REMOVED FROM THE “ON CALL LIST: FOR A PERIOD OF THREE (3) MONTHS.

FOURTH STEP: WRECKER OWNER WILL BE REMOVED FROM THE “ON CALL LIST” AND CANNOT REAPPLY APPLICATION FOR A PERIOD OF ONE (1) YEAR.

HOWEVER, IF ANY PERMITTEE’S EQUIPMENT OR FACILITY FAILS TO SATISFY THE REQUIREMENTS SET FORTH WITHING THIS POLICIES AND PROCEDURES MANUAL DURING THE APPROVED YEAR, THE CHIEF OF POLICE MAY SUSPEND THE PRIVILEGE OF BEING ON THE CITY’S ROTATION LIST UNTIL THE EQUIPMENT AND FACILITIES ARE BACK UP TO REGULATION AND REINSPECTED FOR COMPLIANCE.

Violation of Law:

If any violation of law occurs, as set forth by FEDERAL, STATE, or MUNICIPALITY, the wrecker service will be immediately suspended pending investigation and/or court proceedings.

- (a) If violation is by an individual driver while performing services, he or she will be suspended from driving a tow vehicle while providing service for the City of Norris.

(b) If violation is by an owner regarding fraudulent billing practices, the towing service will be immediately suspended, and if convicted, be banned from towing for the City of Norris.

Complaint Procedure:

WRECKER SERVICES WISHING TO REGISTER A COMPLAINT AGAINST THE NORRIS POLICE DEPARTMENT OR ANOTHER WRECKER SERVICE FOR A VIOLATION OF GUIDELINES WITHIN THIS POLICE WILL NEED TO COMPLETE A WRITTEN COMPLAINT FORM AT THE NORRIS POLICE DEPARTMENT. THE COMPLAINT FORM WILL THEN BE FORWARDED TO THE NPD WRECKER SERVICE ROTATION MANAGER FOR FURTHER REVIEW.

Charges for Wreckers: Charges for city-approved wreckers performing work under this agreement shall be consistent with those approved by the Anderson County Sheriff's Office.

There shall be no mileage charge within the City of Norris.

After hours response charges are allowed outside of regular business hours of 8:00 a.m.- 5:00 p.m. Monday-Friday. These charges are also appropriate during legal holidays.

All wrecker companies will staff their storage lots, or be available for access, during regular business hours. Legal holidays are excluded.

NAME OF WRECKER SERVICE

DATE

SIGNATURE OF OWNER

DATE

MIKE POOLE, POLICE CHIEF

DATE

CHARLES LEDFORD, CITY MANAGER

DATE



RESOLUTION NO. #27-2025

**A RESOLUTION OF THE CITY OF NORRIS, TENNESSEE, IN SUPPORT OF THE HIGHLANDER TRAIL
RAILS TO TRAILS PROJECT**

WHEREAS, the City of Norris recognizes the importance of outdoor recreation, safe transportation alternatives, and economic development opportunities for its citizens; and

WHEREAS, the City of Norris recognizes that R.J. Corman has abandoned the 41-mile rail line that ran from Oneida to Devonia; and

WHEREAS, the proposed Rails to Trails project would convert this 41-mile rail line into a biking and hiking trail extending through Anderson, Campbell, and Scott Counties, connecting communities and providing new opportunities for recreation, health, tourism, and quality of life; and

WHEREAS, the City of Norris acknowledges that rails such as these preserve scenic corridors, encourages healthy lifestyles, and strengthens local and regional economies by attracting visitors and supporting small businesses; and

WHEREAS, the Highlander Trail Rails to Trails project represents a significant partnership between counties, cities, nonprofit organizations, and community members working together for the common good; and

WHEREAS, the City of Norris wishes to show its support for this project as an investment in the region's future;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORRIS AS
FOLLOWS:**

Section 1: The City of Norris hereby supports the Highlander Trail Rails to Trails project and encourages its development as a means to promote recreation, community health, conservation, and economic vitality.

Section 2: The City of Norris further encourages local, state, and federal agencies, as well as nonprofit and private partners, to collaborate in advancing this project to completion.

Section 3: Effective Date. This Resolution shall become effective immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Norris at a regular meeting thereof held on September 8, 2025:

ATTEST:

City Recorder

Mayor

“TENNESSEE NEW RIVER TRAIL”



photo by Ken Mayes

A Rails to Trails Proposal for the Oneida Line

R. J. Corman Railroad Company
RJCR Eastern Tennessee Line (Oneida Line)

Imagine a 41-mile multi-use trail along an old railroad bed stretching through the New River basin just north of Oak Ridge, Tennessee, along a scenic portion of the Cumberland Plateau's New River. Available for biking or walking a long or short way, from Oneida (Scott County) to Devonia/Moore's Camp (Anderson County).

Successful Rails-to-Trails projects around the country have realized significant economic and tourism benefits for their local communities. Conversion of the Oneida Line is a real possibility, and the time is now to make it happen as the RJ Corman Railroad Company, the owner of the Oneida Line, has recently received approval to abandon the rail line.



In April 2020, R.J. Corman filed a request to the federal Surface Transportation Board (STB) to abandon the 41-mile "Oneida Line." Following Corman's request for abandonment, Tennessee Citizens for Wilderness Planning (TCWP) filed a request to the STB for a Notice of Interim Trail Use (NITU), which the STB granted.

This NITU, or Railbanking Agreement, not only provides a potential recreational destination for Scott, Campbell, and Anderson counties, it also requires Corman to leave the bridges, railbed, and subgrade intact, ensuring the railroad right-of-way is preserved for possible reactivation for rail service. Interim trail use of railbanked corridors has preserved thousands of miles of rail corridors that would otherwise have been abandoned.

Tennessee Citizens for Wilderness Planning (TCWP) would like to work with local and state governments, residents, and businesses to turn this abandoned rail line between Oneida and Moore's Camp (Devonia) into a Rails-to-Trails project that would be a boon to the local economies.

This 41-mile rail corridor follows the scenic Paint Rock Creek Gorge and the New River Valley for much of its length, through parts of three TN counties: Scott (27 miles), Campbell (6.5 miles), and Anderson (7.5 miles).

The trail will connect nearby Frozen Head State Park, The Cumberland Trail State Park, The North Cumberland Wildlife Management Area, and several small towns with rich histories including: Oneida (Gateway to the Big South Fork National River and Recreation Area), Norma, Winona, Brookside, Shea, Devonia, and Moore's Camp.

The proposed trail has a perfect grade for leisure riding and walking and follows a very scenic river valley and rocky gorge through quite a bit of undeveloped wildlife management preserve and small farms and towns. The trails would be very attractive tourist and local bike riders, hikers, and local walkers. The trail would also provide access for other trail users, provide river fishing access, canoeing and kayaking access and greenspace. Hikers from the Cumberland Trail could also hike to Oneida or Frozen Head State Park along the proposed trail. B&B or other





**Future trail for families to enjoy.
Photo by Tim Bigelow**



**Family enjoying the Eureka Trail
in Athens, TN.
Photo by Will Skelton**

types of overnight accommodations could also be established by locals in the small trail towns for tourism, riders, and distance hikers. Making the project a reality will require cooperation and leadership from a variety of stakeholders including the three counties governments, the State of Tennessee, the national Rails-to-Trails Conservancy, regional conservation and recreation organizations (such as TCWP), and local landowners.

