

**NORRIS CITY COUNCIL
REGULAR MEETING
November 13, 2023 – 6:00 p.m.**

Agenda

- I. Call to Order**
- II. Agenda Approval**
- III. Hear the Public**
- IV. Minutes/Notes**
 - a. Consideration of Approving October 9, 2023 Regular Meeting Minutes
 - b. Consideration of Approving October 9, 2023 Public Hearing Minutes
 - c. Consideration of Approving October 24, 2023 Special Meeting Minutes
 - d. Consideration of Approving October 24, 2023 Training 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 Confirming Mayoral Appoints to City Boards, Commissions, and Committees
 - f. Consideration of the Second Reading of Ordinance #661, entitled, “An Ordinance of the City of Norris, Tennessee, to Amend Title 9, Chapter 4, Mobile Food Vending.”
 - g. Consideration of the Second Reading of Ordinance #662, entitled, “An Ordinance of the City of Norris, Tennessee, to Amend Title 15 Motor Vehicles, Traffic and Parking, Chapter 6 Parking.”
 - h. Consideration of the First Reading of Ordinance #644, entitled, “An Ordinance of the City of Norris, Tennessee, Amending Title 18, Water and Sewer, Section 18-102, Composition and Term of Commission, Section 18-110, Reading of Meters and Billing Date, and Section 18-113, Discontinuance of Service to Delinquent Customers”
 - i. Discussion on Training for Elected Officials
 - j. Consideration and Review of Benny Carden Memorial(s)
 - k. Discussion and Consideration of Approving 2023 City of Norris Strategic Plan Goal Setting
 - l. Review and Consideration of Awarding Bids for Law Enforcement Side-by-Side
 - m. Discussion on Equipment Purchases/Leases for Multiple Department Needs
 - n. City Boards, Commissions, and Committees Events, Funding, and Donation Authorization
 - i. Community Development Board (Donations, Events, Appropriations)
 - ii. Tree Commission (Donations, Events)
 - iii. Animal Shelter Commission (Donations, Appropriations)
 - iv. Watershed Department (Donations, Events)
 - v. Norris Archives (Donations, Appropriations)
- VI. New Business**
 - a. Consideration of the First Reading of Ordinance #663, entitled, “An Ordinance of the City of Norris, Tennessee, To Repeal and Replace Title 9, Chapter 1, Peddlers, Solicitors, ETC”

- b. Consideration of the First Reading of Ordinance #664, entitled, “An Ordinance of the City of Norris, Tennessee, to Amend Chapter 18, Water and Sewer, By Creating Section 18-125, Test Fire Hydrants, and Section 18-126, Leak Adjustment Policy”
- c. Consideration of Resolution #19-2023, entitled, “A Resolution Approving an Agreement Between the City of Norris and iManage Solutions, LLC for Utility Audit Services”
- d. Consideration of Resolution #20-2023, entitled, “A Resolution Updating the Job Description for Assistant City Manager”
- e. Consideration of Resolution #21-2023, entitled, “A Resolution Adopting the 2023 Norris Urban Forest Management Plan”
- f. Discussion on Storm Sewer System
- g. Discussion on the Establishment or Development of a Norris Chamber of Commerce

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
- h. Archives Board

X. Adjourn

**Norris City Council
Regular Meeting**

**October 9, 2023
6:00 p.m.**

Minutes

The regular meeting of the City Council of Norris Tennessee convened October 9, 2023 at 6:00 pm.

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

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

MINUTES

APPROVAL OF THE SEPTEMBER 11, 2023 REGULAR 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, Nicholson, Painter, and Mayor Mitchell voting “Aye.”

APPROVAL OF THE SEPTEMBER 11, 2023 PUBLIC HEARING MEETING MINUTES – Councilmember Painter made a motion to approve the minutes, and Councilmember Nicholson seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter, and Mayor Mitchell voting “Aye.”

OLD BUSINESS

SAFE ROUTES TO SCHOOL - Mr. Whited reported he resubmitted the necessary paperwork. The deadline for project completion has been extended to March 2024.

SIA SAWMILL ROAD PROJECT- Mr. Ledford is still trying to contact a representative from TDOT.

CAPITAL OUTLAY NOTE – No update.

SECOND READING OF ORDINANCE #660, ENTITLED, “AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, TO AMEND THE PERSONNEL POLICY OF THE CITY OF NORRIS” -Councilmember Nicholson made a motion to adopt the ordinance, and Councilmember Grinder seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter, and Mayor Mitchell voting “Aye.”

CONSIDERATION OF CONFIRMING MAYORAL APPOINTMENTS TO CITY BOARDS, COMMISSIONS, AND COMMITTEES. Mayor Mitchell made a motion to nominate Elizabeth Mason and Lisa Hickenbottom to the Recreation Commission; Cynthia Wyse to Little Theater Board; Leesa Campbell to both the Animal Commission and Board of Zoning Appeals; Michael Carberry and Robert Sain to the Planning Commission; and reappoint Gene Lane, Robin Sain and Allen Hendry to the Watershed Board. Councilmember Grieve seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter, Nicholson, and Mayor Mitchell voting “Aye.”

CONSIDERATION OF RESOLUTION 11-2023, ENTITLED, “A RESOLUTION APPROVING AN AGREEMENT BETWEEN THE CITY OF NORRIS AND PAVE GRADE & AGGREGATE, INC FOR NORRIS STREET PAVING.” Councilmember Grieve made a motion to approve the resolution and

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

NEW BUSINESS

CONSIDERATION OF RESOLUTION #16-2023, ENTITLED, “A RESOLUTION APPROVING A LETTER AGREEMENT BETWEEN THE CITY OF NORRIS AND CANNON & CANNON, INC FOR ARPA SANITARY SEWER REHABILITATION ENGINEERING SERVICES.” This resolution was previously approved by the Norris Water Commission but hadn’t been taken to council for approval. Councilmember Grinder made a motion to approve the resolution and Councilmember Nicholson seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter, Nicholson, and Mayor Mitchell voting “Aye.”

Council moved to table the following items indefinitely:

REVIEW AND CONSIDERATION OF AWARDING BIDS FOR 2023 EXTERIOR SIDING INSTALLATION PROJECT AT MCNEELEY BUILDING

CONSIDERATION OF RESOLUTION #14-2023, ENTITLED, “A RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO ENTER INTO AN AGREEMENT WITH _____ FOR THE EXTERIOR SIDING INSTALLATION PROJECT AT MCNEELEY BUILDING.”

Council moved to table the following items temporarily:

REVIEW AND CONSIDERATION OF AWARDING BIDS FOR 2023-24 OAK ROAD PAVILLION PROJECT.

CONSIDERATION OF RESOLUTION #12-2023, ENTITLED, “A RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO ENTER INTO AN AGREEMENT WITH _____ FOR THE OAK ROAD PARK PAVILION PROJECT.”

REVIEW AND CONSIDERATION OF AWARDING BIDS FOR POLICE & FIRE ROOF REPLACEMENT PROJECT.”

CONSIDERATION OF RESOLUTION #13-2023, ENTITLED, “A RESOLUTION AUTHORIZING THE MAYOR AND CITY MANAGER TO ENTER INTO AN AGREEMENT WITH _____ FOR THE POLICE AND FIRE ROOF REPLACEMENT PROJECT.”

REVIEW AND CONSIDERATION OF AWARDING BIDS FOR LAW ENFORCEMENT SIDE-BY-SIDE.

Councilmember Grieve made a motion approve the bid from Bombardier Recreational Products and Councilmember Grinder seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter, Nicholson, and Mayor Mitchell voting “Aye.”

CONSIDERATION OF RESOLUTION #15-2023, ENTITLED, “A RESOLUTION TO ACCEPT THE 2023-2024 ‘SAFETY PARTNERS’ MATCHING GRANT.” Councilmember Painter made a motion approve the resolution and Councilmember Grieve seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter, Nicholson, and Mayor Mitchell voting “Aye.”

CONSIDERATION OF RESOLUTION #17-2023, ENTITLED, “A RESOLUTION APPROVING AN AGREEMENT BETWEEN THE CITY OF NORRIS AND MARTIN HENNESSEE FOR DIRECTOR OF NORRIS LITTLE THEATRE 75TH ANNIVERSARY THEATER PRODUCTION.” - Councilmember Painter made a motion approve the resolution and Councilmember Grieve seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter, Nicholson, and Mayor Mitchell voting “Aye.”

DISCUSSION ON TRAINING FOR ELECTED OFFICIALS – Councilmember Painter made a motion to schedule a special workshop for Tuesday, October 24, 2023 at 5:00 p.m. also adding a resolution for approval of the City Manager’s contract and a first reading of Ordinances 661 & 662 at 7:00 p.m., and Councilmember Grinder seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter, Nicholson, and Mayor Mitchell voting “Aye.”

ANNUAL REVIEW OF THE CITY MANAGER – After discussion between the City Manager and Council, they agreed to add a 3% cost of living raise (COLA) and approved adding his son on health insurance. Council asked the city manager to draft a resolution and present to them at the special called council meeting set for Tuesday, October 24, 2023 at 7:00 p.m. Councilmember Painter made the motion and Councilmember Grinder seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter, Nicholson, and Mayor Mitchell voting “Aye.”

CITY BOARDS, COMMISSIONS, AND COMMITTEES, EVENTS, FUNDING, AND DONATION AUTHORIZATION – This has been ongoing since the last city manager and it was discovered the boards lacked information in their ordinances regarding donations, events and funding. According to an email from an Municipal Technical Advisory Service (MTAS) just because you are given donations, doesn't mean you can go out and solicit donations. The following boards do not have any information in their ordinance: Animal Shelter, Community Development Board, Norris Archives and Watershed Board. These ordinances will be drafted and presented to the boards for their review and then to council to vote on at the November 13, 2023 at 6:00 p.m.

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 – Brianna Kibler reported the two events coming up 3rd Annual Norris Halloween Trail on Saturday, October 28th from 3:30-6:00 p.m., and Halloween on the Commons on Tuesday, October 31st

WATERSHED BOARD – Councilmember Grieve reported the board didn't have a meeting last month due to lack of a quorum however, Bow hunting begins this Saturday, October 14. He indicated everyone should stay off the trails unless you are hunting.

TREE COMMISSION – Councilmember Nicholson reported the link to the Norris Urban Forest Management Plan in draft form and please send comments to the Tree Commission.

ANIMAL SHELTER COMMISSION –No report

COMMUNITY DEVELOPMENT – No report

LITTLE THEATRE – Mae Boardman reported they are looking forward to working with Mr. Hennessee on their upcoming play.

PLANNING/BZA – Joe Feeman reported will be having a public hearing on the first Monday in November to approve the Subdivision Regulations.

ARCHIVES – Joe Feeman stated it will be very hard working without Ellayn Crossno.

ADJOURNMENT

Councilmember Grieve made a motion to adjourn at 8:00 p.m. Councilmember Grinder seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter and Mayor Mitchell voting “Aye.”

Sandy Johnson, City Recorder

APPROVED BY CITY COUNCIL

November 6, 2023

Chris Mitchell, Mayor

**Norris City Council
Special Called Meeting**

**October 9, 2023
5:45 p.m.**

Minutes

The special called meeting of the City Council of Norris Tennessee convened October 9, 2023 at 5:45 pm.

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

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

Meeting was called to order by Mayor Mitchell.

**Public Hearing of Ordinance 660 of the City of Norris, Tennessee, TO AMEND THE PERSONNEL
POLICY OF THE CITY OF NORRIS**

(No Comments)

The public hearing was closed at 5:57 p.m.

Sandy Johnson, City Recorder

APPROVED BY CITY COUNCIL

November 13, 2023

Chris Mitchell, Mayor

**Norris City Council
Regular Meeting**

**October 24, 2023
6:00 p.m.**

Minutes

The special meeting of the City Council of Norris Tennessee convened October 24, 2023, at 7:00 pm.

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

Also present were Charles Adam Ledford, City Manager and Bailey Whited, Assistant City Manager 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 to the agenda.

HEAR FROM THE PUBLIC

No public input given.

NEW BUSINESS

CONSIDERATION OF THE FIRST READING OF ORDINANCE #661, ENTITLED, “AAN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, TO AMEND TITLE 9 CHAPTER 4, MOBILE FOOD VENDING.” – Mr. Whited described the ordinance. After discussion, Councilmember Nicholson motioned to approve the first reading of the ordinance, Councilmember Grinder seconded. The motion passed unanimously.

CONSIDERATION OF THE FIRST READING OF ORDINANCE #662, ENTITLED, “AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, TO AMEND TITLE 15, MOTOR VEHICLES, TRAFFIC, AND PARKING, CHAPTER 6, PARKING.” – Mr. Whited explained that the ordinance would prohibit parking on most city streets within Norris. Police Chief Poole explained the purpose of the ordinance was to ensure safe passage of emergency vehicles. After discussion, Councilmember Painter moved to approve the ordinance while adding Hawthorne Place, Hickory Place, and Ridgeway Court on first reading. Councilmember Grinder seconded. The motion passed unanimously.

CONSIDERATION OF SETTING DATE FOR PUBLIC HEARING FOR ORDINANCES

Councilmember Grinder moved to set a public hearing date for Ordinances 661 and 662 on November 13, 2023, at 5:00 p.m., and Councilmember Nicholson seconded. The motion passed unanimously by voice vote.

CONSIDERATION OF RESOLUTION #18-2023, ENTITLED, “A RESOUTION APPROVING AND AMENDED AGREEMENT BETWEEN THE CITY OF NORRIS AND CHARLES ADAM LEDFORD FOR CITY MANAGER.” – Mr. Ledford described the changes from the current contract to the one presented. Councilmember Nicholson motioned to approve the contract with grammatical corrections. Councilmember Grinder seconded. The motion passed unanimously.

ADJOURNMENT

Councilmember Painter made a motion to adjourn at 7:49 p.m. Councilmember Grieve seconded. The motion passed unanimously by voice vote.

Bailey Whited, Assistant City Manager

APPROVED BY CITY COUNCIL

November 13, 2023

Chris Mitchell, Mayor

**Norris City Council
Workshop - Training**

**October 24, 2023
5:00 p.m.**

Minutes

The workshop meeting of the City Council of Norris Tennessee convened October 24, 2023 at 5:00 pm.

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

Meeting was called to order by Mayor Mitchell.

The City Manager, Adam Ledford, lead a scheduled training on ARPA, SRF, and other financial tools.

The workshop was closed at 6:46 p.m.

Sandy Johnson, City Recorder

APPROVED BY CITY COUNCIL
November 13, 2023

Chris Mitchell, Mayor



ORDINANCE 661

AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, TO AMEND TITLE 9, CHAPTER 4, MOBILE FOOD VENDING.

WHEREAS, the City Council of the City of Norris desires to amend Title 9 of the Municipal Code to make adjustments to the regulation of Mobile Food Vending.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORRIS, TENNESSEE THAT:

SECTION 1: Title 9, Chapter 4 shall have its sections renumbered to accurately display the chapter number (i.e. 9-601 becomes 9-401).

SECTION 2: Section 9-403 shall be amended as follows:

9-403. Permit Fee. Owners of mobile food preparations vehicles shall pay an annual permit fee of fifty dollars (\$50) per mobile food vehicle unit ~~per month~~.

SECTION 3: Section 9-405(8) shall be repealed and replaced with the following language:

(8) Approved vendors operating during a City sponsored or co-sponsored event may acquire a temporary mobile food vending permit and are exempt from the following regulations:

- (a) 9-403
- (b) 9-404(2)(e)
- (c) 9-404(2)(f)

SECTION 4: Title 9, Chapter 4 shall be amended by adding an additional section 9-408. Hours of Operation as follows:

9-408. Hours of Operation. Mobile food vendors may not operate between the hours of 11:00 p.m. and 7:00 a.m.

SECTION 5: 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 6: 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 7: 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. 662

AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, TO AMEND TITLE 15, CHAPTER 6, PARKING

- WHEREAS,** Title 15, Chapter 6, Parking of the Norris Municipal Code addresses public parking regulations within the City of Norris; and
- WHEREAS,** the current parking regulations do not adequately address the safety needs of the community; and
- WHEREAS,** the Norris City Council wishes to prohibit street parking on certain roadways to allow for clearer, safer, and more easily traversable streets.

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

Section 1. Title 15, Chapter 6, Parking, section 15-604. Where prohibited be amended by adding the following item (14):

(14): On all city streets except Hickory Trail, Hawthorne Place, Hickory Place, Ridgeway Court, and Chestnut Dr.

This prohibition shall not apply to drivers of delivery vehicles when actively making deliveries and off-street parking is unavailable, provided that such parking is not in violation of any other part of this code and so long as the parked delivery vehicle has flashing lights, is visible from a distance of 200 feet in each direction, and maintains at least 12 feet of clearance in the roadway. Nor shall this prohibition apply to emergency services, city employees acting in their official duties, or anyone performing official duties on behalf of the city.

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



ORDINANCE NUMBER 644

AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, AMENDING TITLE 18, WATER AND SEWERS, SECTION 18-102, COMPOSITION AND TERM OF COMMISSION

WHEREAS, Title 18 of the City of Norris Tennessee Municipal Code establishes rules regarding board membership; and

WHEREAS, pursuant to the Tennessee Code Annotated (7-35-406) the governing board may serve as the utility board or commission; and

WHEREAS, The City Council of the City of Norris wishes serve in said capacity;

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

SECTION 1: Ordinance 18-102, Composition and Term of Commission is hereby amended with the following:

18-102. Composition and Term of Commission.

- (1) The Norris Water Commission shall consist of five (5) members who are residents of the City of Norris. The term of **four (4) members** shall be six (6) years. These members shall be appointed by the majority vote of the governing body of the City of Norris. **One (1) member shall be a current member of the Norris City Council, as determined by city council, and whose term shall be concurrent with the two (2) year elected term of council.**
(2) **In the event the Norris City Council elects to perform the duties required of the commission under this part, the Norris City Council, shall have all the powers, duties, and responsibilities imposed upon the commission, and all references to the commission shall refer to the Norris City Council acting in the capacity of such commission.**

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



ORDINANCE NUMBER 644

AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, AMENDING TITLE 18, WATER AND SEWERS, SECTION 18-102, COMPOSITION AND TERM OF COMMISSION

WHEREAS, Title 18 of the City of Norris Tennessee Municipal Code establishes rules regarding board membership; and

WHEREAS, pursuant to the Tennessee Code Annotated (7-35-406) the governing board may serve as the utility board or commission; and

WHEREAS, The City Council of the City of Norris wishes serve in said capacity;

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

SECTION 1: Ordinance 18-102, Composition and Term of Commission is hereby repealed in its entirety and replaced with the follow:

18-102. Composition and Term of Commission.

The Norris Water Commission shall consist of duly elected and appointed members of the Norris City Council. The term of each member shall be consistent with elected or appointed terms of office.

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

From: Benjamin S Johnson <Benjamin.S.Johnson@cot.tn.gov>
Sent: Monday, October 23, 2023 11:45 AM
To: citymanager@norristn.gov
Subject: Utility Training TCA

Adam,

Per our conversation earlier today, below is the citation from Tennessee Code Annotated § 7-34-115(j). You can see where I have highlighted in yellow the information related to your situation. If you have any questions about this or if I can provide additional information, please let me know.

(j)

(1) The governing body of a municipal utility system subject to this section that supervises, controls, or operates a public water or public sewer system, including, but not limited to, those systems using a separate utility board pursuant to any public or private act, must meet the training and continuing education requirements in this subsection (j).

(2) All members of the municipal utility board of commissioners shall, within one (1) year of initial appointment or election to the board of commissioners or within one (1) year of reappointment or reelection to the board of commissioners, attend a minimum of twelve (12) hours of training and continuing education in one (1) or more of the subjects listed in subdivision (j)(4).

(3)

(A) In each continuing education period after the initial training and continuing education required by subdivision (j)(2), a municipal utility board commissioner shall attend a minimum of twelve (12) hours of training and continuing education in one (1) or more of the subjects listed in subdivision (j)(4).

(B) For the purposes of this subsection (j) and subsection (k), "continuing education period" means a period of three (3) years beginning January 1 after the calendar year in which a municipal utility board commissioner completes the training and continuing education requirements set forth in subdivision (j)(2) and each succeeding three-year period thereafter.

Thank you,

Ben Johnson

Financial Analyst, Local Government Finance

Comptroller of the Treasury

Cordell Hull Building | 425 Rep. John Lewis Parkway N. | Nashville, TN 37243

Benjamin.S.Johnson@cot.tn.gov | 615.747.8831



Mission: To Make Government Work Better

City of Norris, Tennessee Goal Setting Project

September 11, 2023

Mayor:

Chris Mitchell

City Council:

Charles Nicholson

Loretta Painter

Bill Grieve

Will Grinder

City Staff:

Adam Ledford, City Manager

Bailey Whited, Assistant City Manager

Approved: / /2023



CITY OF NORRIS, TENNESSEE

GOAL SETTING SESSION

2023

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CITY OF NORRIS, TENNESSEE

GOAL SETTING SESSION

2023

Introduction

The City of Norris needed to identify goals and priorities in the development of a capital plan. City administration was tasked to organize and facilitate a process that involved the following steps:

1. Prepare a questionnaire to identify recent accomplishments, issues/trends/concerns, potential new initiatives/programs/policies, and suggestions to improve organizational effectiveness.
2. Conduct a goal-setting session with the Mayor, City Council, and community stakeholders.
3. Preparation of this final report.

