

**NORRIS CITY COUNCIL
REGULAR MEETING
August 14, 2023 – 6:00 p.m.**

Agenda

- I. Call to Order**
- II. Agenda Approval**
- III. Hear the Public**
- IV. Minutes/Notes**
 - a. Consideration of Approving July 10, 2023 Regular Meeting Minutes
- V. Old Business**
 - a. Update on Safe Routes to Schools Project
 - b. Update on SIA Sawmill Road Project
 - c. Update on Facilities Condition
 - d. Capital Outlay Note – Utility
 - e. Consideration of the Second Reading of Ordinance #656, entitled, “An Ordinance of the City of Norris, Tennessee, to Establish New Purchasing Policies”
 - f. Consideration of the Second Reading of Ordinance #657, entitled, “An Ordinance of the City of Norris, Tennessee, to Amend Title (18) Eighteen, Water and Sewer Chapter (1) One, Water and Sewers Sections 18-116, 18-118, and 18-119, Water and/or Sewer Service to be Initiated or Terminated Only Authorized Personnel, Water and Sewer Service to be Charged for as a Unit, and Repair and Maintenance Services and Supplies and Charges Therefor”
 - g. Consideration of the Second Reading of Ordinance #658, entitled, “An Ordinance of the City of Norris, Tennessee, to Amend Title (4) Four, Municipal Personnel, by Repealing Chapter (4) Four, Sexual Harassment and Section 4-204, Workplace Harassment of Chapter (2) Two”
- VI. New Business**
 - a. Consideration of Ordinance #659, entitled, “An Ordinance of the City of Norris, Tennessee, Amending the Annual Budget for the Fiscal Year Beginning July 1, 2023 and Ending June 30, 2024”
 - b. Consideration of Resolution #9-2023, entitled, “A Resolution of the City of Norris, Tennessee City Council to Declare Certain Property Owned By the City to be Surplus to the City’s Needs and Directing Disposal of Same”
 - c. Discussion of Plan to Address Improvements to the Norris Police and Fire Station Facility and Setting a Date on a Meeting Surrounding the Future of Facilities
 - d. Consideration of Going Out for Bids on 2023-24 Street Improvement Projects
 - e. Consideration of Going Out for Proposals on 2023 Exterior Siding Installation Project at McNeeley Building
 - f. Consideration of Confirming Mayoral Appointments to City Boards, Commissions, and Committees
- VII. Department Reports**
 - a. City Manager
 - b. Police
 - c. Fire

- d. Water & Sewer
- e. 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

X. Adjourn

**Norris City Council
Regular Meeting**

**July 10, 2023
6:00 p.m.**

Minutes

The regular meeting of the City Council of Norris Tennessee convened July 10, 2023 at 6:00 pm.

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

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

Meeting was called to order by Mayor Mitchell.

APPROVAL OF AGENDA

No changes were made.

HEAR FROM THE PUBLIC

A resident reported she had heard that Archers Market had been approved to sell wine however, the City of Norris had to now submit documentation to complete the licensing process. No one from that entity has reached out to the city office for assistance, however, the issuance of wine permits must be approved through the state.

Spencer Boardman, resident of Reservoir Road, requested the City Manager contact AT&T for assistance in removing a fallen branch tangled in the wires on his property.

Ms. Chris Campbell, resident of Oak Ridge, asked Council how to get Norris properly posted on Google Maps as she is having issues with delivery persons finding Norris. Council did not have an answer to the issue.

George Miceli, resident of Butternut Drive, asked if a downed tree totally blocking the utility right of way behind his home could be reported to CUB for tree removal.

MINUTES

APPROVAL OF THE JUNE 12, 2023 PUBLIC HEARING MINUTES – Councilmember Painter made a motion to approve the minutes, and Councilmember Grieve seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter, and Mayor Mitchell voting “Aye.”

APPROVAL OF THE JUNE 12, 2023 REGULAR MEETING MINUTES - Councilmember Painter made a motion to approve the minutes, and Councilmember Grieve seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter, and Mayor Mitchell voting “Aye.”

APPROVAL OF THE JUNE 26, 2023 PUBLIC HEARING MEETING MINUTES - Councilmember Grieve made a motion to approve the minutes, and Councilmember Grinder seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter, and Mayor Mitchell voting “Aye.”

APPROVAL OF THE JUNE 26, 2023 SPECIAL MEETING MINUTES - Councilmember Grinder made a motion to approve the minutes, and Councilmember Grieve seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter, and Mayor Mitchell voting “Aye.”

OLD BUSINESS

(This item was moved from New Business)

Mr. Ledford gave a brief report on the outstanding balances totaling \$27,465.32 for both Real and Personal delinquent property taxes dated April 2023, this amount does not include the total penalties of interest and fees from the county. After a lengthy discussion, Linda Tafelski, resident, addressed council to request forgiveness on property tax penalties. Councilmember Grinder made a motion for Mr. Ledford to contact

the county and ask them to forgive their fees for Ms. Tafelski and Mayor Mitchell seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter, and Mayor Mitchell voting "Aye."

SAFE ROUTES TO SCHOOL - Mr. Whited reported that some paperwork needs to be updated, and the deadline has been extended to March, 2024.

SIA SAWMILL ROAD PROJECT- Mr. Ledford reported that TDOT is still in the land acquisition phase through December.

UPDATE ON FACILITIES CONDITION - Mr. Ledford reported the maintenance actions continue and the air conditioning in the Library/Recreation room has been replaced and is now operatable. The list of other issues are being worked on with some items remaining open and some have already been completed.

CAPITAL OUTLAY NOTE – A special called meeting has been scheduled for Tuesday, August 8, 2023 at 6:00 p.m. to discuss and help define goals regarding future needs for city facilities.

NEW BUSINESS

CONSIDERATION OF THE FIRST READING OF ORDINANCE #656, ENTITLED, "AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, TO ESTABLISH NEW PURCHASING POLICIES" - Councilmember Grinder made a motion to approve the minutes, and Councilmember Painter seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter, and Mayor Mitchell voting "Aye."

CONSIDERATION OF RESOLUTION #7-2023, ENTITLED, "A RESOLUTION APPROVING AN AGREEMENT BETWEEN THE CITY OF NORRIS AND CANNON & CANNON INC FOR NWC ALTERNATIVE WATER SUPPLY STUDY" - Councilmember Grinder made a motion to approve the minutes, and Councilmember Grieve seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter, and Mayor Mitchell voting "Aye."

CONSIDERATION OF THE FIRST READING OF ORDINANCE #657, ENTITLED, "AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, TO AMEND TITLE (18) EIGHTEEN, WATER AND SEWER CHAPTER (1) ONE, WATER AND SEWERS SECTIONS 18-116, 18-118, AND 18-119, WATER AND/OR SEWER SERVICE TO BE INITIATED OR TERMINATED ONLY AUTHORIZED PERSONNEL, WATER AND SEWER SERVICE TO BE CHARGED FOR AS A UNIT, AND REPAIR AND MAINTENANCE SERVICES AND SUPPLIES AND CHARGES THEREFOR" - Councilmember Painter made a motion to approve the minutes, and Councilmember Grieve seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter, and Mayor Mitchell voting "Aye."

CONSIDERATION OF THE FIRST READING OF ORDINANCE #658, ENTITLED, "AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, TO AMEND TITLE (4) FOUR, MUNICIPAL PERSONNEL, BY REPEALING CHAPTER (4) FOUR, SEXUAL HARASSMENT AND SECTION 4-204, WORKPLACE HARASSMENT OF CHAPTER (2) TWO" - Councilmember Painter made a motion to approve the minutes, and Councilmember Grinder seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter, and Mayor Mitchell voting "Aye."

CONSIDERATION OF RESOLUTION #8-2023, ENTITLED, "A RESOLUTION APPROVING AN AGREEMENT BETWEEN THE CITY OF NORRIS AND EAST TENNESSEE DEVELOPMENT DISTRICT FOR LOCAL PLANNING ADVISORY SERVICES" - Councilmember Painter made a motion to approve the minutes, and Councilmember Grinder seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter, and Mayor Mitchell voting "Aye."

SETTING A PUBLIC HEARING MEETING FOR ABOVE MENTIONED ORDINANCES #656, #657, AND #658 – Councilmember Painter made a motion to schedule a public hearing on August 14, 2023 at 5:30 p.m. and Councilmember Grieve seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter, and Mayor Mitchell voting "Aye."

DEPARTMENT AND COMMISSIONS REPORTS

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

POLICE DEPARTMENT – A copy of the report as presented is attached as “Exhibit B”

FIRE DEPARTMENT – A copy of the report as presented is attached as “Exhibit C”

NORRIS WATER COMMISSION (NWC) – A copy of the report as presented is attached as “Exhibit D”

PUBLIC WORKS - A copy of the report as presented is attached as “Exhibit E”

BILLS PAYABLE – Nothing to report

MINUTES AND REPORTS (BOARDS AND COMMISSIONS)

RECREATION COMMISSION – Mayor Mitchell reported he had visited several events and it has been a great summer program.

WATERSHED BOARD – Councilmember Grieve reported Norris Day was a great success and they sold all of their fundraiser t-shirts.

TREE COMMISSION – Councilmember Grieve reported they mulched the Foster Garden and it looks much better. Suggested everyone check out the trees that were planted along Sycamore Place.

ANIMAL SHELTER COMMISSION –No report

COMMUNITY DEVELOPMENT – Concerts on the Common are complete and it was a good season. They will be discussing branding again, and replacing the signage near the entrances.

LITTLE THEATRE – May Boardman reported they are on tract for their commitment to the City’s 75th Anniversary Celebration play in 2024 and to watch for audition opportunities.

PLANNING/BZA – Joe Feeman reported they are working on Subdivision regulations and service drives on status with Bailey Whited.

ADJOURNMENT

Councilmember Grieve made a motion to adjourn at 7:21 p.m. Councilmember Grinder seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter and Mayor Mitchell voting “Aye.”

Sandy Johnson, City Recorder

APPROVED BY CITY COUNCIL

August 14, 2023

Chris Mitchell, Mayor

August 8, 2023 Public Workshop on the Future of Municipal Facilities

Existing Maintenance Issues

- **Community Building:** Roof (\$100k), A/C (\$11-33k), Storage, Fire Protection, Siding
- **Police/Fire:** Roof (\$100k), Drainage
- **McNeeley Building:** Siding (\$20-40k), Drainage
- **Lions Pavilion:** Roof (\$10k)

Department Wants

- **Fire:** Roof to properly protect equipment; stay downtown
- **Police:** Area for questioning; square footage; training room; stay downtown
- **Water/Sewer:** Storage; training room; office space;
- **Public Works:** closed garage bays; storage (enclosed); office space
- **City Admin:** Storage (fire-proofed storage); fire suppression; office space; Planning & Zoning space; training area;
- **Recreation:** Flooring; functional space for both public and private needs
- **Little Theatre:** storage; full stage
- **Animal Shelter:** future space if necessary; cat run
- **Archives:** storage; fire suppression/protection

Public Wants/Notes

- Records Management
- Animal Shelter near city admin
- Animal Shelter's current location has pros (noise; proximity to PW)
- Explore potential of procuring private land
- Second story
- Have department heads clearly define what is needed (actionable items/plans); what CAN be moved? What CANNOT?
- Strategic Planning to be acknowledged during process

Council Notes

- Repair: repurpose spaces and upgrade facility capabilities; “Replace” by expanding current footprint
- Explore potential to expand current footprint of Police/Fire Building
- Costs of new building
- Do not want to harm functionality of city departments
- Maintain functionality during implementation

Locations

- **PW & Animal Shelter**
 - PW Bays behind current community building?
 - PW where current rec bathroom is located?
 - Concerns of noise of PW and Animal Shelter
 - Explore finding space on current footprint (largely dependent of the water/sewer plan)
- Respect neighbors
- Keeping functional locations largely unchanged if possible and improving what needs done
- Cost efficiency by focusing on one location (current Community Building)
 - Moving more administrative functions to 20 Chestnut



ORDINANCE NO. 656

**AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, TO ESTABLISH NEW PURCHASING
POLICIES**

WHEREAS, Title five (5), Chapter six (6), Purchasing Procedures of the City Code of the City of Norris; and

WHEREAS, T.C.A. § 6-19-104 provides that competitive prices for all purchases and public improvements shall be obtained whenever practicable and in accordance with regulations established by ordinance, and T.C.A § 12-3-1212 established that formal sealed bids shall be obtained in all transactions involving expenditures of an amount to be set by ordinance, but not to exceed \$25,000; and

WHEREAS, T.C.A. § 6-19-104 provides that the city manager shall be responsible for all city purchasing, and T.C.A. § 6-21-108 provides that one of the duties of the city manager is to act as the purchasing agent for the city and to purchase all material, supplies, and equipment for the proper conduct of the city's business as provided in T.C.A. § 6-19-104; and

WHEREAS, it is in the best interest of the city to authorize the purchase by the city manager, without formal sealed bid, of material, supplies, and equipment not to exceed the amount set by T.C.A., Title 12, Chapter 3, Part 1212, (\$25,000) and to give the city manager flexibility to make purchases on behalf of the city;

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Norris, Tennessee, as follows:

Section 1. Title 5, Chapter 6, Purchasing Procedure is hereby repealed and replaced with the attached policy In accordance with T.C.A. § 6-19-104 and T.C.A. § 12-3-1212.

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. 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

CHAPTER 6

PURCHASING PROCEDURES

SECTION

5-601. Purchasing Establishment

5-602. Purchases less than ~~\$2,500~~ **\$10,000**.

5-603. Purchases from ~~\$2,500~~ **\$10,000** to \$25,000 for general fund or utility operations.

5-604. Purchases greater than \$25,000 for general fund or utility operations.

5-605. Sealed bids and public advertisement.

5-601. Purchasing Establishment. (1) As provided in T.C.A. §. 6-56-301 through 304 and T.C.A. § 12-3-1201 through 1212, et seq., the office of purchasing agent is hereby created and the city manager shall faithfully discharge the duties of said office.

5-602. Purchases less than ~~\$2,500~~ **\$10,000.** (1) All purchases of any single item or multiple items totaling less than ~~two thousand five hundred dollars~~ **ten thousand dollars** (~~\$2,500.00~~) (**\$10,000.00**) are at the discretion of the **city manager** ~~respective department head~~ and require no public advertisement or competitive bidding. Nonetheless, the department head should obtain at least three (3) quotes from vendors or service providers, unless this requirement is waived by the city manager. Department heads or others authorized to make purchases on behalf of the city will not divide the quantity of items required into multiple purchases totaling less than ~~two thousand five hundred dollars~~ **ten thousand dollars** (~~\$2,500.00~~) (**\$10,000.00**) or otherwise contrive to circumvent the provisions of this section and/or subsequent sections. (T.C.A. § 6-56-304)

5-603. Purchases from ~~\$2,500~~ **\$10,000 to \$25,000 for general fund or utility operations.** Purchases equal to or greater than ~~two thousand five hundred dollars~~ **ten thousand dollars** (~~\$2,500.00~~) (**\$10,000.00**) but equal to or less than twenty-five thousand dollars (\$25,000.00) for general fund operations or twenty-five thousand dollars (\$25,000.00) for utility operations will be made only after obtaining at least three (3) documented bids unless there are less than three (3) vendors that can supply the good or service. For purposes of this section, a vendor that fails to respond to an invitation to bid, resulting in a no bid, constitutes a documented bid. Competitive bidding and public advertisement are not required. Bids may be received via fax, telephone, internet, and the like. The bid will be awarded to the lowest and best bidder conforming to the specifications and delivery requirements, provided that the city manager or his/her designee approves the bid and purchase. (T.C.A. § 12-3-1212 (b)&(c))

5-604. Purchases greater than \$25,000 for general fund or utility operations. Unless otherwise provided by statute, competitive bidding and public advertising will be required for all purchases **greater than** ~~over~~ twenty-five thousand dollars (\$25,000.00) for general fund and utility operations, except for:

- (1) Purchases for goods or services that are subject to daily price changes (e.g., gasoline). Such purchases will be made pursuant to the provisions of § 5-603;
- (2) Purchases for goods or services that are sold, distributed, or manufactured by a single source ("single source purchases"); and

(3) Purchases made during a declared area-wide emergency or for immediate delivery in actual emergencies arising from unforeseen causes, including delays by contractors or transportation or an unanticipated volume of work ("emergency purchases").

5-605. Sealed bids and public advertisement. Formal sealed bids will be obtained and public advertisement will be issued for all purchases requiring competitive bidding, as follows:

(1) Formal sealed bids will be received by the purchasing division or user department up to the date and time scheduled for the opening at which time the bids will be opened and read aloud. The purchasing agent or, when authorized, the director of the user department will select a date, time, and place where the bids will be publicly opened.

(2) Correct and complete specifications and a formal invitation to bid will be submitted/offered to all vendors on the bidders' list for the particular material, supply, or service.

(3) A public notice of the time, date, and place set for the public opening of bids will be published in a newspaper of general circulation for a minimum of five (5) days prior to the opening.

(4) Bids will be awarded to the lowest and best bidder(s) conforming to the bid evaluations, specifications, qualities, delivery requirements and other appropriate considerations.

(5) For purposes of this section, approval by the City of Norris City Council will be required for all budgeted capital expenditures which:

- (a) Exceed the amount previously appropriated by the board of commissioners; or
- (b) Result in the lowest bid being rejected.