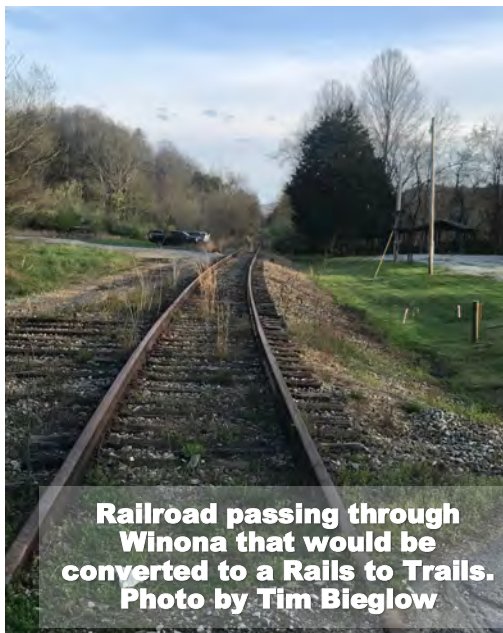
the Great Allegheny Passage-C&O Canal Trail in Pennsylvania and Maryland. A 2004 economic impact analysis* of the 34-mile Virginia Creeper Trail estimated that the trail contributed over \$2 million per year to the local economy and trail use has almost doubled since that analysis.

We would welcome the opportunity to work with local officials and communities to explore this timely economic opportunity.

There's a window to get this project off the ground with the hope that it could be like the Virginia Creeper Trail in southwest Virginia or



**Former railroad now the
Virginia Creeper.
Photo by Will Skelton**



**Railroad passing through
Winona that would be
converted to a Rails to Trails.
Photo by Tim Bieglow**

Tennessee Citizens for
Wilderness Planning
PO Box 6873
Oak Ridge, TN 37831
865-201-3309
nancymanning@tcwp.org



ECONOMIC IMPACT OF VIRGINIA CREEPER

\$1.6M

IN TOTAL ANNUAL ECONOMIC
ACTIVITY SUPPORTED

\$610,000

IN LABOR EARNINGS

**& 27
JOBS**

106,000
PEOPLE USED THE
VIRGINIA CREEPER A YEAR

OF 39,367 NON-LOCAL TRIPS SURVEYED,

5,725

WERE OVERNIGHT TRIPS

OVERNIGHT USERS SPEND

ROUGHLY 4X

MORE THAN DAY USERS.

61%

OF THE INCOME
OF LOCAL BUSINESSES
GENERATED BY TRAIL USE.

MANY LOCAL ENTREPRENEURS
NAMED VIRGINIA CREEPER
AS MOTIVATION FOR OPENING A
BUSINESS IN THE AREA.

Economic Impact Resources:

*Gill, Joshua. 2004. The Virginia Creeper Trail: An Analysis of Net Economic Benefits and Economic Impacts of Trips. Thesis – Master of Science Degree. Athens: University of Georgia. https://www.vacrepertrail.org/wp-content/uploads/2018/02/Economic-Impact-Study_2004.pdf

Bowker, J.M., Bergstrom, J., Gill, J. 2007. Estimating the economic value and impacts of recreational trails: a case study of the Virginia Creeper Rail Trail. *Tourism Economics*. 13(2): 241-260. https://www.srs.fs.usda.gov/pubs/ja/ja_bowker008.pdf

Economic Development Studio [Stephen Cox, Jonathan Hedrick, Chelsea Jeffries, Swetha Kumar, Sarah Lyon-Hill, William Powell, Katherine Shackelford, Sheila Westfall, Melissa Zilke]. 2011. Building Connectivity Through Recreation Trails: A Closer Look at New River Trail State Park and the Virginia Creeper Trail. Blacksburg: Economic Development Studio – Virginia Tech. http://www.visitdamascus.org/wp-content/uploads/2016/06/Final-Report_Impact-of-Trails_Fall2011Studio_VT.pdf

Economic Benefits of Trails and Greenways <https://www.railstotrails.org/resourcehandler.ashx?id=4618>

Trail Investment: A Good Deal for the American Economy - Trails and Trail Networks Revitalize American Infrastructure https://www.railstotrails.org/resourcehandler.ashx?name=trail-investment-a-good-deal-for-the-american-economy&id=14675&fileName=RTC_Trail_Benefits_Fact_Sheet_All_Use.pdf



ORDINANCE NO. 710-2025

AN ORDINANCE OF THE CITY OF NORRIS TO AMEND THE NORRIS MUNICIPAL ZONING ORDINANCE TO MODIFY THE REGULATIONS REGARDING THE I-1 INDUSTRIAL DISTRICT.

- WHEREAS,** Ordinance 521, adopted on November 8, 2010, amended the Norris Municipal Zoning Ordinance to regulate “Adult Oriented Businesses”; and
- WHEREAS,** those regulations included limiting Adult Oriented Businesses’ location to the I-1 Industrial District; and
- WHEREAS,** Ordinance 698-2025 repealed and replaced the language governing the I-1 Industrial District; and
- WHEREAS,** the language regulating Adult Oriented Businesses was inadvertently omitted from the rewrite of the I-1 Industrial District regulations.

THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORRIS, TENNESSEE the following:

- Section 1:** The Norris Municipal Zoning Ordinance shall be amended by adding the new item “s.” under Section 14-310. I-1 Industrial District, (1) Uses Permitted:
 - s. Adult Oriented Businesses, provided no portion of the building is located closer than one thousand (1,000) feet to any public or private school, day care center, church, bar, restaurant, package store, or residence.
- Section 2:** 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 3:** 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 4:** Effective Date. This ordinance shall take effect and be in force from and after its approval as required by law.

Adopted First Reading: _____

Public Hearing: _____

Adopted Second Reading: _____

Signed, Mayor

Attest, City Manager

TO: Norris City Council
DATE: September 8, 2025
FROM: Adam Ledford
RE: City Manager's Report

1. 2025-26 Year to Date Budget

Revenues and Expenditures:

- a. General fund projected revenues through August totaled \$819,022 or 36.43% of the plan. The number was behind last year by roughly \$19,844. This is worth watching, though primarily not a reason for concern. It is not atypical in history for the bulk of property taxes to filter in over the 1st quarter in varying totals each month of the timeframe.
- b. General fund expenditures of \$378,180 reflect 13.73% of planned expenses. This number is lower than last year by roughly \$4,732.
- c. General funds expend 2.83%, or \$28,289 of the capital expenditures plan for the fiscal year.
- d. Water/Sewer revenues resulted in \$218,398 or 18.63% of the plan. This number is \$86,428 less than last year. The difference is directly resulting from timing associated with grant funding project expenditures and grant draw downs.
- e. Water/Sewer expenditures totaled \$297,749 or 29.63% of the fiscal year plan. The number is roughly \$87,339 more than last year. As with revenue, this is directly related to the flow of grant funded projects.
- f. Watershed revenues of \$36,693 represent 31.74% of the fiscal year revenue expectations headed by rifle range permits. This decreased from last year by about \$6,452. While rifle range permits are down this number does not include online payments as the first month has yet to be transferred over under the new process. Initially review suggested over \$5,000 in awaiting verification through the online system.
- g. Watershed expended \$35,957 or 25.8% of the planned budget for the fiscal year. This number was elevated by a \$14,990 capital outlay.
- h. Street Aid revenues of \$10,443 presented a consistent mark, beating expectations at 18,01%. This reflects a \$203 increase over last year.
- i. Solid Waste expenditures of \$25,292 reflect 12.13% of the plan. Revenues of \$28,744 or 13.64% of the plan.
- j. Drug Fund did not have financial activity in the first months of the new year.
- k. Stormwater revenues collected \$4,457 through August while expending \$27,298 towards project expenses.

2. Solid Waste Contract

The City and Waste Connections are working to deliver any containers missed by the initial roll out and identify any residence that might not currently be receiving collection services.

3. I&I Sanitary Sewer Project

A progress meeting was held last Tuesday between Hurst, CCI, and the City. Hurst plans to be complete with East Norris Road activity around the 2 or 3 weeks of September. The City plans to have a new sewer customer service connection at the Pine/Norris Road manhole completed during the same road closure period. The paving company is roughly anticipating a late September or early October mobilization.