Goal Setting Work Session

The Mayor, City Council and community stakeholders held a work session conducted by City Manager on _____, _____, 2023. In attendance and participating at this meeting were

_____. Also, in attendance and participating in the session were the following:

Major Accomplishments

The following were identified as major accomplishments during the past two years:

- TBD

Issues, Concerns, Trends and Opportunities

The following were identified as issues, concerns, trends, and opportunities that may affect future city services, policies, finances, or operations:

- TBD

On-Going Commitments

The following were identified as on-going commitments for the upcoming 24-month period:

- TBD

New Priority Projects, Programs, Policies, and Initiatives

The participants reviewed potential projects, programs, policies, and initiatives for consideration and selected the following as new priorities for the upcoming 24-month period (in order of priority):

Major Priorities

- TBD

Intermediate Priorities

- TBD

Low Priorities

- TBD

Organizational Effectiveness

The participants reviewed a variety of ideas relating to improving organizational effectiveness to accomplish the selected goals and priorities. The following steps to improve organizational effectiveness received the most interest:

- TBD

Note: The agenda for the Goal Setting Session and the Preliminary Questionnaire are attached to this report as **Exhibits B** and **C** respectively.

Final Comments

It was a pleasure to facilitate the City of Norris goal setting process. I was very impressed with the level of cooperation expressed by the various individuals and groups attending the session.

It is important to note that the prioritization of projects and initiatives is not “cast in stone.” They can be modified as new circumstances may occur.

It is recommended that city administration follow up with an “action plan” for accomplishing the planning goals. The action plan would define the steps that would be needed to accomplish each goal, identify who is responsible for implementation, and establish a timeline for accomplishment. The action plan should then be presented to the Mayor and City Council for review and approval. It is also recommended that administration review with the Mayor and City Council the status of implementing the goals on an annual basis.

Submitted by: Charles Adam Ledford, City Manager

Exhibit A

City of Norris
Goal Setting Session – 2023

SIGNIFICANT INITIATIVES OR PROGRAMS CONSIDERED

- TBD

Exhibit B



NORRIS CITY COUNCIL Work Session (Goal Setting Program)

Date - Time

Agenda

- I. Call to Order**
- II. Hear the Public**
- III. Introduction & Opening Comments**
 - Name, Tenure, and Background
- IV. General Overview of the Meeting and the Goal Setting Process**
 - The Ground Rules for this Session
- V. Accomplishments**
 - Review & Recording of Accomplishments
- VI. Issues, Concerns, Projects, and Initiatives**
 - Review Results of Questionnaire
 - Explanation, Clarifications, Revisions, Deletions, Additions
 - Ranking of Priorities
- VII. Organizational Effectiveness**
 - Review Results of Questionnaire
- VIII. Questions, Comments, and Suggestions**
- IX. Adjourn**

Exhibit C



**CITY OF NORRIS
GOAL SETTING SESSION – 2023**

QUESTIONNAIRE

INTRODUCTION

The City of Norris’s Goal Setting Session will be held on _____, _____, _____, at the Norris Community Building. The purpose of the session will be to identify and prioritize the City’s overall goals and objectives for the next three (3) to five (5) years.

In order to prepare for this session, you are requested to identify key issues and potential objectives that will be reviewed and discussed at the session. Please complete all sections of this questionnaire. If you need additional space, please feel free to attach additional page(s).

Major Accomplishments

Please list the major city accomplishments over the past two years. These accomplishments could be as large as a street project or as simple as a newly adopted city policy. The items do not need to be in any particular order.

Issues, Concerns, Trends, and Opportunities

Please list specific issues, concerns, trends, and opportunities that affect future city services, policies, finances or operations (for example, loss of population, major new economic development success or resolving a policy question). You do not need to identify potential solutions to your concerns.



Significant Initiatives or Programs

Please list any initiatives, programs or policies that you think the City should consider in the next three years (for example, downtown revitalization, updating employee job descriptions, adopting a policy on open burning, conducting an annexation study, reviewing water and sewer rates, etc.)

Organizational Effectiveness

Please list several things that the Mayor/City Council and/or staff could do in the future to improve organizational effectiveness, decision-making process, teamwork and the ability to accomplish the City's stated goals and objectives.

RETURN OF QUESTIONNAIRE

Please return this questionnaire to Adam Ledford by _____, _____, _____.

By person or mail: City of Norris, PO Box 1090, 20 Chestnut Drive, Norris, TN 37828

Fax: (865)494-7302

Email: citymanager@norrilstn.gov



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In order to prepare for this session, you are requested to identify key issues and potential objectives that will be reviewed and discussed at the session. Please complete all sections of this questionnaire. If you need additional space, please feel free to attach additional page(s).

WHICH STATEMENT BEST DESCRIBES YOU? MARK ALL THAT APPLY:

- | | |
|------------------------------|--------------------------|
| I live in the City of Norris | <input type="checkbox"/> |
| I work in the City of Norris | <input type="checkbox"/> |
| I play in the City of Norris | <input type="checkbox"/> |
| Other | <input type="checkbox"/> |

IDENTIFY IMPORTANCE OF CITY PRIORITIES FOR THE NEXT FIVE (5) YEARS. FOR EACH OF THE ITEMS LISTED BELOW, PLEASE RATE YOUR OPINION ON A SCALE OF 1 TO 5, WHERE 5 MEANS “HIGHEST PRIORITY” AND 1 MEANS “NO PRIORITY” .

	V Low Priority	Low Priority	Moderate Priority	High Priority	V High Priority
<ul style="list-style-type: none"> Diversity, Equity, and Inclusion (e.g., focus on activities and initiatives that support marginalized racial, ethnic, and cultural groups) 	1	2	3	4	5
<ul style="list-style-type: none"> Downtown Vitality (e.g., continue to improve safety and cleanliness, invest in infrastructure and maintenance in the downtown) 	1	2	3	4	5
<ul style="list-style-type: none"> Fiscal Sustainability and Responsibility (e.g., continue to implement efficiencies, strategic economic development and plans to address unfunded liabilities) 	1	2	3	4	5
<ul style="list-style-type: none"> Housing (e.g., facilitate increased production of all housing types designed to be economically accessible to the area workforce and low-income residents) 	1	2	3	4	5



	<u>V Low Priority</u>	<u>Low Priority</u>	<u>Moderate Priority</u>	<u>High Priority</u>	<u>V High Priority</u>
• Infrastructure Maintenance (e.g., maintenance of roads, sidewalks, and other City infrastructure)	1	2	3	4	5
• Open Space (e.g., preserve and maintain open space, urban forest, and natural areas)	1	2	3	4	5
• Sustainable and Multi-Modal Transportation (e.g., enhance accessible transit, bicycle, and pedestrian opportunities)	1	2	3	4	5
• Increase Police Safety (e.g., stabilization of personnel, training, equipment)	1	2	3	4	5
• Increase Fire Safety (e.g., stabilization of personnel, training, equipment, hydrant replacement/repairs)	1	2	3	4	5
• Strengthen Communication (e.g., update/replace city website, monthly open house events, social media Facebook, X, etc.)	1	2	3	4	5
• Create/Strengthen Youth Focus (e.g., develop budget and commissions for youth programs)	1	2	3	4	5
• Increase Utilization of Parks (e.g., Improve park maintenance programs, new engagement equipment in parks and open spaces)	1	2	3	4	5
• Increase Sustainability (e.g., improve recycling program campaign, reduce carbon emissions, streetscape beautification/garden beds/rain gardens)	1	2	3	4	5
• Increase Morale for City Staff (e.g., pay equity analysis, recognition and wellness programs, and performance management)	1	2	3	4	5
• Utilities Improvements (e.g., coverage, infrastructure, and facilities)	1	2	3	4	5
• Solid Waste Modifications (e.g., additional public waste cans, evaluation of city ran utility or cost/benefit service evaluation)	1	2	3	4	5
• Storm Sewer Focus (e.g., mapping of city system, seasonal system flushing, formation of individual utility)	1	2	3	4	5
• Watershed Management (e.g., improved trail maintenance, erosion control efforts, and open space development and maintenance)	1	2	3	4	5



- Planning & Zoning Management (e.g., updated management plan, review of ordinances and or zoning map, more aggressive enforcement, more responsive attention to applications, clarification of application process)
- Improve City Identity (e.g., branding program, new signage, etc.)
- Expand Recreation Programs (e.g., improve walking path development and maintenance, more events through the year)
- Create/Strengthen Arts and Culture Commissions (e.g., develop or expand budgets and commissions for programs or public arts development and performances)
- Facilities Replacement and Maintenance (e.g., Modernize facilities through expansion or replacement, Increase attention and resources on facility management)
- Increased Focus on Animals and the Shelter (e.g., expand financial support, awareness campaign, online presence)

V Low Priority	Low Priority	Moderate Priority	High Priority	V High Priority
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
1	2	3	4	5
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Additional Comments

Please share any and all comments you wish to include.

RETURN OF QUESTIONNAIRE

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City of Norris

BID PACKAGE

Purchase of a UTV Side by Side

Sealed bids, clearly marked "Police UTV" will be accepted until 2:30 p.m. on Friday, December 8, 2023 at the Norris City Office, PO Box 1090, 20 Chestnut Drive, Norris, Tennessee 37828. No bidder may withdraw their bid for a period of sixty (60) days after the scheduled closing time for the receipt of bids. All bid packages need to be fully completed and signed in order to qualify for consideration.

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

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

Bids will be opened and read at on Friday, December 8, 2023 at 2:30 p.m. in the Norris Community Building located at 20 Chestnut Drive, Norris, Tennessee.

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

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

Bid Instructions

1. Sealed bids marked "Police UTV" will be accepted until 2:30 p.m. on Friday, December 8, 2023 at the Norris City Office, PO Box 1090, 20 Chestnut Drive, Norris, Tennessee 37828.
2. The specifications are on file at the Norris City Office. All documents may be obtained at the City of Norris website at www.cityofnorris.com.
3. Each proposal shall contain the name of such person who is authorized to sign on behalf of the bidder.
4. The City of Norris reserves the right to reject any and all bids, and to waive any irregularities in a bid, or to accept that bid which in the judgment of proper officials is to the best interest of the City.
5. No bidder may withdraw their bid for a period of sixty (60) days after the scheduled closing time for the receipt of bids.
6. Delivery of equipment no later than March 1, 2024.
7. The City is exempt from Tennessee sales taxes. Said taxes shall not be included in the bid price.
8. Following the award of the contract, the successful bidder shall provide the City with a completed W-9 form.
9. Bids submitted without the specified equipment will be considered so long as the substituted equipment is clearly set out in the bid and so long as the equipment is substantially equal to the equipment specified in the bid package. The City's judgment regarding equivalency of substituted equipment will be the sole determiner. Bidder may be invited to explain their substitution(s) after bid opening.

Bid Specifications

ENGINE

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

DIMENSION/CAPACITY

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

BRAKES

- Brake Dual Disc

TIRES

- Tires Tubeless

FEATURES

- Cabin – Fully Enclosed

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

Bid Proposal

Purchase of a UTV Side by Side

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

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

COMPANY _____

BID PRICE _____

REPRESENTATIVE _____

ADDRESS _____

TELEPHONE # _____ FAX # _____

E-MAIL _____

SIGNATURE _____ DATE _____

ORDINANCE XXX

AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE TO AMEND TITLE 2, CHAPTER 2, COMMUNITY DEVELOPMENT BOARD TO AUTHORIZE THE COLLECTION OF DONATIONS AND TO UPDATE THE GENERAL POWERS AND DUTIES OF THE BOARD.

WHEREAS, the Community Development Board was established to promote the enhancement of Norris’ natural, historical, and economic resources by engaging with and educating the public, acting as a “think tank,” and strengthening connections between the City of Norris and other governments, businesses, and development initiatives; and

WHEREAS, the City Council of the City of Norris wishes to expand the powers beholden to the Community Development Board.

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

SECTION 1: Title 2, Chapter 2, Section 2-204 shall be repealed and replaced with the following:

2-204. General powers and duties.

- (a) The board’s activities will be guided by the strategies identified in the most recently adopted version of the City of Norris Five Year Strategic Plan.
- (b) The board shall be authorized to utilize appropriations as the city council may designate.
- (c) The board may at times be authorized to host special events for the purpose of bringing attention to the city and/or furthering the mission of the board, utilizing any appropriations as the city council may designate.

SECTION 2: Title 2, Chapter 2, Community Development Board shall be amended by adding the additional section 2-208. Gifts for Community Development Purposes:

2-208. Gifts for Community Development Purposes. The Community Development Board may accept any grant or devise of real estate or any gift or bequest of money or other personal property or any donation to be applied, principal or income, for either temporary or permanent use for community development purposes, but if the acceptance thereof for such purpose will subject the city to additional expense for improvement, maintenance, or renewal, the acceptance of any grant or devise of real estate shall be subject to the approval of the city council. Money received for such purpose, unless otherwise provided by the terms of the gift or bequest, shall be deposited by the treasurer of the city to the account of the Community Development Board and the same may be withdrawn and paid out in the same manner as money appropriated for Community Development purposes.

SECTION 3: Severability

SECTION 4: Repealer

SECTION 5: Effective

ORDINANCE XXX

AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE TO AMEND TITLE 2, CHAPTER 3, TREE COMMISSION TO AUTHORIZE THE HOSTING OF EVENTS AND THE COLLECTION OF DONATIONS.

WHEREAS, the Tree Commission was established to administer a plan for the planting, maintenance, and removal of trees or other growth on all municipal lands within the City of Norris; and

WHEREAS, the City Council of the City of Norris wishes to expand the powers beholden to the Community Development Board.

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

SECTION 1: Title 2, Chapter 3, Tree Commission be amended by adding the additional section 2-309. Gifts for tree commission purposes:

2-309. Gifts for Tree Commission purposes: The Tree Commission may accept any grant or devise of real estate or any gift or bequest of money or other personal property or any donation to be applied, principal or income, for either temporary or permanent use for Tree Commission purposes, but if the acceptance thereof for such purpose will subject the city to additional expense for improvement, maintenance, or renewal, the acceptance of any grant or devise of real estate shall be subject to the approval of the city council. Money received for such purpose, unless otherwise provided by the terms of the gift or bequest, shall be deposited by the treasurer of the city to the account of the Tree Commission and the same may be withdrawn and paid out in the same manner as money appropriated for Tree Commission purposes.

SECTION 2: Title 2, Chapter 3, Tree Commission be amended by adding the additional section 2-310. Hosting of Events:

2-310. Hosting of Events. The commission may at times be authorized to host special events for the purpose of bringing attention to the city’s urban growth management and/or furthering the mission of the commission, utilizing any appropriations as the city council may designate.

SECTION 3: Severability

SECTION 4: Repealer

SECTION 5: Effective

ORDINANCE XXX

AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE TO AMEND TITLE 2, CHAPTER 5, ANIMAL SHELTER COMMISSION TO AUTHORIZE THE COLLECTION OF DONATIONS AND THE UTILIZATION OF APPROPRIATED FUNDS.

WHEREAS, the Animal Shelter Commission was established to operate and maintain temporary holding facilities for dogs and cats; and

WHEREAS, the City Council of the City of Norris wishes to expand the powers beholden to the Animal Shelter Commission.

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

SECTION 1: Title 2, Chapter 5, Section 2-504. General powers and duties shall be repealed and replaced with the following:

2-504. General powers and duties. The animal shelter commission is hereby empowered and directed to provide animals with sufficient and wholesome food and water, proper shelter and protection from the weather, veterinary care when needed to prevent suffering and with humane care and treatment, **utilizing such facilities and appropriations as the city council may designate or appropriate for animal shelter activities.** It shall be the responsibility of the commission reporting to the city manager (and through him city council) and working with other city departments as needed, to operate an effective and economical animal shelter for the city. The commission shall choose its own officers and maintain records of all activities and actions. Minutes and reports will be forwarded to city council.

SECTION 2: Title 2, Chapter 5, Animal Shelter Commission shall be amended by adding the additional section 2-508. Gifts for animal shelter purposes:

2-508. Gifts for animal shelter purposes. The animal shelter may accept any grant or devise of real estate or any gift or bequest of money or other personal property or any donation to be applied, principal or income, for either temporary or permanent use for animal shelter purposes, but if the acceptance thereof for such purpose will subject the city to additional expense for improvement, maintenance, or renewal, the acceptance of any grant or devise of real estate shall be subject to the approval of the city council. Money received for such purpose, unless otherwise provided by the terms of the gift or bequest, shall be deposited by the treasurer of the city to the account of the animal shelter and the same may be withdrawn and paid out in the same manner as money appropriated for animal shelter purposes.

SECTION 3: Severability

SECTION 4: Repealer

SECTION 5: Effective

ORDINANCE XXX

AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE TO AMEND TITLE 20, CHAPTER 1, WATERSHED DEPARTMENT TO AUTHORIZE THE HOSTING OF EVENTS AND THE COLLECTION OF DONATIONS.

WHEREAS, the Watershed Department was established to operate and manage the Norris Watershed; and

WHEREAS, the City Council of the City of Norris wishes to expand the powers beholden to the Watershed Department.

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

SECTION 1: Title 20, Chapter 1, Watershed Department be amended by adding the additional section 20-112. Gifts for watershed purposes:

20-112. Gifts for watershed purposes. The Watershed Department may accept any grant or devise of real estate or any gift or bequest of money or other personal property or any donation to be applied, principal or income, for either temporary or permanent use for Watershed Department purposes, but if the acceptance thereof for such purpose will subject the city to additional expense for improvement, maintenance, or renewal, the acceptance of any grant or devise of real estate shall be subject to the approval of the city council. Money received for such purpose, unless otherwise provided by the terms of the gift or bequest, shall be deposited by the treasurer of the city to the account of the Watershed Department and the same may be withdrawn and paid out in the same manner as money appropriated for Watershed Department purposes.

SECTION 2: Title 20, Chapter 1, Watershed Department be amended by adding the additional section 20-113. Hosting of events:

20-113. Hosting of events. The commission may at times be authorized to host special events for the purpose of furthering the mission of the Watershed Department, utilizing any appropriations as the city council may designate.

SECTION 3: Severability

SECTION 4: Repealer

SECTION 5: Effective

ORDINANCE XXX

AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE TO AMEND TITLE 20, CHAPTER 3, NORRIS ARCHIVES TO AUTHORIZE THE DIGITAL STORAGE OF ARCHIVED MATERIALS, THE COLLECTION OF DONATIONS, AND THE UTILIZATION OF APPROPRIATED FUNDS.

WHEREAS, the Norris Archives were established to have custody, direction, and control of archives material; and

WHEREAS, the City Council of the City of Norris wishes to expand the powers beholden to the Norris Archives.

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

SECTION 1: Title 20, Chapter 3, Section 20-301. Establishment, etc. shall be amended by adding the additional items (5) and (6):

(5) The Norris Archives shall utilize facilities and appropriations as designated and appropriated by the city council.

(6) When practicable, archives should also be stored in a digital format with attention given to the security of the system.

SECTION 2: Title 20, Chapter 3, Norris Archives shall be amended by adding the additional section 20-302. Gifts for archives purposes:

20-302. Gifts for archives purposes. The Norris Archives may accept any grant or devise of real estate or any gift or bequest of money or other personal property or any donation to be applied, principal or income, for either temporary or permanent use for archives purposes, but if the acceptance thereof for such purpose will subject the city to additional expense for improvement, maintenance, or renewal, the acceptance of any grant or devise of real estate shall be subject to the approval of the city council. Money received for such purpose, unless otherwise provided by the terms of the gift or bequest, shall be deposited by the treasurer of the city to the account of the Norris Archives and the same may be withdrawn and paid out in the same manner as money appropriated for archives purposes.

SECTION 3: Severability

SECTION 4: Repealer

SECTION 5: Effective



ORDINANCE NO. 663

AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, TO REPEAL AND REPLACE TITLE 9, CHAPTER 1, PEDDLERS, SOLICITORS, ETC.

WHEREAS, Title 9, Chapter 1, Peddlers, Solicitors, Etc. of the Norris Municipal Code addresses the regulation of peddlers, solicitors, and transient vendors within the City of Norris; and
WHEREAS, the Norris City Council wishes to clarify the regulations surrounding peddlers, solicitors, and transient vendors.

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

- Section 1.** Title 9, Chapter 1, Peddlers, Solicitors, Etc. be repealed and replaced with the attached Exhibit A.
- 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

EXHIBIT A

CHAPTER 1

PEDDLERS, SOLICITORS, ETC.

SECTION

- 9-101. Definitions.
- 9-102. Exemptions.
- 9-103. Permit required.
- 9-104. Permit procedure.
- 9-105. Restrictions on peddlers and solicitors.
- 9-106. Restrictions on transient vendors.
- 9-107. Display of permit.
- 9-108. Suspension or revocation of permit.
- 9-109. Expiration and renewal of permit.
- 9-110. Violations and penalty.

9-101. Definitions. Unless otherwise expressly stated, whenever used in this chapter, the following words shall have the meaning given to them in this section:

(1) "Peddler" means any person, firm or corporation, either a resident or a nonresident of the city/town, who has no permanent regular place of business and who goes from dwelling to dwelling, business to business, place to place, or from street to street, carrying or transporting goods, wares or merchandise and offering or exposing the same for sale.

(2) "Solicitor" means any person, firm or corporation who goes from dwelling to dwelling, business to business, place to place, or from street to street, taking or attempting to take orders for any goods, wares or merchandise, or personal property of any nature whatever for future delivery, except that the term shall not include solicitors for charitable and religious purposes and solicitors for subscriptions as those terms are defined below.