ORDINANCE NO. 657

An Ordinance of the City of Norris, Tennessee, to Amend Title (18) Eighteen, Water and Sewer Chapter (1) One, Water and Sewers Sections 18-116, 18-118, and 18-119, Water and/or Sewer Service to be Initiated or Terminated Only Authorized Personnel, Water and Sewer Service to be Charged for as a Unit, and Repair and Maintenance Services and Supplies and Charges Therefor

WHEREAS, the Norris City Council established the Norris Water Commission and maintains the authority to alter organizational structure; and

WHEREAS, the Norris City Council wishes to reorganize the water and sewer utility under the authority of the Norris City Manager; and

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Norris, Tennessee that:

SECTION 1: Section 18-116, is amended as follows:

Section 18-116. Water and/or sewer service to be initiated or terminated only by authorized personnel. Only employees of the ~~department commission~~ will be permitted to initiate or terminate water and/or sewer service, or to reconnect service when it shall have been discontinued for non-payment of a bill for service. No reconnection for non-payment or other reasons shall be made until such bill shall have been paid in full, including the reconnection fee. It shall be unlawful for any person or persons to tamper with or change any water meter, or to make any connection or reconnection to the water or sewer system. (as added by Ord. #529, June 2011)

SECTION 1: Section 18-116, is amended as follows:

Section 18-116. Water and/or sewer service to be initiated or terminated only by authorized personnel. Only employees of the ~~department commission~~ will be permitted to initiate or terminate water and/or sewer service, or to reconnect service when it shall have been discontinued for non-payment of a bill for service. No reconnection for non-payment or other reasons shall be made until such bill shall have been paid in full, including the reconnection fee. It shall be unlawful for any person or persons to tamper with or change any water meter, or to make any connection or reconnection to the water or sewer system. (as added by Ord. #529, June 2011)

SECTION 2: Section 18-118, is amended as follows:

Section 18-118. Water and sewer service to be charged for as a unit. The Norris Water ~~Department Commission~~ will combine charges for sewer and water service to the users thereof in

one (1) statement and will bill the users of such services in such manner as to require the payment of both charges. (as added by Ord. #529, June 2011)

SECTION 3: Section 18-119, is amended as follows:

Section 18-119. Repair and maintenance services and supplies and charges therefor.

The Norris Water ~~Department~~ ~~Commission~~ is hereby authorized and empowered to contract for or render directly all supplies and/or construction, repair, or maintenance services necessary for or incidents to the providing of water and/or sewer services ~~in accordance with the authority of the commission~~, and to recommend to council equitable rates and/or charges to be paid by users, customers, and/or consumers for such supplies and/or construction, repair, or maintenance services. Such rates and charges shall be based upon actual or estimated costs plus twenty percent (20%) overhead, and are to be charged to the user, customer, or consumer for whom such supplies are furnished or for whom construction, repair, or maintenance services are rendered. The commission is authorized and empowered to **propose** ~~establish~~ the necessary rules and regulations to insure the orderly and uniform handling of such service charges. (as added by Ord. #529, June 2011)

SECTION 4: 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 5: 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 6: Effective. 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



ORDINANCE NO. 658

An Ordinance of the City of Norris, Tennessee, to Amend Title (4) Four, Municipal Personnel, by Repealing Chapter (4) Four, Sexual Harassment and Section 4-204, Workplace Harassment of Chapter (2) Two

WHEREAS, the Norris City Council has updated the Sexual Harassment and Workplace Harassment policies by passage of a revised personnel policies under ordinance 642; and

WHEREAS, the revised personnel policies are codified under Title (4) four, Municipal Personnel, Chapter (2) Two, Personnel Policy, Section 4-201, General personnel policy.

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Norris, Tennessee that:

SECTION 1: Chapter 4 Sexual Harassment, is repealed in its entirety.

SECTION 2: Section 4-204. Workplace harassment, is repealed in its entirety.

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.

Adopted First Reading: _____

Public Hearing: _____

Adopted Second Reading: _____

Signed, Mayor

Attest, City Manager



**ORDINANCE NUMBER 659
AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, AMENDING THE ANNUAL BUDGET FOR
THE FISCAL YEAR BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024**

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, 2024:

SECTION 1: Ordinance 648 is hereby amended as follows:

General Fund	Description	
	Increase/(Decrease)	
Revenues		
Total Revenues		\$0
Appropriations		
Expenditures		
42000-900 (Police)	Capital Outlay	\$95,000
43000-940 (Pub Works)	Machinery & Equip	\$145,000
Total Appropriations		\$240,000

- 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



RESOLUTION NO. 9-2023

A RESOLUTION OF THE CITY OF NORRIS, TENNESEE CITY COUNCIL TO DECLARE CERTAIN PROPERTY OWNED BY THE CITY TO BE SURPLUS TO THE CITY’S NEEDS AND DIRECTING DISPOSAL OF SAME.

WHEREAS, the City of Norris has identified various items of city-owned property as being surplus to the needs of the City and has determined it to be in the public interest to offer them for sale.

NOW, THEREFORE, BE IT RESOLVED BY THE ANYTOWN BOARD, AS FOLLOWS:

Section 1. Property declared surplus to the needs of the City government.

The following described property is hereby declared to be of low value and surplus to the needs of the City:

Item	Description	Serial Number / VIN
Tire Swing	Color: Blue/Green	N/A
Slides (2)	Color: Blue/Green	N/A
Merry Go Round	Color: Blue/Green	N/A
Disc Golf Baskets (6)		N/A

Section 2. City Manager directed to dispose of surplus property.

In compliance with the City of Norris Surplus Property Policy (Resolution #1-2023), the City Manager is hereby directed to conduct a public auction for the sale of the surplus items enumerated in Section 1 of

this Resolution. If said auction does not result in an acceptable bid, the City Manager is authorized to donate any unsold items of surplus property to any charitable cause, with preference given to those charities located, or having a presence, in Anderson County. In the event no charitable cause can be found for such purposes, the City Manager may give the surplus property to any non-profit organization or, at his option, have the items disposed as solid waste.

PASSED AND APPROVED THIS 14 DAY OF AUGUST, 2023 BY A ROLL CALL VOTE OF THE NORRIS CITY COUNCIL.

Signed, Mayor

Attest, City Manager



***SURPLUS PROPERTY NOMINATION FORM
CITY OF NORRIS, TENNESSEE***

DEPARTMENT: Norris Recreation Commission

The following items are hereby nominated for designation as surplus city property pursuant to City Resolution No. _____:

Item: 6 Disc Golf Baskets

Description: Surplus Disc Golf Baskets, Good/ Fair Condition, but showing signs of rust, some damage (bent metal)

Serial Number: unknown

Age: Approx 10+ years

Est remaining useful life (yrs): 2-5 years

Estimated Current Value: \$75 each

Reasons for making the nomination:

The City has acquired new, higher quality disc golf baskets that are used at the Norris Disc Golf Course. These are no longer needed, nor is their appropriate storage.

Signature: Brianne Kibler

Date: 8/9/2023



***SURPLUS PROPERTY NOMINATION FORM
CITY OF NORRIS, TENNESSEE***

DEPARTMENT: Norris Recreation Commission

The following items are hereby nominated for designation as surplus city property pursuant to City Resolution No. _____:

Item: Tire Swing and Stand (2), Slide (1), Merry Go Round (1)

Description: This equipment was donated to the City in Feb. 2019. The equipment was dismantled by a volunteer from its previous location on private property and has been stored on City Property for 4.5 years.. All equipment show signs of wear, mild rust, and it is not known if all of the components (screw, bolts, etc) to reconstruct the identified playground pieces are present.



Serial Number: unknown

Age: Approx 10- 12 yrs

Est remaining useful life (yrs): Most commercial playground equipment will last approximately 15 years, possibly more if taken care of. If all components are

available to reconstruct this equipment, there may be 3 to 5 years left. Since equipment was not in care of the City for the majority of its life, it's care status is unknown.

Estimated Current Value: Unknown as equipment was a donated, and status of the components needed to reconstruct are unknown.

Reasons for making the nomination:

The Norris Recreation Commission was grateful for this donation, but due to limitations in placing this equipment with proper spacing at our current parks, many of the pieces of equipment would not work.

Signature: Brianne Kibler

Date: 8/9/2023



Implementation Plan for Improvements to the Public Safety Building

Aug. 15-Sep. 8: Develop proposal with Police and Fire Chiefs.

Sep. 11: Present preliminary proposal to Council.

Sep. 12- Oct. 9: Plan finalized by Council and approved to go out for architectural services.

Oct. 10-Feb. 6: Procure architect and receive designs.

Feb. 12: Present architectural designs to Council and receive approval to go out for bids.

Feb. 13-Apr. 5: Go out for bids, conduct pre-bid meetings, and receive bids.

Apr. 8: Open bids; Council to approve.

City of Norris Invitation to Bid

The City of Norris is requesting sealed bids for the procurement “Paving”. Specifications may be picked up at the Norris Community Building, 20 Chestnut Drive, Norris, TN or call 865/494-7645 to have specifications mailed or emailed.

The City of Norris will receive sealed bids at the Norris Community Building, 20 Chestnut Drive, Norris, TN 37828 or mailed to PO Box 1090, Norris, TN 37828. Deadline for receiving bids is Friday, September 8, 2023, at 2:00 p.m. ET. Bids will be opened on that date and time.

The City of Norris reserves the right to reject any and all proposals.

The City of Norris will receive sealed bids at the Norris Community Building, located at 20 Chestnut Drive, Norris, TN 37828 or mailed to PO Box 1090, Norris, TN 37828 until 2:00 p.m. ET, Friday, September 8, 2023, at which time and place bids will be publicly opened and read aloud for **PAVING** as described in the attached Specifications. (Note: Late bids will not be considered under any circumstances. Bids will be accepted if the date/time stamped by the City of Norris is 2:00 p.m.; date/time stamps of 2:01 or later will be rejected.) The Bidder must comply with insurance requirements.

\$ BID AMOUNT:

- 1. Base bid for paving: \$ _____/ton
- 2. Alternative Bid A (work may/may not be asked for): \$ _____/yard
- 3. Alternative Bid B (work may/may not be asked for): \$ _____/ton
- 4. Alternative Bid C (work may/may not be asked for): \$ _____/yard

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to §12-12-106 (IRAN DIVESTMENT ACT).

The City of Norris reserves the right to reject any and all bids or waive any informalities and to accept any proposal deemed to be in the best interest of the City.

Company Sign Here

COMPANY

BY

(Signature)

DATE

PHONE _____ FAX _____

BASE BID

Asphalt Surface Paving of Butternut Drive

Item 1 – Mill all of Butternut Drive tie in joints beginning and end at each roadway project so that new overlay will tie in flush with existing roadways and driveways – mill 1.5' wide at tie in, 2.5" - 3" deep.

Item 2 -- Clip edges of roadway

Item 3 – Clean Streets by sweeping and blowing

Item 4 – Install risers, if necessary, for 5 water service valves

Item 5 – Install risers, if necessary, for 2 sanitary sewer manholes

Item 6 -- Install approximately 66,264 square feet or 610 tons of asphalt on Butternut Drive, with 1.5" E surface Mix.

Item 7 -- Contractor must provide traffic control and any signs required by the uniform traffic control manual for the project during contract period.

Item 8 -- The material and/or services delivered under this proposal shall remain the property of the seller until a physical inspection and actual usage of this material and/or services is accepted to the satisfaction of the City and is to be in compliance with the terms, herein, fully in accordance with the specifications and be of the highest quality. In the event the materials and/or services supplied to the City are found to be defective or do not conform to specifications, the City reserves the right to cancel the order upon written notice to the seller and return such product to the seller at the seller's expense.

ALTERNATIVE #A

Asphalt Curb Paving of approximately 60 yards of Butternut Drive

Item 1 – Remove approximately 60 yards of existing curb and gutter

Item 2 – Install approximately 60 yards of asphalt on Butternut Drive. The contractor is to saw-cut, remove and replace all damaged curb and gutter as requested by the Public Works Director and as marked or painted by the city, and shall match the size and dimensions of the adjoining surfaces. Any disturbed sod shall be replaced with new Bermuda sod unless existing sod is reused and will fully restore the disturbed area. Asphalt repairs between the new curb and old asphalt will be performed within the framework of the base bid and this alternative price. Any damage to the asphalt roadway shall be saw-cut by the contractor so there is a clean edge for asphalt repair. Any locations where the existing curb is taller than the standard 6" curb, new 6" curb will be installed and taper at a slope of 1:12 to meet the adjoining curb. All sewer and water lines running beneath the replaced section shall be marked with an engraved 4" high 'S' or 'W' on the face of curb at the appropriate location. Any curb and gutter existing or new must be separated with expansion joint material. Any new curb and gutter constructed beside a street drain inlet must have an expansion joint within five feet of either side of the drain inlet.

Item 3 -- Contractor must provide traffic control and any signs required by the uniform traffic control manual for the project during contract period.

Item 4 -- The material and/or services delivered under this proposal shall remain the property of the seller until a physical inspection and actual usage of this material and/or services is accepted to the satisfaction of the City and is to be in compliance with the terms, herein, fully in accordance with the specifications and be of the highest quality. In the event the materials and/or services supplied to the City are found to be defective or do not conform to specifications, the City reserves the right to cancel the order upon written notice to the seller and return such product to the seller at the seller's expense.

ALTERNATIVE #B

Asphalt Surface Paving of Hickory Trail Phase 1 (2214 foot) or (48708 square feet)

Item 1 – Mill tie in joints at beginning and end of each roadway project so that new overlay will tie in flush with existing roadway – mill 1.5' wide at tie in 1.5" deep.

Item 2 -- Clip edges of roadway

Item 3 – Clean Streets by sweeping and blowing

Item 4 – Install risers, if necessary, for 3 water service valves

Item 5 – Install risers, if necessary, for 2 sanitary sewer manholes

Item 6 -- Install approximately 48,708 square feet or 447 tons of asphalt on Hickory Trail, with 1.5" E surface Mix.

Item 7 -- Contractor must provide traffic control and any signs required by the uniform traffic control manual for the project during contract period.

Item 8 -- The material and/or services delivered under this proposal shall remain the property of the seller until a physical inspection and actual usage of this material and/or services is accepted to the satisfaction of the City and is to be in compliance with the terms, herein, fully in accordance with the specifications and be of the highest quality. In the event the materials and/or services supplied to the City are found to be defective or do not conform to specifications, the City reserves the right to cancel the order upon written notice to the seller and return such product to the seller at the seller's expense.

ALTERNATIVE #C

Asphalt Curb Paving of approximately 60 yards of Hickory Trail Phase 1

Item 1 – Remove approximately 60 yards of existing curb and gutter

Item 2 – Install approximately 60 yards of asphalt on Hickory Trail. The contractor is to saw-cut, remove and replace all damaged curb and gutter as requested by the Public Works Director and as marked or painted by the city, and shall match the size and dimensions of the adjoining surfaces. Any disturbed sod shall be replaced with new Bermuda sod unless existing sod is reused and will fully restore the disturbed area. Asphalt repairs between the new curb and old asphalt will be performed within the framework of alternative #B and this alternative price. Any damage to the asphalt roadway shall be saw-cut by the contractor so there is a clean edge for asphalt repair. Any locations where the existing curb is taller than the standard 6" curb, new 6" curb will be installed and taper at a slope of 1:12 to meet the adjoining curb. All sewer and water lines running beneath the replaced section shall be marked with an engraved 4" high 'S' or 'W' on the face of curb at the appropriate location. Any curb and gutter

existing or new must be separated with expansion joint material. Any new curb and gutter constructed beside a street drain inlet must have an expansion joint within five feet of either side of the drain inlet.

Item 3 -- Contractor must provide traffic control and any signs required by the uniform traffic control manual for the project during contract period.

Item 4 -- The material and/or services delivered under this proposal shall remain the property of the seller until a physical inspection and actual usage of this material and/or services is accepted to the satisfaction of the City and is to be in compliance with the terms, herein, fully in accordance with the specifications and be of the highest quality. In the event the materials and/or services supplied to the City are found to be defective or do not conform to specifications, the City reserves the right to cancel the order upon written notice to the seller and return such product to the seller at the seller's expense.

CITY OF NORRIS - TERMS AND CONDITIONS

1. BID FORM:

Bids must be submitted on this form only and bear the handwritten signature of an authorized representative of the firm to be considered valid. Unless otherwise stated by the City, no bidder may withdraw his bid within a period of thirty (30) days after the date set for the opening of bids.

ALL bids must be SEALED and properly identified with the name and address of bidder; the date, time, bid number and project title on the OUTSIDE of the bid return envelope.