4. Stormwater Project

CEC continues to conduct mapping; the project is expected to run through the end of 2025.

5. Norris Gazebo

I met with representatives of the private parties raising money to replace the roof on the downtown gazebo. They will be on hand to report they have met their goal of raising \$6,500 against the purchase of a long-term material which presents a more consistent appearance with downtown. Since the project is city property and it is appropriate for a project on city property to be processed by the city, I have indicated that the city should serve as a passthrough on the transition/project. In support of that scenario, a proposed amendment to the currently considered budget modification will be provided to you to facilitate the action.

6. Raw Water Footprint Project

Watershed's team completed initial sampling at targeted locations. Results are expected over the first weeks of September. This action was partially funded by watershed and NWC.

7. Rifle Range Improvement

Improvements to manage runoff at the site have been completed by public works and funded by watershed.

Assistant City Manager's Report

September 8, 2025

1. General Administration

- a. **Downtown Infrastructure Improvements:** Survey has been ordered; there is a lead time for work, but it should be performed soon.
- b. **Recodification:** Reached out to Kelley Myers with MTAS for an update on timeline; we are still "quite far down the waiting list and the process for each city is lengthy." We do not expect to begin soon, but we will keep the Council updated if we hear otherwise.
- c. **Commercial Building Inspections:** During the process of updating ordinances related to property maintenance, we were made aware by our MTAS representative that the City of Norris is not on the state of Tennessee's list of exempt jurisdictions that are permitted to perform independent plans review and inspections for commercial buildings. We have been coordinating with the city Building Inspector to resolve this matter and get added to the state's list of exempt jurisdictions.
- d. **Building Permit Application Process:** Discovered a longstanding issue with the understanding of roles and responsibilities as it relates to the building permit process and have taken intermediary steps to resolve those confusions. In short, zoning ordinance-related matters will be handled in-house; building code-related matters will continue to be handled by our contracted Building Inspector. Further steps will be taken to smooth out the process after permit issuance.
- e. **Code Enforcement:** Formally began the process for remediating a property maintenance concern following ordinance updates that took effect July 30th and coordination with the City Attorney.
City Manager has led the responsive actions concerning formal complaints issued against commercial property; after concluding that no state or county authorities are the responsible party in this matter, he met with an authorized agent of the property to discuss the matter.
Investigated a complaint regarding illegal habitation on a property.
- f. **Planning and Zoning:** Issued an updated copy of the Norris Municipal Zoning Ordinance to the Planning Commission. Recognized an inadvertent omission to the I-1 Industrial Zone ordinance when the update was made earlier this year and recommended a change be sent to council. Presented an idea to the Planning Commission to adopt an ordinance authorizing the reformatting of the Zoning Ordinance to alleviate some confusions that have emerged over the years due to the document's numbering scheme.
- g. **Towing Policy:** In coordination with the Chief of Police, we have drafted a "Wrecker Policy and Procedures" to be adopted by Council. While we have previously acted under the use of Anderson County's policy, we were made aware in the last month that Norris must adopt its own policy for that purpose.
- h. **Website Updates:** A new page has been added to the website that shows the adopted ordinances since the last recodification in 2016. These documents were previously available in person (or provided digitally by request). The page can be found via navigation under the "City Council" tab on the website or via direct link at www.cityofnorris.com/ords.

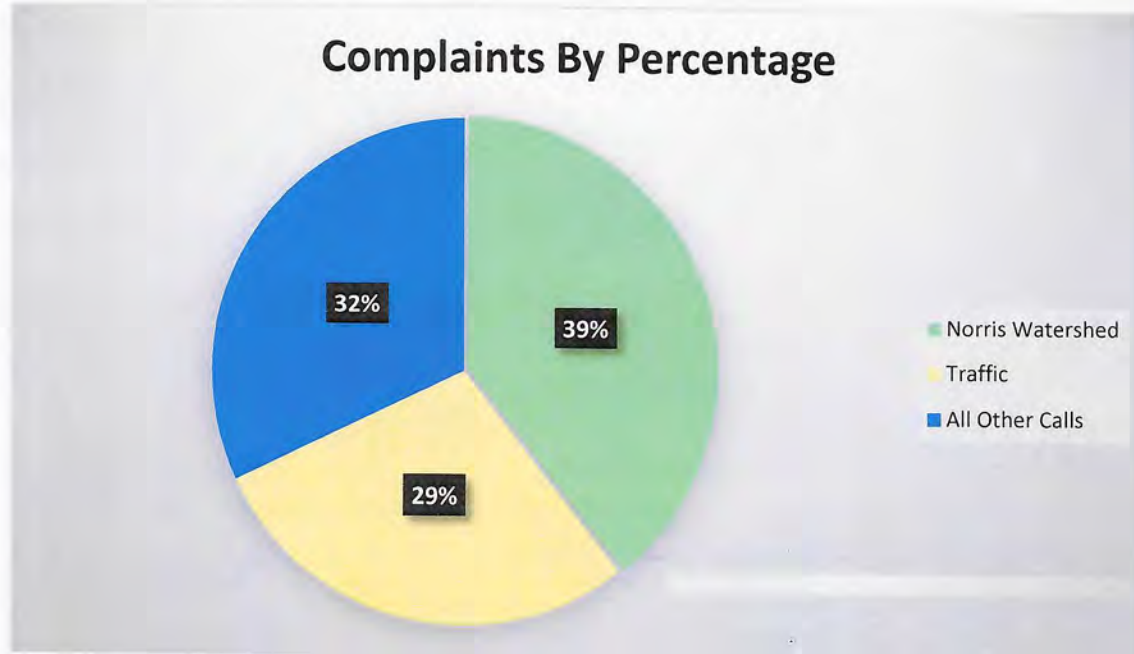
2. Parks and Recreation

- a. **Local Parks and Recreation Fund (LPRF) Grant Updates:** Expecting updated concept plans from the engineer shortly. Once we have those, a public workshop and input period will be held to pick a design that will best serve the community. Still on schedule

as the design phase is set to run through October when we should have a “construction-ready” design to be able to go out for bid. The project must conclude by January 2028.

- b. **Norris Creamery Park Project Development:** Continued coordination with Mr. Boardman.

To: Adam Ledford, City Manager
From: Mike Poole, Chief
Subject: August Monthly Report
Date: September 1st, 2025



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.

In the month of August, the Norris Police Department had documented a total of 624 Calls for service. Of the total entries, 183 came in by complainant or were self-initiated and required some type of police action.

- Officers conducted a total of 117 Patrols and checks in and through the Norris Watershed. An additional 2 call for service was answered. This accounted for a total of 119 calls for service and 43.07 Total hours spent in or on the Norris Watershed.
- Norris Police attended the annual draw for the watershed hunt in the month of August. No problems were reported.
- The Norris Police Department conducted traffic control for school zone traffic. We have noticed a significant increase in both foot traffic and vehicle traffic over the 2024-2025 school year.
- The Norris Police Department has been assisting the Norris Water Commission with road traffic while they conduct their sewer project.