(3) "Solicitor for charitable or religious purposes" means any person, firm, corporation or organization who or which solicits contributions from the public, either on the streets of the city/town or from door to door, business to business, place to place, or from street to street, for any charitable or religious organization. No organization shall qualify as a "charitable" or "religious" organization unless the organization meets one of the following conditions:

(a) Has a current exemption certificate from the Internal Revenue Service issued under section 501(c)(3) of the Internal Revenue Service Code of 1954, as amended.

(b) Is a member of United Way, Community Chest or similar "umbrella" organizations for charitable or religious organizations.

(c) Has been in continued existence as a charitable or religious organization in Anderson County for a period of two (2) years prior to the date of its application for registration under this chapter.

(4) "Solicitor for subscriptions" means any person who solicits subscriptions from the public, either on the streets of the city/town, or from door to door, business to business, place to

place, or from street to street, and who offers for sale subscriptions to magazines or other materials protected by provisions of the Constitution of the United States.

(5) "Transient vendor"¹ means any person who brings into temporary premises and exhibits stocks of merchandise to the public for the purpose of selling or offering to sell the merchandise to the public. Transient vendor does not include any person selling goods by sample, brochure, or sales catalog for future delivery; or to sales resulting from the prior invitation to the seller by the owner or occupant of a residence. For purposes of this definition, "merchandise" means any consumer item that is or is represented to be new or not previously owned by a consumer, and "temporary premises" means any public or quasi-public place including a hotel, rooming house, storeroom, building or part of a building, tent, vacant lot, railroad car, or motor vehicle which is temporarily occupied for the purpose of exhibiting stocks of merchandise to the public. Premises are not temporary if the same person has conducted business at those premises for more than six (6) consecutive months or has occupied the premises as his or her permanent residence for more than six (6) consecutive months.

9-102. Exemptions. The terms of this chapter shall neither apply to persons selling at wholesale to dealers, nor to newsboys, nor to bona fide merchants who merely deliver goods in the regular course of business.

9-103. Permit required. No person, firm or corporation shall operate a business as a peddler, transient vendor or solicitor, and no solicitor for charitable or religious purposes or solicitor for subscriptions shall solicit within the city/town unless the same has obtained a permit from the city/town in accordance with the provisions of this chapter.

9-104. Permit procedure. (1) Application form. A sworn application containing the following information shall be completed and filed with the recorder by each applicant for a permit as a peddler, transient vendor or solicitor, and by each applicant for a permit as a solicitor for charitable or religious purposes or as a solicitor for subscriptions:

- (a) The complete name and permanent address of the business or organization the applicant represents.
- (b) A brief description of the type of business and the goods to be sold.
- (c) The dates for which the applicant intends to do business or make solicitations.
- (d) The names and permanent addresses of each person who will make sales or solicitations within the city/town.
- (e) The make, model, complete description, and license tag number and state of issue, of each vehicle to be used to make sales or solicitations, whether or not such vehicle is owned individually by the person making sales or solicitations, by the business or organization itself, or rented or borrowed from another business or person.
- (f) Tennessee state sales tax number, if applicable.

¹ State law references

The definition of "transient vendors" is taken from *Tennessee Code Annotated*, § 62-30-101(3). Note also that *Tennessee Code Annotated*, § 67-4-710(a)(2) prescribes that transient vendors that do not have an established location in Tennessee shall pay a tax of \$50.00 in each county and/or municipality in which such vendors sell or offer to sell merchandise.

(2) Permit fee. Each applicant for a permit as a peddler, transient vendor or solicitor shall submit with his application a nonrefundable fee of fifty dollars (\$50.00). No fee shall be assessed charitable, religious, educational, or philanthropic organizations nor to farmers, gardeners, or horticulturists selling products from their own farms, orchards, or gardens of their own raising or productions, or individuals engaged in incidental services to homeowners such as raking leaves, mowing yards, or shoveling snow.

(3) Permit issued. Upon the completion of the application form and the payment of the permit fee, where required, the recorder shall issue a permit and provide a copy of the same to the applicant.

(4) Submission of application form to chief of police. Immediately after the applicant obtains a permit from the recorder, the recorder shall submit to the chief of police a copy of the application form and the permit.

9-105. Restrictions on peddlers and solicitors. No peddler, solicitor, solicitor for charitable purposes, or solicitor for subscriptions shall:

(1) Be permitted to set up and operate a booth or stand on any street or sidewalk, or in any other public area within the city.

(2) Stand or sit in or near the entrance to any dwelling or place of business, or in any other place which may disrupt or impede pedestrian or vehicular traffic.

(3) Offer to sell goods or services or solicit in vehicular traffic lanes, or operate a "roadblock" of any kind.

(4) Call attention to his business or merchandise or to his solicitation efforts by crying out, by blowing a horn, by ringing a bell, or creating other noise.

(5) Enter in or upon any premises or attempt to enter in or upon any premises wherein a sign or placard bearing the notice "Peddlers or Solicitors Prohibited," or similar language carrying the same meaning, is located.

9-106. Restrictions on transient vendors. (1) A transient vendor shall not advertise, represent, or hold forth a sale of goods, wares or merchandise as an insurance, bankrupt, insolvent, assignee, trustee, estate, executor, administrator, receiver's manufacturer's wholesale, cancelled order, or misfit sale, or closing-out sale, or a sale of any goods damaged by smoke, fire, water or otherwise, unless such advertisement, representation or holding forth is actually of the character it is advertised, represented or held forth.

(2) Transient vendors shall not be permitted to set up and operate a booth or stand on any street or sidewalk, or in any other public area within the city without written permission from the City Manager.

9-107. Display of permit. Each peddler, solicitor, solicitor for charitable purposes or solicitor for subscriptions is required to have in his possession a valid permit while making sales or solicitations, and shall be required to display the same to any police officer upon demand.

9-108. Suspension or revocation of permit. (1) Suspension by the recorder. The permit issued to any person or organization under this chapter may be suspended by the recorder for any of the following causes:

(a) Any false statement, material omission, or untrue or misleading information which is contained in or left out of the application; or

(b) Any violation of this chapter.

(2) Suspension or revocation by the board of mayor and aldermen. The permit issued to any person or organization under this chapter may be suspended or revoked by the board of mayor and aldermen, after notice and hearing, for the same causes set out in paragraph (1) above. Notice of the hearing for suspension or revocation of a permit shall be given by the recorder in writing, setting forth specifically the grounds of complaint and the time and place of the hearing. Such notice shall be mailed to the permit holder at his last known address at least five (5) days prior to the date set for hearing, or it shall be delivered by a police officer in the same manner as a summons at least three (3) days prior to the date set for hearing.

9-109. Expiration and renewal of permit. The permit of peddlers, solicitors and transient vendors shall expire on the same date that the permit holder's privilege license expires. The registration of any peddler, solicitor, or transient vendor who for any reason is not subject to the privilege tax shall be issued for **six (6) months**. The permit of solicitors for religious or charitable purposes and solicitors for subscriptions shall expire on the date provided in the permit, not to exceed thirty (30) days.

9-110. Violations and penalty. In addition to any other action the city/town may take against a permit holder in violation of this chapter, such violation shall be punishable under the general penalty provision of this code. Each day a violation occurs shall constitute a separate offense.



ORDINANCE NUMBER 664

AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, TO AMEND TITLE 18, WATER AND SEWER, BY CREATING SECTION 18-125, TEST FIRE HYDRANTS, AND SECTION 18-126, LEAK ADJUSTMENT POLICY

WHEREAS, Title 18 of the City of Norris Tennessee Municipal Code establishes rules and policies within the water and sanitary sewer utilities; and

WHEREAS, The City Council of the City of Norris wishes to clarify the city's position related to certain actions and request made before the utility;

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

SECTION 1: Ordinance 18-125, Test Fire Hydrants is hereby approved and established as follows:

18-125. Test Fire Hydrants.

While the city will take responsible precautions, the city reserves the right to use or test fire hydrants without liability for any damage claims resulting from water discoloration, erosion, or chemical or other change that might be caused by such practice.

SECTION 2: Ordinance 18-126, Leak Adjustment Policy is hereby approved and established as follows:

18-126. Leak Adjustment Policy.

Whenever the Norris Water Department detects a meter that has an unusually high reading the department will conduct an investigation within five (5) working days to determine if the meter was misread. The Norris Water Department will then notify the customer either in person or currently provided forms of communication informing them of a possible leak.

(1) When the Norris Water Department receives a complaint of excessive billing, the department will first determine if the meter was misread.

(2) If the meter was misread, the City Manager or Waterworks Superintendent may adjust the customer's bill based on an average water and sanitary sewer bill of the last six months in which no leak was recorded.

(3) If the City Manager or Waterworks Superintendent finds the excessive billing is due to the customer's plumbing, an adjustment may be made under either, but not both, of the following conditions:

A. Sanitary Sewer Adjustments

1. The customer completes an application for adjustment.
2. An excessive bill must be at least twice the last six months' average.
3. An excessive bill may be adjusted only twice in any twelve-month period. Each adjustment must be for a unique and independent leak event.
4. The City Manager or Waterworks Superintendent was able to reasonably determine the excessive water did not discharge into the sanitary sewer system. For the purposes of this determination, it is the burden of the customer to provide sufficient evidence.
5. After the complaint is received, the City Manager or Waterworks Superintendent will have the meter inspected to see that the leak has been permanently repaired, and a letter be prepared by the customer stating the repair.
6. The adjustment shall be for sanitary sewer only, and the amount of adjustment is determined by subtracting the average sanitary sewer bill of the last six months in which no leak was recorded from the excessive bill for sanitary sewer service.

7. The customer will not pay a late charge if the adjustment procedure delays payment past the penalty date.
 8. For purposes of complying with this section, customer’s plumbing is defined as the portion of the water service extended and including the service line beyond the property’s water meter. Sewer adjustments will not be approved for non-leak activity (Busted water hoses, pressure washing, car washing, malfunctioning, leaking, or faucets left on, malfunctioning equipment or appliances, and water for lawns, gardens, pools, and hot tubs, etc.).
- B. Bulk Water Adjustments
1. The customer completes an application for adjustment.
 2. An excessive bill must be at least twice the last six months’ average.
 3. An excessive bill may be adjusted only twice in any twelve-month period. Each adjustment must be for a unique and independent leak event.
 4. After the complaint is received, the City Manager or Waterworks Superintendent will have the meter inspected to see that the excessive use has been permanently repaired, and a letter be prepared by the customer stating the repair.
 5. When approved, the bill will be adjusted to indicate bulk rate usage. Bulk rate is determined by the Norris City Council as part of the Water Rate Ordinance.
 6. The customer will not pay a late charge if the adjustment procedure delays payment past the penalty date.
 7. For purposes of complying with this section, customer’s plumbing is defined as the portion of the water service extended and including the service line beyond the property’s water meter. Water adjustments will not be approved for confirmed non-leak activity (Busted water hoses, pressure washing, car washing, malfunctioning, leaking, or faucets left on, malfunctioning equipment or appliances, and water for lawns, gardens, pools, and hot tubs, etc.).

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 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



ORDINANCE NUMBER 664

AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, TO AMEND TITLE 18, WATER AND SEWER, BY CREATING SECTION 18-125, TEST FIRE HYDRANTS, AND SECTION 18-126, LEAK ADJUSTMENT POLICY

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Whenever the Norris Water Department detects a meter that has an unusually high reading the department will conduct an investigation within five (5) working days to determine if the meter was misread. The Norris Water Department will then notify the customer either in person or currently provided forms of communication informing them of a possible leak.

(1) When the Norris Water Department receives a complaint of excessive billing, the department will first determine if the meter was misread.

(2) If the meter was misread, the City Manager or Waterworks Superintendent may adjust the customer's bill based on an average water and sanitary sewer bill of the last six months in which no leak was recorded.

(3) If the City Manager or Waterworks Superintendent **finds no grounds for a misread adjustment**, ~~the excessive billing is due to the customer's plumbing~~, an adjustment may be made under either, but not both, of the following conditions:

A. Sanitary Sewer Adjustments – **Adjustments due to failure of customer lateral service lines.**

1. The customer completes an application for adjustment.
2. An excessive bill must be at least twice the last six months' average.
3. An excessive bill may be adjusted only twice in any twelve-month period. Each adjustment must be for a unique and independent leak event.
4. The City Manager or Waterworks Superintendent was able to reasonably determine the excessive water did not discharge into the sanitary sewer system. For the purposes of this determination, it is the burden of the customer to provide sufficient evidence.
5. **Customer provides proof** ~~After the complaint is received, the City Manager or Waterworks Superintendent will have the meter inspected to see that the leak has been permanently repaired, and a submits a written statement letter be prepared by the customer stating~~ **describing** the repair.
6. The adjustment shall be for sanitary sewer only, and the amount of adjustment is determined by subtracting the average sanitary sewer bill of the last six months in which no leak was recorded from the excessive bill for sanitary sewer service.

7. The customer will not pay a late charge if the adjustment procedure delays payment past the penalty date.

8. For purposes of complying with section A, a leak is defined as unanticipated water usage due to failure of the lateral service line beyond the water meter, but does not extend under or into the structures beyond the main lateral service line. ~~customer's plumbing is defined as the portion of the water service extended and including the service line beyond the property's water meter.~~ No sewer adjustment will be made for non-leak activities. Examples of sewer adjustments will not be approved for non-leak activities include, but are not limited to: busted water hoses; pressure washing; car washing; malfunctioning or leaking faucets; malfunctioning equipment or appliances; water for lawns, gardens, pools, and hot tubs; etc.

B. Bulk Water Adjustments – Adjustment due to failure of customer's plumbing extensions beyond lateral service line.

1. The customer completes an application for adjustment.

2. An excessive bill must be at least twice the last six months' average.

3. An excessive bill may be adjusted only twice in any twelve-month period. Each adjustment must be for a unique and independent leak event.

4. **Customer provides proof** After the complaint is received, the City Manager or Waterworks Superintendent will have the meter inspected to see that the leak has been permanently repaired, **and a submits a written statement** ~~letter~~ ~~be prepared by the customer stating~~ describing the repair.

5. When approved, the bill will be adjusted to indicate bulk rate usage. Bulk rate is determined by the Norris City Council as part of the Water Rate Ordinance.

6. The customer will not pay a late charge if the adjustment procedure delays payment past the penalty date.

7. For purposes of complying with section B, a leak is defined as unanticipated water usage due to failure of the ~~lateral service line beyond the water meter, but does not~~ customer's plumbing extensions under or into the structures beyond the main lateral service line. ~~customer's plumbing is defined as the portion of the water service extended and including the service line beyond the property's water meter.~~ No bulk rate adjustment will be made for non-leak activities. Examples of sewer adjustments will not be approved for non-leak activities include, but are not limited to: busted water hoses; pressure washing; car washing; malfunctioning or leaking faucets; malfunctioning equipment or appliances; water for lawns, gardens, pools, and hot tubs; etc.

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 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



Resolution 19-2023

A Resolution Approving an Agreement Between the City of Norris and iManage Solutions, LLC for Utility Audit Services

WHEREAS, it is the desire of the Council of the City of Norris that iManage Solutions, LLC to provide utility fee audit support and advice; and

WHEREAS, the Council of the City of Norris desires to enter into a contract with iManage Solutions, LLC.

NOW, THEREFORE BE IT RESOLVED that in consideration of the mutual covenants herein contained, the Council of the City of Norris shall enter into a Contract with iManage Solutions, LLC, attached hereto, and the Mayor is hereby authorized to execute said Contract on behalf of the City.

BE IT FURTHER RESOLVED, that all resolutions and partial resolutions in conflict herewith would be and that the same hereby are repealed or modified as the case may be.

BE IT FURTHER RESOLVED, that this Resolution shall take effect from and after its adoption, welfare demanding it.

Passed and adopted by the Council of the City of Norris, Tennessee, on November 13, 2023.

Mayor

City Recorder

AGREEMENT

This AGREEMENT is made this ____ day of ____, 202__, by and between _____, (“Client”) and iManage Solutions, LLC, (“Auditor”).

I. Purpose and Duration of Agreement

The purpose of this Agreement is to state the terms and conditions under which Auditor is to provide Client with consulting services designed to obtain rebates and reductions in the areas of utilities and telephone expenses (collectively, “Utilities”). The duration of this Agreement shall be for one year but will automatically renew on a month-to-month basis after such period. After the initial term, either party may terminate this agreement with a 30-day written notice, however, any fees due Auditor shall continue to be due and owing after expiration of this period, as stated below. In consideration of the mutual promises contained within this Agreement, and intending to be legally bound hereby, the parties agree to the following.

II. Services to be Performed

Auditor will review the way that client purchases Utilities and incurs such expenses. Auditor will advise Client of any cost saving actions that may be implemented or any overcharges that may have been paid by Client. When an error has occurred on Client’s invoices, the Auditor will endeavor to collect on behalf of the Client the amount of such overcharge. Auditor will summarize, in writing, all available cost saving actions. The method of calculating the savings will be stated in the written summary. Client shall execute a letter of authorization to be provided to its Utility providers by Auditor (“LOA”). Client hereby authorizes Auditor to act as Client's agent in obtaining billing information from the Utilities, taxing agencies, and other sources as necessary. In acting as Client’s Agent, Client acknowledges that Auditor will use the executed LOA to create separate LOAs for each Utility, including with respect to adding account numbers. Should the implementation of any action require the Client's participation, and that action is delayed for any reason, Auditor will receive compensation based on actual savings whenever that action is implemented.

III. Auditor Compensation

Client agrees to compensate Auditor as follows:

- A. Auditor will receive a fifty percent (50%) share of all the rebates/refunds received as a result of Auditor's efforts.
- B. Auditor will receive a percentage share of all the savings which are created by Auditor’s efforts based on the following schedule:

50% of the first 24 months of actual savings, payable monthly

C. Each billing month, Auditor will obtain billing invoices via the vendor Internet portal to calculate the savings amounts. In the event Auditor cannot access the Client’s invoice via the vendor, the Client shall mail or fax copies of its utility bills that pertain to Auditor actions implemented within 10 days of the receipt of the bill. Auditor will calculate what the costs would have been without Auditor's efforts and compare them to the actual costs. The difference is defined as the savings for that month. A statement will be presented for verification to Client and payable upon receipt.

D. Client agrees that its utility and telephone services are currently not under cost reduction evaluation by Client or any third party. Client also agrees that all savings identified by Auditor and implemented by Client will be eligible for full payment as defined in Section hereof. Any item that is to be excluded from Auditor’s efforts will be identified by Client as an attachment to this Agreement prior to the start of the audit. If an item is not excluded in writing prior to the audit and savings are obtained by Client on that item, full compensation will be due Auditor as stated within the terms of this Agreement.

IV. Miscellaneous

Nothing in the Agreement shall be deemed to limit the right of Client to change its business operations in such a manner as it shall, in its sole discretion, deem appropriate to the conduct of its business, regardless of the effect such change shall have on its consumption or cost of operations. This Agreement shall be binding upon the parties hereto and their respective successors and assigns. Modification of this Agreement shall be in writing and signed by both parties hereto. Each party agrees to indemnify, defend and hold harmless the other party and its officers, employees, representatives, agents and affiliates from and against all losses, damages, judgments, penalties, fines, costs and/or expenses of whatever kind (including reasonable attorneys’ fees) arising out of or resulting from any breach of this Agreement. This Agreement shall be governed by the laws of the Georgia without regard to its choice of law provisions. Any action or proceeding by either party to enforce this Agreement shall be brought in the state or federal courts located in Cobb County Georgia. In the event Client fails to make full payment on any monthly statement presented by Auditor in accordance with Section III hereof within 120 days of receipt of such statement, Auditor may declare the entire amount of the estimated savings for the initial 24 month period pursuant to Section III(A) and (B) immediately due and payable, and Client hereby agrees to pay the same to Auditor immediately.

Client (Insert Name)

Auditor:
iManage Solutions LLC

By: _____
Print Name: _____
Print Title: _____

By: _____
Bruce Brooks, Principle Partner

Resolution 20-2023

A RESOLUTION UPDATING THE JOB DESCRIPTION FOR ASSISTANT CITY MANAGER

WHEREAS, the City Council of the City of Norris wishes to establish clear guidelines for responsibility of the parks and recreation; and

WHEREAS, the need for clarity and efficiency necessitates modifications be made to establish the role of parks and recreation director within a job description

NOW, THEREFORE, BE IT RESOLVED that the Norris City Council amends the job descriptions for the following position by adding a section titled "Parks and Recreation Director," as follows:

Serve as Parks and Recreation Director:

- Inspect city-owned park equipment for assurance of health and safety, and direct/oversee regular maintenance.
- Manage the procurement of new parks and recreation equipment.
- Develop and implement standardized policies and rules to be followed at city parks.
- Serve as the liaison with the insurance company for park-related claims and actions.
- Manage the Capital Improvement Plan for City Parks and Recreation activities.
- Attend Recreation Commission Meetings and assist the board with the development of the recreation program.
- Manage the hiring, supervising, and training of Summer Recreation staff.
- Implement the parks and recreation master plan.
- Manage grants for parks and recreation activities and improvements and explore/develop other revenue-generating opportunities.
- Organize and Manage new park events and festivals

BE IT FURTHER RESOLVED, that all resolutions and partial resolutions in conflict herewith would be and that the same hereby are repealed or modified as the case may be.

BE IT FURTHER RESOLVED, that this Resolution shall take effect from and after its adoption, welfare demanding it.

Passed and adopted by the Council of the City of Norris, Tennessee, on November 13, 2023.