2. Prices shall be quoted FOB Norris, TN. Delivery to City of Norris locations shall be without additional charge unless otherwise requested by the City of Norris.
3. Failure to examine any drawings, specifications, and instructions will be at bidder's risk. If bidder is in doubt as to the true meaning of any part of the drawings, specifications, and instructions or other documents, he should submit a written request for an interpretation to the City Manager. An interpretation of the document will be made only by addendum issued by the City Manager to each firm to whom an invitation was forwarded. The City will not be responsible for explanations or interpretations of bid documents except as issued in accordance herewith.
4. Where a brand or trade name appears in the specifications, it is understood that the brand or trade name referred to, or its approved equivalent, shall be furnished. If no mention is made of any exceptions, it is assumed that he is bidding on the article mentioned and not an approved equivalent. If a brand name is listed in the bid package and a vendor intends to bid another name it is the responsibility of the bidder to notify the City Manager of his intent to do so by seven (7) days prior to bid opening. This is to allow time to evaluate equipment or product. Failure to do so disqualifies you as a bidder. An approved equivalent is defined as a bid item that meets or exceeds every specification provided in the bid specifications and is approved by the City of Norris. However, the City of Norris reserves the right to choose a specific name brand if standardizing to accommodate parts supply, knowledge of maintenance, and to prevent the purchase of specialty tools.
5. The bidder is requested to attach brochure-type information and written specifications on the supplies furnished. All guarantees and warranties should be clearly stated.
6. Prices quoted for all machinery, equipment, and vehicles shall include complete parts manual(s), maintenance manual(s), service manual(s), and operator's manual(s) without additional charge and are to be delivered with the unit.
7. Bids and modifications or corrections thereof received after the closing time specified will not be

considered. The City is not responsible for delays in delivery by mail, courier, etc.

8. Any exceptions to these terms or conditions or deviations from written specifications will be shown in writing and attached to the bid form.
9. Any alteration, erasure, additions to or omission of requested information, change of the specifications or bidding schedule, is made at the risk of the bidder, and shall result in the rejection of the bid unless such changes are authorized by the specifications.
10. In the event cash discounts are offered by the bidder, the discount date shall begin with the date of the invoice or the date of receipt of all material covered by the order/contract, whichever is the later date.
11. Charges for boxing or cartage will not be allowed unless previously agreed upon.
12. Default in promised delivery and failure to comply with specifications authorizes the City to purchase supplies elsewhere and charge the difference to defaulting Vendor.
13. Bidder agrees to defend and save the City of Norris from and against all demands, claims, suits, costs, expenses, damages, and judgments based upon infringement of any patents relating to goods specified in this order or the ordinary use or operation of such goods by the City or use or operation of such goods in accordance with bidder's direction.
14. In case of error or discrepancy in the mathematics of the bid price, the unit prices shall prevail.
15. By submission of a signed bid, the bidder certifies total compliance with Title VI and Title VII of the Civil Rights Act of 1964, as amended and all regulations promulgated thereunder, as the City of Norris does not discriminate based on race, color, or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Act of 1964 (42 USC 2000d).
16. Contracts and purchases will be made or entered into with the lowest, responsible, compliant bidder meeting specifications for the grade or class of material, work or service desired in the best interest and advantage to the City of Norris. Responsible bidder is defined as a bidder whose reputation, past performance, and business and financial capabilities are such that he would be judged by the appropriate City authority to be capable of satisfying the City's needs for a specific contract or purchase order.
17. The City reserves the right to determine the low bidder either on the basis of the individual items or on the basis of all items included in its INVITATION TO BID, unless otherwise expressly provided in the INVITATION TO BID. The City reserves the right to accept any item or group of items of any kind and to modify or cancel in whole or in part, its INVITATION TO BID.
18. The City reserves the right to determine the low bidder by durability and maintenance cost over the life of the vehicle or equipment. This may be done by means of past experience or research. Initial cost may not determine low bid.
19. All contracts or purchase orders issued for this award will be governed by the laws of the State of Tennessee.
20. IRAN DIVESTMENT ACT
"By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to TENNESSEE CODE ANNOTATED §12-12-106."

Bidder's company name, signature, and date indicate that these terms and conditions have been read, understood, and accepted.

DATE:

BIDDER'S COMPANY NAME:

COMPANY REPRESENTATIVE:

(Printed Name)

(Written Signature)

CITY OF NORRIS
INSURANCE REQUIREMENTS FOR ROAD CONSTRUCTION

1. Statutory Workers' Compensation Insurance
 - (a) Employers Liability:
 - Bodily Injury by Accident - \$500,000 each accident
 - Bodily Injury by Disease - \$500,000 policy limit
 - Bodily Injury by Disease - \$500,000 each employee
2. Comprehensive General Liability Insurance
 - (a) \$1,000,000 limit of liability per occurrence for bodily injury and property damage.
3. Auto Liability Insurance
 - (a) \$1,000,000 limit of liability per occurrence for bodily injury and property damage.
 - (b) Comprehensive form covering all owned, non-owned, and hired vehicles
4. Umbrella Liability Insurance
 - (a) \$1,000,000 limit of liability
5. City of Norris (and any applicable Authority) should be shown as an additional insured on General Liability, Auto Liability, and Umbrella Liability policies.
6. The cancellation provision should provide 30 days' notice of cancellation.
7. Certificate Holder should read:

City of Norris
20 Chestnut Drive
Norris, TN 37828
8. Insurance company must have an A.M. Best Rating of A-6 or higher.
9. Insurance company must be licensed to do business by the Tennessee Secretary of State.
10. Insurance company must be authorized to do business in Tennessee by the Tennessee Insurance Department.



Request for Proposals

Exterior Siding Installation Project 2023

The City of Norris invites bids from licensed and insured contractors for exterior siding and trim installation at the McNeeley Building. The estimated total square footage of fiber cement siding to be installed is an estimated 2,000 S.F. For information pertaining to the Project, contact Adam Ledford at (865)494-7645. Contractors are solely responsible for the cost of the preparation of the Proposals.

Proposal shall be submitted in a sealed envelope, no later than 2:00 PM on Friday, September 8, 2023. No proposals will be accepted that are incomplete, altered, or illegible.

The City of Norris reserves the right to reject any and all bids and waive any irregularity or minor defects in any proposal received.



INSTRUCTIONS TO INTERESTED BIDDERS

Exterior Siding Installation Project 2023

Project Description

The installation of fiber cement exterior siding, trim and similar exterior building envelope components at the McNeeley Building. For additional information or assistance, please contact:

Adam Ledford, City Manager
citymanager@norrlistn.gov
City of Norris
PO Box 1090, 20 Chestnut Drive
Norris, Tennessee 37828
Phone: (865)494-7645

The City of Norris will receive Proposals for Project until time and date listed on "Request for Proposals". Bids received after this time will not be accepted. The Bids must be submitted in an envelope clearly marked with the Bidder's name and "Siding Installation 2023" and delivered to the Norris City Office at the above noted address. No faxed Bids will be accepted. Submission of Proposal signifies careful examination of the properties and has examined thoroughly and understood the nature and extent of work, locality, actual conditions, as built conditions, and all federal, state, and local laws and regulations that in any manner may affect cost, progress, performance or furnishing of work, including: all aspects of the means, methods, techniques, sequences, procedures to be employed by Contractor and safety precautions and programs incident thereto.

Bidder Requirements:

1. Bidder(s) will possess a valid State of Tennessee contractor license appropriate for work outlined herein, and be able to comply with all provisions of this project.
2. Successful Contractor(s) will have fully trained staff with competent employees that have the expertise necessary to perform work.
3. The sites to be will be thoroughly examined by Bidder(s) prior to submitting bid
4. Successful Contractor(s) will be aware of and comply with all City, County, State and Federal ordinances governing work related to this project.

Project Schedule:

1. Deadline for submission listed on "Request for Proposals".
2. Awarding of Contract: TBA
3. Start Date is defined as the date of the Owners Notice to Proceed: TBA
4. Within 30 days of issuance of Notice to Proceed: Start job, defined as performing siding installation at the above-mentioned location.
5. Contractor to complete all work within 60 calendar days from Notice to Proceed.

Safety:

1. Contractor acknowledges and agrees that public safety is of the utmost importance, and will constantly protect and preserve the safety of employees and the public during progress of work.
2. Contractor will be responsible for all safety equipment and to educate their employees in the rules of safety.
3. Contractor shall be aware of and comply with all City, County, State, and Federal requirements regarding workplace safety.

Storage Facilities:

1. Contractor may not store any materials and/or equipment on project sites without Owner approval.

Damage Caused by Contractor:

1. All damage caused by contractor will be repaired or replaced at the Contractor's expense to the Owner's satisfaction.

TO: Norris City Council
DATE: August 14, 2023
FROM: Adam Ledford
RE: City Manager's Report

1. 2023-24 Year to Date Budget

Revenues and expenditures:

- a. General fund revenues for July totaled \$151,286.93 or 8.08% of the plan, slightly off the 8.33% average. The July number outpacing last year by roughly \$16,000.
- b. General fund expenditures of \$234,444 reflects 9.92% of planned expenses, ahead of plan mostly associated with annual expenditures planned at the beginning of the fiscal year. The July number less than last year by roughly \$127,000.
- c. Water/Sewer revenues totaled \$96,876 or 5.1% of the plan, however if you adjust for anticipated grant funds, the total represented 9.81% of organic revenue anticipated. The July number outpacing last year by roughly \$17,000.
- d. Water/Sewer expenditures totaled \$72,159 or 3.68% of the fiscal year plan. The July number less than last year by roughly \$25,000.
- e. Watershed revenues of \$24,834 represents 27.05% of fiscal year revenue expectations headed by rifle range permits.
- f. Street Aid revenues of \$4,895 presented a consistent mark with at 8.76%.

2. Facilities Improvements

The HVAC unit at the McNeeley Building has been replaced. In your packet is a proposal for bids on siding to replace portions related to damage at the facility.

Estimates to proceed on the Community Building gym A/C are in hand. It was determined that action would be instigated after final consideration of purchasing policy changes during tonight's meeting in order to save time and cost.

A draft proposal for addressing the Police/Fire Facility is on the agenda tonight as well.

TOSHA reported corrective measures at all facilities have been resolved as of the end of July.

3. Reserve Investment

The City has been in contact with the State daily awaiting approval of our application to invest funds in with their system. We will provide an update to date verbal status at the meeting.

4. Website Updates

We added elements of the NWC and Watershed into the website. Other improvements will continue through this month.

5. Solid Waste & Recycling

After meeting with representatives from Waste Connection I was unsuccessful in negotiating an amendment to the current agreement to stabilize cost while reviewing elements of service. Annual increases in the agreement are based on CPI-U calculations which have been unfavorable to the City in recent years. Additionally, the agreement includes a structured

schedule for an additional percent charge associated with diesel fuel cost which have also not been favorable over the last year.

6. **Oak Park Improvements**

I have drafted a proposal to move forward with planned improvements to Oak Park. The Recreation Committee will be reviewing and sharing this proposal later this month with potential plans to present a finalized bid packet in the near future.

7. **Ordinance Overhaul**

The Planning and Water Commissions are both in the process of reviewing ordinances for updates which we are working to bring to the Council.

8. **Watershed Hunt Draw**

The Admin, Police, Public Works, and Watershed Teams completed the annual draw on August 9. A follow-up meeting to discuss altering the process will be conducted soon. The overall feeling suggests the event was successfully administered.

City of Norris
Statement of Expenditures and Encumbrances
July 2023

Fund : **110**

Monthly Comparative:

8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
41000	General Government							
110			(268,421.00)	(268,421.00)	23,468.92	(244,952.08)	8.74%	23,468.92
	Personnel		0.00		0.00			0.00
114			(28,860.00)	(28,860.00)	1,289.70	(27,570.30)	4.47%	1,289.70
	Part-Time Personnel		0.00		0.00			0.00
134			(541.00)	(541.00)	675.00	134.00	124.77%	675.00
	Christmas Bonus		0.00		0.00			0.00
141			(22,783.00)	(22,783.00)	1,932.57	(20,850.43)	8.48%	1,932.57
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00
142			(50,841.00)	(50,841.00)	3,285.36	(47,555.64)	6.46%	3,285.36
	Hospital And Health Insurance		0.00		0.00			0.00
143			(11,154.00)	(11,154.00)	1,018.30	(10,135.70)	9.13%	1,018.30
	Retirement - Current		0.00		0.00			0.00
146			(1,200.00)	(1,200.00)	0.00	(1,200.00)	0.00%	0.00
	Workmen's Compensation		0.00		0.00			0.00
147			(350.00)	(350.00)	3.86	(346.14)	1.10%	3.86
	Unemployment Insurance		0.00		0.00			0.00
148			(1,500.00)	(1,500.00)	85.00	(1,415.00)	5.67%	85.00
	Employee Education And Training		0.00		0.00			0.00
211			(1,400.00)	(1,400.00)	89.74	(1,310.26)	6.41%	89.74
	Postage, Box Rent, Etc.		0.00		0.00			0.00
223			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
	Publications, Reports, Etc.		0.00		0.00			0.00
224			(3,600.00)	(3,600.00)	611.61	(2,988.39)	16.99%	611.61
	Duplication (Mimeograph, Multilith, Microfilm,		0.00		0.00			0.00
235			(4,000.00)	(4,000.00)	920.00	(3,080.00)	23.00%	920.00
	Memberships, Registration Fees, And Tuition		0.00		0.00			0.00
237			(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
	Advertising		0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
July 2023

Fund : **110**

Monthly Comparative:

8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
250			(11,000.00)	(11,000.00)	4,714.59	(6,285.41)	42.86%	4,714.59
	Professional Services		0.00		0.00			0.00
252			(7,000.00)	(7,000.00)	7,459.62	459.62	106.57%	7,459.62
	Legal Services		0.00		0.00			0.00
253			(13,000.00)	(13,000.00)	0.00	(13,000.00)	0.00%	0.00
	Accounting And Auditing Services		0.00		0.00			0.00
255			(16,000.00)	(16,000.00)	11,557.50	(4,442.50)	72.23%	11,557.50
	Data Processing Services		0.00		0.00			0.00
259			(7,000.00)	(7,000.00)	375.22	(6,624.78)	5.36%	375.22
	Other Professional Services		0.00		0.00			0.00
280			(4,500.00)	(4,500.00)	0.00	(4,500.00)	0.00%	0.00
	Travel		0.00		0.00			0.00
291			(300.00)	(300.00)	0.00	(300.00)	0.00%	0.00
	Physical/Drug Testing		0.00		0.00			0.00
310			(2,800.00)	(2,800.00)	2,194.57	(605.43)	78.38%	2,194.57
	Office Supplies And Materials		0.00		0.00			0.00
320			(500.00)	(500.00)	1,076.61	576.61	215.32%	1,076.61
	Operating Supplies		0.00		0.00			0.00
510			(36,100.00)	(36,100.00)	0.00	(36,100.00)	0.00%	0.00
	Liability Insurance		0.00		0.00			0.00
551			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
	Trustee Fees		0.00		0.00			0.00
555			(1,600.00)	(1,600.00)	0.00	(1,600.00)	0.00%	0.00
	Bank Service Charges		0.00		0.00			0.00
948			(8,000.00)	(8,000.00)	0.00	(8,000.00)	0.00%	0.00
	Computer Equipment		0.00		0.00			0.00
41800	Community Government Buildings							
241			(9,500.00)	(9,500.00)	432.32	(9,067.68)	4.55%	432.32
	Electric		0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
July 2023

Fund : **110**

Monthly Comparative: 8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
242			(3,000.00)	(3,000.00)	246.10	(2,753.90)	8.20%	246.10
	Water		0.00		0.00			0.00
244			(1,200.00)	(1,200.00)	10.00	(1,190.00)	0.83%	10.00
	Gas		0.00		0.00			0.00
245			(7,200.00)	(7,200.00)	748.85	(6,451.15)	10.40%	748.85
	Telephone And Other Communications		0.00		0.00			0.00
260			(5,000.00)	(5,000.00)	200.08	(4,799.92)	4.00%	200.08
	Repair And Maintenance Services		0.00		0.00			0.00
290			(1,400.00)	(1,400.00)	1,230.60	(169.40)	87.90%	1,230.60
	Other Contractual Services		0.00		0.00			0.00
900			(150,000.00)	(150,000.00)	0.00	(150,000.00)	0.00%	0.00
	Capital Outlay		0.00		0.00			0.00
41900	Mcneeley Municipal Building							
241			(5,500.00)	(5,500.00)	185.19	(5,314.81)	3.37%	185.19
	Electric		0.00		0.00			0.00
242			(1,600.00)	(1,600.00)	177.59	(1,422.41)	11.10%	177.59
	Water		0.00		0.00			0.00
260			(1,600.00)	(1,600.00)	7,718.88	6,118.88	482.43%	7,718.88
	Repair And Maintenance Services		0.00		0.00			0.00
290			(1,000.00)	(1,000.00)	39.00	(961.00)	3.90%	39.00
	Other Contractual Services		0.00		0.00			0.00
329			(100.00)	(100.00)	0.00	(100.00)	0.00%	0.00
	Other Oper. Supplies		0.00		0.00			0.00
900			(40,000.00)	(40,000.00)	0.00	(40,000.00)	0.00%	0.00
	Capital Outlay		0.00		0.00			0.00
42000	Police Dept.							
110			(349,752.00)	(349,752.00)	30,635.43	(319,116.57)	8.76%	30,635.43
	Personnel		0.00		0.00			0.00
112			(30,000.00)	(30,000.00)	5,336.53	(24,663.47)	17.79%	5,336.53
	Over-Time Personnel		0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
July 2023

Fund : **110**

Monthly Comparative:

8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
114			(10,000.00)	(10,000.00)	1,251.90	(8,748.10)	12.52%	1,251.90
		Part-Time Personnel	0.00		0.00			0.00
119			(2,500.00)	(2,500.00)	0.00	(2,500.00)	0.00%	0.00
		Health Insurance Incentive	0.00		0.00			0.00
129			(19,500.00)	(19,500.00)	0.00	(19,500.00)	0.00%	0.00
		Holiday Pay	0.00		0.00			0.00
132			(5,600.00)	(5,600.00)	0.00	(5,600.00)	0.00%	0.00
		State Bonus	0.00		0.00			0.00
134			(10,050.00)	(10,050.00)	4,275.00	(5,775.00)	42.54%	4,275.00
		Christmas Bonus	0.00		0.00			0.00
141			(32,696.00)	(32,696.00)	3,157.21	(29,538.79)	9.66%	3,157.21
		Payroll Taxes (Ssa-Med.)	0.00		0.00			0.00
142			(88,297.00)	(88,297.00)	6,281.59	(82,015.41)	7.11%	6,281.59
		Hospital And Health Insurance	0.00		0.00			0.00
143			(25,044.00)	(25,044.00)	1,525.25	(23,518.75)	6.09%	1,525.25
		Retirement - Current	0.00		0.00			0.00
146			(14,000.00)	(14,000.00)	0.00	(14,000.00)	0.00%	0.00
		Workmen's Compensation	0.00		0.00			0.00
147			(500.00)	(500.00)	7.35	(492.65)	1.47%	7.35
		Unemployment Insurance	0.00		0.00			0.00
148			(3,500.00)	(3,500.00)	115.00	(3,385.00)	3.29%	115.00
		Employee Education And Training	0.00		0.00			0.00
211			(200.00)	(200.00)	0.00	(200.00)	0.00%	0.00
		Postage, Box Rent, Etc.	0.00		0.00			0.00
216			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
		Radio And Tv Services	0.00		0.00			0.00
220			(800.00)	(800.00)	0.00	(800.00)	0.00%	0.00
		Printing, Duplicating, Typing, And Binding	0.00		0.00			0.00
235			(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00
		Memberships, Registration Fees, And Tuition	0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
July 2023

Fund : **110**

Monthly Comparative: 8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
241			(6,000.00)	(6,000.00)	388.50	(5,611.50)	6.48%	388.50
	Electric		0.00		0.00			0.00
242			(1,200.00)	(1,200.00)	105.47	(1,094.53)	8.79%	105.47
	Water		0.00		0.00			0.00
244			(1,900.00)	(1,900.00)	10.00	(1,890.00)	0.53%	10.00
	Gas		0.00		0.00			0.00
245			(5,000.00)	(5,000.00)	625.68	(4,374.32)	12.51%	625.68
	Telephone And Other Communications		0.00		0.00			0.00
261			(5,000.00)	(5,000.00)	63.11	(4,936.89)	1.26%	63.11
	Repair And Maintenance Motor Vehicles		0.00		0.00			0.00
264			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
	Repair And Maint Traffic Lights, Parking Meters		0.00		0.00			0.00
266			0.00	0.00	159.00	159.00	No Budget	159.00
	Repair And Maintenance Buildings		0.00		0.00			0.00
269			(1,000.00)	(1,000.00)	270.00	(730.00)	27.00%	270.00
	Repair And Maintenance Other Repair And		0.00		0.00			0.00
280			(1,500.00)	(1,500.00)	690.15	(809.85)	46.01%	690.15
	Travel		0.00		0.00			0.00
286			0.00	0.00	50,100.00	50,100.00	No Budget	50,100.00
	Vehicle Purchase		0.00		0.00			0.00
290			(8,000.00)	(8,000.00)	705.56	(7,294.44)	8.82%	705.56
	Other Contractural Services		0.00		0.00			0.00
291			(360.00)	(360.00)	0.00	(360.00)	0.00%	0.00
	Physical/Drug Testing		0.00		0.00			0.00
298			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
	Collection Fees		0.00		0.00			0.00
310			(2,800.00)	(2,800.00)	312.70	(2,487.30)	11.17%	312.70
	Office Supplies And Materials		0.00		0.00			0.00
320			(500.00)	(500.00)	1,823.25	1,323.25	364.65%	1,823.25
	Operating Supplies		0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
July 2023

Fund : **110**

Monthly Comparative: 8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
326			(4,000.00)	(4,000.00)	4,200.00	200.00	105.00%	4,200.00
		Clothing And Uniforms	0.00		0.00			0.00
327			(3,500.00)	(3,500.00)	1,370.00	(2,130.00)	39.14%	1,370.00
		Fire Arm Supplies	0.00		0.00			0.00
329			(3,000.00)	(3,000.00)	1,692.83	(1,307.17)	56.43%	1,692.83
		Other Oper. Supplies	0.00		0.00			0.00
331			(15,000.00)	(15,000.00)	1,307.00	(13,693.00)	8.71%	1,307.00
		Fuel Charges	0.00		0.00			0.00
333			(3,500.00)	(3,500.00)	357.70	(3,142.30)	10.22%	357.70
		Other Equipment (Dispatch 911)	0.00		0.00			0.00
334			(2,500.00)	(2,500.00)	0.00	(2,500.00)	0.00%	0.00
		Tires, Tubes And Etc.	0.00		0.00			0.00
900			(130,000.00)	(130,000.00)	475.00	(129,525.00)	0.37%	475.00
		Capital Outlay	0.00		0.00			0.00
42200	Fire Protection And Control							
141			0.00	0.00	11.47	11.47	No Budget	11.47
		Payroll Taxes (Ssa-Med.)	0.00		0.00			0.00
142			0.00	0.00	0.17	0.17	No Budget	0.17
		Hospital And Health Insurance	0.00		0.00			0.00
143			0.00	0.00	19.83	19.83	No Budget	19.83
		Retirement - Current	0.00		0.00			0.00
148			(3,500.00)	(3,500.00)	312.90	(3,187.10)	8.94%	312.90
		Employee Education And Training	0.00		0.00			0.00
162			(5,000.00)	(5,000.00)	288.63	(4,711.37)	5.77%	288.63
		Volunteer Firemen	0.00		0.00			0.00
216			(600.00)	(600.00)	0.00	(600.00)	0.00%	0.00
		Radio And Tv Services	0.00		0.00			0.00
220			(400.00)	(400.00)	0.00	(400.00)	0.00%	0.00
		Printing, Duplicating, Typing, And Binding	0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
July 2023

Fund : **110**

Monthly Comparative: 8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
245			(600.00)	(600.00)	492.57	(107.43)	11.55%	69.30
		Telephone And Other Communications	0.00		0.00			0.00
246			(12,200.00)	(12,200.00)	0.00	(12,200.00)	0.00%	0.00
		Fire Hydrant Rental	0.00		0.00			0.00
261			(12,000.00)	(12,000.00)	851.05	(11,148.95)	7.09%	851.05
		Repair And Maintenance Motor Vehicles	0.00		0.00			0.00
291			(600.00)	(600.00)	0.00	(600.00)	0.00%	0.00
		Physical/Drug Testing	0.00		0.00			0.00
320			(10,000.00)	(10,000.00)	900.41	(9,099.59)	9.00%	900.41
		Operating Supplies	0.00		0.00			0.00
322			(500.00)	(500.00)	287.26	(212.74)	57.45%	287.26
		Chemical, Laboratory, And Medical Supplies	0.00		0.00			0.00
329			(600.00)	(600.00)	798.12	198.12	133.02%	798.12
		Other Oper. Supplies	0.00		0.00			0.00
331			(1,100.00)	(1,100.00)	183.86	(916.14)	16.71%	183.86
		Fuel Charges	0.00		0.00			0.00
333			0.00	0.00	478.00	478.00	No Budget	478.00
		Other Equipment (Dispatch 911)	0.00		0.00			0.00
340			(10,500.00)	(10,500.00)	816.74	(9,683.26)	7.78%	816.74
		Norris Volunteer Fire Dept. Expenses	0.00		0.00			0.00
900			(19,000.00)	(19,000.00)	0.00	(19,000.00)	0.00%	0.00
		Capital Outlay	0.00		0.00			0.00
43000	Public Works							
110			(179,199.00)	(179,199.00)	13,362.88	(165,836.12)	7.46%	13,362.88
		Personnel	0.00		0.00			0.00
112			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
		Over-Time Personnel	0.00		0.00			0.00
114			(4,800.00)	(4,800.00)	400.00	(4,400.00)	8.33%	400.00
		Part-Time Personnel	0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
July 2023

Fund : **110**

Monthly Comparative:

8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
134			(6,433.00)	(6,433.00)	1,275.00	(5,158.00)	19.82%	1,275.00
		Christmas Bonus	0.00		0.00			0.00
135			0.00	0.00	150.00	150.00	No Budget	150.00
		Animal Control Bonus	0.00		0.00			0.00
141			(14,607.00)	(14,607.00)	1,149.91	(13,457.09)	7.87%	1,149.91
		Payroll Taxes (Ssa-Med.)	0.00		0.00			0.00
142			(51,327.00)	(51,327.00)	3,654.33	(47,672.67)	7.12%	3,654.33
		Hospital And Health Insurance	0.00		0.00			0.00
143			(6,254.00)	(6,254.00)	542.94	(5,711.06)	8.68%	542.94
		Retirement - Current	0.00		0.00			0.00
146			(7,560.00)	(7,560.00)	0.00	(7,560.00)	0.00%	0.00
		Workmen's Compensation	0.00		0.00			0.00
147			(200.00)	(200.00)	1.93	(198.07)	0.97%	1.93
		Unemployment Insurance	0.00		0.00			0.00
148			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
		Employee Education And Training	0.00		0.00			0.00
235			(300.00)	(300.00)	0.00	(300.00)	0.00%	0.00
		Memberships, Registration Fees, And Tuition	0.00		0.00			0.00
241			(2,400.00)	(2,400.00)	178.22	(2,221.78)	7.43%	178.22
		Electric	0.00		0.00			0.00
242			(1,000.00)	(1,000.00)	81.97	(918.03)	8.20%	81.97
		Water	0.00		0.00			0.00
245			(5,000.00)	(5,000.00)	376.95	(4,623.05)	7.54%	376.95
		Telephone And Other Communications	0.00		0.00			0.00
247			(25,000.00)	(25,000.00)	1,915.19	(23,084.81)	7.66%	1,915.19
		Street Lighting (Electric And Maint.)	0.00		0.00			0.00
261			(8,000.00)	(8,000.00)	1,498.89	(6,501.11)	18.74%	1,498.89
		Repair And Maintenance Motor Vehicles	0.00		0.00			0.00
265			(20,000.00)	(20,000.00)	0.00	(20,000.00)	0.00%	0.00
		Repair And Maintenance Grounds And Ground	0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
July 2023

Fund : **110**

Monthly Comparative: 8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
266			(14,000.00)	(14,000.00)	97.57	(13,902.43)	0.70%	97.57
		Repair And Maintenance Buildings	0.00		0.00			0.00
268			(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
		Repair And Maintenance Roads And Streets	0.00		0.00			0.00
269			(12,000.00)	(12,000.00)	0.00	(12,000.00)	0.00%	0.00
		Repair And Maintenance Other Repair And	0.00		0.00			0.00
280			(200.00)	(200.00)	0.00	(200.00)	0.00%	0.00
		Travel	0.00		0.00			0.00
291			(300.00)	(300.00)	0.00	(300.00)	0.00%	0.00
		Physical/Drug Testing	0.00		0.00			0.00
310			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
		Office Supplies And Materials	0.00		0.00			0.00
320			(2,700.00)	(2,700.00)	40.36	(2,659.64)	1.49%	40.36
		Operating Supplies	0.00		0.00			0.00
326			(3,000.00)	(3,000.00)	241.41	(2,758.59)	8.05%	241.41
		Clothing And Uniforms	0.00		0.00			0.00
331			(15,000.00)	(15,000.00)	1,092.76	(13,907.24)	7.29%	1,092.76
		Fuel Charges	0.00		0.00			0.00
334			(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
		Tires, Tubes And Etc.	0.00		0.00			0.00
341			(1,000.00)	(1,000.00)	207.33	(792.67)	20.73%	207.33
		Consumable Tools	0.00		0.00			0.00
342			(600.00)	(600.00)	0.00	(600.00)	0.00%	0.00
		Sign Parts And Supplies	0.00		0.00			0.00
471			(5,000.00)	(5,000.00)	0.00	(5,000.00)	0.00%	0.00
		Asphalt And Asphalt Filler	0.00		0.00			0.00
900			(122,000.00)	(122,000.00)	0.00	(122,000.00)	0.00%	0.00
		Capital Outlay	0.00		0.00			0.00
940			(14,000.00)	(14,000.00)	0.00	(14,000.00)	0.00%	0.00
		Machinery And Equipment	0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
July 2023

Fund : **110**

Monthly Comparative:

8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
44400		Recreation						
110			0.00	0.00	2,832.35	2,832.35	No Budget	2,832.35
	Personnel		0.00		0.00			0.00
114			(6,500.00)	(6,500.00)	0.00	(6,500.00)	0.00%	0.00
	Part-Time Personnel		0.00		0.00			0.00
141			(497.00)	(497.00)	216.68	(280.32)	43.60%	216.68
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00
147			(195.00)	(195.00)	8.50	(186.50)	4.36%	8.50
	Unemployment Insurance		0.00		0.00			0.00
241			(650.00)	(650.00)	40.81	(609.19)	6.28%	40.81
	Electric		0.00		0.00			0.00
242			(3,500.00)	(3,500.00)	846.98	(2,653.02)	24.20%	846.98
	Water		0.00		0.00			0.00
291			(300.00)	(300.00)	0.00	(300.00)	0.00%	0.00
	Physical/Drug Testing		0.00		0.00			0.00
312			(2,200.00)	(2,200.00)	0.00	(2,200.00)	0.00%	0.00
	Small Items Of Equipment		0.00		0.00			0.00
320			0.00	0.00	335.89	335.89	No Budget	335.89
	Operating Supplies		0.00		0.00			0.00
325			(8,000.00)	(8,000.00)	0.00	(8,000.00)	0.00%	0.00
	Fireworks Supplies		0.00		0.00			0.00
329			(2,000.00)	(2,000.00)	728.50	(1,271.50)	36.43%	728.50
	Other Oper. Supplies		0.00		0.00			0.00
900			(150,000.00)	(150,000.00)	0.00	(150,000.00)	0.00%	0.00
	Capital Outlay		0.00		0.00			0.00
44800		Libraries						
329			(950.00)	(950.00)	0.00	(950.00)	0.00%	0.00
	Other Oper. Supplies		0.00		0.00			0.00
720			(32,250.00)	(32,250.00)	8,062.50	(24,187.50)	25.00%	8,062.50
	Grants And Donations To Other Institutions		0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
July 2023

Fund : **110**

Monthly Comparative:

8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
45100 Conservation Of Natural Resources								
269			(200.00)	(200.00)	0.00	(200.00)	0.00%	0.00
	Repair And Maintenance	Other Repair And	0.00		0.00			0.00
320			(3,300.00)	(3,300.00)	0.00	(3,300.00)	0.00%	0.00
	Operating Supplies		0.00		0.00			0.00
551			0.00	0.00	0.00	0.00	No Budget	0.00
	Trustee Fees		0.00		0.00			0.00
45160 Other Natural Resources								
241			(1,000.00)	(1,000.00)	39.18	(960.82)	3.92%	39.18
	Electric		0.00		0.00			0.00
242			(1,000.00)	(1,000.00)	81.97	(918.03)	8.20%	81.97
	Water		0.00		0.00			0.00
329			(6,000.00)	(6,000.00)	304.23	(5,695.77)	5.07%	304.23
	Other Oper. Supplies		0.00		0.00			0.00
47100 Economic Development Administration								
237			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
	Advertising		0.00		0.00			0.00
320			(5,500.00)	(5,500.00)	250.00	(5,250.00)	4.55%	250.00
	Operating Supplies		0.00		0.00			0.00
329			(3,000.00)	(3,000.00)	0.00	(3,000.00)	0.00%	0.00
	Other Oper. Supplies		0.00		0.00			0.00
900			(5,400.00)	(5,400.00)	0.00	(5,400.00)	0.00%	0.00
	Capital Outlay		0.00		0.00			0.00
Total For Fund: 110			(2,363,671.00)	(2,363,671.00)	234,444.23	(2,129,226.77)	9.92 %	234,020.96
			0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
July 2023

Fund : **121**

Monthly Comparative:

8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
43100		Highways And Streets						
268			(150,000.00)	(150,000.00)	0.00	(150,000.00)	0.00%	0.00
		Repair And Maintenance Roads And Streets	0.00		0.00			0.00
Total For Fund:	121		(150,000.00)	(150,000.00)	0.00	(150,000.00)	0.00 %	0.00
			0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
July 2023

Fund : **123**

Monthly Comparative:

8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
45100	Conservation Of Natural Resources							
114			(18,600.00)	(18,600.00)	2,304.15	(16,295.85)	12.39%	2,304.15
		Part-Time Personnel	0.00		0.00			0.00
141			(1,423.00)	(1,423.00)	176.26	(1,246.74)	12.39%	176.26
		Payroll Taxes (Ssa-Med.)	0.00		0.00			0.00
147			(30.00)	(30.00)	6.92	(23.08)	23.07%	6.92
		Unemployment Insurance	0.00		0.00			0.00
220			(1,000.00)	(1,000.00)	1,713.00	713.00	171.30%	1,713.00
		Printing, Duplicating, Typing, And Binding	0.00		0.00			0.00
259			0.00	0.00	2,461.00	2,461.00	No Budget	2,461.00
		Other Professional Services	0.00		0.00			0.00
261			(1,500.00)	(1,500.00)	142.70	(1,357.30)	9.51%	142.70
		Repair And Maintenance Motor Vehicles	0.00		0.00			0.00
265			(13,500.00)	(13,500.00)	950.29	(12,549.71)	7.04%	950.29
		Repair And Maintenance Grounds And Ground	0.00		0.00			0.00
290			(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00
		Other Contractural Services	0.00		0.00			0.00
291			(360.00)	(360.00)	0.00	(360.00)	0.00%	0.00
		Physical/Drug Testing	0.00		0.00			0.00
310			(85.00)	(85.00)	0.00	(85.00)	0.00%	0.00
		Office Supplies And Materials	0.00		0.00			0.00
320			(200.00)	(200.00)	0.00	(200.00)	0.00%	0.00
		Operating Supplies	0.00		0.00			0.00
331			(350.00)	(350.00)	0.00	(350.00)	0.00%	0.00
		Fuel Charges	0.00		0.00			0.00
342			(400.00)	(400.00)	0.00	(400.00)	0.00%	0.00
		Sign Parts And Supplies	0.00		0.00			0.00
551			(1,670.00)	(1,670.00)	0.00	(1,670.00)	0.00%	0.00
		Trustee Fees	0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
July 2023

Fund : **123**

Monthly Comparative: 8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
900			(36,500.00)	(36,500.00)	0.00	(36,500.00)	0.00%	0.00
	Capital Outlay		0.00		0.00			0.00
51600	Operating Transfers Out							
759			(45,290.00)	(45,290.00)	0.00	(45,290.00)	0.00%	0.00
	Transfers To General Funds		0.00		0.00			0.00
Total For Fund:	123		(122,408.00)	(122,408.00)	7,754.32	(114,653.68)	6.33 %	7,754.32
			0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
July 2023

Fund : **128**

Monthly Comparative: 8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
43230		Solid Waste Collection						
248			(47,500.00)	(47,500.00)	3,836.74	(43,663.26)	8.08%	3,836.74
	Recycle/Residential Contract		0.00		0.00			0.00
249			(75,500.00)	(75,500.00)	6,197.89	(69,302.11)	8.21%	6,197.89
	Refuse/Residential Contract		0.00		0.00			0.00
258			(32,500.00)	(32,500.00)	2,780.33	(29,719.67)	8.55%	2,780.33
	Commercial Refuse		0.00		0.00			0.00
Total For Fund:	128		(155,500.00)	(155,500.00)	12,814.96	(142,685.04)	8.24 %	12,814.96
			0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
July 2023

Fund : **413**

Monthly Comparative:

8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
52113		Purification						
110			(69,777.00)	(69,777.00)	3,671.92	(66,105.08)	5.26%	3,671.92
	Personnel		0.00		0.00			0.00
112			(3,800.00)	(3,800.00)	200.00	(3,600.00)	5.26%	200.00
	Over-Time Personnel		0.00		0.00			0.00
114			(9,620.00)	(9,620.00)	3,559.69	(6,060.31)	37.00%	3,559.69
	Part-Time Personnel		0.00		0.00			0.00
134			(217.00)	(217.00)	0.00	(217.00)	0.00%	0.00
	Christmas Bonus		0.00		0.00			0.00
137			(1,700.00)	(1,700.00)	0.00	(1,700.00)	0.00%	0.00
	Certification Bonus		0.00		0.00			0.00
141			(6,512.00)	(6,512.00)	561.77	(5,950.23)	8.63%	561.77
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00
142			(34,539.00)	(34,539.00)	1,397.86	(33,141.14)	4.05%	1,397.86
	Hospital And Health Insurance		0.00		0.00			0.00
143			(2,627.00)	(2,627.00)	141.17	(2,485.83)	5.37%	141.17
	Retirement - Current		0.00		0.00			0.00
148			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
	Employee Education And Training		0.00		0.00			0.00
170			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
	Fees		0.00		0.00			0.00
241			(40,500.00)	(40,500.00)	3,361.32	(37,138.68)	8.30%	3,361.32
	Electric		0.00		0.00			0.00
244			(6,000.00)	(6,000.00)	58.00	(5,942.00)	0.97%	58.00
	Gas		0.00		0.00			0.00
245			(6,000.00)	(6,000.00)	270.98	(5,729.02)	4.52%	270.98
	Telephone And Other Communications		0.00		0.00			0.00
260			(15,000.00)	(15,000.00)	0.00	(15,000.00)	0.00%	0.00
	Repair And Maintenance Services		0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
July 2023

Fund : **413**

Monthly Comparative:

8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
291			(240.00)	(240.00)	0.00	(240.00)	0.00%	0.00
		Physical/Drug Testing	0.00		0.00			0.00
320			(2,500.00)	(2,500.00)	1,022.67	(1,477.33)	40.91%	1,022.67
		Operating Supplies	0.00		0.00			0.00
322			(15,000.00)	(15,000.00)	3,078.75	(11,921.25)	20.53%	3,078.75
		Chemical, Laboratory, And Medical Supplies	0.00		0.00			0.00
329			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
		Other Oper. Supplies	0.00		0.00			0.00
389			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
		Independent Lab Anaylsis	0.00		0.00			0.00
900			(41,000.00)	(41,000.00)	0.00	(41,000.00)	0.00%	0.00
		Capital Outlay	0.00		0.00			0.00
52114	Transmission And Distribution							
110			(37,980.00)	(37,980.00)	730.80	(37,249.20)	1.92%	730.80
		Personnel	0.00		0.00			0.00
112			(4,600.00)	(4,600.00)	0.00	(4,600.00)	0.00%	0.00
		Over-Time Personnel	0.00		0.00			0.00
114			(9,620.00)	(9,620.00)	689.15	(8,930.85)	7.16%	689.15
		Part-Time Personnel	0.00		0.00			0.00
134			(108.00)	(108.00)	0.00	(108.00)	0.00%	0.00
		Christmas Bonus	0.00		0.00			0.00
137			(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00
		Certification Bonus	0.00		0.00			0.00
141			(4,117.00)	(4,117.00)	107.46	(4,009.54)	2.61%	107.46
		Payroll Taxes (Ssa-Med.)	0.00		0.00			0.00
142			(22,334.00)	(22,334.00)	160.29	(22,173.71)	0.72%	160.29
		Hospital And Health Insurance	0.00		0.00			0.00
143			(1,538.00)	(1,538.00)	25.43	(1,512.57)	1.65%	25.43
		Retirement - Current	0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
July 2023

Fund : **413**

Monthly Comparative:

8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
260			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
		Repair And Maintenance Services	0.00		0.00			0.00
291			(240.00)	(240.00)	0.00	(240.00)	0.00%	0.00
		Physical/Drug Testing	0.00		0.00			0.00
320			(1,000.00)	(1,000.00)	448.42	(551.58)	0.00%	0.00
		Operating Supplies	0.00		0.00			0.00
322			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
		Chemical, Laboratory, And Medical Supplies	0.00		0.00			0.00
331			(9,000.00)	(9,000.00)	788.56	(8,211.44)	8.76%	788.56
		Fuel Charges	0.00		0.00			0.00
332			(3,000.00)	(3,000.00)	0.00	(3,000.00)	0.00%	0.00
		Motor Vehicle Parts	0.00		0.00			0.00
338			(26,000.00)	(26,000.00)	384.75	(25,615.25)	1.48%	384.75
		Repair Parts For Water Or Sewer Lines, Meters,	0.00		0.00			0.00
341			(1,000.00)	(1,000.00)	34.97	(965.03)	3.50%	34.97
		Consumable Tools	0.00		0.00			0.00
391			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
		Water Meters	0.00		0.00			0.00
900			(44,000.00)	(44,000.00)	0.00	(44,000.00)	0.00%	0.00
		Capital Outlay	0.00		0.00			0.00
934			(15,000.00)	(15,000.00)	0.00	(15,000.00)	0.00%	0.00
		Drainage, Water Supply And Storage, Sewage	0.00		0.00			0.00
52211		Sewer Collection (Lines)						
110			(19,118.00)	(19,118.00)	0.00	(19,118.00)	0.00%	0.00
		Personnel	0.00		0.00			0.00
112			(6,600.00)	(6,600.00)	0.00	(6,600.00)	0.00%	0.00
		Over-Time Personnel	0.00		0.00			0.00
114			(9,620.00)	(9,620.00)	668.89	(8,951.11)	6.95%	668.89
		Part-Time Personnel	0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
July 2023

Fund : **413**

Monthly Comparative:

8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
137			(750.00)	(750.00)	0.00	(750.00)	0.00%	0.00
		Certification Bonus	0.00		0.00			0.00
141			(2,761.00)	(2,761.00)	51.18	(2,709.82)	1.85%	51.18
		Payroll Taxes (Ssa-Med.)	0.00		0.00			0.00
142			(11,513.00)	(11,513.00)	0.00	(11,513.00)	0.00%	0.00
		Hospital And Health Insurance	0.00		0.00			0.00
143			(921.00)	(921.00)	0.00	(921.00)	0.00%	0.00
		Retirement - Current	0.00		0.00			0.00
148			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
		Employee Education And Training	0.00		0.00			0.00
241			(1,300.00)	(1,300.00)	83.35	(1,216.65)	6.41%	83.35
		Electric	0.00		0.00			0.00
260			(7,500.00)	(7,500.00)	197.54	(7,302.46)	2.63%	197.54
		Repair And Maintenance Services	0.00		0.00			0.00
291			(240.00)	(240.00)	0.00	(240.00)	0.00%	0.00
		Physical/Drug Testing	0.00		0.00			0.00
320			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
		Operating Supplies	0.00		0.00			0.00
900			(10,000.00)	(10,000.00)	0.00	(10,000.00)	0.00%	0.00
		Capital Outlay	0.00		0.00			0.00
934			(815,140.00)	(815,140.00)	0.00	(815,140.00)	0.00%	0.00
		Drainage, Water Supply And Storage, Sewage	0.00		0.00			0.00
52213		Sewer Treatment And Disposal						
110			(64,597.00)	(64,597.00)	5,022.98	(59,574.02)	7.78%	5,022.98
		Personnel	0.00		0.00			0.00
112			(6,100.00)	(6,100.00)	561.76	(5,538.24)	9.21%	561.76
		Over-Time Personnel	0.00		0.00			0.00
134			(2,008.00)	(2,008.00)	0.00	(2,008.00)	0.00%	0.00
		Christmas Bonus	0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
July 2023

Fund : **413**

Monthly Comparative:

8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
137			(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00
		Certification Bonus	0.00		0.00			0.00
141			(5,677.00)	(5,677.00)	423.26	(5,253.74)	7.46%	423.26
		Payroll Taxes (Ssa-Med.)	0.00		0.00			0.00
142			(17,727.00)	(17,727.00)	1,399.03	(16,327.97)	7.89%	1,399.03
		Hospital And Health Insurance	0.00		0.00			0.00
143			(4,319.00)	(4,319.00)	317.68	(4,001.32)	7.36%	317.68
		Retirement - Current	0.00		0.00			0.00
148			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
		Employee Education And Training	0.00		0.00			0.00
170			(4,000.00)	(4,000.00)	0.00	(4,000.00)	0.00%	0.00
		Fees	0.00		0.00			0.00
241			(35,000.00)	(35,000.00)	2,408.55	(32,591.45)	6.88%	2,408.55
		Electric	0.00		0.00			0.00
245			(5,000.00)	(5,000.00)	350.59	(4,649.41)	7.01%	350.59
		Telephone And Other Communications	0.00		0.00			0.00
260			(16,500.00)	(16,500.00)	3,094.65	(13,405.35)	18.76%	3,094.65
		Repair And Maintenance Services	0.00		0.00			0.00
295			(15,000.00)	(15,000.00)	1,434.46	(13,565.54)	9.56%	1,434.46
		Landfill Services	0.00		0.00			0.00
320			(10,000.00)	(10,000.00)	0.00	(10,000.00)	0.00%	0.00
		Operating Supplies	0.00		0.00			0.00
322			(21,000.00)	(21,000.00)	2,879.68	(18,120.32)	13.71%	2,879.68
		Chemical, Laboratory, And Medical Supplies	0.00		0.00			0.00
326			(5,000.00)	(5,000.00)	607.20	(4,392.80)	12.14%	607.20
		Clothing And Uniforms	0.00		0.00			0.00
329			0.00	0.00	86.41	86.41	No Budget	86.41
		Other Oper. Supplies	0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
July 2023

Fund : **413**

Monthly Comparative:

8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
52316 Customer Accounting & Collection								
211			(6,000.00)	(6,000.00)	85.90	(5,914.10)	1.43%	85.90
	Postage, Box Rent, Etc.		0.00		0.00			0.00
255			(14,000.00)	(14,000.00)	14,679.49	679.49	104.85%	14,679.49
	Data Processing Services		0.00		0.00			0.00
52317 Administrative & General Expenses								
110			(99,999.00)	(99,999.00)	8,752.78	(91,246.22)	8.75%	8,752.78
	Personnel		0.00		0.00			0.00
111			(9,000.00)	(9,000.00)	461.52	(8,538.48)	5.13%	461.52
	Secretary/Treasury Personnel		0.00		0.00			0.00
112			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
	Over-Time Personnel		0.00		0.00			0.00
114			0.00	0.00	448.20	448.20	No Budget	448.20
	Part-Time Personnel		0.00		0.00			0.00
133			(750.00)	(750.00)	375.00	(375.00)	50.00%	375.00
	City Bonus		0.00		0.00			0.00
134			(217.00)	(217.00)	0.00	(217.00)	0.00%	0.00
	Christmas Bonus		0.00		0.00			0.00
137			(6,000.00)	(6,000.00)	3,000.00	(3,000.00)	50.00%	3,000.00
	Certification Bonus		0.00		0.00			0.00
141			(8,566.00)	(8,566.00)	985.14	(7,580.86)	11.50%	985.14
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00
142			(17,727.00)	(17,727.00)	1,757.61	(15,969.39)	9.91%	1,757.61
	Hospital And Health Insurance		0.00		0.00			0.00
143			(6,597.00)	(6,597.00)	485.45	(6,111.55)	7.36%	485.45
	Retirement - Current		0.00		0.00			0.00
146			(10,100.00)	(10,100.00)	0.00	(10,100.00)	0.00%	0.00
	Workmen's Compensation		0.00		0.00			0.00
147			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
	Unemployment Insurance		0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
July 2023

Fund : **413**

Monthly Comparative:

8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
148			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
		Employee Education And Training	0.00		0.00			0.00
220			(1,250.00)	(1,250.00)	81.40	(1,168.60)	6.51%	81.40
		Printing, Duplicating, Typing, And Binding	0.00		0.00			0.00
235			(3,000.00)	(3,000.00)	0.00	(3,000.00)	0.00%	0.00
		Memberships, Registration Fees, And Tuition	0.00		0.00			0.00
237			(800.00)	(800.00)	0.00	(800.00)	0.00%	0.00
		Advertising	0.00		0.00			0.00
250			(88,275.00)	(88,275.00)	0.00	(88,275.00)	0.00%	0.00
		Professional Services	0.00		0.00			0.00
252			(800.00)	(800.00)	0.00	(800.00)	0.00%	0.00
		Legal Services	0.00		0.00			0.00
253			(13,000.00)	(13,000.00)	0.00	(13,000.00)	0.00%	0.00
		Accounting And Auditing Services	0.00		0.00			0.00
256			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
		Consultant's Services	0.00		0.00			0.00
280			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
		Travel	0.00		0.00			0.00
310			(2,500.00)	(2,500.00)	0.00	(2,500.00)	0.00%	0.00
		Office Supplies And Materials	0.00		0.00			0.00
320			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
		Operating Supplies	0.00		0.00			0.00
510			(22,064.00)	(22,064.00)	0.00	(22,064.00)	0.00%	0.00
		Liability Insurance	0.00		0.00			0.00
555			(2,000.00)	(2,000.00)	140.47	(1,859.53)	7.02%	140.47
		Bank Service Charges	0.00		0.00			0.00
948			(3,000.00)	(3,000.00)	624.90	(2,375.10)	20.83%	624.90
		Computer Equipment	0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
July 2023

Fund : **413**

Monthly Comparative: 8.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
52523 Depreciation								
540			(100,000.00)	(100,000.00)	0.00	(100,000.00)	0.00%	0.00
	Depreciation		0.00		0.00			0.00
Total For Fund: 413			(1,963,105.00)	(1,963,105.00)	72,159.03	(1,890,945.97)	3.68 %	71,710.61
			0.00		0.00			0.00