Mike Poole
Chief of Police



NORRIS POLICE DEPARTMENT

CAD Summary Statistics By Nature (by Month)

Received Dates From 08/01/2025 00:00 Through 08/31/2025 23:59

Description	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	% Total
ALARM -- BURGLAR	0	0	0	0	0	0	0	7	0	0	0	0	7	1.12
ANIMAL COMPLAINT	0	0	0	0	0	0	0	9	0	0	0	0	9	1.44
BOLO -- APB	0	0	0	0	0	0	0	1	0	0	0	0	1	0.16
BURN PERMIT	0	0	0	0	0	0	0	4	0	0	0	0	4	0.64
BUSINESS CHECK	0	0	0	0	0	0	0	74	0	0	0	0	74	11.86
BUSINESS CHECK WALK THRU	0	0	0	0	0	0	0	20	0	0	0	0	20	3.21
CASE FOLLOW-UP	0	0	0	0	0	0	0	2	0	0	0	0	2	0.32
CIVIL MATTER	0	0	0	0	0	0	0	3	0	0	0	0	3	0.48
COMMUNITY EVENT	0	0	0	0	0	0	0	1	0	0	0	0	1	0.16
CONTACT OR LOCATE	0	0	0	0	0	0	0	1	0	0	0	0	1	0.16
DISTURBANCE	0	0	0	0	0	0	0	1	0	0	0	0	1	0.16
EDP -- MENTAL PERSON	0	0	0	0	0	0	0	1	0	0	0	0	1	0.16
(EMS) ALTERED MENTAL STATUS	0	0	0	0	0	0	0	2	0	0	0	0	2	0.32
(EMS) BREATHING DIFFICULTY	0	0	0	0	0	0	0	1	0	0	0	0	1	0.16
(EMS) LIFT ASSIST	0	0	0	0	0	0	0	1	0	0	0	0	1	0.16
(EMS) SUICIDAL/SUICIDE ATTEMPT	0	0	0	0	0	0	0	1	0	0	0	0	1	0.16
EXTRA PATROL	0	0	0	0	0	0	0	28	0	0	0	0	28	4.49
EXTRA PATROL	0	0	0	0	0	0	0	75	0	0	0	0	75	12.02
FIRE RESIDENTIAL	0	0	0	0	0	0	0	1	0	0	0	0	1	0.16
(FIRE) SERVICE CALL-INVESTIGATION	0	0	0	0	0	0	0	1	0	0	0	0	1	0.16
(FIRE) SERVICE CALL-TREES DOWN	0	0	0	0	0	0	0	1	0	0	0	0	1	0.16
INVESTIGATION BY OFFICER	0	0	0	0	0	0	0	4	0	0	0	0	4	0.64
MVA -- INJURY	0	0	0	0	0	0	0	1	0	0	0	0	1	0.16
MVA -- NON-INJURY	0	0	0	0	0	0	0	3	0	0	0	0	3	0.48
NOISE COMPLAINT	0	0	0	0	0	0	0	1	0	0	0	0	1	0.16
OPEN DOOR	0	0	0	0	0	0	0	4	0	0	0	0	4	0.64
OPEN GATE	0	0	0	0	0	0	0	1	0	0	0	0	1	0.16
OUT FOR VEHICLE MAINTENANCE	0	0	0	0	0	0	0	1	0	0	0	0	1	0.16



NORRIS POLICE DEPARTMENT

CAD Summary Statistics By Nature (by Month)

Received Dates From 08/01/2025 00:00 Through 08/31/2025 23:59

Description	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	% Total
OUT - POLICE BUSINESS	0	0	0	0	0	0	0	3	0	0	0	0	3	0.48
OUT TRAINING	0	0	0	0	0	0	0	8	0	0	0	0	8	1.28
PROPERTY CHECK	0	0	0	0	0	0	0	103	0	0	0	0	103	16.51
PROPERTY DAMAGE - NON MVA/ VANDALISM	0	0	0	0	0	0	0	1	0	0	0	0	1	0.16
PROPERTY -- LOST (NOT STOLEN)	0	0	0	0	0	0	0	1	0	0	0	0	1	0.16
PUBLIC ASSIST	0	0	0	0	0	0	0	3	0	0	0	0	3	0.48
RESCUE WATER	0	0	0	0	0	0	0	1	0	0	0	0	1	0.16
SCHOOL WALK THROUGH	0	0	0	0	0	0	0	1	0	0	0	0	1	0.16
SCHOOL ZONE	0	0	0	0	0	0	0	41	0	0	0	0	41	6.57
SPECIAL ASSIGNMENT	0	0	0	0	0	0	0	7	0	0	0	0	7	1.12
STATIONARY OBSERVATION	0	0	0	0	0	0	0	18	0	0	0	0	18	2.88
SUICIDAL PERSON	0	0	0	0	0	0	0	4	0	0	0	0	4	0.64
SUSPICIOUS ACTIVITY	0	0	0	0	0	0	0	3	0	0	0	0	3	0.48
SUSPICIOUS PERSON	0	0	0	0	0	0	0	3	0	0	0	0	3	0.48
SUSPICIOUS VEHICLE	0	0	0	0	0	0	0	4	0	0	0	0	4	0.64
THEFT -- VEHICLE	0	0	0	0	0	0	0	1	0	0	0	0	1	0.16
THREATS	0	0	0	0	0	0	0	2	0	0	0	0	2	0.32
TRAFFIC COMPLAINT	0	0	0	0	0	0	0	4	0	0	0	0	4	0.64
TRAFFIC CONTROL	0	0	0	0	0	0	0	12	0	0	0	0	12	1.92
TRAFFIC ENFORCEMENT	0	0	0	0	0	0	0	46	0	0	0	0	46	7.37
TRAFFIC HAZARD	0	0	0	0	0	0	0	3	0	0	0	0	3	0.48
TRAFFIC STOP	0	0	0	0	0	0	0	23	0	0	0	0	23	3.69
WATER SHED PATROL	0	0	0	0	0	0	0	75	0	0	0	0	75	12.02
WELFARE CHECK	0	0	0	0	0	0	0	7	0	0	0	0	7	1.12
Totals: 0	0	0	0	0	0	0	0	624	0	0	0	0	624	



NORRIS FIRE DEPARTMENT

CAD Summary Statistics By Nature (by Month)

Received Dates From 07/01/2025 00:00 Through 08/31/2025 23:59

Description	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	% Total
DISABLED VEHICLE	0	0	0	0	0	0	1	0	0	0	0	0	1	2.38
DOA -- CORPSE	0	0	0	0	0	0	1	0	0	0	0	0	1	2.38
(EMS) ABDOMINAL/BACK PAIN	0	0	0	0	0	0	0	1	0	0	0	0	1	2.38
(EMS) ALTERED MENTAL STATUS	0	0	0	0	0	0	0	2	0	0	0	0	2	4.76
(EMS) BREATHING DIFFICULTY	0	0	0	0	0	0	4	2	0	0	0	0	6	14.29
(EMS) CHEST PAIN/HEART PROBLEMS	0	0	0	0	0	0	1	2	0	0	0	0	3	7.14
(EMS) CPR IN PROGRESS	0	0	0	0	0	0	0	1	0	0	0	0	1	2.38
(EMS) LIFT ASSIST	0	0	0	0	0	0	3	1	0	0	0	0	4	9.52
(EMS) MEDICAL ALARM	0	0	0	0	0	0	1	0	0	0	0	0	1	2.38
(EMS) OVERDOSE/POISONING-ACCIDENTAL	0	0	0	0	0	0	2	0	0	0	0	0	2	4.76
(EMS) SEIZURES	0	0	0	0	0	0	0	1	0	0	0	0	1	2.38
(EMS) STROKE	0	0	0	0	0	0	2	0	0	0	0	0	2	4.76
(EMS) TRAUMATIC INJURY	0	0	0	0	0	0	1	0	0	0	0	0	1	2.38
FIRE ALARM COMMERCIAL	0	0	0	0	0	0	0	1	0	0	0	0	1	2.38
FIRE ALARM RESIDENTIAL	0	0	0	0	0	0	1	0	0	0	0	0	1	2.38
FIRE RESIDENTIAL	0	0	0	0	0	0	2	0	0	0	0	0	2	4.76
(FIRE) SERVICE CALL-GAS LEAK	0	0	0	0	0	0	0	1	0	0	0	0	1	2.38
(FIRE) SERVICE CALL-INVESTIGATION	0	0	0	0	0	0	0	1	0	0	0	0	1	2.38
(FIRE) SERVICE CALL-TREES DOWN	0	0	0	0	0	0	2	1	0	0	0	0	3	7.14
MVA -- INJURY	0	0	0	0	0	0	2	0	0	0	0	0	2	4.76
RESCUE WATER	0	0	0	0	0	0	2	0	0	0	0	0	2	4.76
TRAFFIC HAZARD	0	0	0	0	0	0	3	0	0	0	0	0	3	7.14
Totals:	0	0	0	0	0	0	28	14	0	0	0	0	42	