Mayor

City Recorder

Resolution 21-2023

A RESOLUTION ADOPTING THE 2023 NORRIS URBAN FOREST MANAGEMENT PLAN

WHEREAS, the City Council of the City of Norris established the Tree Commission to develop and administer a written plan for the planting, maintenance, and removal of trees or other growth on all municipal lands of any character whatsoever including all parks, "commons", or any other open space and the entire right of way of all public highways including state roads, county roads, and city streets with the sole exception of the City of Norris Watershed under Title 2, Chapter 3 of the Norris City Code of Ordinances; and

WHEREAS, the Norris Tree Commission has developed an updated plan which has been providing for public review through November 4, 2023,

NOW, THEREFORE, BE IT RESOLVED that the Norris City Council that the 2023 Norris Urban Forest Management Plan is Accepted and Approved.

BE IT FURTHER RESOLVED, that all resolutions and partial resolutions in conflict herewith would be and that the same hereby are repealed or modified as the case may be.

BE IT FURTHER RESOLVED, that this Resolution shall take effect from and after its adoption, welfare demanding it.

Passed and adopted by the Council of the City of Norris, Tennessee, on November 13, 2023.

Mayor

City Recorder

CHAPTER 6

STORMWATER MANAGEMENT PROGRAM

SECTION

- 14-601. Legislative findings and policy.
- 14-602. Creation of stormwater management program.
- 14-603. Definitions.
- 14-604. Funding of stormwater management program.
- 14-605. Stormwater fund.
- 14-606. Operating budget.
- 14-607. Stormwater user's fees established.
- 14-608. Equivalent Residential Unit (ERU).
- 14-609. Property classification for stormwater user's fee.
- 14-610. Base rate.
- 14-611. Adjustments to stormwater user's fees.
- 14-612. Property owners to pay charges.
- 14-613. Billing procedures and penalties for late payment.
- 14-614. Appeals of fees.
- 14-615. Enforcement, abatement, penalties, and appeals.

14-601. Legislative findings and policy. The Mayor and the City Council of the City of Norris, Tennessee; finds, determines, and declares that the stormwater system which provides for the collection, treatment, storage, and disposal of stormwater provides benefits and services to all property within the incorporated city limits. Such benefits include, but are not limited to: the provision of adequate systems of collection, conveyance, detention, treatment, and release of stormwater; the reduction of hazards to property and life resulting from stormwater runoff; improvements in general health and welfare through reduction of undesirable stormwater conditions; and improvements to the water quality in the stormwater and surface water system and its receiving waters.

14-602. Creation of stormwater management program. For those purposes of the Federal Clean Water Act and of Tennessee Code Annotated, § 68-221-1101, et seq., there is created a stormwater management program which shall consist of a manager or director and such staff as designated and appointed by the city manager of the city. The stormwater management program shall be under direction and control of the city manager and shall:

(1) Administer the acquisition, design, construction, maintenance, and operation of the stormwater system, including operational and material expenses, and capital improvements designated in the capital improvement program;

(2) Administer and enforce the ordinance comprising this chapter and all regulations and procedures adopted relating to the design, construction, maintenance, operation, and alteration of the stormwater system, including, but not limited to, the quantity and quality of the stormwater conveyed thereby;

(3) Advise the city manager on matters relating to the stormwater fund, Equivalent Residential Units (ERU), user fee and other appropriate terms and conditions which affect the financial stability of the fund.

(4) Prepare, revise, and amend a comprehensive stormwater management plan for adoption by the municipality's governing body;

(5) Review construction plans and approve or deny, inspect, and accept extensions and connections to the city's stormwater system;

(6) Assist in the enforcement of regulations to protect and maintain water quality and quantity within the system in compliance with water quality standards established by local, state, and/or federal agencies as now adopted or hereafter amended;

(7) Annually analyze the cost of services and benefits provided, and the system and structure of fees, charges, civil penalties, and other revenues of the program.

14-603. Definitions. For the purpose of this chapter, the following definitions shall apply: Words used in the singular shall include the plural, and the plural shall include the singular; words used in the present tense shall include the future tense. The word "shall" is mandatory and not discretionary. The word "may" is permissive. Words not defined in this section shall be construed to have the meaning given by common and ordinary use as defined in the latest edition of Webster's Dictionary.

(1) "Base rate" means the stormwater user's fee for a detached single family residential property in the city.

(2) "Construction" means the erection, building, acquisition, alteration, reconstruction, improvement, or extension of stormwater facilities; preliminary planning to determine the economic and engineering feasibility of stormwater facilities; the engineering, architectural, legal, fiscal, and economic investigations and studies, surveys, designs, plans, working drawings, specifications, procedures, and other action necessary in the construction of stormwater facilities; and the inspection and supervision of the construction of stormwater facilities.

(3) "Developed property" means real property which has been altered from its natural state by the creation or addition of impervious areas, by the addition of any buildings, structures, pavement, or other improvements.

(4) "Dry Detention Pond" is an impoundment or excavated basin for the short-term detention of stormwater runoff from a completed development that allows a controlled release from the structure at downstream, pre-development flow rates.

(5) "Equivalent Residential Unit" or "ERU" means the average impervious area associated within a detached single family residential property determined pursuant to this chapter.

(6) "Exempt property" means all properties of the federal, state, county, and city governments, and any of their divisions or subdivisions, and property that does not discharge stormwater runoff into the stormwater or flood control facilities of the municipality.

(7) "Fee" or "stormwater user's fee" means the charge established under this ordinance and levied on owners or users of parcels or pieces of real property to fund the costs of stormwater management and of operating, maintaining, and improving the stormwater system in the municipality. The stormwater user's fee is in addition to any other fee that the municipality has the right to charge under any other rule or regulation of the municipality.

(8) "Fiscal year" means July 1 of a calendar year to June 30 of the next calendar year, both inclusive.

(9) "Impervious surface" means a surface which is compacted or covered with material that is resistant to infiltration by water, including, but not limited to, most conventionally surfaced streets, roofs, sidewalks, patios, driveways, parking lots, and any other oiled, graveled, graded, compacted, or any other surface which impedes the natural infiltration of surface water.

(10) "Impervious surface area" means the number of square feet of horizontal surface covered by buildings, and other impervious surfaces. All building measurements shall be made between exterior faces of walls, foundations, columns or other means of support or enclosure.

(11) "Other developed property" means developed property other than single-family residential property. Such property shall include, but not be limited to, commercial properties, industrial properties, parking lots, hospitals, schools, recreational and cultural facilities, hotels, offices, and churches.

(12) "Parcel" means any area of land described by a single legal description.

(13) "Person" means any and all persons, natural or artificial, including any individual, firm or association, and any municipal or private corporation organized or existing under the laws of this or any other state or country.

(14) "Property owner" means the property owner of record as listed in the county's assessment roll. A property owner includes any individual, corporation, firm, partnership, or group of individuals acting as a unit, and any trustee, receiver, or personal representative.

(15) "Retention Pond" is a pond or pool designed with additional storage capacity to attenuate surface runoff during rainfall events. They consist of a permanent pond area with landscaped banks and surroundings to provide additional storage capacity during rainfall events.

(16) "Single family residential property" means a developed property which serves the primary purpose of providing a permanent dwelling unit to a single family. A single-family detached dwelling or a townhouse containing an accessory apartment or second dwelling unit is included in this definition.

(17) "Stormwater" means stormwater runoff, snow melt runoff, surface runoff, street wash waters related to street cleaning or maintenance, infiltration, and drainage.

(18) "Stormwater facilities" means the drainage structures, conduits, conveyances, waterways, combined sewers, sewers, and all device appurtenances by means of which stormwater is collected, transported, pumped, treated, or disposed of.

(19) "Stormwater management fund" or "fund" means the fund created by this chapter to operate, maintain, and improve the city's stormwater system.

(20) "Stormwater management program" means the planning, design, construction, regulation, improvement, repair, maintenance, and operation of facilities and programs relating to water quality and quantity.

(21) "Surface water" includes waters upon the surface of the earth in bounds created naturally or artificially including, but not limited to, streams, other water courses, lakes, and reservoirs.

(22) "User" shall mean the owner of record of property subject to the stormwater user's fee imposed by this chapter.

(23) "Undisturbed property" means real property, which has not been altered from its natural state by dredging, filling, removal of trees and vegetation or other activities, which have disturbed or altered the topography of soils on the property.

14-604. Funding of stormwater management program. Funding for the stormwater management program may include, but not be limited to, the following:

(1) Stormwater user's fees.

(2) Civil penalties and damage assessments imposed for or arising from the violation of the city's stormwater management program ordinance.

(3) Stormwater permit and inspection fees.

(4) Other funds or income obtained from federal, state, local, and private grants, or revolving funds, and from the Local Government Public Obligations Act of 1986.

To the extent that the stormwater drainage fees collected are insufficient to construct needed stormwater drainage facilities, the cost of the same may be paid from such city funds as may be determined by the municipality's governing body.

14-605. Stormwater fund. All revenues generated by or on behalf of the stormwater program shall be deposited in a stormwater program fund and used exclusively for the stormwater program.

14-606. Operating budget. The municipality's governing body shall adopt an operating budget for the stormwater program each fiscal year. The operating budget shall set forth for such fiscal year the estimated revenues and the estimated costs for operations and maintenance, extension, and replacement and debt service.

14-607. Stormwater user's fees established. There shall be imposed on each and every developed property in the city, except exempt property, a stormwater user's fee, which shall be set from time to time by ordinance and in the manner and amount prescribed by this ordinance.

14-608. Equivalent Residential Unit (ERU).

(1) Establishment. There is established for purposes of calculating the stormwater user's fee the Equivalent Residential Unit (ERU) equal to six thousand (6,000) square feet of impervious surface area.

(2) Setting the ERU. The ERU shall be amended by the municipality's governing body from time to time by ordinance.

(3) Source of ERU. The municipality's governing body shall have the discretion to determine the source of the data from which the ERU is established, taking into consideration the general acceptance and use of such source on the part of other stormwater systems, and the reliability and general accuracy of the source. The municipality's governing body shall have the discretion to determine the impervious surface area of other developed property through property tax assessor's rolls or site examination, mapping information, aerial photographs, and other reliable information.

14-609. Property classification for stormwater user's fee.

(1) Property classifications. For purposes of determining the stormwater user's fee, all properties in the city are classified into one (1) of the following classes:

- (a) Single family residential property;
- (b) Developed property;
- (c) Undeveloped property;
 - (i) Disturbed (farm land);
 - (ii) Undisturbed (grass land);
- (d) Exempt property.

(2) Single family residential property and fee. The municipality's governing body finds that the intensity of development of most parcels of real property in the municipality classified as single family residential is similar and that it would be excessively and unnecessarily expensive to determine precisely the square footage of the improvements (such as buildings, structures, and other impervious areas) on each such parcel. Therefore, all single-family residential properties in the city shall be charged a flat stormwater management fee, equal the base rate, regardless of the size of the parcel or the improvements.

(3) Developed property and fee. The fee for developed property (i.e., non-single-family residential property) in the municipality shall be the base rate multiplied by the numerical factor obtained by dividing the total impervious surface area (square feet) of the property by one (1) ERU times a correction factor based on the following onsite improvements. The improvements and the correction factors are as follows:

(a) For developed properties that discharge into onsite retention or dry detention ponds that regulate discharges not to exceed the historical flow-rate, the correction factor shall be 0.40.

(b) For developed properties that utilize other onsite structures that meet the Tennessee Department of Environment and Conservation best management practices that reduce runoff volumes to within five percent (5%) of the historical flow-rates and can demonstrate the improvement of stormwater runoff quality by means of engineering principles, the correction factor shall be 0.55.

(c) If no onsite improvements exist, the correction factor shall be 1.0.

All stormwater runoff from the developed site shall be covered by the improvements listed above in order to receive a correction factor for the entire site. The minimum stormwater management fee for other developed property shall equal the base rate for single family residential property.

(4) Undeveloped property.

(a) Disturbed (farm land). Parcels which are disturbed by farming activities which results in an annual cycle of planting and harvest will be charged a stormwater fee of one (1) ERU unless significant erosion is allowed to occur due to an increase in stormwater runoff.

(b) Undisturbed parcels which are undisturbed and remain in a natural state of vegetative growth (grass land) and are maintained to prevent erosion by periodic mowing or other appropriate means will not be charged a stormwater fee. Undisturbed parcels that are not maintained in appropriate conservation practices will be considered to be disturbed and a stormwater user's fee shall be assessed in accordance with procedures outlined herein this chapter.

(5) Exempt property. There shall be no stormwater user's fee for exempt property.

14-610. Base rate. The municipality's governing body shall, by ordinance, establish the base rate for the stormwater user's fee. The base rate shall be calculated to ensure adequate revenues to fund the costs of stormwater management and to provide for the operation, maintenance, and capital improvements of the stormwater system in the city.

14-611. Adjustments to stormwater user's fees. The stormwater program shall have the right on its own initiative to adjust upward or downward the stormwater user's fees with respect to any property, based on the approximate percentage on any significant variation in the volume or rate of stormwater, or any significant variation in the quality of stormwater, emanating from the property, compared to other similar properties. In making determinations of the similarity of property, the stormwater program shall take into consideration the location, geography, size, use, impervious area, stormwater facilities on the property, and any other factors that have a bearing on the variation.

14-612. Property owners to pay charges. The owner of each non-exempt lot or parcel shall pay the stormwater user's fees and charges as provided in this chapter.

14-613. Billing procedures and penalties for late payment.

(1) Rate and collection schedule. The stormwater user's fee will be set at a rate, and collected on a schedule established by ordinance. The stormwater fee shall reflect the nature of the property classification by the Norris Water Commission utility billing. The stormwater user fee for single-family residential and non-residential developed property shall be billed and collected monthly. Apartment buildings will be billed monthly to either a master meter (base rate times the number of individual

apartments) or to the individual meters for each apartment resident, whichever the case may be. The owner of a mobile home park will receive a monthly bill for the entire complex (base rate times the number of individual mobile home sites). Undeveloped properties will be billed monthly at the rate established by this ordinance if the property is utilized for farming activities and allowed to erode and contribute to pollution of streams, rivers, and ponds here in Norris.

(2) Delinquent bills. The stormwater user's fee shall be billed through the Norris Water Commission and paid by mail, online, or in person as per their requirements; and shall become delinquent as of the twenty-seventh (27th) of the month of issue, there shall be an additional charge of ten percent (10%) added thereto. The water commission will disconnect delinquent customers after forty-three (43) days from the initial billing, and not be reconnected until all past due bills have been paid in full.

14-614. Appeals of fees.

(1) The City of Norris City Council shall hear and decide appeals and requests for variances from the requirements of this chapter.

(2) Variances may be issued in regards to the stormwater user fees and/or property classification. The stormwater management plan operating budget shall not be appealed.

(3) In passing upon such variances, the Council shall consider all technical evaluations, all relevant factors such as practices that meet the Tennessee Department of Environment and Conservation best management practices, historical flows versus developed flows, and all standards specified in other sections of this chapter, and,

(4) Upon consideration of the factors listed above, and the purposes of this chapter, the Council may attach such conditions to the granting of variances, as it deems necessary to effectuate the purposes of this chapter.

(5) Request for variances may be appealed within thirty (30) calendar days from the date of the last bill containing stormwater user's fees charges.

(6) Variances may be issued upon a determination that the variance is the minimum relief necessary, considering the amount of the fee and/or the property classification.

(7) Variances shall only be issued upon:

(a) A showing of good and sufficient cause;

(b) A determination that failure to grant the variance would result in exceptional hardship compared to other similarly assessed property; and

(c) A determination that the granting of a variance will not result in conflict with existing local laws or ordinances.

(8) Written notice. Any applicant to whom a variance is granted shall be given written notice by the City of Norris.

(9) Record keeping and reporting. The City of Norris shall maintain the record of all appeal actions.

(10) All appeals shall be reviewed and a decision rendered within forty-five days (45) days after the appeal is filed.

14-615. Enforcement, abatement, penalties, and appeals.

(1) Enforcement and abatement authority. The city manager or his designees shall have the authority to issue notices of violation and citations, and to impose the civil penalties provided in this section.

(2) Notification of violation.

(a) Written notice. Whenever the city manager or his/her designee finds that any permittee or any other person discharging stormwater has violated or is violating this chapter or a permit or order issued hereunder, the city manager may serve upon such person written notice of the violation. Within ten (10) days of this notice, an explanation of the violation and a plan for the satisfactory correction and prevention thereof, to include specific required actions, shall be submitted to the city manager. Submission of this plan in no way relieves the discharger of liability for any violations occurring before or after receipt of the notice of violation.

(b) Consent orders. The city manager or his/her designee is empowered to enter into consent orders, assurances of voluntary compliance, or other similar documents establishing an agreement with the person responsible for the noncompliance. Such orders will include specific action to be taken by the person to correct the noncompliance within a time period also specified by the order. Consent orders shall have the same force and effect as administrative orders issued pursuant to paragraphs (d) and (e) below.

(c) Show cause hearing. The city manager may order any person who violates this chapter or permit or order issued hereunder, to show cause why a proposed enforcement action should not be taken. Notice shall be served on the person specifying the time and place for the meeting, the proposed enforcement action, and the reasons for such action, and a request that the violator show cause why this proposed enforcement action should not be taken. The notice of the meeting shall be served personally or by registered or certified mail (return receipt requested) at least ten (10) days prior to the hearing.

(d) Compliance order. When the city manager or his/her designee finds that any person has violated or continues to violate this chapter or a permit or order issued thereunder, he/she may issue an order to the violator directing that, following a specific time period, adequate structures, devices, be installed or procedures implemented and properly operated. Orders may also contain such other requirements as might be reasonably necessary and appropriate to address the noncompliance, including the construction of appropriate structures, installation of devices, self-monitoring, and management practices.

(e) Cease and desist orders. When the city manager or his/her designee finds that any person has violated or continues to violate this ordinance or any permit or order issued hereunder, the city manager may issue an order to cease and desist all such violations and direct those persons in noncompliance to:

(i) Comply forthwith; or

(ii) Take such appropriate remedial or preventive action as may be needed to properly address a continuing or threatened violation, including halting operations and terminating the discharge.

(3) Penalties. Any person who shall commit any act declared unlawful under this chapter, who violates any provision of this chapter, who violates the provisions of any permit issued pursuant to this ordinance, or who fails or refuses to comply with any lawful communication or notice to abate or take corrective action by the city manager or his/her designee, shall be guilty of a civil offense.

(4) Under the authority provided in Tennessee Code Annotated, § 68-221-1106, the municipality declares that any person violating the provisions of this chapter may be assessed a civil penalty by the

city manager or his/her designee of not less than fifty dollars (\$50.00) and not more than five thousand dollars (\$5,000.00) per day for each day of violation. Each day of violation shall constitute a separate violation.

(5) Measuring civil penalties. In assessing a civil penalty, the city manager or his/her designee may consider:

- (a) The harm done to the public health or the environment;
- (b) Whether the civil penalty imposed will be a substantial economic deterrent to the illegal activity;
- (c) The economic benefit gained by the violator;
- (d) The amount of effort put forth by the violator to remedy this violation;
- (e) Any unusual or extraordinary enforcement costs incurred by the municipality;
- (f) The amount of penalty established by ordinance or resolution for specific categories of violations; and
- (g) Any equities of the situation which outweigh the benefit of imposing any penalty or damage assessment.

(6) Recovery of damages and costs. In addition to the civil penalty in subsection (2) above, the municipality may recover;

- (a) All damages proximately caused by the violator to the municipality, which may include any reasonable expenses incurred in investigating violations of, and enforcing compliance with, this chapter, or any other actual damages caused by the violation.
- (b) The costs of the municipality's maintenance of stormwater facilities when the user of such facilities fails to maintain them as required by this section.

(7) Other remedies. The municipality may bring legal action to enjoin the continuing violation of this chapter, and the existence of any other remedy, at law or equity, shall be no defense to any such actions.

(8) Remedies cumulative. The remedies set forth in this section shall be cumulative, not exclusive, and it shall not be a defense to any action, civil or criminal, that one (1) or more of the remedies set forth herein has been sought or granted.

(9) Appeals. Pursuant to Tennessee Code Annotated, § 68-221-1106(d), any person aggrieved by the imposition of a civil penalty or damage assessment as provided by this chapter may appeal said penalty or damage assessment to the Norris City Council.

- (a) Appeals to be in writing. The appeal shall be in writing and filed with the city recorder within fifteen (15) days after the civil penalty and/or damage assessment is served in any manner authorized by law.
- (b) Public hearing. Upon receipt of an appeal, the Norris City Council shall hold a public hearing within thirty (30) days. Ten (10) days prior notice of the time, date, and location of said hearing shall be published in a daily newspaper of general circulation. Ten (10) days notice by registered mail shall also be provided to the aggrieved party, such notice to be sent to the address provided by the aggrieved party at the time of appeal. The decision of the Norris City Council shall be final.
- (c) Appealing decisions of the Norris City Council. Any alleged violator may appeal a decision of the board of appeals pursuant to the provisions of Tennessee Code Annotated, title 27, chapter 8.