Fund : **110** General Fund

Monthly Comparative

8.33%

		Total Estimated	MTD Realized	YTD Realized	Unrealized	% Unrealized
31111	Real Property Taxes (Current)	703,000.00	(70,672.00)	(70,672.00)	632,328.00	89.95%
31112	Personal Property Taxes (Current)	73,000.00	0.00	0.00	73,000.00	100.00%
31120	Public Utilities Property Tax (Current)	6,800.00	0.00	0.00	6,800.00	100.00%
31200	Property Taxes (Delinquent)	10,000.00	(4,278.97)	(4,278.97)	5,721.03	57.21%
31300	Int, Penalty, And Court Cost On Prop Tax	1,800.00	0.00	0.00	1,800.00	100.00%
31511	Pay In Lieu Of Tax -Electric Utilities	18,000.00	(1,056.35)	(1,056.35)	16,943.65	94.13%
31600	Local Option Sales Tax	262,000.00	(26,949.58)	(26,949.58)	235,050.42	89.71%
31710	Wholesale Beer Tax	61,500.00	(3,987.62)	(3,987.62)	57,512.38	93.52%
31720	Wholesale Liquor Tax	44,000.00	(6,136.09)	(6,136.09)	37,863.91	86.05%
31730	Mixed Drink Tax	2,700.00	(739.00)	(739.00)	1,961.00	72.63%
31800	Business Taxes	14,000.00	(2,152.58)	(2,152.58)	11,847.42	84.62%
31912	Cable TV Franchise Tax	22,000.00	0.00	0.00	22,000.00	100.00%
32210	Beer Licenses	1,200.00	0.00	0.00	1,200.00	100.00%
32410	Animal Registration	1,000.00	(132.00)	(132.00)	868.00	86.80%
32600	Building And Related Permits	12,415.00	(370.00)	(370.00)	12,045.00	97.02%
33400	Police Supplements - State Grant	5,600.00	0.00	0.00	5,600.00	100.00%
33430	T Dot Enhancement Grant	122,000.00	0.00	0.00	122,000.00	100.00%
33480	Local Planning Grant	5,400.00	0.00	0.00	5,400.00	100.00%
33510	State Sales Tax	190,000.00	(16,951.45)	(16,951.45)	173,048.55	91.08%
33520	State Income Tax	10,500.00	0.00	0.00	10,500.00	100.00%
33530	State Beer Tax	736.00	0.00	0.00	736.00	100.00%
33552	State-City Streets And Transportation	3,234.00	(244.11)	(244.11)	2,989.89	92.45%
33590	Bank Excise Tax	4,550.00	0.00	0.00	4,550.00	100.00%
33591	Gross Receipts - Tva	19,000.00	0.00	0.00	19,000.00	100.00%
33592	Sports Betting - State Shared Tax	1,500.00	0.00	0.00	1,500.00	100.00%
33730	Tenn Safety Grant	1,000.00	0.00	0.00	1,000.00	100.00%
34111	Duplicating Services	50.00	0.00	0.00	50.00	100.00%
34131	Administrative Services	88,275.00	(7,356.32)	(7,356.32)	80,918.68	91.67%
35110	City Court Fines And Costs	3,000.00	(100.00)	(100.00)	2,900.00	96.67%
35140	Drug Related Fines	300.00	(47.50)	(47.50)	252.50	84.17%
35160	Court Fines And Costs From County Courts	200.00	0.00	0.00	200.00	100.00%

Fund : **110** General Fund

Monthly Comparative

8.33%

		Total Estimated	MTD Realized	YTD Realized	Unrealized	% Unrealized
36100	Interest Earnings	38,000.00	(0.06)	(0.06)	37,999.94	100.00%
36211	Community Building Rental	400.00	(250.00)	(250.00)	150.00	37.50%
36212	Tower Rent	29,000.00	(2,392.95)	(2,392.95)	26,607.05	91.75%
36213	Pavilion Rental	600.00	(120.00)	(120.00)	480.00	80.00%
36420	Osm Parking Contract	1,000.00	0.00	0.00	1,000.00	100.00%
36550	Tree Commission	3,000.00	0.00	0.00	3,000.00	100.00%
36700	Animal Shelter Contri And Donations	6,500.00	(1,164.35)	(1,164.35)	5,335.65	82.09%
36710	Recreation Comm. Donations	2,500.00	(291.00)	(291.00)	2,209.00	88.36%
36710	CDB Contri And Donations-Businesses	5,500.00	0.00	0.00	5,500.00	100.00%
36721	Contri And Donations-Organizations No.-1	650.00	0.00	0.00	650.00	100.00%
36730	Norris Recreation Comms. Donations	5,000.00	0.00	0.00	5,000.00	100.00%
36732	Trail Benches	1,500.00	0.00	0.00	1,500.00	100.00%
36735	Norris Little Theatre Donations	3,000.00	0.00	0.00	3,000.00	100.00%
36738	Norris Vol. Fire Dept. Donations	20,000.00	(100.00)	(100.00)	19,900.00	99.50%
36960	Operating Transfer In From Other Funds	45,290.00	0.00	0.00	45,290.00	100.00%
36990	Miscellaneous Refunds	1,000.00	0.00	0.00	1,000.00	100.00%
37199	Miscellaneous	20,000.00	(5,795.00)	(5,795.00)	14,205.00	71.03%
Total For Fund:	110	1,871,700.00	(151,286.93)	(151,286.93)	1,720,413.07	91.92 %

Template Name: LGC Statement of Revenues -
Created by: LGC

City of Norris
Statement of Revenues - City
July 2023

User:
Date/Time:

Sandy Johnson
 8/10/2023 9:01 AM
 Page 3 of 6

Fund : **121** State Street Aid Fund

Monthly Comparative

8.33%

		Total Estimated	MTD Realized	YTD Realized	Unrealized	% Unrealized
33551	State Gasoline And Motor Fuel Tax	55,900.00	(4,894.52)	(4,894.52)	51,005.48	91.24%
Total For Fund:	121	55,900.00	(4,894.52)	(4,894.52)	51,005.48	91.24 %

City of Norris
Statement of Revenues - City
July 2023

Fund : **123** Watershed Fund

Monthly Comparative

8.33%

		Total Estimated	MTD Realized	YTD Realized	Unrealized	% Unrealized
36212	Tower Rent	28,000.00	(2,392.94)	(2,392.94)	25,607.06	91.45%
36690	Wood Permits	20.00	0.00	0.00	20.00	100.00%
36691	Hunting Permits	3,800.00	0.00	0.00	3,800.00	100.00%
36693	Rifle Range Permits	59,000.00	(19,701.00)	(19,701.00)	39,299.00	66.61%
37199	Miscellaneous	1,000.00	(2,740.00)	(2,740.00)	(1,740.00)	-174.00%
Total For Fund: 123		91,820.00	(24,833.94)	(24,833.94)	66,986.06	72.95 %

Template Name: LGC Statement of Revenues -
Created by: LGC

City of Norris
Statement of Revenues - City
July 2023

User: Sandy Johnson
Date/Time: 8/10/2023 9:01 AM
 Page 5 of 6

Fund : **128** Refuse/Recycle Fund

Monthly Comparative 8.33%

		Total Estimated	MTD Realized	YTD Realized	Unrealized	% Unrealized
34410	Refuse Collection Charges	28,620.00	(1,589.50)	(1,589.50)	27,030.50	94.45%
34430	Refuse Collection And Disposal Charges	128,952.00	(10,016.00)	(10,016.00)	118,936.00	92.23%
Total For Fund:	128	157,572.00	(11,605.50)	(11,605.50)	145,966.50	92.63 %

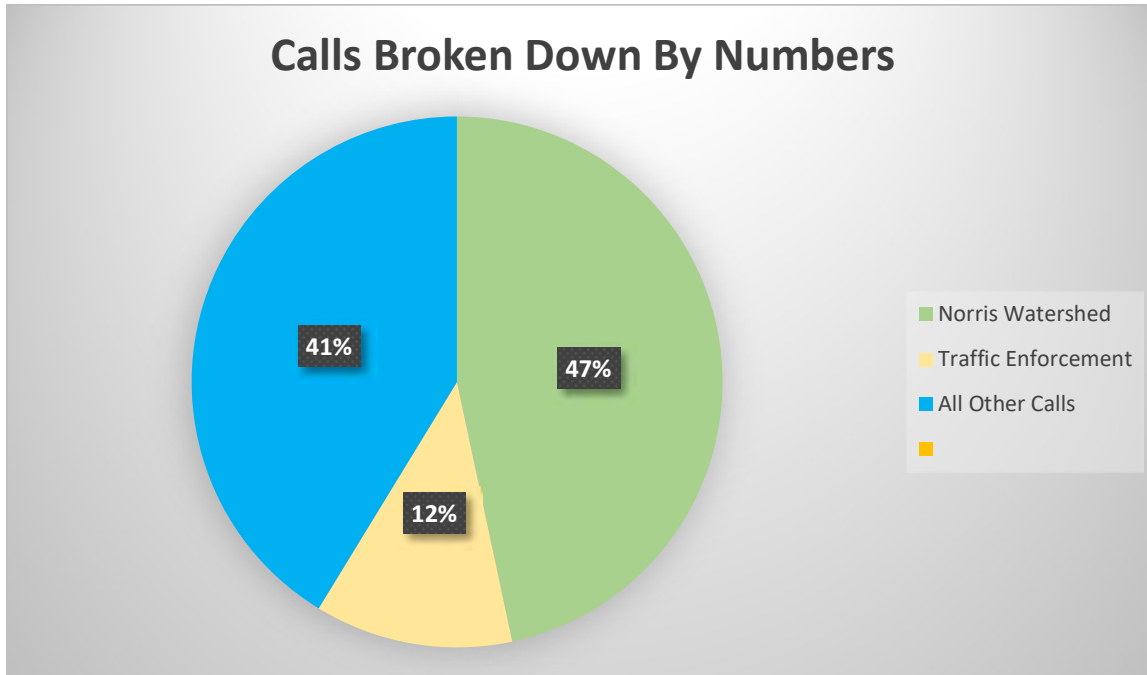
Fund : **413** Water And Sewer

Monthly Comparative

8.33%

		Total Estimated	MTD Realized	YTD Realized	Unrealized	% Unrealized
33100	Federal Grants	815,140.00	0.00	0.00	815,140.00	100.00%
36100	Interest Earnings	3.00	(0.11)	(0.11)	2.89	96.33%
37110	Metered Water Sales	525,000.00	(47,509.59)	(47,509.59)	477,490.41	90.95%
37120	Flat Rate Water Sales To Gen Customers	4,000.00	(307.86)	(307.86)	3,692.14	92.30%
37130	Fire Service And Hydrant Rentals	12,200.00	0.00	0.00	12,200.00	100.00%
37191	Forfeited Discounts And Penalties	13,000.00	0.00	0.00	13,000.00	100.00%
37195	Installation Charges	4,800.00	0.00	0.00	4,800.00	100.00%
37196	Water Tap Fees	1,100.00	0.00	0.00	1,100.00	100.00%
37199	Miscellaneous	2,000.00	(6,162.30)	(6,162.30)	(4,162.30)	-208.12%
37210	Sewer Service Charges	510,000.00	(42,896.03)	(42,896.03)	467,103.97	91.59%
37220	Sewer Inspection Fees	550.00	0.00	0.00	550.00	100.00%
37290	Other Operating Rev-Sewer Stoppages	150.00	0.00	0.00	150.00	100.00%
37299	Miscellaneous	500.00	0.00	0.00	500.00	100.00%
37990	Other Revenue	11,000.00	0.00	0.00	11,000.00	100.00%
Total For Fund:	413	1,899,443.00	(96,875.89)	(96,875.89)	1,802,567.11	94.90 %

To: Adam Ledford, City Manager
 From: Mike Poole, Chief
 Subject: July Monthly Report
 Date: August 2nd, 2023



The Above is the total number of calls broken down into three categories. “Norris Watershed”, includes all calls for service and patrols conducted inside the watershed. Traffic Enforcement is the total amount of all documented sessions and stops within the city. The “All Other Calls” category includes all other calls for service, both officer-initiated calls and incoming calls from residents are grouped into this category.

Below are some of the calls taken by police this month:

Traffic Enforcement	29	Disabled Vehicle	4
Traffic Stops	9	Suicidal Person – Emotionally Disturbed	3
Watershed Patrols	144	Sexual Assault / Rape	1
Assist Fire – Police	3	Intoxicated Driver/Person	2
Assist E.M.S.	6	Harassment	2
Assist Public	7	Elder Abuse	1
Traffic Complaint / Hazard /control	22	Domestic Problem	1
Welfare Check	5	Fight Call	2
Animal Complaint	4	Shop Lifting (Theft)	2
Follow up investigations	13	Felony of Motor Vehicle	1
Firearms Complaint	1	Threats	2
Alarm – Burglar/Panic/Fire	9	Suspicious Person/vehicle/Activity/Prowler	16
City Ordinance Violations	4	Juvenile Problem	2
Civil Matter	2	Trespassing	2
Open Gate / Door	4	911 Hang up Call	1
Motor Vehicle Accidents	8	Vandalism	1

In the month of July, the Norris Police Department had documented a total of 621 Calls for service. Of the 621 Total entries, 171 came in by complainant or were self-initiated and required some type of police action.

- Officers conducted a total of 115 Patrols and 29 property checks in and through the Norris Watershed. An additional 3 calls for service were answered. This accounted for a total of 147 calls for service and 39.62 Total hours spent in or on the Norris Watershed.
- The Norris Rifle Range annual membership ended June at 272, which is down 6 permits from last year (2022-2023).
- Norris Officers worked the 4th of July Events with no major problems to report. We had one minor private property motor vehicle accident; one fire works complaint involving a juvenile and several parking tickets which were issued on East Circle Drive for parking in the roadway.
- Norris Police Department has addressed a citizen complaint from the last city council meeting in reference to an ordinance violation on Oak Road. An officer made contact with the home owner who then educated him on the city ordinances concerning junk left on the side of the road. The item was then removed from the property. There was no need for any further police action
- I am currently working with the Assistant City Manager to address complaints concerning junk vehicles parked in violation of city ordinances.
- Two vehicles have been received and have been striped. As of this date we are in the process of getting cages, consoles, and radios installed. I would like to thank the city council with their assistance and allowing us to purchase these. Officers are excited and looking forward to putting them to good use. One more vehicle (Dodge Charger) was ordered and I have been told it is on the lot awaiting preparation for shipping. I have not yet been given a date but was told it would be soon.

Mike Poole
Chief of Police

Filters: Alarm Date Range: Last 30 Days
 Is Locked: true
 Is Active: true

Fire Incident Types

Count of Total Incidents

Fire Calls

EMS Calls

Other Calls

Count of Incidents
29

Count of Fire Calls
6

Percent of Fire Calls **20.7%**

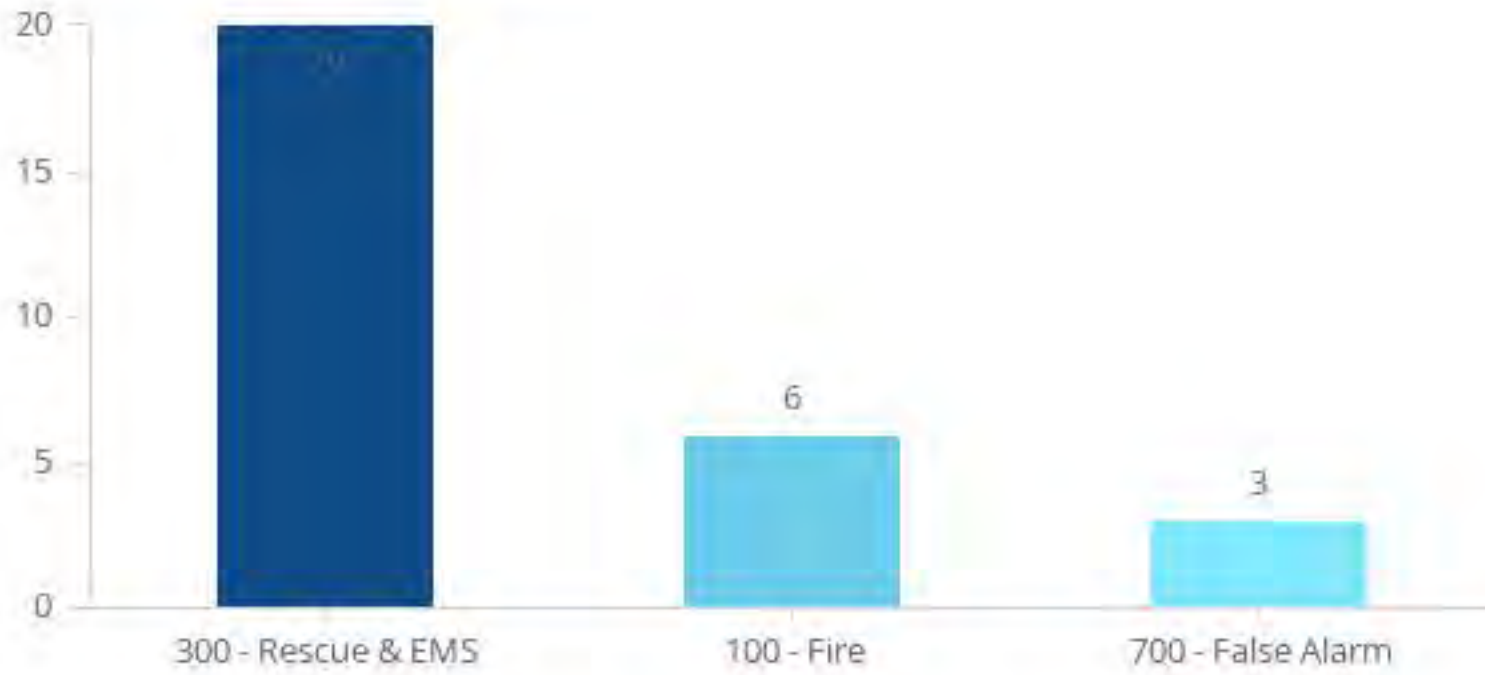
Count of EMS Calls
20

Percent of EMS Calls **69.0%**

Count of Other Calls
3

Percent of Other Calls **10.3%**

Count of Incidents by Incident Type Group and Year



Percentage of Incident Type Group



Count of Incidents by Type

Incident Type Group	Incident Type	Incident Type Code	Count of Incidents	
			07/2023	Grand Total
100 - Fire	Building fire	111	3	3
	No Response Fire Call	1000	1	1
	Outside rubbish, trash or waste fire	151	1	1
	Road freight or transport vehicle fire	132	1	1
100 - Fire Total			6	6
300 - Rescue & EMS	EMS call, excluding vehicle accident with injury	321	5	5
	Motor vehicle accident with injuries	322	2	2
	Motor vehicle accident with no injuries.	324	2	2
	No Response EMS Assignment	3210	9	9
	No Response MVA Injury	3220	1	1
	Rescue or EMS standby	381	1	1
300 - Rescue & EMS Total			20	20
700 - False Alarm	Alarm system activation, no fire - unintentional	745	2	2
	No Response Sprnkler Syst Activation	7411	1	1
700 - False Alarm Total			3	3
Grand Total			29	29



Monthly Fire Report

To: City Manager

From: Rick Roach (Fire Chief)

Date: 07/31/2023

The Norris Fire Department has seen a slight decrease in requests for mutual aid from area fire departments. This is typical as the summer months wind-down and the new school year starts.