VII. REPORTS

To: Norris Water Commission Board

From: Tony Wilkerson, Waterworks Superintendent

Date: August 18, 2025

RE: **R-a.- Waterworks Superintendent Report for JULY 2025**

Water Pumped MG/Sold/% loss—See attached

Sold to ACWA: Alley 609,700/Alley Rd 278,300/Reservoir Road 1,057,100-- - each location

1. **Water Budget**-see financial report see attached in packet
2. **Rainfall JULY 2025 -3.37"- @Water Treatment Plant- YTD- 34.11" -Source ok presently**
3. **Operations Building/Equipment Shed. -Clean**
4. **. WWTP-non-compliance-(1)in the month of July 2025**
 - 7-21-2025 (1.18" of rain in 45 minutes)**
 - a. Dailey Inspections (84 points to inspect) and Operations
 - i. Recorded Dailey on Log Book and Computer
 - ii. Dailey Testing performed/Clean weekly
 - iii. Monthly Reports-NWC Emor/DMR/NDSP Report (3 reports-16 hrs.)
 - b. **WWTP-Training-JULY 2025-** Cross Training of all employees has been activated within our TEAM. To Learn Daily operation and testing and in-depth operation of the plant. (This will take time, with short time to get there)
 - c. **Press Sludge- 2_ times this month. (4-6 hrs. each time)**
-NWC Team (ALL) have been involved in Training on the operation of the Sludge Press operation. -Continuing
 - d. **Supernatant- __2_ times (8hrs each time)**
 - e. **Pumped Aeration to Digester- _4_ times mth (4-6 hrs. each time)**
 - Tons of sludge hauled-
 - Changed batteries in 3 instruments recording in aeration-monthly and DR 1900 instrument-(tests for TP and NH3/N)
 - **Rain: -"3.26 " inches of rainfall recorded at Wastewater Treatment Plant-JULY 2025**
 - **Ground Maintenance:** Mowe and weed eat facility-WEEKLY
 - Ferm Zone-Dailey mixing/logging
 - Fill PT-190 /Bleach Barrel (chemical barrels-TP and filamentous protection)
 - **EPA Nutrient Removal Case Study Project-Norris, TN:** NWC Team collecting the required samples for the month of JULY 2025.-Takes estimated 3 hours to collect
 - **Norris Dam State Park Sewage Treatment Plant:** Inspect Dailey, collect samples and bring to Norris STP and analyze. (4 hrs. a day)
 - Clarifier-Skimmer Valve/Bladder-Replaced
 - STP-Pressure Regulator Valve-REPLACED

5. WTP-Water Plant:

- a. -Reports-Monthly-to TDEC completed (5 monthly-16 hrs.) CN1119 Water Pump-age Data -entered TDEC Water Portal system monthly
- b. -Dailey Inspections conducted (7 days a week) morning-evening inspection (52 points of inspection each time entered the plant) (Sometimes up to 3 times of inspections daily) Lab Testing in-house of chlorine, ph
- c. Reservoir Tank: Inspect daily -seven days a week
- d. Dailey Testing conducted morning /evening
 - i. Record Dailey on Log Book and Computer
- e. – Samples- Bacteriological Samples collected (2) in distribution system
 - Lagoon Sample and Fluoride Quarterly , and Radium 226 Samples collected
- f. -Backwashed Filters- 2 times this month-Requires 6 hours each BW. (coating)
- g. **Clean Weekly**
- h. **High Service Room-started painting**
- i. **Ground Maintenance: Mowed and weed eated -WEEKLY**
- j. **ACWA-Norris assisted ACWA during there water outage 7-1-2025 BY supplying more water to the North end of Andersonville area-ALL working together for Community Efforts-NWC OT required. Glad to be an assistance.**
- k. **7-21-2025-Power Outage**
- l. **July-supplied Oak Road Pool-monitored**

6. Distribution System:

- a. -Read Meters/Rereads-4 day
- b.-Bact Samples-Collected 2-regular
- c.-Spring – checked 3 times this month weed eated also-sprayed weeds-
- d. -Service Calls- for the month of JULY 2025 _ (_70_Qty)
- e. Meter Pits: ACWA (Reservoir Road, Alley Rd x2), TVA and NDSP-READ DAILY -5 days
- f. Leak Detection-NWC Staff listen on fire hydrants and checked isolated areas
- g. Flushing Program: Hickory Place/Laurel Place
- h. SERVICE CALLS
 - Check Meter for leak on customer: 0
 - Seasonal Meter install: 0
 - Meter Change Out: 2
 - Sewer Stoppages: 1
 - Temp Connect: 1
 - New Tap: 1
 - Check for leak: 0
 - Read/leave on:18
 - TN811 41
 - Final/Read/Lock off: 2
 - Lawn Meter install: 0
 - Non-Payment: 1
 - Check water compliant: 1

- i. Norris Dam State Park NEW METER: Supt. reports another issue resolved-corrected
- j. Fire Hydrants/Water Valves: Weed eat /locate and mark

7. **Flushing Program:** NWC Team flushed -Orchard Road, Oak Road- -West Circle

8. **Cross-Connection:** NWC Team member Xan Ridenour is certified and is in process of testing the RPBP's in our System.

9. **Sewer Collection System:**

- Sewage Treatment-Pumping Stations-HICKORY TRAIL-Inspect daily
- Lift Station #2-TREES-NWC staff has started the removal of the dead trees along the entrance down the driveway up to the Lift Station area. NWC Team COMPLETED.
- Sewer stoppages- Supt has a copy and will provide upon request
- 101 Crescent Road: NWC TEAM located sewer lateral in the street, cut asphalt/removed/dug up and replaced the 4" sewer tap and service lateral to property line
- 10 East Circle Road: NWC Team installed a new 8x4" sewer tap and installed one piece of 4" pipe (customer paid for)

10.. **Training/Health & Safety/Public Education**

Training of new Team members-daily operation of the Water Plant/Wastewater Plant/Distribution/Sewer Collection System -Requires time!

Justin Vance-PTE- training in operation of the Wastewater Plant

11.. **Equipment:** service trucks-check weekly

2025-Chev Service Truck-received

2015-checked-ok 2021 -GMC-checked -ok 2009- F150-checked-ok

1995 Dump truck-check weekly Issue-slave cylinder-have to have it checked-keeping fluid topped off-pending

Backhoe-OK

Sewer machine-check weekly

E48 Bobcat-Track hoe: OK-

12. **Administration:** Supt.-takes Call/emails/ respond to residents-Field site inspection-Plants and operation, reports, attend meetings-Enters Water and Wastewater Monthly Operations Data into Net-DMR Portal and submits to EPA. Review/Plan projects-Check fire extinguishers monthly-sign check off

13. **Office Staff:** takes calls, provides service orders, public relations, prepares meter program, prepares water bills, take complaints-forward to necessary personnel, prepares payables of NWC-prepares request of water bill adjustments, and much more. Thank You for keeping a lot of paper work coordinated/processed.