TO: Norris City Council
DATE: November 13, 2023
FROM: Adam Ledford
RE: City Manager's Report

1. 2023-24 Year to Date Budget

Revenues and expenditures:

- a. General fund revenues through the 1st trimester totaled \$1,097,892 or 54.9% of the plan, well above the level loaded average of 33.3%. The 1st trimester number was ahead last year by roughly \$14,000. This, however, requires consideration that the City received \$104,000 from the County as a match associated with a project during the 1st trimester of last year. If you take that out of the number, organically, the current trimester out performed last year.
- b. General fund expenditures of \$987,641 reflects 36.4% of planned expenses, ahead of plan mostly associated with annual expenditures planned at the beginning of the fiscal year, rolled over capital projects, and anticipated 1-time capital expenditures approved for the current fiscal year. The trimester number higher than last year by roughly \$224,675.
- c. General fund expended 28.2.6%, or \$244,791 of the planned capital expenditures for the fiscal year.
- d. Water/Sewer revenues is estimated to be \$384,531 or 14.2% of the plan, however if you adjust for anticipated grant funds, the total represented 34.5% of organic revenue anticipated. The 1st trimester number outpacing last year by roughly \$62,900.
- e. Water/Sewer expenditures totaled \$410,394 or 21.5% of the fiscal year plan. The 1st trimester outpacing last year by roughly \$98,056. Within that number \$50,477 was expended on capital projects/equipment.
- f. Watershed revenues of \$61,975 represents 67.5% of fiscal year revenue expectations headed by rifle range permits. This is consistent with last year's actual through the same period.
- g. Watershed expended 16.8%, or \$20,562 expenses for the year. Within that number is \$4,900 of planned capital expenditures.
- h. Street Aid revenues of \$20,443 presented a consistent mark with expectations at 36.6%.
- i. Solid Waste expenditures are currently \$54.119 which is 34.8% of anticipated cost. Revenues are at \$51.763 or 32.9% of planned. This shows that after city's fee adjustment and the contractor's annual rate increase the City is slightly behind matching revenues to expenses. I will remind the Council that negotiations to reduce contract expenses through adjustments in services was rejected by the contractor. The agreement will be up for reconsideration in the next 2 years.

2. Projects

The Oak Park Pavilion and Police/Fire Roof are both back open for bids, however, the open period for sealed bids does not close until the week before the December council meeting.

Fund : **110** General Fund

		Original Est/ Amendments	Total Estimated	YTD Realized	Unrealized	% Realized	Current Revenue
31200	Property Taxes (Delinquent)	10,000.00	10,000.00	(18,472.92)	(8,472.92)	184.73%	(5,500.82)
		0.00					
33520	State Income Tax	10,500.00	10,500.00	0.00	10,500.00	0.00%	0.00
		0.00					
36100	Interest Earnings	38,000.00	38,000.00	(11,123.44)	26,876.56	29.27%	(7,012.52)
		0.00					
35110	City Court Fines And Costs	3,000.00	3,000.00	(602.50)	2,397.50	20.08%	(288.75)
		0.00					
33590	Bank Excise Tax	4,550.00	4,550.00	0.00	4,550.00	0.00%	0.00
		0.00					
34131	Administrative Services	88,275.00	88,275.00	(14,712.64)	73,562.36	16.67%	0.00
		0.00					
31112	Personal Property Taxes (Current)	73,000.00	73,000.00	(6,944.44)	66,055.56	9.51%	0.00
		0.00					
36721	Contri And Donations-Organizations	650.00	650.00	0.00	650.00	0.00%	0.00
		0.00					
36420	Osm Parking Contract	1,000.00	1,000.00	0.00	1,000.00	0.00%	0.00
		0.00					
36710	Recreation Comm. Donations	2,500.00	2,500.00	(291.00)	2,209.00	11.64%	0.00
		0.00					
34111	Duplicating Services	50.00	50.00	0.00	50.00	0.00%	0.00
		0.00					
33510	State Sales Tax	190,000.00	190,000.00	(64,087.08)	125,912.92	33.73%	(16,093.73)
		0.00					

Fund : **110** General Fund

		Original Est/ Amendments	Total Estimated	YTD Realized	Unrealized	% Realized	Current Revenue
32410	Animal Registration	1,000.00	1,000.00	(338.00)	662.00	33.80%	(74.00)
		0.00					
36211	Community Building Rental	400.00	400.00	(720.00)	(320.00)	180.00%	(80.00)
		0.00					
36735	Norris Little Theatre Donations	3,000.00	3,000.00	0.00	3,000.00	0.00%	0.00
		0.00					
33730	Tenn Safety Grant	1,000.00	1,000.00	0.00	1,000.00	0.00%	0.00
		0.00					
33801	ARPA Funds	0.00	0.00	0.00	0.00	No Budget	0.00
		0.00					
36550	Tree Commission	3,000.00	3,000.00	0.00	3,000.00	0.00%	0.00
		0.00					
36730	Norris Recreation Comms.	5,000.00	5,000.00	(50.00)	4,950.00	1.00%	(50.00)
		0.00					
36700	Animal Shelter Contri And	6,500.00	6,500.00	(4,050.35)	2,449.65	62.31%	(420.00)
		0.00					
33800	Local Agency Project	0.00	0.00	(50,000.00)	(50,000.00)	No Budget	0.00
		0.00					
31912	Cable TV Franchise Tax	22,000.00	22,000.00	0.00	22,000.00	0.00%	0.00
		0.00					
33592	Sports Betting - State Shared Tax	1,500.00	1,500.00	(635.35)	864.65	42.36%	0.00
		0.00					
36732	Trail Benches	1,500.00	1,500.00	0.00	1,500.00	0.00%	0.00
		0.00					
33591	Gross Receipts - Tva	19,000.00	19,000.00	0.00	19,000.00	0.00%	0.00
		0.00					

Fund : **110** General Fund

		Original Est/ Amendments	Total Estimated	YTD Realized	Unrealized	% Realized	Current Revenue
33480	Local Planning Grant	5,400.00	5,400.00	0.00	5,400.00	0.00%	0.00
		0.00					
32210	Beer Licenses	1,200.00	1,200.00	0.00	1,200.00	0.00%	0.00
		0.00					
31710	Wholesale Beer Tax	61,500.00	61,500.00	(14,785.56)	46,714.44	24.04%	(3,362.45)
		0.00					
32600	Building And Related Permits	12,415.00	12,415.00	(7,266.12)	5,148.88	58.53%	(130.00)
		0.00					
37199	Miscellaneous	20,000.00	20,000.00	(26,052.87)	(6,052.87)	130.26%	(12,296.99)
		0.00					
35140	Drug Related Fines	300.00	300.00	(391.40)	(91.40)	130.47%	0.00
		0.00					
31720	Wholesale Liquor Tax	44,000.00	44,000.00	(16,302.07)	27,697.93	37.05%	(2,613.91)
		0.00					
31300	Int, Penalty, And Court Cost On	1,800.00	1,800.00	(1,626.38)	173.62	90.35%	(1,469.04)
		0.00					
35160	Court Fines And Costs From County	200.00	200.00	(23.75)	176.25	11.88%	0.00
		0.00					
36212	Tower Rent	29,000.00	29,000.00	(13,088.37)	15,911.63	45.13%	(5,877.18)
		0.00					
31600	Local Option Sales Tax	262,000.00	262,000.00	(95,300.44)	166,699.56	36.37%	(22,642.68)
		0.00					
33430	T Dot Enhancement Grant	122,000.00	122,000.00	0.00	122,000.00	0.00%	0.00
		0.00					
33400	Police Supplements - State Grant	5,600.00	5,600.00	0.00	5,600.00	0.00%	0.00
		0.00					

Fund : **110** General Fund

		Original Est/ Amendments	Total Estimated	YTD Realized	Unrealized	% Realized	Current Revenue
36738	Norris Vol. Fire Dept. Donations	20,000.00	20,000.00	(500.00)	19,500.00	2.50%	0.00
		0.00					
33530	State Beer Tax	736.00	736.00	0.00	736.00	0.00%	0.00
		0.00					
31120	Public Utilities Property Tax	6,800.00	6,800.00	0.00	6,800.00	0.00%	0.00
		0.00					
31111	Real Property Taxes (Current)	703,000.00	703,000.00	(729,862.63)	(26,862.63)	103.82%	(42,030.99)
		0.00					
31730	Mixed Drink Tax	2,700.00	2,700.00	(3,699.18)	(999.18)	137.01%	(1,474.18)
		0.00					
36213	Pavilion Rental	600.00	600.00	(420.00)	180.00	70.00%	(60.00)
		0.00					
33552	State-City Streets And	3,234.00	3,234.00	(976.44)	2,257.56	30.19%	(244.11)
		0.00					
31511	Pay In Lieu Of Tax -Electric Utilities	18,000.00	18,000.00	(4,225.40)	13,774.60	23.47%	(1,056.35)
		0.00					
36960	Operating Transfer In From Other	45,290.00	45,290.00	0.00	45,290.00	0.00%	0.00
		0.00					
31800	Business Taxes	14,000.00	14,000.00	(3,645.79)	10,354.21	26.04%	(117.86)
		0.00					
36990	Miscellaneous Refunds	1,000.00	1,000.00	0.00	1,000.00	0.00%	0.00
		0.00					
36710	Contri And Donations-Businesses -	5,500.00	5,500.00	0.00	5,500.00	0.00%	0.00
		0.00					
Total		1,871,700.00	1,871,700.00	(1,090,194.12)	781,505.88	58.25 %	(122,895.56)
		0.00					

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City of Norris
Statement of Revenues
October 2023

User: Bailey Whited
Date/Time: 11/9/2023 10:03 AM
 Page 5 of 10

Fund : **110** General Fund

		Original Est/ Amendments	Total Estimated	YTD Realized	Unrealized	% Realized	Current Revenue
Total For Fund: 110	Contri And Donations-	1,871,700.00	1,871,700.00	(1,090,194.12)	781,505.88	58.25 %	(122,895.56)
		0.00					

Fund : **121** State Street Aid Fund

		Original Est/ Amendments	Total Estimated	YTD Realized	Unrealized	% Realized	Current Revenue
33551	State Gasoline And Motor Fuel Tax	55,900.00	55,900.00	(19,858.95)	36,041.05	35.53%	(5,491.79)
		0.00					
36100	Interest Earnings	0.00	0.00	(1,440.32)	(1,440.32)	No Budget	(856.21)
		0.00					
	Total	55,900.00	55,900.00	(21,299.27)	34,600.73	38.10 %	(6,348.00)
		0.00					
Total For Fund: 121	Interest Earnings	55,900.00	55,900.00	(21,299.27)	34,600.73	38.10 %	(6,348.00)
		0.00					

Fund : **123** Watershed Fund

		Original Est/ Amendments	Total Estimated	YTD Realized	Unrealized	% Realized	Current Revenue
36690	Wood Permits	20.00	20.00	0.00	20.00	0.00%	0.00
		0.00					
36100	Interest Earnings	0.00	0.00	(818.61)	(818.61)	No Budget	(672.58)
		0.00					
36693	Rifle Range Permits	59,000.00	59,000.00	(42,501.00)	16,499.00	72.04%	(6,025.00)
		0.00					
36212	Tower Rent	28,000.00	28,000.00	(13,088.39)	14,911.61	46.74%	(5,877.21)
		0.00					
37199	Miscellaneous	1,000.00	1,000.00	(2,740.00)	(1,740.00)	274.00%	0.00
		0.00					
36691	Hunting Permits	3,800.00	3,800.00	(3,500.00)	300.00	92.11%	(140.00)
		0.00					
	Total	91,820.00	91,820.00	(62,648.00)	29,172.00	68.23 %	(12,714.79)
		0.00					
Total For Fund: 123	Hunting Permits	91,820.00	91,820.00	(62,648.00)	29,172.00	68.23 %	(12,714.79)
		0.00					

Fund : **128** Refuse/Recycle Fund

		Original Est/ Amendments	Total Estimated	YTD Realized	Unrealized	% Realized	Current Revenue
34410	Refuse Collection Charges	28,620.00	28,620.00	(10,438.80)	18,181.20	36.47%	(3,163.50)
		0.00					
34430	Refuse Collection And Disposal	128,952.00	128,952.00	(30,674.00)	98,278.00	23.79%	0.00
		0.00					
	Total	157,572.00	157,572.00	(41,112.80)	116,459.20	26.09 %	(3,163.50)
		0.00					
Total For Fund: 128	Refuse Collection And Disposal	157,572.00	157,572.00	(41,112.80)	116,459.20	26.09 %	(3,163.50)
		0.00					

Fund : **413** Water And Sewer

		Original Est/ Amendments	Total Estimated	YTD Realized	Unrealized	% Realized	Current Revenue
37191	Forfeited Discounts And Penalties	13,000.00	13,000.00	0.00	13,000.00	0.00%	0.00
		0.00					
37990	Other Revenue	11,000.00	11,000.00	(2,750.00)	8,250.00	25.00%	(2,750.00)
		0.00					
37210	Sewer Service Charges	510,000.00	510,000.00	(133,219.88)	376,780.12	26.12%	0.00
		0.00					
37130	Fire Service And Hydrant Rentals	12,200.00	12,200.00	0.00	12,200.00	0.00%	0.00
		0.00					
37199	Miscellaneous	2,000.00	2,000.00	(7,073.96)	(5,073.96)	353.70%	(307.43)
		0.00					
37120	Flat Rate Water Sales To Gen	4,000.00	4,000.00	(923.58)	3,076.42	23.09%	0.00
		0.00					
36100	Interest Earnings	3.00	3.00	(4,376.42)	(4,373.42)	145880.67%	(2,915.81)
		0.00					
37110	Metered Water Sales	525,000.00	525,000.00	(147,339.29)	377,660.71	28.06%	2,581.51
		0.00					
37290	Other Operating Rev-Sewer	150.00	150.00	0.00	150.00	0.00%	0.00
		0.00					
37196	Water Tap Fees	1,100.00	1,100.00	0.00	1,100.00	0.00%	0.00
		0.00					
33100	Federal Grants	815,140.00	815,140.00	0.00	815,140.00	0.00%	0.00
		0.00					
37299	Miscellaneous	500.00	500.00	0.00	500.00	0.00%	0.00
		0.00					

Fund : **413** Water And Sewer

		Original Est/ Amendments	Total Estimated	YTD Realized	Unrealized	% Realized	Current Revenue
37220	Sewer Inspection Fees	550.00	550.00	0.00	550.00	0.00%	0.00
		0.00					
37195	Installation Charges	4,800.00	4,800.00	(955.00)	3,845.00	19.90%	(350.00)
		0.00					
	Total	1,899,443.00	1,899,443.00	(296,638.13)	1,602,804.87	15.62 %	(3,741.73)
		0.00					
Total For Fund: 413	Installation Charges	1,899,443.00	1,899,443.00	(296,638.13)	1,602,804.87	15.62 %	(3,741.73)
		0.00					

City of Norris
Statement of Expenditures and Encumbrances
October 2023

Fund : **110**

Monthly Comparative:

33.33%

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)	97,778.30	(170,642.70)	36.43%	21,482.78
	Personnel		0.00		0.00			0.00
114			(28,860.00)	(28,860.00)	8,421.20	(20,438.80)	29.18%	1,844.50
	Part-Time Personnel		0.00		0.00			0.00
134			(541.00)	(541.00)	675.00	134.00	124.77%	0.00
	Christmas Bonus		0.00		0.00			0.00
141			(22,783.00)	(22,783.00)	8,082.40	(14,700.60)	35.48%	1,759.63
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00
142			(50,841.00)	(50,841.00)	23,149.38	(27,691.62)	45.53%	6,254.88
	Hospital And Health Insurance		0.00		0.00			0.00
143			(11,154.00)	(11,154.00)	4,479.18	(6,674.82)	40.16%	1,023.58
	Retirement - Current		0.00		0.00			0.00
146			(1,200.00)	(1,200.00)	991.67	(208.33)	82.64%	0.00
	Workmen's Compensation		0.00		0.00			0.00
147			(350.00)	(350.00)	4.06	(345.94)	1.16%	0.00
	Unemployment Insurance		0.00		0.00			0.00
148			(1,500.00)	(1,500.00)	2,663.73	1,163.73	177.58%	1,683.73
	Employee Education And Training		0.00		0.00			0.00
211			(1,400.00)	(1,400.00)	600.56	(799.44)	42.90%	8.80
	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)	1,559.07	(2,040.93)	43.31%	636.90
	Duplication (Mimeograph, Multilith, Microfilm,		0.00		0.00			0.00
235			(4,000.00)	(4,000.00)	2,051.00	(1,949.00)	51.28%	0.00
	Memberships, Registration Fees, And Tuition		0.00		0.00			0.00
237			(2,000.00)	(2,000.00)	403.34	(1,596.66)	20.17%	301.14
	Advertising		0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
October 2023

Fund : **110**

Monthly Comparative:

33.33%

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)	5,714.59	(5,285.41)	51.95%	0.00
	Professional Services		0.00		0.00			0.00
252			(7,000.00)	(7,000.00)	45,334.47	38,334.47	647.64%	12,254.58
	Legal Services		0.00		0.00			0.00
253			(13,000.00)	(13,000.00)	7,000.00	(6,000.00)	53.85%	7,000.00
	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%	0.00
	Data Processing Services		0.00		0.00			0.00
259			(7,000.00)	(7,000.00)	750.44	(6,249.56)	10.72%	187.61
	Other Professional Services		0.00		0.00			0.00
280			(4,500.00)	(4,500.00)	1,799.01	(2,700.99)	39.98%	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)	4,224.33	1,424.33	150.87%	450.96
	Office Supplies And Materials		0.00		0.00			0.00
320			(500.00)	(500.00)	2,430.96	1,930.96	486.19%	640.00
	Operating Supplies		0.00		0.00			0.00
510			(36,100.00)	(36,100.00)	37,648.00	1,548.00	104.29%	7,842.00
	Liability Insurance		0.00		0.00			0.00
551			(500.00)	(500.00)	1,052.00	552.00	210.40%	1,052.00
	Trustee Fees		0.00		0.00			0.00
555			(1,600.00)	(1,600.00)	898.40	(701.60)	56.15%	0.00
	Bank Service Charges		0.00		0.00			0.00
948			(8,000.00)	(8,000.00)	331.25	(7,668.75)	4.14%	0.00
	Computer Equipment		0.00		0.00			0.00
41800	Community Government Buildings							
241			(9,500.00)	(9,500.00)	2,100.09	(7,399.91)	22.11%	543.98
	Electric		0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
October 2023

Fund : **110**

Monthly Comparative:

33.33%

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)	1,004.22	(1,995.78)	33.47%	246.10
	Water		0.00		0.00			0.00
244			(1,200.00)	(1,200.00)	58.00	(1,142.00)	4.83%	16.00
	Gas		0.00		0.00			0.00
245			(7,200.00)	(7,200.00)	2,951.78	(4,248.22)	41.00%	1,062.31
	Telephone And Other Communications		0.00		0.00			0.00
260			(5,000.00)	(5,000.00)	15,017.34	10,017.34	300.35%	341.02
	Repair And Maintenance Services		0.00		0.00			0.00
290			(1,400.00)	(1,400.00)	1,914.44	514.44	136.75%	39.00
	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)	1,646.82	(3,853.18)	29.94%	399.67
	Electric		0.00		0.00			0.00
242			(1,600.00)	(1,600.00)	716.00	(884.00)	44.75%	188.85
	Water		0.00		0.00			0.00
260			(1,600.00)	(1,600.00)	9,953.49	8,353.49	622.09%	959.81
	Repair And Maintenance Services		0.00		0.00			0.00
290			(1,000.00)	(1,000.00)	337.82	(662.18)	33.78%	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)	127,624.68	(222,127.32)	36.49%	33,428.84
	Personnel		0.00		0.00			0.00
112			(30,000.00)	(30,000.00)	25,738.35	(4,261.65)	85.79%	6,164.24
	Over-Time Personnel		0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
October 2023

Fund : **110**

Monthly Comparative:

33.33%

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)	5,271.89	(4,728.11)	52.72%	1,237.99
		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%	0.00
		Christmas Bonus	0.00		0.00			0.00
141			(32,696.00)	(32,696.00)	12,370.39	(20,325.61)	37.83%	3,102.21
		Payroll Taxes (Ssa-Med.)	0.00		0.00			0.00
142			(88,297.00)	(88,297.00)	28,992.46	(59,304.54)	32.84%	6,488.82
		Hospital And Health Insurance	0.00		0.00			0.00
143			(25,044.00)	(25,044.00)	7,313.25	(17,730.75)	29.20%	2,066.86
		Retirement - Current	0.00		0.00			0.00
146			(14,000.00)	(14,000.00)	11,569.37	(2,430.63)	82.64%	0.00
		Workmen's Compensation	0.00		0.00			0.00
147			(500.00)	(500.00)	19.18	(480.82)	3.84%	3.48
		Unemployment Insurance	0.00		0.00			0.00
148			(3,500.00)	(3,500.00)	1,228.66	(2,271.34)	35.10%	26.12
		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
October 2023

Fund : **110**

Monthly Comparative:

33.33%

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)	1,759.45	(4,240.55)	29.32%	428.92
	Electric		0.00		0.00			0.00
242			(1,200.00)	(1,200.00)	478.64	(721.36)	39.89%	100.22
	Water		0.00		0.00			0.00
244			(1,900.00)	(1,900.00)	58.00	(1,842.00)	3.05%	16.00
	Gas		0.00		0.00			0.00
245			(5,000.00)	(5,000.00)	2,251.42	(2,748.58)	45.03%	892.86
	Telephone And Other Communications		0.00		0.00			0.00
261			(5,000.00)	(5,000.00)	776.60	(4,223.40)	15.53%	182.31
	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	753.00	753.00	No Budget	0.00
	Repair And Maintenance Buildings		0.00		0.00			0.00
269			(1,000.00)	(1,000.00)	270.00	(730.00)	27.00%	0.00
	Repair And Maintenance Other Repair And		0.00		0.00			0.00
280			(1,500.00)	(1,500.00)	1,129.95	(370.05)	75.33%	236.24
	Travel		0.00		0.00			0.00
286			0.00	0.00	0.00	0.00	No Budget	0.00
	Vehicle Purchase		0.00		0.00			0.00
290			(8,000.00)	(8,000.00)	1,734.12	(6,265.88)	21.68%	572.28
	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)	43.47	(456.53)	8.69%	0.00
	Collection Fees		0.00		0.00			0.00
310			(2,800.00)	(2,800.00)	800.69	(1,999.31)	28.60%	182.65
	Office Supplies And Materials		0.00		0.00			0.00
320			(500.00)	(500.00)	2,482.51	1,982.51	496.50%	0.00
	Operating Supplies		0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
October 2023

