

**City of NORRIS
COMMUNITY DEVELOPMENT BOARD
MEETING MINUTES: September 25, 2025**

Members Present: Lisa Higginbotham (exp. Jan 26); Al Lesar (exp.: Jan 2028); George Miceli (exp.: Jan 2027); Alex Munro (Planning Rep Term.); Loretta Painter (Council Rep Term);




Members Absent: None

Location: Norris Community Building, City Council Meeting Room

Guest(s) in Attendance: None

TOPIC	DISCUSSION/CONCLUSIONS	RECOMMENDATIONS/ FOLLOW-UP (Who/What/When)
Time - Called to order	6:02 pm: Quorum requirements met with all 5 voting members present.	
Agenda Approval	Higginbotham reviewed the agenda. No changes made.	
Approval of Minutes	APPROVED UNANIMOUSLY: July 24, 2025, meeting minutes as submitted at the meeting (Lesar motion, Painter second)	
Hear from the Public	None	
Continuing Business	<p><u>Update on Norris Visioning Process:</u> Due to the delay in getting city council approval of project funding, we missed the ETCDC July board meeting submission deadline. This pushed back consideration of our project to the ETCDC’s January 2026 board meeting.</p> <ul style="list-style-type: none"> There is no need for all CDB members to attend the January 2026 ETCDC meeting. Higginbotham will represent CDB. Regardless all are welcome. 	<p><u>ACTION:</u> HIGGINBOTHAM – keep in touch with ETCDC regarding our submission requirements</p>
New Business	<p><u>Preparing Norris Residents for Participation in the Norris Visioning Process:</u></p> <ul style="list-style-type: none"> CDB can help generate resident participation in the October 18, 2025, city council workshop on changes in Norris facilities needed to accommodate current and future needs. In the process of doing this, CDB can debug the procedures for getting good turnouts for next year’s ETCDC visioning sessions, assuming ETCDC approval to take on our project. 	

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	<ul style="list-style-type: none"> • Here is the plan agreed to at the meeting: <ul style="list-style-type: none"> ○ Miceli will distribute the previously created “Community Groups and Clubs” contact list.  ○ Miceli will create and distribute a flyer regarding the Oct 18 city council workshop.  ○ NOTE: Review of the Community Group list shows there are some groups who do not have a constituent group to whom they would pass on the information regarding the city’s workshop. In this case, you touch base with the contact person, give them the information and let them decide if it applies to them and their group. At this point, we don’t know which groups do and do not use Norris facilities. ○ Upon receipt of the “Community Groups and Clubs” list, each CDB member will... <ol style="list-style-type: none"> 1) Select those groups with whom you feel most connected; there are 5 of us, so select your top 5, 2) Send a group email to all CDB members indicating who you’ve chosen, 3) Take on the task of contacting them and encouraging them to pass on the info to everyone else in their respective organizations. There will surely be an overlap between the five CDB board members, so the first one to “respond-to-all” gets the assignment to the groups selected. We do not want to double up. Miceli will take the clean-up role of unchosen groups and will not be responding to all. If anyone gets into a jam regarding making a solid contact, reach out to the group for advice. Make your contacts right away because the organizations you contact will need time to reach out to their respective constituents.  	<p>ACTION: MICELI – will</p> <ol style="list-style-type: none"> 1) Distribute Community Group list 2) Create and distribute the flyer for Oct 18 workshop <p>ACTION: ALL – take the 3 steps shown to the left; also, post a flyer on public bulletin boards that have a high probability of reaching Norris residents.</p>

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	<ul style="list-style-type: none"> ○ <i>There will surely be errors on our list. Send your corrections to Miceli to update the list.</i> • In theory, this list and who you chose can be used again for the ET CDC visioning sessions because board member relationships with these stakeholders should be relatively constant. 	ACTION: ALL – inform Miceli of any errors found in Community Group list
Adjournment	Meeting adjourned at 7:02p. Next meeting is scheduled for October 23, 2025, 6pm, Norris Community Bldg.	

Lisa Higginbotham, Chairperson

Date

George Miceli, Secretary

Date