OPERATIONS BUILDING

OIL Tank-check level -weekly-----Clean facility weekly



NORRIS WATER COMMISSION MEETING MINUTES

July 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** – Chuck Nicholson requested any modifications to the agenda. Hearing none, no further action was taken.
- III. **Hear the Public**

No public input received.
- IV. **Minutes**
 1. **June 16, 2025, NWC Minutes**
A motion was made by Bill Grieve and seconded by Loretta Painter **to approve the June 16, 2025, meeting minutes with minor corrections.**
The proposal passing on a vote of 5 to 0 as follows:
Yes: Bill Grieve, Will Grinder, Loretta Painter, Chuck Nicholson, Mayor Chris Mitchell
- V. **New Business**
 1. **Norris Day Review**
Superintendent Wilkerson reported that the booth seemed to go well.
 2. **WWTP Regionalization**
The Commission discussed the current options related to proceeding forward with design work for a sanitary sewer plant.
 3. **Review of Sanitary Sewer Fee Structure and Rates**
City Manager Ledford presented the initial results to adjust revenue to meet SRLF repayment of roughly \$280,000 annually. Different amounts and methods for addressing revenue needs were discussed along with the notification process for public review.

A motion was made by Mayor Chris Mitchell and seconded by Will Grinder **to publish a sanitary sewer rate adjustment notification.**
The proposal passing on a vote of 5 to 0 as follows:
Yes: Bill Grieve, Will Grinder, Loretta Painter, Chuck Nicholson, Mayor Chris Mitchell

VI. **Continuing Business**

1. **Activities at the Water Treatment Plant**

Superintendent Wilkerson had no additional information to share beyond written report.

2. **Activities at the Wastewater Treatment Plant**

Superintendent Wilkerson lead a discussion on I&I issues related to storm events. He further shared details of safety improvements at both plants.

3. **Water Distribution**

Superintendent Wilkerson reported on recent meter pit activity in addition to completing painting of existing fire hydrants.

4. **Sanitary Sewer Collection System**

Superintendent Wilkerson shared that the trees have been removed near the #2 lift station. He further reported an issue with pumps at life station #1 that has since been resolved and recent connection updates.

5. **Cross Connection Management System**

Superintendent Wilkerson reported testing throughout the system has begun.

6. **Galvanized Pipe Project**

Superintendent Wilkerson made the Commission aware that in the next year regular tests in medical and education facilities will begin.

7. **Alternative Water Supply Study**

Superintendent Wilkerson reported on providing additional water to ACWA as the association delt with significant leaks in their system.

8. **Update on I&I Project**

Superintendent Wilkerson notified the Commission of planned actions over the next 2 weeks along with communication with the impacted public.

VII. **Reports**

1. **Superintendent Report:** Superintendent Wilkerson had no additional report beyond written statements.

2. **May Financial/Budget Report:** City Manager Ledford had no additional report beyond written statements.

3. **May Unaccounted-for Water Report:** Submitted without verbal discussion.

VIII. **Adjournment:** 7:19 p.m., Motion by Bill Grieve and seconded by Loretta Painter to adjourn, All: AYE

Chairperson: _____

Secretary: _____

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

Community building Maint.	14.5
Public Works Building Maint.	19
Public Safety Building Maint.	1
McNeeley Building Maint.	16
Lions Pavilion & Gazebo	2
Equip. & Vehicle Maintenance	88
Watershed, Rifle Range, Trash & Litter	101.5
Street and Roads	22
Mowing	114
Sidewalks	17
Leaf Collection	0
Brush Pickup, Pruning, Mulching, Tree Work	61.5
Drainage (Gutter/Basins) Maintenance	33
Eric Harold Park	1
Oak Road Park	1
Ridgeway Park	1
Town Clean Up/ garbage, Litter in Town	41.5
Animal control	1.5
Signs repair and replace	1
Tree Commission	0
Over time	1
Administrative work	10

Loads

0	Leaves
16	Brush
0	Chips

Vehicle Report

Current Miles for
Mileage the Month

2017 Chev	71123	218
2013 Chev	62070	282
2022 Kenworth	8521	390
2025 Chevy	4351	768

Equipment Report

Chipper, Vermeer 1995
Leaf Vacuum 2000

Bobcat
Kubota

	CUB Walk Behin	
	Hustler	
	CUB	
	Kubota Tractor	

PUBLIC WORKS MONTHLY REPORT
Month & Year Work Completed
Page 2

1 Community

2 Community Building

- a) Weekly cleaning and set ups
- b) Mow as needed
- c) Cleaned gutters

3 McNeeley Municipal Building

- a) Weekly cleaning
- b) Toilet repaired
- d) Changed HVAC filters
- e) Installed 3 automatic foundation vents

4 Lion's Pavillion and Gazebo

- a) Trash in trash cans picked up weekly
- b) Mow as needed

5 Vehicles and Equipment

- a) Monthly checklist performed
- b) Dumptruck repaired (warranty work)
- c) Bobcat main cylinder rebuilt/new hoses
- d) Trailer gate repaired
- e) New hoses for tractor

6 Public Works Building

- a) Weekly cleaning
- b) mow as needed

7 Public Safety Building

- a) Mow as needed

7 Drainage

- a) Cleaned as needed
- b) Drainage tiles and grates cleared

8 Streets / Sidewalks / Right of Ways

- a) Crosswalks painted near town center
- b) Removed vegetation from Reservoir and Oak sidewalks

9 Parks

- a) Monthly checklist performed
- b) Mowed as needed

10 Watershed

- a) Hunt Drawing set up and clean up
- b) Watershed deer population study set up 8/25
- c) Cleaned up area at around creak bank at High point
- d) Repaired and replace wood for benches at creek bank
Rifle Range
 - 1) Rifle range closed 8/6 thru 8/8 for drainage work
 - 2) Installed birms with matting and rock
 - 3) Installed culvert across road into rifle range

11 Brush Dump

- 1) good

12 Animal Control

- a) Animals fed in the morning daily and walked if needed
- b) 2 cats in shelter, 1 being fostered

13 Comments:

Norris Recreation Commission Meeting August 19th, 2025

NRC Members: Lisa Higginbotham(1/26), Brianne Kibler- Chair (1/27), Elizabeth Mason- Secretary (1/27)), Chuck Nicholson- City Council Rep (12/26), Chris Mitchell- Mayor (12/26), Ashley Irwin (2/28)

Members in Attendance: Lisa Higginbotham, Brianne Kibler, Chuck Nicholson, Chris Mitchell, Ashley Irwin

Members Not in Attendance: Elizabeth Mason

Guests: Bill Ross, Pam Turner, Loretta Painter

Call to Order: The August NRC meeting was called to order by Brianne at 7:02pm

Hear from the Public: NA

Approve Minutes: The NRC board did not have minutes to review. July minutes would be revisited at the September meeting.

Old Business:

1. Park & Rec Director Report: (Bailey Whited)
 - LPRF Grant Project Update/Timeline:

Park and Rec Director, Bailey Whited states that the engineer has been out and we are currently waiting on initial draft of Sports Complex Plans. Bailey estimates the engineer's feedback will be received in two to three weeks. City Council and NRC will receive a copy when they arrive. Brianne emphasizes the importance of not rushing the process and ensuring adequate community input is considered. Mayor Mitchell mentions that if the Council feels another workshop is needed after first, it will be scheduled. He adds that this is a legacy level project.

Brianne Kibler asks Bailey to clarify the engineers understanding of the scope of the work, Bailey confirms the engineer understands the need for two tennis courts and adds this could potentially reduce one of the 4 pickleball courts, but it is premature to discuss until engineer presents plans, Bailey also noted that the possibility of finding a new location for the bathroom will be considered due to the current bathroom being on septic and potential expenses incurred from rectifying.

Bailey notes the engineer will leave space in plan for future additions (ex. lights)

Brianne asked if accessibility between Eric Harold Park and the Sports Complex were part of the project. Bailey confirmed that this was the case

- Park/ Facility Updates:

See Norris Creamery Park update below.
 - Budget Updates:

See Perpetual Fund discussion below.
2. Programming Updates: (ie. Norris Disc Golf, Pickleball, Mahjongg):
 - o Mahjongg

Bailey reports that approving Mahjong as a city sponsored program is tentatively scheduled for approval at the September council meeting. It has not been on the agenda for the previous three months.