Fund : **110**

Monthly Comparative:

33.33%

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%	0.00
		Clothing And Uniforms	0.00		0.00			0.00
327			(3,500.00)	(3,500.00)	2,896.00	(604.00)	82.74%	0.00
		Fire Arm Supplies	0.00		0.00			0.00
329			(3,000.00)	(3,000.00)	5,732.11	2,732.11	191.07%	0.00
		Other Oper. Supplies	0.00		0.00			0.00
331			(15,000.00)	(15,000.00)	4,690.78	(10,309.22)	31.27%	1,035.25
		Fuel Charges	0.00		0.00			0.00
333			(3,500.00)	(3,500.00)	357.70	(3,142.30)	10.22%	0.00
		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)	76,496.66	(53,503.34)	58.84%	21.22
		Capital Outlay	0.00		0.00			0.00
42200	Fire Protection And Control							
141			0.00	0.00	195.07	195.07	No Budget	183.60
		Payroll Taxes (Ssa-Med.)	0.00		0.00			0.00
142			0.00	0.00	0.17	0.17	No Budget	0.00
		Hospital And Health Insurance	0.00		0.00			0.00
143			0.00	0.00	19.83	19.83	No Budget	0.00
		Retirement - Current	0.00		0.00			0.00
148			(3,500.00)	(3,500.00)	1,396.25	(2,103.75)	39.89%	0.00
		Employee Education And Training	0.00		0.00			0.00
162			(5,000.00)	(5,000.00)	3,174.65	(1,825.35)	63.49%	2,645.22
		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)	82.53	(317.47)	20.63%	82.53
		Printing, Duplicating, Typing, And Binding	0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
October 2023

Fund : **110**

Monthly Comparative:

33.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
245			(600.00)	(600.00)	775.64	175.64	58.73%	248.42
		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%	0.00
		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)	2,609.63	(7,390.37)	26.10%	1,709.22
		Operating Supplies	0.00		0.00			0.00
322			(500.00)	(500.00)	287.26	(212.74)	57.45%	0.00
		Chemical, Laboratory, And Medical Supplies	0.00		0.00			0.00
329			(600.00)	(600.00)	1,613.76	1,013.76	268.96%	326.12
		Other Oper. Supplies	0.00		0.00			0.00
331			(1,100.00)	(1,100.00)	451.65	(648.35)	41.06%	71.59
		Fuel Charges	0.00		0.00			0.00
333			0.00	0.00	15,484.82	15,484.82	No Budget	15,006.82
		Other Equipment (Dispatch 911)	0.00		0.00			0.00
340			(10,500.00)	(10,500.00)	2,695.20	(7,804.80)	25.67%	484.34
		Norris Volunteer Fire Dept. Expenses	0.00		0.00			0.00
900			(19,000.00)	(19,000.00)	4,932.99	(14,067.01)	25.96%	4,932.99
		Capital Outlay	0.00		0.00			0.00
43000	Public Works							
110			(179,199.00)	(179,199.00)	59,816.28	(119,382.72)	33.38%	13,272.40
		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)	1,600.00	(3,200.00)	33.33%	400.00
		Part-Time Personnel	0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
October 2023

Fund : **110**

Monthly Comparative:

33.33%

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%	0.00
		Christmas Bonus	0.00		0.00			0.00
135			0.00	0.00	150.00	150.00	No Budget	0.00
		Animal Control Bonus	0.00		0.00			0.00
141			(14,607.00)	(14,607.00)	4,747.61	(9,859.39)	32.50%	1,032.29
		Payroll Taxes (Ssa-Med.)	0.00		0.00			0.00
142			(51,327.00)	(51,327.00)	18,278.45	(33,048.55)	35.61%	4,178.32
		Hospital And Health Insurance	0.00		0.00			0.00
143			(6,254.00)	(6,254.00)	2,781.82	(3,472.18)	44.48%	834.08
		Retirement - Current	0.00		0.00			0.00
146			(7,560.00)	(7,560.00)	6,247.51	(1,312.49)	82.64%	0.00
		Workmen's Compensation	0.00		0.00			0.00
147			(200.00)	(200.00)	5.53	(194.47)	2.77%	1.20
		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)	782.36	(1,617.64)	32.60%	181.34
		Electric	0.00		0.00			0.00
242			(1,000.00)	(1,000.00)	327.88	(672.12)	32.79%	81.97
		Water	0.00		0.00			0.00
245			(5,000.00)	(5,000.00)	1,261.00	(3,739.00)	25.22%	566.98
		Telephone And Other Communications	0.00		0.00			0.00
247			(25,000.00)	(25,000.00)	8,288.29	(16,711.71)	33.15%	2,533.15
		Street Lighting (Electric And Maint.)	0.00		0.00			0.00
261			(8,000.00)	(8,000.00)	7,139.37	(860.63)	89.24%	2,338.85
		Repair And Maintenance Motor Vehicles	0.00		0.00			0.00
265			(20,000.00)	(20,000.00)	591.21	(19,408.79)	2.96%	5.64
		Repair And Maintenance Grounds And Ground	0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
October 2023

Fund : **110**

Monthly Comparative:

33.33%

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)	382.91	(13,617.09)	2.74%	0.00
		Repair And Maintenance Buildings	0.00		0.00			0.00
268			(5,000.00)	(5,000.00)	4,929.41	(70.59)	98.59%	0.00
		Repair And Maintenance Roads And Streets	0.00		0.00			0.00
269			(12,000.00)	(12,000.00)	1,000.00	(11,000.00)	8.33%	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)	79.98	(420.02)	16.00%	79.98
		Office Supplies And Materials	0.00		0.00			0.00
320			(2,700.00)	(2,700.00)	137.33	(2,562.67)	5.09%	0.00
		Operating Supplies	0.00		0.00			0.00
326			(3,000.00)	(3,000.00)	1,483.30	(1,516.70)	49.44%	403.95
		Clothing And Uniforms	0.00		0.00			0.00
331			(15,000.00)	(15,000.00)	4,086.47	(10,913.53)	27.24%	956.43
		Fuel Charges	0.00		0.00			0.00
334			(2,000.00)	(2,000.00)	10.00	(1,990.00)	0.50%	0.00
		Tires, Tubes And Etc.	0.00		0.00			0.00
341			(1,000.00)	(1,000.00)	1,032.35	32.35	103.24%	385.95
		Consumable Tools	0.00		0.00			0.00
342			(600.00)	(600.00)	577.61	(22.39)	96.27%	447.20
		Sign Parts And Supplies	0.00		0.00			0.00
471			(5,000.00)	(5,000.00)	1,626.50	(3,373.50)	32.53%	830.18
		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)	154,908.14	140,908.14	1106.49%	596.14
		Machinery And Equipment	0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
October 2023

Fund : **110**

Monthly Comparative:

33.33%

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	3,717.27	3,717.27	No Budget	0.00
	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)	284.38	(212.62)	57.22%	0.00
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00
147			(195.00)	(195.00)	11.15	(183.85)	5.72%	0.00
	Unemployment Insurance		0.00		0.00			0.00
241			(650.00)	(650.00)	164.16	(485.84)	25.26%	40.74
	Electric		0.00		0.00			0.00
242			(3,500.00)	(3,500.00)	2,656.19	(843.81)	75.89%	448.51
	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)	482.64	(1,717.36)	21.94%	182.64
	Small Items Of Equipment		0.00		0.00			0.00
320			0.00	0.00	4,059.87	4,059.87	No Budget	463.98
	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)	953.41	(1,046.59)	47.67%	0.00
	Other Oper. Supplies		0.00		0.00			0.00
720			0.00	0.00	350.00	350.00	No Budget	0.00
	Grants And Donations To Other Institutions		0.00		0.00			0.00
900			(150,000.00)	(150,000.00)	8,121.68	(141,878.32)	5.41%	8,121.68
	Capital Outlay		0.00		0.00			0.00
44800		Libraries						
329			(950.00)	(950.00)	1,523.29	573.29	160.35%	1,523.29
	Other Oper. Supplies		0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
October 2023

Fund : **110**

Monthly Comparative:

33.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
720			(32,250.00)	(32,250.00)	16,125.00	(16,125.00)	50.00%	8,062.50
		Grants And Donations To Other Institutions	0.00		0.00			0.00
45100		Conservation Of Natural Resources						
269			(200.00)	(200.00)	284.66	84.66	142.33%	247.52
		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)	194.76	(805.24)	19.48%	43.18
		Electric	0.00		0.00			0.00
242			(1,000.00)	(1,000.00)	327.88	(672.12)	32.79%	81.97
		Water	0.00		0.00			0.00
329			(6,000.00)	(6,000.00)	788.92	(5,211.08)	13.15%	394.44
		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%	0.00
		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)	995,026.24	(1,368,644.76)	42.10 %	198,872.69
			0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
October 2023

Fund : **121**

Monthly Comparative: 33.33%

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
October 2023

Fund : **123**

Monthly Comparative:

33.33%

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)	5,517.15	(13,082.85)	29.66%	0.00
	Part-Time Personnel		0.00		0.00			0.00
141			(1,423.00)	(1,423.00)	422.05	(1,000.95)	29.66%	0.00
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00
147			(30.00)	(30.00)	16.56	(13.44)	55.20%	0.00
	Unemployment Insurance		0.00		0.00			0.00
220			(1,000.00)	(1,000.00)	1,713.00	713.00	171.30%	0.00
	Printing, Duplicating, Typing, And Binding		0.00		0.00			0.00
259			0.00	0.00	2,675.00	2,675.00	No Budget	0.00
	Other Professional Services		0.00		0.00			0.00
261			(1,500.00)	(1,500.00)	571.25	(928.75)	38.08%	0.00
	Repair And Maintenance Motor Vehicles		0.00		0.00			0.00
265			(13,500.00)	(13,500.00)	3,472.55	(10,027.45)	25.72%	1,606.18
	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)	29.61	(170.39)	14.81%	0.00
	Operating Supplies		0.00		0.00			0.00
331			(350.00)	(350.00)	192.50	(157.50)	55.00%	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)	1,052.00	(618.00)	62.99%	1,052.00
	Trustee Fees		0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
October 2023

Fund : **123**

Monthly Comparative: 33.33%

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)	4,900.00	(31,600.00)	13.42%	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)	20,561.67	(101,846.33)	16.80 %	2,658.18
			0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
October 2023

Fund : **128**

Monthly Comparative:

33.33%

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)	16,347.14	(31,152.86)	34.42%	4,223.40
	Recycle/Residential Contract		0.00		0.00			0.00
249			(75,500.00)	(75,500.00)	26,211.52	(49,288.48)	34.72%	6,724.47
	Refuse/Residential Contract		0.00		0.00			0.00
254			0.00	0.00	0.00	0.00	No Budget	0.00
	Architectural, Engineering, And Landscaping		0.00		0.00			0.00
258			(32,500.00)	(32,500.00)	11,559.53	(20,940.47)	35.57%	2,892.08
	Commercial Refuse		0.00		0.00			0.00
Total For Fund: 128			(155,500.00)	(155,500.00)	54,118.19	(101,381.81)	34.80 %	13,839.95
			0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
October 2023

Fund : **413**

Monthly Comparative:

33.33%

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)	17,310.86	(52,466.14)	24.81%	3,896.84
	Personnel		0.00		0.00			0.00
112			(3,800.00)	(3,800.00)	1,600.00	(2,200.00)	42.11%	400.00
	Over-Time Personnel		0.00		0.00			0.00
114			(9,620.00)	(9,620.00)	15,814.20	6,194.20	164.39%	3,389.05
	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)	2,618.61	(3,893.39)	40.21%	578.83
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00
142			(34,539.00)	(34,539.00)	5,698.88	(28,840.12)	16.50%	1,263.06
	Hospital And Health Insurance		0.00		0.00			0.00
143			(2,627.00)	(2,627.00)	650.64	(1,976.36)	24.77%	149.54
	Retirement - Current		0.00		0.00			0.00
148			(500.00)	(500.00)	236.77	(263.23)	47.35%	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)	10,167.80	(30,332.20)	25.11%	0.00
	Electric		0.00		0.00			0.00
244			(6,000.00)	(6,000.00)	58.00	(5,942.00)	0.97%	0.00
	Gas		0.00		0.00			0.00
245			(6,000.00)	(6,000.00)	1,072.60	(4,927.40)	17.88%	537.38
	Telephone And Other Communications		0.00		0.00			0.00
260			(15,000.00)	(15,000.00)	507.50	(14,492.50)	3.38%	0.00
	Repair And Maintenance Services		0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
October 2023

Fund : **413**

Monthly Comparative:

33.33%

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)	4,348.38	1,848.38	173.94%	3,080.12
	Operating Supplies		0.00		0.00			0.00
322			(15,000.00)	(15,000.00)	9,637.18	(5,362.82)	64.25%	59.75
	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)	8,181.24	(29,798.76)	21.54%	2,804.80
	Personnel		0.00		0.00			0.00
112			(4,600.00)	(4,600.00)	1,643.85	(2,956.15)	35.74%	699.70
	Over-Time Personnel		0.00		0.00			0.00
114			(9,620.00)	(9,620.00)	3,524.63	(6,095.37)	36.64%	811.40
	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)	1,019.19	(3,097.81)	24.76%	330.17
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00
142			(22,334.00)	(22,334.00)	279.98	(22,054.02)	1.25%	0.00
	Hospital And Health Insurance		0.00		0.00			0.00
143			(1,538.00)	(1,538.00)	94.97	(1,443.03)	6.17%	0.00
	Retirement - Current		0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
October 2023

Fund : **413**

Monthly Comparative:

33.33%

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)	4,198.36	3,198.36	419.84%	4,198.36
		Repair And Maintenance Services	0.00		0.00			0.00
291			(240.00)	(240.00)	355.00	115.00	147.92%	85.00
		Physical/Drug Testing	0.00		0.00			0.00
320			(1,000.00)	(1,000.00)	1,068.46	68.46	62.00%	40.18
		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
329			0.00	0.00	300.00	300.00	No Budget	300.00
		Other Oper. Supplies	0.00		0.00			0.00
331			(9,000.00)	(9,000.00)	2,990.37	(6,009.63)	33.23%	801.97
		Fuel Charges	0.00		0.00			0.00
332			(3,000.00)	(3,000.00)	955.21	(2,044.79)	31.84%	877.61
		Motor Vehicle Parts	0.00		0.00			0.00
338			(26,000.00)	(26,000.00)	12,209.72	(13,790.28)	46.96%	5,320.48
		Repair Parts For Water Or Sewer Lines, Meters,	0.00		0.00			0.00
341			(1,000.00)	(1,000.00)	199.05	(800.95)	19.91%	0.00
		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)	8,421.30	(35,578.70)	19.14%	8,059.56
		Capital Outlay	0.00		0.00			0.00
934			(15,000.00)	(15,000.00)	6,335.00	(8,665.00)	42.23%	6,335.00
		Drainage, Water Supply And Storage, Sewage	0.00		0.00			0.00
52211		Sewer Collection (Lines)						
110			(19,118.00)	(19,118.00)	3,508.20	(15,609.80)	18.35%	1,559.20
		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

City of Norris
Statement of Expenditures and Encumbrances
October 2023

Fund : **413**

Monthly Comparative:

33.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
114			(9,620.00)	(9,620.00)	3,226.90	(6,393.10)	33.54%	787.55
		Part-Time Personnel	0.00		0.00			0.00
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)	513.12	(2,247.88)	18.58%	177.37
		Payroll Taxes (Ssa-Med.)	0.00		0.00			0.00
142			(11,513.00)	(11,513.00)	1,014.03	(10,498.97)	8.81%	676.02
		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)	334.43	(965.57)	25.73%	81.05
		Electric	0.00		0.00			0.00
260			(7,500.00)	(7,500.00)	6,840.97	(659.03)	91.21%	4,198.37
		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)	579.86	(420.14)	57.99%	0.00
		Operating Supplies	0.00		0.00			0.00
900			(10,000.00)	(10,000.00)	12,884.91	2,884.91	128.85%	0.00
		Capital Outlay	0.00		0.00			0.00
934			(815,140.00)	(815,140.00)	7,000.00	(808,140.00)	0.86%	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)	25,922.68	(38,674.32)	40.13%	6,528.20
		Personnel	0.00		0.00			0.00
112			(6,100.00)	(6,100.00)	1,161.76	(4,938.24)	19.05%	200.00
		Over-Time Personnel	0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
October 2023

Fund : **413**

Monthly Comparative:

33.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
134			(2,008.00)	(2,008.00)	0.00	(2,008.00)	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			(5,677.00)	(5,677.00)	2,050.60	(3,626.40)	36.12%	508.19
		Payroll Taxes (Ssa-Med.)	0.00		0.00			0.00
142			(17,727.00)	(17,727.00)	7,543.57	(10,183.43)	42.55%	2,141.88
		Hospital And Health Insurance	0.00		0.00			0.00
143			(4,319.00)	(4,319.00)	1,364.80	(2,954.20)	31.60%	300.84
		Retirement - Current	0.00		0.00			0.00
148			(500.00)	(500.00)	800.00	300.00	160.00%	0.00
		Employee Education And Training	0.00		0.00			0.00
170			(4,000.00)	(4,000.00)	2,867.50	(1,132.50)	71.69%	0.00
		Fees	0.00		0.00			0.00
241			(35,000.00)	(35,000.00)	12,489.85	(22,510.15)	35.69%	5,302.84
		Electric	0.00		0.00			0.00
245			(5,000.00)	(5,000.00)	1,372.56	(3,627.44)	27.45%	474.95
		Telephone And Other Communications	0.00		0.00			0.00
260			(16,500.00)	(16,500.00)	13,493.70	(3,006.30)	81.78%	18.01
		Repair And Maintenance Services	0.00		0.00			0.00
295			(15,000.00)	(15,000.00)	3,537.11	(11,462.89)	23.58%	851.07
		Landfill Services	0.00		0.00			0.00
320			(10,000.00)	(10,000.00)	1,711.41	(8,288.59)	17.11%	0.00
		Operating Supplies	0.00		0.00			0.00
322			(21,000.00)	(21,000.00)	7,407.18	(13,592.82)	35.27%	798.75
		Chemical, Laboratory, And Medical Supplies	0.00		0.00			0.00
326			(5,000.00)	(5,000.00)	2,011.47	(2,988.53)	40.23%	488.71
		Clothing And Uniforms	0.00		0.00			0.00
329			0.00	0.00	178.42	178.42	No Budget	5.60
		Other Oper. Supplies	0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
October 2023

Fund : **413**

Monthly Comparative:

33.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
934			0.00	0.00	14,219.25	14,219.25	No Budget	2,000.00
		Drainage, Water Supply And Storage, Sewage	0.00		0.00			0.00
52316 Customer Accounting & Collection								
211			(6,000.00)	(6,000.00)	2,136.90	(3,863.10)	35.62%	0.00
		Postage, Box Rent, Etc.	0.00		0.00			0.00
255			(14,000.00)	(14,000.00)	15,010.74	1,010.74	107.22%	0.00
		Data Processing Services	0.00		0.00			0.00
52317 Administrative & General Expenses								
110			(99,999.00)	(99,999.00)	39,324.10	(60,674.90)	39.32%	12,302.07
		Personnel	0.00		0.00			0.00
111			(9,000.00)	(9,000.00)	2,076.84	(6,923.16)	23.08%	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	0.00
		Part-Time Personnel	0.00		0.00			0.00
133			(750.00)	(750.00)	375.00	(375.00)	50.00%	0.00
		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%	0.00
		Certification Bonus	0.00		0.00			0.00
141			(8,566.00)	(8,566.00)	3,432.21	(5,133.79)	40.07%	972.07
		Payroll Taxes (Ssa-Med.)	0.00		0.00			0.00
142			(17,727.00)	(17,727.00)	6,888.12	(10,838.88)	38.86%	1,465.86
		Hospital And Health Insurance	0.00		0.00			0.00
143			(6,597.00)	(6,597.00)	2,320.88	(4,276.12)	35.18%	732.03
		Retirement - Current	0.00		0.00			0.00
146			(10,100.00)	(10,100.00)	8,346.00	(1,754.00)	82.63%	0.00
		Workmen's Compensation	0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
October 2023

Fund : **413**

Monthly Comparative:

33.33%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
147			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
		Unemployment Insurance	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
220			(1,250.00)	(1,250.00)	832.52	(417.48)	66.60%	315.26
		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)	160.00	(640.00)	20.00%	85.00
		Advertising	0.00		0.00			0.00
250			(88,275.00)	(88,275.00)	7,567.82	(80,707.18)	8.57%	211.50
		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)	7,000.00	(6,000.00)	53.85%	7,000.00
		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)	1,908.98	(591.02)	76.36%	484.95
		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)	29,905.00	7,841.00	135.54%	29,905.00
		Liability Insurance	0.00		0.00			0.00
555			(2,000.00)	(2,000.00)	443.42	(1,556.58)	22.17%	2.00
		Bank Service Charges	0.00		0.00			0.00
948			(3,000.00)	(3,000.00)	1,617.75	(1,382.25)	53.93%	312.45
		Computer Equipment	0.00		0.00			0.00