The Norris Fire Department responded to 29 emergency medical calls in the month July. The fire department responded to 20 of those calls.

The Norris Fire Department concluded the initial 16-hour training course in July, which is an orientation class for new recruit firefighters. The potential firefighters will transition to the Basic 64 Hour Firefighting Course, which starts on August 7th, 2023. This course will prepare them for an actual Live Burn exercise, that is held at the Tennessee Fire Academy.

The Norris Fire Department is continuing to seek avenues of support for Wildland fire fighting gear. The full expense of the gear would significantly impact the department's annual budget.

The Norris Fire Department was called to a residence in Norris for a fire involving a cellphone. As a public safety announcement, please unplug your cellphones once they have finished charging. Many manufacturers state the phone battery will charge at a slower, trickle-charge once the battery reaches 80-90%, but in this incident, the fire caused damage to a bed and adjacent furniture.

Rick Roach
Norris Fire Chief

To: Norris Water Commission (Interim) Board

From: Tony Wilkerson, Water Superintendent

Date: July 17, 2023

RE: Superintendent Report

1. **Water Pumped MG/Sold/% loss**—See attached
Sold to ACWA: Alley-554,700/Alley Road-404,400/Res.-1.4 MG,000 each location
2. **Water Budget**-see financial reports thru 2023
- a) **Rainfall** June 2023 - __7.07__" 27.80 -YTD:" Source ok presently-
3. **Operations Building:** clean
 - a. **Norris Day Prep**-NWC Staff collected items for the Booth
4. **5. WWTP-Non-Compliance-VIOLATIONS**—(NO VIOLATIONS)- In the month of May 2023
 - a. -Reports-Monthly to TDEC-completed Water and Sewer
 - b. **Dailey Inspections (84 points to inspect) and Operations**
 - c. **WWTP-Training-Cameron Scott**
 - d. **Press Sludge**-____ times this month.
 - e. **Supernatant**- ____ times
 - f. **Pumped Aeration to Digester**-____times mth
 - Tons of sludge hauled-8.61/8.38
 - Rain:-.42/.46/.40/.03/.34 (4 recorded days)
 - Ferm Zone-Dailey mixing/logging
6. **WTP-Water Plant:**
 - a. -Reports-Monthly-to TDEC completed
 - b. -Dailey Inspections conducted (7 days a week) morning-evening inspection (52 points of inspection each time entered the plant)
 - c. Dailey Testing conducted
 - d. – Samples-Lagoon Sample and Haa5 distribution sample collected
 - e. -Backwashed Filters-____4 this month-Requires 6 hours each BW. (coating)
 - i. -Kevin Jeffer-PTE-is training in the operations of the WTP.
 - f. Labtronix-Calibration Check-TDEC required-replaced bulb in Bench Top
 - g. Red Lion-Telemetry-malfunction-weather related-HEAT- back in operation-OK-OT
7. **Flushing Program:** NWC Team flushed -Orchard Road-Fire Hydrant, Oak Road-Pine Road
8. **Distribution System:**
 - a. -Read Meters/Rereads-4 days
 - b.-Bact Samples-Collected 2-regular
 - c.-Spring – checked 6 times this month
 - d. -Service Calls- for the month of June 2023 (See attached)

- e. Line Locator- Field Training by C&S Solutions-4 hours
- f. Oak Road Pool-NWC staff turn on/turn off 6 times in June 2023
- g. Reservoir Hill-ditched the area and graveled roadway

9. Sewer Collection System:

- Sewer Stoppages (see service calls list)
- Lift Station #1-Pulled pump-REINSTALLED
- Oak Road-Main Line Sewer Stoppage-Utilized Large Sewer Auger machine to clear the line- 4 hours-Cleared (One of the projected areas to up grade)
- NMS-Sewer Line-Prepared for installation of new 6" PVC line

Old Business:

O-1-Benny Carden-Memorial-Ray Tackett Jr.-RTE-completed one of the two-(was on display Norris Day) it will be placed at the Community Building.

O-2: -Norris Middle School- Progress-Contractors on site July 2023 -Digging/Installation in progress , completion near July 21, 2023.

O-3:**New NPDES PERMIT:** Supt. Wilkerson reports no updates or comments received.

O-4: **WTP-Telemetry/Tank Project:** Supt Wilkerson reports Tennessee Assoc. was on site and will be back to complete July 17, 2023 week.

***O-5 WWTP:** Update on the following-Directors Order, City Council Update, CCI update-Open for any discussion

O-6: Distribution- See Supt Report

O-7: Sewer Collection-See Supt report

O-8: Cross-Connection: Open

O-9:-Distribution System-Water Line Inventory: Galvanize pipe-Supt. Wilkerson is reviewing Lead Service Line Inventories procedures. NWC Team is in the process of collecting data out in the system. This will be on-going up to a year.

O-10:Alternative water supply Project: Open for discussion

O-11: SB845 TN Board of Utility Regulation

O-12: BILLING OPTION-Hwy 61: Supt. Wilkerson received information last week, ACWA hasn't provided any cost per thousand rate yet.

***O-13: -Spring Fence:** Supt. Wilkerson reports that Phillips Fencing completed FENCE INSTALLATION

O-14: Equipment: Supt Wilkerson reports ACWA hauled our backhoe to Meade Equipment for repairs. It currently is still in the shop.

NEW BUSINESS:

N-1: Review of Policies & Procedures

- 1. Utility Bill Adjustments**
- 2. Disconnections**
- 3. Bad Debt**
- 4. Deposits/Service Connections**

N-2: GIS Mapping-County Wide: open for discussion

NORRIS WATER COMMISSION Unaccounted for Water Report July 2022-June 2023

MONTH	WATER PUMPED	WATER SOLD/ METERED	METERED FOR CONSUMPTION	FIRE DEPT. USAGE	FLUSHING	Tank Clean/Fill	Water BILL ADJ.	Water LOST	% LOST	# Cust.
			NOT SOLD							
July	7,474,000	5,662,100	622,700		650,000			539,200	7.21%	790
August	7,268,000	5,188,500	581,500		565,000			933,000	12.84%	789
Sept.	7,492,000	5,716,100	642,300		415,000		13,500	705,100	9.41%	799
Oct.	8,526,000	6,086,900	699,000				52,100	1,688,000	19.80%	801
Nov.	7,365,000	5,241,200	615,100		624,000		70,350	814,350	11.06%	798
Dec.	7,950,000	5,468,100	650,900		635,000			1,196,000	15.04%	777
Jan.	8,030,000	5,372,700	670,600		690,400			1,296,300	16.14%	
Feb.	7,218,000	5,108,900	595,000		815,200		50,800	648,100	8.98%	781
March	7,388,000	4,922,300	589,300		826,000			1,050,400	14.22%	781
April	7,738,000	5,519,300	607,000		800,000			811,700	10.49%	
May	8,528,000	6,907,500	720,000		780,000			120,500	1.41%	
June	8,266,000	6,366,600	640,800		820,000			438,600	5.31%	779
Total	93,243,000	67,560,200	7,634,200	0	7,620,600	0	186,750	10,241,250		

	A	B	C	D	E	F	G	H	I	J
May		2023								
		West Norris Road-Valve			130,000					
		West Circle-Valve			200,000					
		Fire Hydrant/Deadend Flushing			450,000					
		*Orchard Road x2								
		30 Dairy Pond-1" service			40,000					
		Total-----			820,000					

Tony Wilkerson
Superintendent



NORRIS WATER COMMISSION MEETING MINUTES

June 19, 2023

Members Present: Bill Grieve, Mayor Chris Mitchell, Loretta Painter, Will Grinder, Charles Nicholson

Secretary/Treasurer: Adam Ledford

Water Superintendent: Tony Wilkerson

Quorum Met

- I. **Call to Order:** The meeting was called to order by Charles Nicholson at 6:00 pm.
- II. **New Business**
 1. **Superintendent Employee Agreement Approval**

A copy with final modifications presented by Charles Nicholson was presented while the modifications were shared verbally.

A motion was made by Mayor Chris Mitchell and seconded by Loretta Painter **to approve the submitted version 5 of the agreement for Waterworks Superintendent.**

The proposal passing on a vote of 5 to 0 as follows:
Yes: Bill Grieve, Mayor Chris Mitchell, Loretta Painter, Will Grinder, Charles Nicholson
- III. **Hear the Public:** Dennis Day expressed he was in attendance to hear about the Benn Carden Memorial.
- IV. **Minutes**
 1. **May 15, 2023 NWC Minutes**

A motion was made by Bill Grieve and seconded by Loretta Painter **to approve the May 15, 2023 meeting minutes as presented.**

The proposal passing on a vote of 4 to 0 as follows:
Yes: Bill Grieve, Mayor Chris Mitchell, Loretta Painter, Will Grinder
Abstain: Charles Nicholson
 2. **May 31, 2023 NWC Minutes**

A motion was made by Bill Grieve and seconded by Loretta Painter **to approve the May 31, 2023 special meeting minutes as presented.**

The proposal passing on a vote of 5 to 0 as follows:
Yes: Bill Grieve, Mayor Chris Mitchell, Loretta Painter, Will Grinder, Charles Nicholson

V. **Superintendent Report:** The report is herein attached as part of these minutes.

VI. **Old Business**

1. **Benny Carden Memorial**

Superintendent Wilkerson confirmed the plaques are in process and they anticipate having the first one ready in July.

2. **Spring Wellhead Update**

Superintendent Wilkerson reported the fence is now backup. Will Grinder suggested a further need existed for improving safety.

3. **WWTP/Grants Update**

Superintendent Wilkerson lead a discussion surrounding the progress of current projects. Part of the next step was communicating fund source planning as part of the July response to the director's order. A need for a better understanding of next steps was expressed.

4. **Sewer Lateral Lines**

City Manager Ledford shared drafts of documents proposed to be part of the process for addressing lateral lines. Concerns were raised on laterals crossing beyond someone's property line.

5. **Alternative Water Supply (AWS)**

Mayor Chris Mitchell questioned how much of this issue might be tied to the county project meeting coming up in mid-July. City Manager Ledford presented RFQ's for consideration. Superintendent Wilkerson endorsed moving forward with awarding the study.

A motion was made by Bill Grieve and seconded by Loretta Painter **to award the AWS study to Cannon and Cannon.**

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

Yes: Bill Grieve, Mayor Chris Mitchell, Loretta Painter, Will Grinder, Charles Nicholson

6. **Shared Customer Billing Option**

Superintendent Wilkerson reported no update.

7. **Water Line Inventory**

Superintendent Wilkerson shared details on the data necessary to meet the inventory requirement. He indicated his team had begun the process of performing the inventory. While the work was time consuming, it was not beyond their means to perform.

8. **Sewer Lift Stations**

Superintendent Wilkerson reported a replacement was on order, but no other action.

9. **Norris Middle School Project**

Superintendent Wilkerson notified the commission he should have an update before the next regular meeting.

10. **SB845 New TN Board of Utility Regulation**
Mayor Chris Mitchell lead a presentation on recent changes at the state level to regulation of utilities.
11. **Disconnect and Bad Debt Policy**
Superintendent Wilkerson and City Manager Ledford shared they would provide copies of current policies for review at the next meeting.
12. **Customer Deposit Policy**
Superintendent Wilkerson and City Manager Ledford shared they would provide copies of current policies for review at the next meeting.
13. **Water Bill Adjustment Policy**
Superintendent Wilkerson asked for clarification related to the volume used to fill pools. He explained past examples of when and how sewer bills had been adjusted related to leaks. Alternatively, the current policy allows for a second meter that is used specifically for means not leading to use of the sanitary sewer. Loretta Painter pointed out the policy includes the City Recorder in the decision-making policy. She suggested the policy be reviewed along with the previously mentioned policies at the next meeting.
14. **Telemetry**
Superintendent Wilkerson reported that he was in the process of updating the telemetry testing and tracking equipment from the water holding tank to the water plant. The cost was anticipated for final completion was \$5,500. The system being planning is a wireless replacement.
15. **Commission Training Requirements**
Charles Nicholson reminded the commission members of their responsibility to receive 12 hours of training annually. He encouraged members to review MTAS class offerings. A tour in the month of July was authorized by the state as an acceptable form of training. City Manager Ledford reported that TAUD also offers training to meet the requirements.

VII. **New Business (continued)**

2. **Process of Developing the NWC Agenda**
Superintendent Wilkerson shared his practice for developing the agenda. Loretta Painter proposed the NWC chairperson take a bit more active role in the development process. Charles Nicholson requested the agenda be prepared a few days in advanced to current practice to facilitate the review process.
3. **NPDES Draft Permit**
Superintendent Wilkerson reported the draft is out for comments. The new permit is due to formally be approved for the next 5-year cycle by September. He shared that he is satisfied with the terms of the new permit.
4. **Operations:**
 - a. **W/WW Line Locator** – Superintendent Wilkerson purchased a new locator. The vendor would be coming back in July to provide training on use of the new tool. The overall cost just over \$6,000 was both necessary and an advancement over the current model.

- b. **Backhoe** – Superintendent Wilkerson reported that the unit needed \$5,800 in fixes, it could be serviced for up to \$8,200. He offered another option to simply get the unit fixed and purchase a mini excavator with a skid steer.

A motion was made by Loretta Painter and seconded by Bill Grieve **to authorize up to \$8,200 on repairing the backhoe if needed.**

A motion was made by Mayor Chris Mitchell and seconded by Will Grinder **to amend the authorization up to \$10,000 if needed.**

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

Yes: Bill Grieve, Mayor Chris Mitchell, Loretta Painter, Will Grinder, Charles Nicholson

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

Yes: Bill Grieve, Mayor Chris Mitchell, Loretta Painter, Will Grinder, Charles Nicholson

5. Norris Day Booth

Staffing of the booth was discussed with the commission expressing their wish to have the booth jointly manned by staff and commission members.

6. Employee Interview Update

Superintendent Wilkerson reported on the process and obstacles in filling current vacancies.

VIII. **Adjournment: 8:24 p.m.**, Motion by Bill Grieve and seconded by Loretta Painter to adjourn, All: AYE



NORRIS WATER COMMISSION MEETING MINUTES

July 17, 2023

Members Present: Bill Grieve, Mayor Chris Mitchell, Loretta Painter, Charles Nicholson

Secretary/Treasurer: Adam Ledford

Water Superintendent: Tony Wilkerson

Absent: Will Grinder

Quorum Met

- I. **Call to Order:** The meeting was called to order by Charles Nicholson at 6:01 pm.
- II. **Approval of the Agenda:**
 1. Chairperson Charles Nicholson proposed adding commission training requirements to the end of the old business.
 2. Mayor Chris Mitchell proposed adding county discussion on utilities to end of new business.
- III. **Hear the Public:** John and Elizabeth Siegenthater requested the commission adjust their sewer bill for 10,200 gallons of water used for filling a pool. They further expressed their concern about the level of confusion over the city's policy for adjustments and communication that is shared by the city when permits are sought.
- IV. **Minutes**
 1. **June 19, 2023 NWC Minutes**

A motion was made by Bill Grieve and seconded by Loretta Painter **to approve the June 19, 2023 meeting minutes including a minor amendment.**

The proposal passing on a vote of 4 to 0 as follows:
Yes: Bill Grieve, Mayor Chris Mitchell, Loretta Painter, Charles Nicholson
Abstain: Will Grinder
- V. **Superintendent Report:** The report is herein attached as part of these minutes.
- VI. **Old Business**
 1. **Benny Carden Memorial**

Superintendent Wilkerson shared the smaller plaque for the community building was on display during Norris Day events at the NWC booth. The larger plaque was still in production.