- Disc Golf Update/ Fund Request Update
The budget amendment for Disc Golf passed in first reading at the August city Council meeting and includes \$3,000, with \$2,000 allocated to capital and \$1,000 to maintenance. Bill Ross inquired on best practices for submitting invoices for gravel, etc. Bailey advised.
 - Pickleball Nets Update
Both Dominator Pickleball nets have been received and are being used for weekly play. In addition, a donation of approximately \$500 from the Norris Pickleball community was given to the NRC's perpetual fund by Pickleball players to cover the cost of one of the two nets. Bailey confirmed receipt of donation.
3. Norris Creamery Park Update:
Brienne reports that Spencer Boardman shared the following: "Except for planting grass, the phase 1 (seating area) is complete. I am now working on site prep for the two limestone piers. Will be starting the forms next week."
- **BAILEY: Council member Loretta Painter requested that Bailey coordinate with Spencer on the placement of the limestone piers at the Norris Creamery Park. Council member Chuck Nicholson requested that Bailey explore the future plans for the water tap at the Norris Creamery Park and determine which account those monthly charges are coming from.**
4. Summer Picnic on the Commons: September 12th
Brienne reports that the following has been confirmed: Hominy Mamas will preform, Southern Sips and Good Hombres food trucks, face painting, inflatables from Bethel Baptist and the Summer Rec staff to set up lawn games and clean. Although, we are short a band or two this year, the decision was made to move forward with event and possibly play music through speakers like at Norris Day.
- **BRIANNE: Brienne will promote event and coordinate all aspects.**
 - **ALL: Help is needed for setup. Communication from Brienne will follow outlining needs.**
5. Norris Lions Club Workday:
Deferred
6. Adopt a Park Program Update:
- **BRIANNE: Brienne will continue working on this concept and present a team when ready.**
7. Norris Recreation Commission Ordinance Review:
- **BRIANNE and CHUCK: Brienne and Chuck will meet prior to the next NRC monthly meeting at a mutually agreed-upon date**
8. Gymnasium Flooring:
No update, but city Council has set a date in October for a community workshop on discussing the future of facilities, including the Norris Community Building
9. Perpetual Fund: Sports Complex Donations

- **BAILEY: Bailey will report on totals after the ongoing audit to determine the amount currently in perpetual fund, and the amount flagged for specific projects, like the Norris Sports Complex.**

New Business:

1. Halloween Trail: October 25

Halloween Trail is set for October 25. Brianne will organize event and send email to prior participants and determine how many additional Treat Station volunteers are needed. We will need as many volunteers as possible on the day of the event to set up/breakdown.

Team discussed the idea of allowing a local civic group to sell a fundraiser item during the event. After weighing pros and cons, the board decided it would be best to not have any fundraising sales done during this event, as not to open it up to this possibility in the future

- **BRIANNE: Brianne will send out email to previous Treat Station hosts and will take on the primary role of coordinator again this year**
- **ALL: We will need as many volunteers as possible for set up and clean up on the day of the trail.**

2. Halloween on the Commons: Omitted discussing

Meeting Adjourned: The August NRC meeting was adjourned at 7:42 PM

Next Meeting Date: September 16th at 7pm



**NORRIS WATERSHED BOARD MINUTES
July 17, 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	Absent	3yr. Term Expiration – 1/2028
Member: Dennis Yankee	Absent	3yr. Term Expiration – 1/2028
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.

II. Approval of the Agenda

Allen Hendry made a motion, seconded by Don Barger **to approve the agenda with the addition of Water Recharge Project Update under Continuing Business.**

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

Yes: Ralph Jordan, Bill Grieve, Robin Sain, Allen Hendry, Don Barger

III. Minutes:

A motion was made by Bill Grieve and seconded by Don Barger **to approve the minutes of the June 19, 2025 meeting amended to remove the word extensive.**

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

Yes: Ralph Jordan, Bill Grieve, Robin Sain, Allen Hendry, Don Barger

IV. Hear the Public:

No public input.

V. New Business

• **Norris Day Review**

Don Barger reported the attendance seemed strong.

Robin Sain reported that 90 shirts were purchased by the Board. Sales were down for the year at 52 of the new shirts and 1 of the legacy shirts from previous years. Suggestions about selling more at fall events hosted by other city organizations were made and adding credit card sales functions to the booth.

• **Rifle Range Membership Review**

City Manager Ledford reported that the transition of processing sales in the city office seemed steady, but manageable.

- **Professional Services Amendment**
City Manager Ledford informed the Board of details about the professional service fee going down which they pay to the general fund.

VI. Continuing Business

- **Deer Hunt Drawing Update**

Ralph Jordan explained his position that the 35 youth hunt permits would be sold between November 3 and November 24 on a first come, first served basis. The dates for the event are December 6 and 7 without scout days. The age limits would be 9 to 15 years old. After a conversation, he indicated he would work more on the plan and present at a future meeting.

A motion was made by Don Barger and seconded by Bill Grieve **to set up the Youth Hunt Event for ages 9 to 15 and setting the fee at \$20 per permit.**

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

Yes: Ralph Jordan, Bill Grieve, Robin Sain, Allen Hendry, Don Barger

Ralph Jordan further suggested that if the Board was interested in reviewing the current \$20 fee structure this needed to be addressed tonight.

- **Management Plan**

Don Barger reported on his meeting with Chuck Nicholson to adopt modifications of the plan as requested. A copy of the proposed changes was presented for consideration.

A motion was made by Don Barger and seconded by Allen Hendry **to amend the proposed changes by deleting bullet format and moving the list to the beginning of the plan.**

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

Yes: Ralph Jordan, Bill Grieve, Robin Sain, Allen Hendry, Don Barger

- **Mapping Update** – Joe Feeman updated on work he has ongoing with a vendor.
- **Rifle Range Improvements** – City Manager Ledford reported that administration and public works were coordinating a closure to conduct the improvements to include communication to the public. The entire project was expected to take 2 or 3 days to complete.
- **Water Recharge Project Update** – Don Barger informed the Board that testing equipment has been installed at the spring. Water sampling is set to begin at 3 locations next week while another unit at the lake is planned later.
- **Deer Inventory 2025** – Lindsay Shaw indicated she would be willing to organize another inventory of deer on the watershed this fall. The Board identified corn as the primary cost with conducting the inventory.

A motion was made by Bill Grieve and seconded by Don Barger **to approve the plan to conduct a 2025 deer inventory in the watershed.**

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

Yes: Ralph Jordan, Bill Grieve, Robin Sain, Allen Hendry, Don Barger

VII. Reports

- **Financials/Budget** – Written report submitted. City Manager Ledford provided an initial 2024-2025 end of year report.
- **Norris Public Works** – Written report submitted. Joe Feeman shared that the team this year had exceeded expectations.
- **Norris Public Safety** – Written report submitted.
- **Resource Management** – Joe Feeman submitted his report. He added that the wildlife opening was finished, he was walking with public works to plant the area. Wilkerson continues to work on the roads.

VIII. Adjournment

Motion by Bill Grieve and seconded by Don Barger to adjourn at 7:23 p.m., All: AYE

Chairperson: _____

Secretary: _____

Norris Watershed Resource Management Report

21 September 2025

The Wilersons completed the road work and did a great job. They were promptly paid and appreciated that.

I am waiting on Boyd to get the edits and he is also going lay out the back side. I will contact him when I get home.

The trail crew cleaned out underneath the planted pine on upper clear Creek road and it looks good. I'll get in there this fall or winter and cut the exotics along the road. Summer is a hard time to do this work. Blake was trying to get Grist Mill Trail weedeated again and got at least some done. He may be interested in working some this fall or

NORRIS TREE COMMISSION

Meeting Agenda – June 2, 2025

Attendees: Chuck Nicholson, Bill Grieve, Mike Lyons. Harry Schatz not present

Called to order at 5:35 PM

Hear the Public – none present

Review of Minutes: February 24, 2025 meeting – approved as submitted.