City of Norris
Statement of Expenditures and Encumbrances
October 2023

Fund : **413**

Monthly Comparative: 33.33%

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)	388,326.51	(1,574,778.49)	19.78 %	125,367.11
			0.00		0.00			0.00

General Fund Budget Balance Report

	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 ADJ Totals	2020-21 ADJ Totals	2021-22 ADJ Actual	2022-23 Jul Actual	2022-23 Aug Actual	2022-23 Sep Actual	2022-23 Oct Actual	2022-23 ADJ Actual	2023-24 Budgeted	2023-24 Jul Actual	2023-24 Aug Actual	2023-24 Sep Actual	2023-24 Oct Actual	2022-23 Actual	
Revenues	\$ 1,201,840	\$ 1,264,879	\$ 1,284,472	\$ 1,466,131	\$ 1,827,438	\$ 1,939,410	\$ 135,691	\$ 613,897	\$ 219,222	\$ 115,042	\$ 1,944,496	\$ 1,998,700	\$ 151,286	\$ 622,722	\$ 200,646	\$ 123,238	\$ 1,097,892	54.9%
Expenses																		
<i>General Government</i>	\$ 239,919	\$ 239,392	\$ 235,501	\$ 273,423	\$ 281,555	\$ 298,842	\$ 31,663	\$ 32,926	\$ 37,597	\$ 35,777	\$ 474,205	\$ 732,550	\$ 71,750	\$ 59,227	\$ 105,527	\$ 68,257	\$ 304,761	41.6%
<i>Police</i>	\$ 498,266	\$ 494,320	\$ 477,309	\$ 507,317	\$ 487,500	\$ 529,446	\$ 64,189	\$ 51,598	\$ 48,328	\$ 34,721	\$ 580,704	\$ 929,199	\$ 117,242	\$ 71,913	\$ 85,974	\$ 56,185	\$ 331,314	35.7%
<i>Fire</i>	\$ 45,966	\$ 25,467	\$ 36,458	\$ 38,986	\$ 26,301	\$ 37,514	\$ 1,117	\$ 2,174	\$ 1,554	\$ 9,079	\$ 60,316	\$ 145,600	\$ 5,017	\$ 3,782	\$ 79	\$ 25,694	\$ 29,639	20.4%
<i>Public Works</i>	\$ 294,140	\$ 350,749	\$ 297,893	\$ 392,034	\$ 602,037	\$ 311,520	\$ 248,244	\$ 29,808	\$ 41,660	\$ 60,820	\$ 603,971	\$ 675,879	\$ 26,267	\$ 192,602	\$ 35,162	\$ 29,124	\$ 283,155	41.9%
<i>Parks & Recreation</i>	\$ 15,228	\$ 25,208	\$ 15,999	\$ 5,629	\$ 13,917	\$ 20,121	\$ 7,392	\$ 2,436	\$ 728	\$ 457	\$ 31,725	\$ 173,842	\$ 5,011	\$ 5,987	\$ 544	\$ 9,258	\$ 20,800	12.0%
<i>Library & Archives</i>	\$ 32,246	\$ 32,246	\$ 32,246	\$ 32,246	\$ 32,246	\$ 32,246	\$ 8,062	\$ -	\$ -	\$ 8,061	\$ 32,252	\$ 33,200	\$ 8,063	\$ -	\$ -	\$ 9,585	\$ 16,125	48.6%
<i>Conservation of NR - Landscaping</i>	\$ 1,900	\$ 2,586	\$ 2,091	\$ 678	\$ 1,595	\$ 3,180	\$ 651	\$ 52	\$ -	\$ -	\$ 5,716	\$ 3,500	\$ -	\$ 37	\$ -	\$ 248	\$ 285	8.1%
<i>Other NR - Animal Shelter</i>	\$ 6,465	\$ 7,580	\$ 12,810	\$ 4,566	\$ 5,195	\$ 5,742	\$ 120	\$ 1,871	\$ 1,309	\$ 134	\$ 6,927	\$ 8,000	\$ 425	\$ 187	\$ 180	\$ 520	\$ 1,312	16.4%
<i>Community Development</i>	\$ 14,782	\$ 12,291	\$ 7,157	\$ -	\$ 5,000	\$ 5,608	\$ 188	\$ 250	\$ -	\$ -	\$ 6,019	\$ 14,900	\$ 250	\$ -	\$ -	\$ -	\$ 250	1.7%
Total Expenses	\$ 1,148,912	\$ 1,189,839	\$ 1,117,464	\$ 1,254,879	\$ 1,455,346	\$ 1,244,219	\$ 361,626	\$ 121,115	\$ 131,176	\$ 149,049	\$ 1,801,835	\$ 2,716,671	\$ 234,025	\$ 333,735	\$ 227,466	\$ 198,871	\$ 987,641	36.4%
<i>Transfers & Miscellaneous</i>	\$ 19,144	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Balance	\$ 33,784	\$ 75,040	\$ 167,008	\$ 211,252	\$ 372,092	\$ 695,191	\$ (225,935)	\$ 492,782	\$ 88,046	\$ (34,007)	\$ 142,661	\$ (717,971)	\$ (82,739)	\$ 288,987	\$ (26,820)	\$ (75,633)	\$ 110,251	
Beginning Fund Balance	\$ 386,171	\$ 419,955	\$ 494,995	\$ 662,003	\$ 873,255	\$ 1,189,192	\$ 1,884,383	\$ 1,658,448	\$ 2,151,230	\$ 2,239,276	\$ 1,884,383	\$ 2,027,044	\$ 2,027,044	\$ 1,944,305	\$ 2,233,292	\$ 2,206,472	\$ 2,027,044	
Ending Fund Balance	\$ 419,955	\$ 494,995	\$ 662,003	\$ 873,255	\$ 1,189,192	\$ 1,884,383	\$ 1,658,448	\$ 2,151,230	\$ 2,239,276	\$ 2,205,269	\$ 2,027,044	\$ 1,309,073	\$ 1,944,305	\$ 2,233,292	\$ 2,206,472	\$ 2,130,839	\$ 2,137,295	
Capital Outlays												\$ 869,400	\$ 50,575	\$ 155,339	\$ 25,204	\$ 13,673	\$ 244,791	28.2%
													\$ (32,164)	\$ 444,326	\$ (1,616)	\$ (61,960)		

State Street Aid Fund Balance Report

	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2022-23	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	
	Actual	Actual	Actual	ADJ Totals	ADJ Totals	ADJ Actual	ADJ Actual	Actual	Budget	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Actual	
Revenues	\$ 45,399	\$ 54,014	\$ 57,035	\$ 57,638	\$ 53,195	\$ 57,023	\$ 61,919	\$ 61,919	\$ 55,900	\$ 4,895	\$ 4,603	\$ 5,454	\$ 5,491	\$ 20,443	36.6%
Expenses	\$ 6,500	\$ 2,919	\$ 63,523	\$ -	\$ -	\$ 148,710	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Balance	\$ 38,899	\$ 51,095	\$ (6,488)	\$ 57,638	\$ 53,195	\$ (91,687)	\$ 61,919	\$ 61,919	\$ (94,100)	\$ 4,895	\$ 4,603	\$ 5,454	\$ 5,491	\$ 20,443	
Beginning Fund Balance	\$ 93,438	\$ 132,337	\$ 183,432	\$ 176,944	\$ 234,582	\$ 287,777	\$ 196,090	\$ 221,529	\$ 258,009	\$ 258,009	\$ 262,904	\$ 267,507	\$ 272,961	\$ 258,009	
Ending Fund Balance	\$ 132,337	\$ 183,432	\$ 176,944	\$ 234,582	\$ 287,777	\$ 196,090	\$ 258,009	\$ 283,448	\$ 163,909	\$ 262,904	\$ 267,507	\$ 272,961	\$ 278,452	\$ 278,452	

Watershed Fund Balance Report

	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 ADJ Totals	2020-21 ADJ Totals	2021-22 ADJ Actual	2022-23 Jul Actual	2022-23 Aug Actual	2022-23 Sep Actual	2022-23 Oct Actual	2022-23 ADJ Actual	2022-23 Actual	2023-24 Budget	2022-23 Jul Actual	2022-23 Aug Actual	2022-23 Sep Actual	2022-23 Oct Actual	2022-23 Actual	
Revenues	\$ 87,455	\$ 75,055	\$ 73,816	\$ 69,188	\$ 76,585	\$ 74,189	\$ 20,552	\$ 21,136	\$ 8,793	\$ 7,661	\$ 95,225	\$ 95,225	\$ 91,820	\$ 24,834	\$ 17,010	\$ 8,089	\$ 12,042	\$ 61,975	67.5%
Expenses	\$ 76,179	\$ 91,030	\$ 58,880	\$ 45,929	\$ 29,701	\$ 60,548	\$ 4,233	\$ 5,100	\$ 420	\$ 76	\$ 61,352	\$ 61,352	\$ 122,408	\$ 7,754	\$ 9,005	\$ 1,145	\$ 2,658	\$ 20,562	16.8%
Balance	\$ 11,276	\$ (15,975)	\$ 14,936	\$ 23,259	\$ 46,884	\$ 13,641	\$ 16,319	\$ 16,036	\$ 8,373	\$ 7,585	\$ 33,873	\$ 33,873	\$ (30,588)	\$ 17,080	\$ 8,005	\$ 6,944	\$ 9,384	\$ 41,413	
Transfer to Special Projects													\$ 5,900.00	\$ -	\$ -	\$ -	\$ -	\$ -	
Balance after Transfer													\$ (36,488)	\$ 17,080	\$ 8,005	\$ 6,944	\$ 9,384	\$ 41,413	
Beginning Fund Balance	\$ 168,384	\$ 179,660	\$ 163,685	\$ 178,621	\$ 201,880	\$ 248,764	\$ 262,405	\$ 278,724	\$ 294,760	\$ 303,133	\$ 262,405	\$ 235,947	\$ 296,278	\$ 296,278	\$ 313,358	\$ 321,363	\$ 328,307	\$ 296,278	
Ending Fund Balance	\$ 179,660	\$ 163,685	\$ 178,621	\$ 201,880	\$ 248,764	\$ 262,405	\$ 278,724	\$ 294,760	\$ 303,133	\$ 310,718	\$ 296,278	\$ 269,820	\$ 259,790	\$ 313,358	\$ 321,363	\$ 328,307	\$ 337,691	\$ 337,691	
Capital Outlays													\$ 36,500	\$ -	\$ 4,900	\$ -	\$ -	\$ 4,900	13.4%

Solid Waste Fund Balance Report

	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 ADJ Totals	2020-21 ADJ Totals	2021-22 ADJ Actual	2022-23 Jul Actual	2022-23 Aug Actual	2022-23 Sep Actual	2022-23 Oct Actual	2022-23 ADJ Actual	2023-24 Budget	2022-23 Jul Actual	2022-23 Aug Actual	2022-23 Sep Actual	2022-23 Oct Actual	2022-23 Actual	
Revenues	\$ 125,906	\$ 126,015	\$ 127,783	\$ 132,040	\$ 137,997	\$ 138,817	\$ 12,578	\$ 11,723	\$ 11,792	\$ 11,963	\$ 125,653	\$ 157,572	\$ 11,606	\$ 13,288	\$ 13,055	\$ 13,814	\$ 51,763	32.9%
Expenses	\$ 110,947	\$ 120,847	\$ 126,446	\$ 127,502	\$ 122,540	\$ 146,737	\$ 12,237	\$ 13,030	\$ 13,273	\$ 13,091	\$ 156,019	\$ 155,500	\$ 12,815	\$ 13,372	\$ 14,091	\$ 13,841	\$ 54,119	34.8%
Balance	\$ 14,959	\$ 5,168	\$ 1,337	\$ 4,538	\$ 15,457	\$ (7,920)	\$ 341	\$ (1,307)	\$ (1,481)	\$ (1,128)	\$ (30,366)	\$ 2,072	\$ (1,209)	\$ (84)	\$ (1,036)	\$ (27)	\$ (2,356)	
Beginning Fund Balance	\$ 17,376	\$ 32,335	\$ 37,503	\$ 38,840	\$ 43,378	\$ 58,835	\$ 50,915	\$ 51,256	\$ 49,949	\$ 48,468	\$ 50,915	\$ 20,549	\$ 20,549	\$ 19,340	\$ 19,256	\$ 18,220	\$ 20,549	
Ending Fund Balance	\$ 32,335	\$ 37,503	\$ 38,840	\$ 43,378	\$ 58,835	\$ 50,915	\$ 51,256	\$ 49,949	\$ 48,468	\$ 47,340	\$ 20,549	\$ 22,621	\$ 19,340	\$ 19,256	\$ 18,220	\$ 18,193	\$ 18,193	

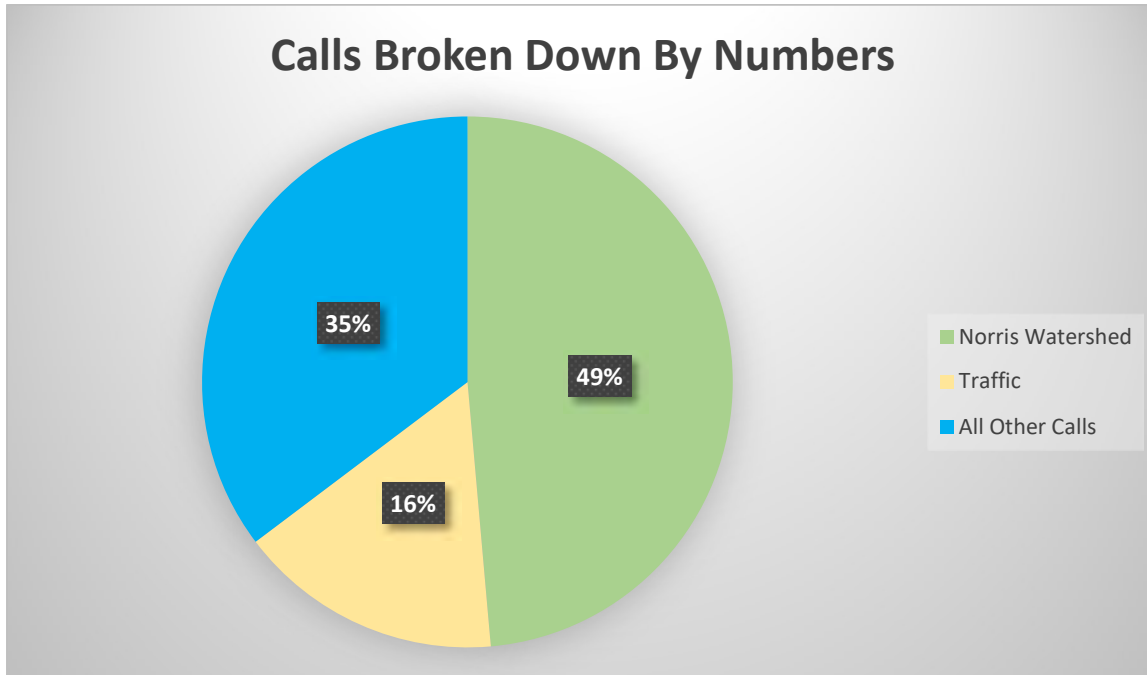
Water Works Fund Balance Report

		2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2022-23	2022-23	2022-23	2022-23	2022-23	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24
		Actual	Actual	Actual	ADJ Totals	ADJ Totals	ADJ Actual	Jul Actual	Aug Actual	Sep Actual	Oct Actual	ADJ Actual	Budget	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Actual		
Revenues																				
	<i>Water Billing</i>	\$ 381,232	\$ 388,739	\$ 378,048	\$ 455,106	\$ 507,434	\$ 484,052	\$ 43,590	\$ 42,108	\$ 84,721	\$ -	\$ 521,523	\$ 529,000	\$ 47,818	\$ 47,769	\$ 50,094	\$ 50,390	\$ 196,071	37.1%	
	<i>Sewer Billing</i>	\$ 367,719	\$ 395,322	\$ 398,576	\$ 420,373	\$ 418,523	\$ 425,397	\$ 35,096	\$ 34,115	\$ 78,329	\$ -	\$ 493,633	\$ 510,700	\$ 42,896	\$ 42,896	\$ 47,428	\$ 43,000	\$ 176,220	34.5%	
	<i>Water Works Charges</i>	\$ 227,286	\$ 119,471	\$ 47,681	\$ 46,446	\$ 43,576	\$ 53,837	\$ 425	\$ 240	\$ 3,040	\$ -	\$ 22,569	\$ 1,660,043	\$ 6,162	\$ 744	\$ 1,926	\$ 3,408	\$ 12,240	0.7%	
	<i>Interest Income</i>	\$ -	\$ -	\$ 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Revenues		\$ 976,237	\$ 903,532	\$ 824,307	\$ 921,925	\$ 969,533	\$ 963,286	\$ 79,111	\$ 76,463	\$ 166,090	\$ -	\$ 1,037,725	\$ 2,699,743	\$ 96,876	\$ 91,409	\$ 99,448	\$ 96,798	\$ 384,531	14.2%	
Expenses																				
	<i>Admin & General</i>	\$ 243,235	\$ 256,466	\$ 245,752	\$ 254,371	\$ 245,123	\$ 186,711	\$ 40,726	\$ 22,379	\$ 46,361	\$ 16,075	\$ 276,417	\$ 299,645	\$ 24,468	\$ 24,948	\$ 26,691	\$ 61,607	\$ 137,714	46.0%	
	<i>Customer Billing</i>	\$ 12,485	\$ 10,132	\$ 10,028	\$ 13,996	\$ 11,335	\$ 12,849	\$ -	\$ 5,547	\$ 241	\$ -	\$ 16,453	\$ 20,000	\$ 14,765	\$ 2,383	\$ -	\$ -	\$ 17,148	85.7%	
	<i>Wastewater Treatment & Disposal</i>	\$ 150,560	\$ 154,273	\$ 171,334	\$ 172,800	\$ 175,163	\$ 154,499	\$ 24,087	\$ 20,364	\$ 12,795	\$ 16,916	\$ 196,258	\$ 213,928	\$ 18,587	\$ 31,386	\$ 28,540	\$ 19,620	\$ 98,133	45.9%	
	<i>Wastewater Collection</i>	\$ 27,289	\$ 40,072	\$ 31,649	\$ 29,325	\$ 34,139	\$ 177,102	\$ 4,371	\$ 1,445	\$ 1,783	\$ 3,023	\$ 50,248	\$ 886,962	\$ 1,001	\$ 22,999	\$ 4,423	\$ 7,479	\$ 35,902	4.0%	
	<i>Water Transmission & Distribution</i>	\$ 62,172	\$ 91,786	\$ 79,648	\$ 61,579	\$ 95,431	\$ 108,268	\$ 4,891	\$ 4,301	\$ 7,197	\$ 9,856	\$ 59,283	\$ 184,037	\$ 2,921	\$ 5,379	\$ 12,812	\$ 30,662	\$ 51,774	28.1%	
	<i>Water Purification</i>	\$ 106,751	\$ 106,384	\$ 118,451	\$ 111,894	\$ 108,789	\$ 122,416	\$ 23,277	\$ 13,652	\$ 16,653	\$ 16,398	\$ 213,445	\$ 302,532	\$ 17,325	\$ 25,516	\$ 13,526	\$ 13,356	\$ 69,723	23.0%	
Total Expenses		\$ 602,492	\$ 659,113	\$ 656,862	\$ 643,965	\$ 669,980	\$ 761,845	\$ 97,352	\$ 67,688	\$ 85,030	\$ 62,268	\$ 812,104	\$ 1,907,104	\$ 79,067	\$ 112,611	\$ 85,992	\$ 132,724	\$ 410,394	21.5%	
Balance		\$ 373,745	\$ 244,419	\$ 167,445	\$ 277,960	\$ 299,553	\$ 201,441	\$ (18,241)	\$ 8,775	\$ 81,060	\$ (62,268)	\$ 225,621	\$ 792,639	\$ 17,809	\$ (21,202)	\$ 13,456	\$ (35,926)	\$ (25,863)		
Depreciation		\$ 90,000	\$ 94,008	\$ 95,000	\$ 98,000	\$ 104,004	\$ 107,316	\$ 9,080	\$ -	\$ 5,264	\$ 300	\$ 32,374	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -		
Operating Available Flow		\$ 283,745	\$ 150,411	\$ 72,445	\$ 179,960	\$ 195,549	\$ 94,125	\$ (27,321)	\$ 8,775	\$ 75,796	\$ (62,568)	\$ 193,247	\$ 692,639	\$ 17,809	\$ (21,202)	\$ 13,456	\$ (35,926)	\$ (25,863)		
Beginning Fund Balance		\$ 221,657	\$ 505,402	\$ 655,813	\$ 728,258	\$ 908,218	\$ 1,103,767	\$ 1,197,892	\$ 1,170,571	\$ 1,179,346	\$ 1,255,142	\$ 1,197,892	\$ 1,391,139	\$ 1,391,139	\$ 1,408,948	\$ 1,387,746	\$ 1,401,202	\$ 1,391,139		
Ending Fund Balance		\$ 505,402	\$ 655,813	\$ 728,258	\$ 908,218	\$ 1,103,767	\$ 1,197,892	\$ 1,170,571	\$ 1,179,346	\$ 1,255,142	\$ 1,192,574	\$ 1,391,139	\$ 2,083,778	\$ 1,408,948	\$ 1,387,746	\$ 1,401,202	\$ 1,365,276	\$ 1,365,276		
Capital Outlays													\$ 972,140	\$ 625	\$ 23,635	\$ 9,511	\$ 16,706	\$ 50,477	5.2%	

Drug Control Fund Balance Report

	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2023-24	2023-24	2023-24	2023-24	2023-24
	Actual	Actual	Actual	ADJ Totals	ADJ Totals	Actual	Actual	Budget	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Actual
Revenues	\$ -	\$ -	\$ -	\$ 71	\$ 34	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Balance	\$ -	\$ -	\$ -	\$ 71	\$ 34	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Beginning Fund Balance	\$ 1,459	\$ 1,459	\$ 1,459	\$ 1,459	\$ 1,530	\$ 1,531	\$ 1,531	\$ 2,531	\$ 2,531	\$ 2,531	\$ 2,531	\$ 2,531	\$ 2,531
Ending Fund Balance	\$ 1,459	\$ 1,459	\$ 1,459	\$ 1,530	\$ 1,564	\$ 1,531	\$ 2,531	\$ 2,531	\$ 2,531	\$ 2,531	\$ 2,531	\$ 2,531	\$ 2,531

To: Adam Ledford, City Manager
 From: Mike Poole, Chief
 Subject: October Monthly Report
 Date: November 6th, 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	39	Disabled Vehicle	3
Traffic Stops	13	Suicidal Person – Emotionally Disturbed	4
Watershed Patrols	157	Deceased Resident	1
Fire Response	1	Vandalism	1
Assist E.M.S. / Fire	13	Overdose	1
Assist Public	4	Disturbance	2
Traffic Complaint / Hazard /control	11	Theft	2
Welfare Check	6	Burglary in Progress (False Call)	1
Animal Complaint	9	Threats	1
Follow up investigations	9	Noise Complaint	2
Firearms Complaint	1	Trespassing	1
Alarm – Burglar	7	Suspicious Person/vehicle/Activity/Prowler	17
City Ordinance Violations	5	Civil Matter	1
Fire Alarm Response	2	Missing Adult	1
Assist other Police Agency	1	Other Agency BOLO	1
Motor Vehicle Accidents	6	Community Event	3

In the month of October, the Norris Police Department had documented a total of 633 Calls for service. Of the 633 Total entries, 170 came in by complainant or were self-initiated and required some type of police action.