2. **Norris Middle School Project**
Superintendent Wilkerson reported that the water connection has been completed. Invoicing and paving for the project are still ongoing.
3. **NPDES Draft Permit**
No new update as the 30-day review period is ongoing.
4. **WTP/Telemetry**
Superintendent Wilkerson reported the contractor would be onsite tomorrow to finish up the SCADA system.
5. **WWTP/Grants Update**
City Manager Ledford shared the details of a recent meeting with Cannon & Cannon and Community Development Partners related to addressing timeline and funding schedules. A letter was proposed to express to TDEC the circumstances created while the city awaits ARPA funds and the impact on local match dollars. This letter was intended to be followed up with another letter suggesting amending the project schedule once ARPA funding was finalized. SRF loan funding was discussed. It would only be available for projects already submitted.
6. **Water Distribution**
Superintendent Wilkerson had nothing to add beyond his written report.
7. **Collection System**
Superintendent Wilkerson had nothing to add beyond his written report.
8. **Cross Connection**
No new updates.
9. **Water Line Inventory**
Superintendent Wilkerson shared details on the data necessary to meet the inventory requirement. He indicated his team had begun the process of performing the inventory. While the work was time consuming, it was not beyond their means to perform.
10. **Alternative Water Supply (AWS)**
City Manager Ledford reported that during his meeting with Cannon & Cannon, the engineers had expressed their opinion that the AWS project would not score well enough to be awarded ARPA competitive funding. The current timeline for this project was directly related to the grant application timeline. Superintendent Wilkerson and Mayor Chris Mitchell both expressed their desire to proceed. Loretta Painter suggested delaying the study temporarily to extend the life of the study for purposes of applying for other grants in the near future as Cannon & Cannon had suggested the viability of the study was 3 years or less. Mayor Chris Mitchell suggested staff reach out and discuss timeline modifications with Cannon & Cannon before the commission takes more action.
11. **SB845 New TN Board of Utility Regulation**
No new updates.

12. **Commission Training Requirements**

Charles Nicholson expressed his desire to schedule the planned tour of the utility facilities. After a brief discussion, the commission set August 18, 2023 at 8 a.m. for their tour.

VII. **New Business**

1. **Review of Policies and Procedures (Bill Adjustments, Disconnections, Bad Debt, Deposits, Service Connection Fees, Penalty Distribution)**

Commission members discussed various topics on current practice. The city manager was asked to make recommendations at the next meeting.

2. **County Discussion of Utilities**

Mayor Chris Mitchell reported on a recent meeting with countywide partners to review a regional infrastructure map. He was planning a follow-up meeting with the county mayor. He further presented his proposal to consider 3 scenarios; focusing on solving sewer issues independently; as part of a regional vendor providing service for greater eastern Anderson County; as part of a regional customer delivering sanitary sewer to the CUB system.

A motion was made by Chris Mitchell and seconded by Loretta Painter **to fund up to \$10k for applying for grants to conduct a joint facility study to address county needs provided by Norris.**

The proposal passing on a vote of 4 to 0 as follows:

Yes: Bill Grieve, Mayor Chris Mitchell, Loretta Painter, Charles Nicholson

Abstain: Will Grinder

VIII. **Adjournment: 7:37 p.m.**, Motion by Bill Grieve and seconded by Loretta Painter to adjourn, All:
AYE

**CITY OF NORRIS
DEPARTMENT OF PUBLIC WORKS
MONTHLY REPORT
July Year 2023**

Community building Maint.	21
Public Works Building Maint.	2
Public Safety Building Maint.	0
McNeeley Building Maint.	7
Lions Pavilion & Gazebo	2
Equip. & Vehicle Maintenance	19.5
Watershed, Rifle Range, Trash & Litter	101.5
Street and Roads	18
Mowing	177
Sidewalks	2
Leaf Collection	0
Brush Pickup, Pruning, Mulching, Tree Work	61
Drainage (Gutter/Basins) Maintenance	12
Eric Harold Park	1
Oak Road Park	1
Ridgeway Park	1
Town Clean Up/ garbage, Litter in Town	56
Animal control	11.5
Signs repair and replace	2
Tree Commission	0
Volunteer Fire Dept.	0
Overtime	0

Loads

0	Leaves
19	Brush
0	Chips

Administration Work

City Ordinance Department

Permits Issued	
Inspections (Number)	
Ordinance Dept Hours	

Vehicle Report Current Miles for
 Mileage the Month

2017 Chev	57658	
2013 Chev	53314	
2000 Ford	n/a	
2005 Dump Truck	56104	

Equipment Report

Chipper, Vermeer 1995		CUB Walk Behin	
Leaf Vacuum 2000			
		Hustler	
Bobcat		CUB	
Kubota		Kubota Tractor	

PUBLIC WORKS MONTHLY REPORT
Month & Year Work Completed
Page 2

1 Community

a)

2 Community Building

a) Weekly cleaning and set ups

b) mow as needed

c)

3 McNeeley Municipal Building

a) Weekly cleaning

b) mow as needed

4 Lion's Pavillion and Gazebo

a) Trash in trash cans picked up weekly

5 Vehicles and Equipment

a) Monthly checklist performed

b) CUB hydro drive went out

c) Tractor arm broke and welded

d) Bobcat tire repaired

e)

6 Public Works Building

a) Weekly cleaning

b) mow as needed

7 Public Safety Building

a) mow as needed

b) Signs ordered

c)

7 Drainage

a) Cleaned as needed

b) Sprayed to kill weeds

8 Streets / Sidewalks / Right of Ways

a) Brush pick up

b) Pot hole patched 7/10

c) Sewer cut on West Norris Rd Patched

9 Parks

a) Monthly checklist performed

b) Mow as needed

c) Rubber mutch delivered

10 Watershed

a) Started removing fallen trees off trails

- b) Bush Hogging
- c) Trail crew is finishing up Summer work

Rifle Range

- 1) 1 board replace 7/6
- 2) 7/13 6 post replaced and 3 boards
- 3) 7/20 mowed
- 4) 7/27 1 board

11 Brush Dump

- 1)
- 2)
- 3)

12 Animal Control

- a) Animals fed in the morning daily and walked if needed
- b) lots of cats and two dogs
- c)

13 Comments:



NORRIS WATERSHED BOARD MINUTES

June 15, 2023

Members Present: Ralph Jordan (RJ), Robin Sain (RS), Allen Hendry (AH), Bill Grieve (BG), Gene Lane (GL)

Secretary/Treasurer: Adam Ledford (AL)

Absent: Dennis Yankee (DY)

Quorum Met

I. **Call to Order:** The meeting was called to order by Ralph Jordan at 5:00 pm.

II. **Minutes:**

A motion was made Allen Hendry and seconded by Bill Grieve **to approve the minutes of the May 18, 2023 meeting.**

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

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

Absent: Dennis Yankee

III. **Hear the Public:**

Loretta Painter – Share with the board plans of the City of host an open meeting to discuss the future of the Norris Community Building scheduled for August 8, 2023.

IV. **New Business**

- **Norris Day Planning** – Ralph Jordan reported on their need for chairs, tables, cash box, map, and tent from the city and confirm their location with the Lion’s Club. The conversation lead into a scheduling of coverage for the booth. A new banner and shirts were reviewed to finalize plans for being prepared for the event. Ralph Jordan committed to arrange with the city office and replacing the banner.

Robin Sain presented final plans for the new shirts.

A motion was made Allen Hendry and seconded by Gene Lane **to approve \$2,000 to be spent on the purchase of new shirts.**

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

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

Absent: Dennis Yankee

- **Pet Waste Dispensers** – Adam Ledford shared a recent request made before the council to have pet waste bag dispensers and disposal stations added in the watershed. The board took no action on the suggestion.
- **Rifle Range Permits** – Ralph Jordan presented a proposal suggested to him by Will Grinder to consider short-term range permits in addition to considering use permits to city staff. It was clarified that the permits for city staff were not in the line of duty, but as a personal benefit. The board took no action on the suggestion.

V. Old Business

- **Summer Trail Crew** – Ralph Jordan shared that a review of the trail crew program was necessary. Adam Ledford shared his concern that some of the issue might be hidden by the fact that all the seasonal staff was returning for the 2023 summer. A review this offseason that might include a joint management of watershed and parks was proposed.
- **Rifle Range Gate** – Ralph Jordan reported that the gate being built by John Cox did not include painting. It was requested that Adam Ledford speak with Kerry Hevel on having the new gate painted orange.
- **Clear Creek Parking Area/Stream Bank Stabilization** – Ralph Jordan reviewed some local boulders that might be available to the board, but his opinion was they may be too large and cost prohibitive to move. He suggested purchasing boulders available through a vendor more suitable for the size and use they want. The need to plan out the location before acting was identified.
- **Norris Fire Department Equipment** – Ralph expressed his concern over the necessary cost per firemen in comparison to the risk or need for the equipment. The board took no action on the request.

VI. Reports

- **Resource Management** – Joe Feeman reported that it was his opinion that there was not enough room to do an alternative Mockingbird Lane opening. Ralph Jordan expressed concerns about water quality impact.
- **Financials** – Adam Ledford provided a brief upon the monthly budget figures.
- **Norris Public Works** – Adam Ledford presented the Norris Public Works' report.
- **Norris Public Safety** – Adam Ledford presented the Norris Public Safety's report.

VII. Adjournment: 6:37 p.m., Motion by Bill Grieve and seconded by Gene Lane to adjourn, All: AYE



NORRIS WATERSHED BOARD MINUTES

July 20, 2023

Members Present: Ralph Jordan (RJ), Robin Sain (RS), Allen Hendry (AH), Bill Grieve (BG), Gene Lane (GL), Dennis Yankee (DY)

Secretary/Treasurer: Adam Ledford (AL)

Quorum Met

I. Call to Order

The meeting was called to order by Ralph Jordan at 5:00 pm.

II. Minutes:

A motion was made Gene Lane and seconded by Bill Grieve **to approve the minutes of the June 15, 2023 meeting.**

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

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

III. Hear the Public:

Bob Smith – Shared he was in attendance to inquire about the Board’s intentions to improve Lower Clear Creek. It was determined the area Mr. Smith was most interested in is owned by TVA, however, responsibility for upkeep seemed to be unclear between the parties involved. Mr. Dennis Yankee offered to help Mr. Smith identify the proper person to reach out to at TVA. The Board continued a conversation of improving trout development on the creek.

IV. New Business

- **2023 Watershed Hunting Raffle** – Ralph Jordan presented some minor changes to the annual plans. The proposal including a noon start to registration with the raffle to occur at 2:30 p.m., gate openings, and dates for hunting. Questions related to gate openings, staffing, and allowing the police and fire association to sale food were discussed in further detail.

A motion was made Gene Lane and seconded by Allen Hendry **to approve the proposed plans for the 2023 Watershed Hunting Raffle.**

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

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

Ralph Jordan submitted his opinion that the Board needed to order new maps. As part of the proposal, Joe Feeman and Allen Hendry pointed out the need to make some corrections. Before moving forward, Ralph Jordan suggested the city recorder provide him an accurate inventory of existing maps before they proceed. The Board requested the city manager add the existing map on the city’s website with their own page so watershed news can be included.

V. Old Business

- **Summer Trail Crew** – The Board discussed concern the team was behind in meeting the goals set for this season. A post season meeting with public works and recreation commission will be scheduled.

Joe Feeman reported that the team had wrecked the Kubota, but no one was harmed and the damage to the unit was minimal.

- **Rifle Range Gate** – Ralph Jordan reported that the gate being built by John Cox had been delayed due to materials. He suggested the gate would be installed before the end of July and requested public works paint it orange thereafter.
- **Norris Day Planning** – Ralph Jordan reported the t-shirt sales exceeded expectations, a new banner worked out well. Gene Lane suggested the net profits would be in the \$1,700 range.
- **Clear Creek Springhead** – Adam Ledford reported a low estimate of \$1,600 to remove the 3 marked trees down by the springhead. The cost took into consideration that the vendor would receive 1 of the trees for their own possession, but no cleanup of the area was included in that cost. Ralph suggested the Board have a follow-up discussion with the low estimate vendor to finalize plans and schedule.

A motion was made Allen Hendry and seconded by Gene Lane **to designate Ralph Jordan as the contact for finalizing plans for tree removal, further authorizing him to schedule removal.**

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

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

- **Clear Creek Parking Area/Stream Bank Stabilization** – Joe Feeman shared he had no new update on working with the state or university partners. Adam Ledford notified the Board he had received some interest from a local resident interested in donating some boulders which might work for this or another use. He would reach out to Ralph Jordan with the contact information.

VI. Reports

- **Financials** – Adam Ledford provided a brief upon the monthly and year-end budget figures.
- **Norris Public Works** – Adam Ledford presented the Norris Public Works' report.
- **Norris Public Safety** – Adam Ledford presented the Norris Public Safety's report.
- **Resource Management** – Joe Feeman provided an overview of his written report.

VII. Adjournment

Motion by Bill Grieve and seconded by Gene Lane to adjourn at 6:50 p.m., All: AYE

August 14, 2023 City Council Meeting Packet
Norris Animal Shelter Commission
July 17, 2023

ASC Members: Lee Borgers (4/2024), Maggie Sheehy (6/2024), Hannah Lawson (1/2026), Tracy Haley (10/2024), Debbie Grinder (4/2025)

Members in attendance: Lee Borgers, Maggie Sheehy, Hannah Lawson, Tracy Haley

Public Present: Benita Odell

Meeting called to order at 7:01 pm.

Approval of minutes: Maggie would like the minutes amended to show that a dog was named “Zula” not “Zulu”. Tracy moved to accept as amended. Maggie seconded. Motion passed.

Shelter Report: *Maggie*

Cats:

Cassie-adopted, very loved

Kitten from the watershed- found by a firefighter, in very bad shape. At the vet they were discussing euthanasia, a vet tech offered to adopt the kitten and care for it, it is recovering well after a tail amputation.

Siamese kitten-from ridgeway, adopted

Carter (now Thor) and Bobby (now Meeko)- gray male kitten and tabby male kitten adopted together!

Thea- female black kitten, may be able to go to Loudon Co after neutered

Hamilton- male black kitten, may be able to go to Loudon Co after neutered

Dogs:

Bonnie- adopted

Clyde- had a meeting with a potential adopter, but he was larger than she wanted. He has become an escape artist and may need to be placed with a foster to keep him safe. Maggie and Tracy are working on finding someone. Lee may be able to help temporarily if no one else is found.

Airedale and shephard/husky mix- both chipped, returned to dog sitter, thrilled to find them as she was house/pet sitting for the owners on their honeymoon!

Financial Report: no report received this month

Old Business:

Norris Day- we raised \$354.35 in donations and several people signed our volunteer sign up sheet. Maggie is following up with all of them. The day went very well, the volunteers talked to a lot of people and had a great day.

75th Anniversary Book- Hannah sent a write up of a brief description of our commission and our recent accomplishments and several pictures. They were accepted and we will see the finished product next year.

Open seat on the commission- Lee checked with Bailey and was told the spot does not have to be officially advertised. Benita is considering the spot but is currently unemployed and wants to see what her next job will be before she commits.

New Business:

Norris Winter Fest-Susan Boody offered to pay the fee for the Animal commission to have a table at the event. Hannah will make the necessary arrangements.

Annual report-Hannah completed reports for 2021-2022 and 2022-2023. She will send the reports to Bailey. She asked that volunteers write the number of animals they care for at each visit, at least once a day. For example, three dogs and two cats. This will make the annual report easier to write each year.

Wags and Whiskers Bake Sale- Hannah is beginning to plan the event, possibly for September. Is wanting to get some information from Caroline on the specifics of running the event, since she was always so successful. Maggie gave a phone number she believes is Caroline's, Hannah will try to contact her.

Term Expirations-Hannah contacted Bailey to get the updated list of term expirations for commission members. There was no updated list, the last update had everyone's terms expiring as of 2022.

The new list is:

Lee Borgers- 4/2024	Maggie Sheehy-6/2024	Hannah Lawson-1/2026
Tracy Haley-10/2024	Debbie Grinder- 4/2025	

Commission meeting adjourned at 7:37 pm.

Respectfully submitted, Hannah Lawson

**MINUTES
NORRIS PLANNING COMMISSION
July 3, 2023**

Members Present: Joe Feeman: Chairman, Loy Johnson: Vice Chairman, Chris Mitchell: Mayor, Loretta Painter, Alex Munro, and Mike Carberry

Members Absent: Lisa Shirey

Others Present: Joe Deathridge: Chairman BZA, Bailey Whited, Assistance City Manager, Kathryn Baldwin - East TN Development District

Call to Order: Joe Feeman: Chairman called the meeting to order at 6:00 pm.

1. Minutes – June 5, 2023

Mr. Munro made a motion to approve the Minutes of the June 5, 2023, Planning Commission meeting as presented. Ms. Painter seconded the motion, all present voted aye. Motion carried.

2. Business Items

A. Subdivision Regulation / Service Drive Rights of Way

Commission members expressed their concern for continued subdivision of property using Service Roads to meet the minimum road frontage requirement in the Subdivision Regulations. Members contacted MTAS to discuss the possibility of instituting a moratorium on future subdivisions until the Regulations can be amended to address the issue. Ms. Baldwin presented language which would eliminate the use of substandard roadways to be used to satisfy the frontage requirement. Also addressed was the process to amend the current subdivision regulations. Commission members discussed the language, and the process, and agreed to move forward. Chairman Feeman suggested review of the subregs and the possibility of additional items to be addressed. Members agreed to review the Regulations and bring additional concerns to the August meeting. No action taken.

Adjournment:

Ms. Painter made a motion to adjourn the Planning Commission meeting at 6:45, seconded by Mr. Munro. All present voted aye. Motion carried.

Alex Munro, Secretary

Date