

**City of NORRIS  
COMMUNITY DEVELOPMENT BOARD  
MEETING MINUTES: January 23, 20245**

**Members Present:** Lisa Barger (exp.: Sep.30, 2025); Lisa Higginbotham (exp. Dec 31, 2027); George Miceli (exp.: Feb 28, 2027); Alex Munro (exp. Apr 30, 2026); Loretta Painter (exp. Dec 31, 2027);

**Members Absent:** Al Lesar (exp.: Mar 31, 2027);

**Location:** Norris Community Building

**Guest(s) in Attendance:** City Mgr. Adam Ledford; Cynthia Edrington

TOPIC	DISCUSSION/CONCLUSIONS	RECOMMENDATIONS/ FOLLOW-UP (Who/What/When)
Time - Called to order	6:22 pm: <b>Quorum requirements met with 5 voting members present.</b> New member Loretta Painter joined the group as City Council’s representative. The meeting started late due to a City Council workshop running beyond the expected 6pm adjournment. <b>George Miceli led the meeting in his capacity as board vice chairperson.</b>	
Hear from the Public	<p><b>City Manager, Adam Ledford</b>, reminded the board that we need to elect our officers for 2025 at this January meeting. He also announced two requirements of all boards and commissions and the creation of a webpage for the CDB:</p> <ol style="list-style-type: none"> <li>1. An <b>approved hardcopy of the minutes from each meeting must be signed</b> by the <u>chairperson</u> and <u>secretary</u> and be delivered to the city office. →</li> <li>2. The <b>agenda for each meeting must be sent to city staff by the Monday</b> immediately preceding the meeting so that it can be posted on the city website →</li> <li>3. <b>Each board/commission will have its own page on the city’s website</b> showing member names, past meeting minutes and next meeting’s agenda</li> </ol>	<p><b>ACTION: MICELI</b> – to add signature block to the minutes template</p> <p><b>ACTION: HIGGENBOTHAM</b> – to email agenda to city per requirements</p>
Approval of minutes	<b>APPROVED UNANIMOUSLY: November amended meeting minutes</b> as submitted at the meeting (Barger motion, Munro second)	

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Old Business	<p>1. <b><u>Review status – City of Norris Survey, in support of Norris Strategic Planning process:</u></b> George Miceli recapped the status of the survey process since the CDB board last met on Nov 14, 2024.</p> <p>a. Lisa Barger, Lisa Higginbotham, Sue Hill and George Miceli met with city manager, Adam Ledford and assistant Bailey Whited on Nov 18. <u>The group concluded that the survey as crafted was too long and would consequently have a low return rate.</u></p> <p>b. A shorter survey was crafted and discussed as a Dec 10 meeting with city management. <u>The group concluded the survey, if done at all, should be done after the public workshops planned and be crafted based on the feedback from those workshops.</u> At that point, any survey crafted would be to 1) Validate the workshop feedback by reaching a broader audience, 2) Give a input opportunity to people who could not attend the workshops.</p> <p>c. Discussions at this Jan 23 board meeting resulted in <b><u>an agreement between CDB and Adam Ledford regarding CDB support of the workshops and strategic planning process in general:</u></b></p> <p>i. CDB members, along with city management will <u>meet Feb 4, 2025, 10am with Rick Meredith, Anderson County Chamber of Commerce president.</u> Ledford will provide Barger with questions for Meredith to discuss at the meeting. Barger will pass them on to Meredith. Purpose of Meredith meeting is to learn from the mistakes the county says they made as part of their strategic planning process.</p> <p>ii. CDB will help maximize turnout for the strategic planning workshops by promoting resident participation through Norris clubs and non-profits organizations. <b><u>The list of clubs and nonprofits will be</u></b></p>	<p><b><u>ACTION: LEDFORD, BARGER</u></b> – Ledford send pre-meeting questions to Barger; Barger to forward to Meredith</p> <p><b><u>ACTION: MICELI</u></b> – sent to <b><u>ALL</u></b> the list of clubs and</p>

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	<p><b><u>circulated again to CDB members to check for missing groups.</u></b>            Assignment regarding contacts will be made and the Feb meeting.</p> <p>iii. CDB will brainstorm values-based questions for potential use by city management at the strategic planning public workshops →</p> <p>iv. <b><u>TIME DEADLINE FOR ABOVE ACTIONS:</u></b> May 1, 2025; first workshop(s) targeted for June 2025</p> <p>v. CDB will take on the task of interviewing Norris businesses to get their input into the city’s strategic plan</p> <ol style="list-style-type: none"> <li>1. Must create an <b><u>interview script</u></b> comprised of introduction/purpose statement; 3 things to know walking out the door; concluding comments.</li> <li>2. Must create a <b><u>list of Norris businesses</u></b> and assign CDB staff to interview each</li> <li>3. These activities need not precede the workshop but must be completed in time to be included in the final compilation of data.</li> </ol> <p>2. <b><u>Lisa Barger reported on the new resident “welcome wagon” program:</u></b></p> <ol style="list-style-type: none"> <li>a. Barger reported that her group of 11 met to plan and organize and <b><u>voted to detach itself from the CDB</u></b> and align with a nonprofit to streamline its operations.</li> <li>b. <b>APPROVED UNANIMOUSLY: Remove the Director of welcoming from inclusion in the CDB bylaws</b> (Lisa motion, Miceli second)</li> </ol>	<p>nonprofits; <b>ALL</b> to check for missing groups</p> <p><b>ACTION: ALL</b> – think of valued based high level questions for potential use at strategic planning workshops</p>

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New Business	<p><b><u>Election of officers for 2025:</u></b></p> <ol style="list-style-type: none"> <li>1. <b>APPROVED UNANIMOUSLY:</b> Lisa Higgenbotham for chairperson (Miceli motion, Barger second)</li> <li>2. <b>APPROVED UNANIMOUSLY:</b> George Miceli for vice chairperson (Painter motion, Munro second)</li> <li>3. <b>APPROVED UNANIMOUSLY:</b> George Miceli for secretary (Painter motion, Barger second)</li> <li>4. The vote for Director of Communications was not done because Al Lesar was absent from this meeting</li> </ol>	
Adjournment	<p>7:20pm: <b><u>Unanimous approval to adjourn;</u></b> (Higginbotham motion, Munro second).</p> <ul style="list-style-type: none"> <li>• Next meeting is February 27, 2025.</li> </ul>	

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Lisa Higginbotham, Chairperson

Date

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George Miceli, Secretary

Date

Submitted by: George Miceli, January 24, 2025