OLD BUSINESS

1) Tree Maintenance and Removal

- tree and stump removal – Chinese elm behind post office needs dead limbs removed
- pruning – white oak in front of Mike’s house – dead limbs extending over road
- need for mulching discussed, no definite plans decided on

2) Norris Commons Arboretum

- update on status of recent plantings, including replacement sassafras and black oak, new mountain camelia, yellow buckeye, American basswood, American smoketree. pawpaw which appeared to have died is resprouting.
- watering and other maintenance – Mike will water last 2 weeks of June

3) Byway Planting Project

- mulching needed
- tree replacements – dead white pine replaced with red maple, dead dogwood replaced with dogwood. A few other trees are declining.

4) Honor Trees

- update on plantings – the newly planted trees at arboretum are sponsored
- pending requests – only pending request is TN SAF tree – Bill is handling
- replacements

6) Honor Tree plaques and stakes

- order for 12 tree plaques and 3 Arboretum QR code signs currently with Jack Black, expect to get product later this week

7) East Norris Sidewalk tree plantings/Creamery Park update

- may be tree planting this fall. Concrete pad and knee wall appear done

8) Norris Middle School slope replacement tree plantings

-replacement dogwood sponsored by Elaine Bova planted, along with 2025 Arbor Day Shumard oak for Mike Carberry, red maple for Dean Harshbarger, northern red oak for Cliff Harris, willow oak for Ricky Williams

9) Norris Middle School sidewalk rebuild

- no action for some time

10) Tree Commission Facebook Page

- good response to recent posts, reuse Arbor Day material in recent state urban forestry newsletter? Norris Day posts –

NEW BUSINESS

1) Norris Day booth

- July 4. Chuck has reserved place.

- CPN will arrange tent and folding table. Mike 8:30 – 11:30. CPN – about same time.

Bill – doesn't know time yet. Harry? For honor trees, push plantings along East Norris Greenway. Chuck will bring crayons, coloring pages.

2) Norris Summer Recreation Program – July 9 tree scavenger hunt

9 – 11 AM

- Need to replace faded Arbor Day flag near fire station

-

Next Meeting – informal meeting on July 4

Adjourned at 6:17 PM

Norris Animal Shelter Commission
July 28, 2025 Special Meeting

Current ASC Members: Lee Borgers (1/2028), Tracy Haley (1/2028), Hannah Lawson (1/2026), Leesa Campbell (1/2027), Robin Geaslin (1/2027), Sarah Denham (1/2027)

Members present: Lee Borgers, Tracy Haley, Hannah Lawson, Robin Geaslin, Leesa Campbell

Public Present: none

Meeting called to order at 7:00 pm

Hear the public: none

This meeting was requested by Tracy after speaking to the Chief of Police and the City Manager. There have been three situations just this week in which dogs were taken into the shelter under suspicious circumstances. The first was a dog that the police were told was found on Dairy Pond. When Tracy checked the chip and found out the owner's information, they lived in Powell. The people were absolutely baffled as to how the dog had ended up in Norris. They were so happy to have their dog back they decided not to pursue the matter. The second situation was a perfectly clean dog brought in by a girl from Oliver Springs. She told the police that she found the dog near the elementary school, but she didn't know which road. Miraculously, the owner, who lived in Andersonville, had been scouring social media looking for the dog, and found him on the Norris Facebook page. The dog had gotten spooked and jumped out of the car while the woman was loading her child in the car. They had been heartbroken, thinking their dog was gone forever. Again, they were completely confused as to how the dog could have gotten from Andersonville (near the marina) to Norris and stay perfectly clean. The third situation was a dog showing up at the Dollar General. A Norris resident called the police to have the dog taken into the shelter. Someone had posted the dog on the Norris site and the owner contacted Tracy. It turns out her home was 6 miles away! Again, the owners were unable to explain how their elderly dog had gotten so far away in such a short time. In all three situations the intake sheet was sparsely filled out, as has been the case in most intakes recently. Tracy met with the chief and Adam to communicate our wish that the police be urged to ask the finders questions and fill out the form with information that will help us return dogs to their owners. Tracy asked the chief to require officers to request identification and to verify addresses given. The chief asked that the commission discuss and vote on the desired intake process and paperwork. Adam is supportive as well.

Hannah wrote up a new intake sheet using examples online and suggestions by Tracy's husband, a retired police officer. Lee suggested we change 'volunteer called' to 'commission intake contact'. Hannah will change it.

Leesa had a few concerns. What will the information be used for and how will it be stored? Lee said we can make another sheet to hang on the kennel and the intake sheet can go in the folder. Hannah said the information can be used in the future to see a pattern of drop offs. Also to prove to a disgruntled owner that we did not steal their animal. Leesa asked what if a person doesn't want to show ID. Tracy thinks we should say we cannot take the animal. Hannah thinks we should leave it up to the officer's discretion. If they feel the situation is suspicious, they can decide further action. In most cases people will provide ID when asked by a police officer. Leesa recommended updating the form to include a disclaimer about the information being kept on file for future use. Hannah will update the form.

On a separate matter, Leesa will update the current adoption form to include a media release and will send it to Hannah to print off.

No further questions or concerns.

Our desired process would be the following:

1. When a call comes in the police go to where the person found the dog, instead of having the person bring the dog directly to the shelter. We can provide the police with new leads/collars if they need some to feel comfortable picking up the animals.
2. The police fill out the intake form with the reporting party's name, phone number, and address. Also include the location where the dog was found and a brief description of the situation. We would ask that they also request to see ID and verify the person's information.
3. The police call one of us on the animal commission in this order: Tracy, Lee, Robin, Leesa, Hannah. We will make a new contact sheet to hang at the shelter on the bulletin board.
4. The commission intake contact will then come to the shelter and fill out the remainder of the form, including taking a photo. They can text the photo to Hannah to print or print it out themselves on the printer at the shelter.
5. The commission intake contact will fill out a separate form to post on the kennel door.

Tracy moved to accept the new intake form as corrected with a disclaimer and changing 'volunteer' to 'commission intake contact'.

Lee seconded.

Motion passed.

Commission meeting adjourned at 7:31 pm.

MINUTES: NORRIS PLANNING COMMISSION
Monday, August 4, 2025

Members Present: Bob Sain, Chair; Alex Munro, Secretary; Chris Mitchell, Mayor; Loretta Painter; Joe Feeman

Members Absent: Mike Carberry

Others Present: Kathryn Baldwin, ETDD; Bailey Whited, Asst. City manager

Call to Order: Bob Sain, Chairman: 6:00 PM

1. **Approval of Agenda:** Mr. Sain moved to approve the agenda as presented; Mr. Feeman seconded. Motion carried with no discussion.
2. **Hear the Public:** No members of the public were present.
3. **Approval of Previous Minutes:** Minutes from 7/7/25 were not distributed in time for review and will be approved at the next meeting.
4. **2025 Training Hours:** Members require 1 additional training hour for 2025. Possible topic is Planning Commission statutory authority. Ms. Baldwin is available to present on this topic in 30-minute sessions prior to subsequent meetings.
5. **Push next meeting date:** Mr. Mitchell moved to push the next meeting to 9/2/25 at 6PM to avoid the Labor Day holiday. Mr. Munro seconded; carried with no discussion.
6. **Proposed Landscaping Standards:** Discussion of requirements for sealed site plans. Discussion of allowing or disallowing surveyors to seal site plans vs licensed engineers.
7. **Adjournment:** Meeting adjourned by general consent at 7:22 PM

Alex Munro, Secretary

Date