- Officers conducted a total of 126 Patrols and 27 property checks in and through the Norris Watershed. An additional 4 calls for service were answered. This accounted for a total of 157 calls for service and 46.67 Total hours spent in or on the Norris Watershed.
- The Norris Rifle Range annual membership ended September at 560, which is up 10 permits from last year (2022-2023).
- Norris Police Department assisted with 4 community events during the month of October. One 5k run event, our annual Open House, the Trick or Treat Trail, and the Halloween Event.
- At the time of this report, I have made a number of attempts to contact the winning bid for the side by side. They have failed to return phone calls and at this point I have had no contact with the agent over our case.
- I am continuing to work with the Assistant City Manager to address several ordinance violations. Some have been resolved, others have visible signs of progress and appear near completion. There are a few new violations I have received and started on. I will follow up on those in the weeks to come.
- The Norris Police Department had its annual Open House on October 20th. It was a successful event with a good citizen turnout. Special thanks to the Citizens for Norris Police and Fire for sponsoring food.
- The last of the Norris Police Department attended Crisis Intervention Training. This is a 40 Hour class targeted at de-escalation techniques. We can proudly say that our entire department has now had this training, going above and beyond what is required by the state.

Mike Poole
Chief of Police



Monthly Fire Report

To: City Manager

From: Rick Roach (Fire Chief)

Date: 10/31/2023

The Norris Fire Department has issued a city-wide burn ban on all outdoor burning. The current weather conditions, leaf litter on the ground, and wind gusts are the perfect ingredients for any fire to get out of hand. Numerous fire agencies are currently battling a large wildland fire near the City of Rocky Top with minimal containment.

The Norris Fire Department was measured on November 6th for their wildland gear that the City of Norris residents so graciously made possible through their donations. This gear will preserve the firefighters' structure gear, which is costly to replace, and offers the firefighters dexterity and mobility to combat such a dynamic fire event.

The Norris Fire Department was dispatched to 29 medical calls, 4 fire alarms, 2 vehicle crashes, and 1 traffic hazard, (downed tree).

The Norris Fire Department has concluded its Basic 64-Hour Firefighter Training course with all recruits graduating. The 3-month course gave the recruits the basic knowledge to continue their quest for state certification.

Rick Roach
Norris Fire Chief

To: Norris Water Commission Board

From: Tony Wilkerson, Waterworks Superintendent

Date: October 16, 2023

RE: Superintendent Report

1. **Water Pumped MG/Sold/% loss**—See attached
Sold to ACWA: Alley-635,100/Alley Road-337,700/Res.1,211,300- each location
2. **Water Budget**-see financial reports thru 2023
- a) **Rainfall** September 2023 - "_"-YTD:" Source ok presently-
3. **Operations Building:** clean

- 4 . **WWTP-Non-Compliance-VIOLATIONS**—(NO VIOLATIONS)- In the month of September 2023
 - a. -Reports-Monthly to TDEC-(3 monthly-12 hours)
 - b. Dailey Inspections (84 points to inspect) and Operations
 - i. Recorded Dailey on Log Book and Computer
 - c. **WWTP-Training**-Adam Roberson
 - d. **Press Sludge**-__5_ times this month.
 - e. **Supernatant**- _2___ times
 - f. **Pumped Aeration to Digester**-_11___times mth
 - Tons of sludge hauled-
 - Rain:- 3.27 " at STP
 - Ferm Zone-Dailey mixing/logging
 - Ground Maintenance-weekly
 - 9-9-2023-Power Failure-Tree Fell-single phase-CUB restored power-OT-required-Sunday

5. **WTP-Water Plant:**
 - a. -Reports-Monthly-to TDEC completed (5 monthly-12 hrs)
 - b. -Dailey Inspections conducted (7 days a week) morning-evening inspection (52 points of inspection each time entered the plant)
 - c. Dailey Testing conducted morning /evening
 - i. Record Dailey on Log Book and Computer
 - d. – Samples- Bacteriological ,Lagoon and quarterly Samples collected
 - e. -Backwashed Filters-__1__ this month-Requires 6 hours each BW. (coating)
 - i. -Xan Ridenour-is training in the operations of the WTP
 - f. Ground Maintenance -weekly
 - g. High Service Pump #2-NWC Team assisted Tennessee Associated Jeff Brown with repacking the Pump-monitored after.

7. Distribution System:

- a. -Read Meters/Rereads-4 day
- b. b.-Bact Samples-Collected 2-regular
- c. c.-Spring – checked 6 times this month
 - a. Ground Maintenance
- d. -Service Calls- for the month of September 2023 _____ Qty
- e. Ridgeway Road -water line break-OT required-8"x4" tee and 4" line abandon-and some galvanized line eliminated-500'
- f. Dairy Pond Road-eliminated (2) galvanized service lines and 1 ¼" galvanized supply line-
Eliminated galvanized water line leaking under the road
- g. Dairy Pond-dressed up areas
- h. Water main breaks: Ridgeway-8"x4" Tee and 4" GV-OT required
Deer Ridge-6" cast iron -OT required -Sat
Pine Road-4" cast iron split

8. Flushing Program: NWC Team flushed -Orchard Road, Oak Road-Pine Road - Ridgeway Road-
Deer Ridge Road- all fire hydrants-Dairy Pond Road-service line

9. Sewer Collection System:

- Sewer Stoppages _____ Qty

Old Business:

0-1: WTP-Telemetry/Tank Project: *Supt Wilkerson reports Tennessee Associated* is making progress with the installation of needed wires in conduit connecting from relays to SCADA and installation of a new telemetry box at the Reservoir Tank, along with electric connections. T/A will be back on-site the week of October 16, 2023 and projected to be ready to start operating wirelessly. Supt. Wilkerson will report back in the month of November 2023.

0-2: WWTP: Update on the following Directors Order/ City Council Update, CCI up-date-Open for Discussion /Also see #4 Supt Report

0-3: Distribution System: See #7 in Supt Report

0-4: Collection System: See #9 Supt Report and

- NWC Staff visited 79 residents with Private identified Issues/NWC will need to re-smoke some areas identified
- NWC is reviewing Public Identified issues-NWC side

0-5: Cross Connection: (RPBP)

- Failed-(1)-Done repaired -Customer
- Follow up Required: Zero
- Invoiced: 8 Customers
- Inspection Reports filed-15

0-6: Galvanized Pipe replacement/Eliminate Projects

Dairy Pond service line-Completed

Ridgeway Road-eliminated old service line

Next Projects Upcoming: Oak Road Pool Line-West Norris Road service line

- UPDATE REQUEST from TDEC: Supt. Wilkerson completed Lead Service Line -Status Update Request Oct. 16, 2023-per EPA 40 CFR/141.86. **(Method-Completed -Questions-In Progress-Not Started) NWC IS -IN PROGRESS**, Final inventory is required to be developed and submitted to TDEC no later than Oct. 16, 2024
- Visual Inspections are being conducted by NWC Team-It definitely will be time consuming and consist of manually hand digging/machine digging some service lines to identify

0-7: SB845 TN Board of Utility Regulation

0-8: Review of Policies & Procedures Update: City Mgr.

Utility Bill Adjustments

Disconnections

Bad Debit

Deposits/Service Connections

0-9: Wastewater Regionalization Study

0-10: Norris Dam State Park Contract Services-Wastewater Plant (2 yr contract)

0-11: Capitol Equipment Discussion: Mini – Excavator/Skid Steer/Jet Machine

0-12:Norris Dam State Park-water line Improvements-

NEW BUSINESS:

N-1: Employee-Headcount Change

NORRIS WATER COMMISSION Unaccounted for Water Report July2023-June 2024

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	8,067,000	6,329,600	653,400	5,000	580,000		31,600	472,400	5.86%	798
August	8,644,000	7,391,800	714,200		505,000		8,900	24,100	0.28%	798
Sept.	7,382,000	6,372,700	576,400		425,000		0	7,900	0.11%	798
Oct.								0	#DIV/0!	
Nov.								0	#DIV/0!	
Dec.								0	#DIV/0!	
Jan.								0	#DIV/0!	
Feb.								0	#DIV/0!	
March								0	#DIV/0!	
April								0	#DIV/0!	
May								0	#DIV/0!	
June								0	#DIV/0!	
Total	24,093,000	20,094,100	1,944,000	5,000	1,510,000	0	8,900	504,400		

A	B	C	D	E	F	G	H	I	J
September	2023								
	West Norris Road-Valve								
	West Circle-Valve			50,000					
	Fire Hydrant/Deadend Flushing			200,000					
	Pine Road			75,000					
	22 Dairy Pond Road-1 1/4" Galv			50,000					
	Oak Road-F/Hyd			50,000					
	Total-----			425,000					

Tony Wilkerson
Superintendent



NORRIS WATER COMMISSION MEETING MINUTES

October 16, 2023

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

Secretary/Treasurer: Charles A. 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. **Approval of the Agenda:**
- III. **Hear the Public:** Kathy Wingo presented a request for an adjustment on her garden meter water bill related to a malfunctioning outside facet. The commission discussed if the request meets the standards for previous adjustments for altering the water portion based on use.

A motion was made by Will Grinder and seconded by Chuck Nicholson **to adjust the water portion of the bill by refunding 50% (fifty) percent of usage beyond annual average.**

The motion passing on a vote of 3 to 2 as follows:

Yes: Charles Nicholson, Will Grinder, Bill Grieve

No: Loretta Painter, Mayor Chris Mitchell

Dennis Day expressed he was in attendance to hear an update on the plans for the Carden Memorial later in the meeting.

Debra Sellars presented a request for an adjustment on her bill related to an outside hose. The commission discussed if the request meets the standards for previous adjustments for altering just the sewer portion based on use. No action was taken at this time.

IV. **Minutes**

1. **September 18, 2023 NWC Minutes**

A motion was made by Bill Grieve and seconded by Loretta Painter **to approve the September 18, 2023 meeting minutes including a minor amendment.**

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

Yes: Will Grinder, Loretta Painter, Charles Nicholson, Bill Grieve

Abstain: Mayor Chris Mitchell

V. Old Business

1. **Benny Carden Memorial**

Superintendent Wilkerson suggested the current metal sign be redirected from its current planned installation in the Norris Community Building, instead being potentially placed on Reservoir Hill and/or within the grounds of the water treatment plant. Additionally, he suggested a new smaller bronzed plaque be created and installed at the community building.

A motion was made by Charles Nicholson and seconded by Bill Grieve **to proceed forward and present to the council plans as laid out for installing the steel plaque at the water treatment facility and purchasing a bronzed plaque to be displayed at the Norris Community Building.**

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

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

2. **WTP/Telemetry**

Superintendent Wilkerson provided an update on his work to eliminate the phone line to support the SCADA system. The conversation did produce a recognized need to upgrade security at the small water tank.

A motion was made by Loretta Painter and seconded by Mayor Chris Mitchell **to direct Superintendent Wilkerson to present pricing for a plan to install a new chain-link security fence at the 250,000-water tank similar to the barbed-wire topped version securing the larger water tank and concurrently prepare pricing for cameras options at the same.**

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

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

3. **WWTP/Grants Update**

Superintendent Wilkerson had nothing to add beyond his written report.

4. **Water Distribution**

Superintendent Wilkerson had nothing to add beyond his written report.

5. **Collection System**

Superintendent Wilkerson reported that seventy-nine (79) residents had been contacted related to repairs identified by smoke testing. He indicated further work was ongoing to resolve questions on some outstanding locations and their ownership responsibility.

6. **Cross Connection**

Superintendent Wilkerson shared that annual testing was being conducted for a small fee. No major concerns to report.

7. **Water Line Inventory**

Superintendent Wilkerson reported that work continues on public locations and he is currently working to complete a required progress report for TDEC.

8. **SB845 New TN Board of Utility Regulation**

No new updates.

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

City Manager Ledford lead a review of policies planned for codification, presented an updated version after further conversation with Superintendent Wilkerson and Commissioner Nicholson.

A motion was made by Mayor Chris Mitchell and seconded by Charles Nicholson to **propose Ordinance 18-110 be amended to read as follows:**

“18-110. Reading of meters and billing date. (Water and Sewers)

All water meters shall be read monthly to the nearest one hundred (100) gallons and bills rendered on or as nearly as practicable to the tenth (10th) of each month, based on such reading. In the event of extreme weather conditions or other calamity, meter readings may be estimated based on the customer's average usage for the previous twelve (12) months. Any decision to issue a billing based on average usage will be made jointly by the waterworks superintendent and ~~secretary/treasurer~~ **city manager**, and billings will be noted "This billing is estimated based on customer average use." All bills shall be due and payable from and after the date such bills are rendered, at the office of the system, during the regular hours of business **or by online payment.** (1972 Code, § 13-301, as replaced by Ord. #529, June 2011, and Ord. #588, Dec. 2015)”

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

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

A motion was made by Loretta Painter and seconded by Mayor Chris Mitchell to **propose Ordinance 18-113 be amended to read as follows:**

“18-113. Discontinuance of service to delinquent customers. (Water and Sewers)

If any bill for water or sewer service remains past due and unpaid thirty (30) days after the initial billing, the city will send a delinquent customer notice. The water commission will disconnect delinquent customers after forty-three (43) days from the initial billing, and **the customer will** not be reconnected until all past due bills have been paid in full, together with a reconnection charge as defined in the fee schedule ordinance adopted by city council. It shall be the duty of the **waterworks** superintendent ~~of the system~~ to notify the operator of the system of such delinquency. The operator shall proceed to the premises of the user so in arrears and disconnect service. The arrival of the operator at the premises constitutes a charge to the delinquent customer. ~~If the customer desires to pay the bill at that time, a collection fee as defined in the fee schedule ordinance adopted by city council must be paid along with all other past due bills or the water service must be disconnected.~~ The **waterworks** superintendent ~~of the system~~ shall have discretion in instances where strict compliance is not enforced based upon knowledge of unique problems or circumstances of the residents involved; for instance, a death in the family or other hardship; ~~in the~~

~~absence of the superintendent, the secretary/treasurer shall have the same discretion.~~ (as added by Ord. #529, June 2011, and replaced by Ord. #588, Dec. 2015)”

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

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

A motion made by Charles Nicholson and seconded by Mayor Chris Mitchell **to propose a new Ordinance 18-125 to be created as follows:**

“18-125. Test fire hydrants. While the city will take responsible precautions, the city reserves the right to use or test fire hydrants without liability for any damage claims resulting from water discoloration, erosion, or chemical or other change that might be caused by such practice.”

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

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

A motion made by Charles Nicholson and seconded by Will Grinder **to propose a new Ordinance 18-126 to be created as follows:**

18-126. Leak adjustment policy. Whenever the Norris Water Department detects a meter that has an unusually high reading the department will conduct an investigation within five (5) working days to determine if the meter was misread. The Norris Water Department will then notify the customer either in person, or through other currently provided forms of communication informing them of a possible leak.

(1) When the Norris Water Department receives a complaint of excessive billing, the department will first determine if the meter was misread.

(a) If the meter was misread, the City Manager or Waterworks Superintendent may adjust the customer’s bill based on an average water and sanitary sewer bill of the last six (6) months in which no leak was recorded.

(2) If the City Manager or Waterworks Superintendent finds the excessive billing is due to the customer’s plumbing, an adjustment may be made under the following conditions:

Option 1

(a) The customer completes an application for adjustment.

(b) An excessive bill must be at least twice the last six months’ average.

(c) An excessive bill may be adjusted only twice in any twelve-month period, but the adjustments must be unique events/occurrences.

(d) The City Manager or Waterworks Superintendent was able to reasonably determine the water did not discharge into the sanitary sewer system.

(e) The City Manager or Waterworks Superintendent will have the meter inspected to see that the leak has been permanently repaired, and a letter be prepared by the customer stating the repair.

(f) The adjustment shall be for sanitary sewer only, and the amount of adjustment is determined by subtracting the average sanitary sewer bill of the last six (6) months in which no leak was recorded from the excessive bill for sanitary sewer service.

(g) The customer will not pay a late charge if the adjustment procedure delays payment past the penalty date.

(h) For purposes of complying with this section:

1. Customer's plumbing is defined as the portion of the water service extended and including the service line beyond the property's water meter.

2. Adjustments will not be approved for water usage contributed to hoses or undetermined purposes.

Option 2

(a) The customer completes an application for adjustment.

(b) An excessive bill must be at least twice the last six months' average.

(c) An excessive bill may be adjusted only twice in any twelve-month period, but the adjustments must be unique events/occurrences.

(d) The City Manager or Waterworks Superintendent will have the meter inspected to see that the leak has been permanently repaired, and a letter be prepared by the customer stating the repair.

(e) The adjustment shall be for water only, and the adjustment is determined by charging the bulk water rate for the requested bill.

(f) The customer will not pay a late charge if the adjustment procedure delays payment past the penalty date.

(g) For purposes of complying with this section:

1. Customer's plumbing is defined as the portion of the water service extended and including the service line beyond the property's water meter.

2. Adjustments will not be approved for water usage contributed to hoses or undetermined purposes.

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

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

10. **Wastewater Regionalization Study**

No update was provided.

11. **Norris Dam State Park – Contracted Services**

Superintendent Wilkerson shared NWC had been awarded the next two (2) year contract for services to the park at a rate of \$18,000 per year with additional consideration for hours outside of normal operation. This reflected an increase over the current annual contract of \$11,000.

12. **Commission Training Requirements**

Commissioner Nicholson reminded the commission that training was scheduled for Monday, October 24.

VI. **New Business**

1. **Application of Adjustments**

City Manager Ledford reviewed the action to adjust a bill during last month's meeting and the conflict it presented with written historical precedent. He expressed that, if properly codified, he would be compelled not to comply. The consensus stressed the importance of understanding the commissions' role in appeals and assuring a new policy was properly codified.

VII. **Reports**

1. **Superintendent Report:** The report is herein attached as part of these minutes.
2. **September Financial Report:** The report is herein attached as part of these minutes.
3. **September Unaccounted-for Water Report:** The report is herein attached as part of these minutes.

VIII. **Adjournment: 8:11 p.m.,** Motion by Bill Grieve and seconded by Loretta Painter to adjourn, All: AYE

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

Community building Maint.	38
Public Works Building Maint.	36
Public Safety Building Maint.	0
McNeeley Building Maint.	33
Lions Pavilion & Gazebo	2
Equip. & Vehicle Maintenance	22.5
Watershed, Rifle Range, Trash & Litter	114.5
Street and Roads	13.5
Mowing	60.5
Sidewalks	56.5
Leaf Collection	115
Brush Pickup, Pruning, Mulching, Tree Work	39
Drainage (Gutter/Basins) Maintenance	23
Eric Harold Park	1
Oak Road Park	2
Ridgeway Park	1
Town Clean Up/ garbage, Litter in Town	43
Animal control	20
Signs repair and replace	1
Tree Commission	0
Volunteer Fire Dept.	0
Overtime	0

Loads	
14	Leaves
30	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	59661	663	2005 Ford F150	N/A
2013 Chev	54237	406		
2005 Dump	56810			
2023 Dump	2614	n/a		

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) Ac unit repaired
- c) Drain For Ac unit repaired

3 McNeeley Municipal Building

- a) Weekly cleaning
- b) Box and conduit removed under desk
- c) Blew leaves
- d) Museum sheetrock repair

4 Lion's Pavillion and Gazebo

- a) Trash in trash cans picked up weekly

5 Vehicles and Equipment

- a) Monthly checklist performed
- b) Hose for tractor

6 Public Works Building

- a) Weekly cleaning
- b)

7 Public Safety Building

a)

7 Drainage

- a) Cleaned as needed
- b) Unstopped drainage

8 Streets / Sidewalks / Right of Ways

- a) Leaf pick up
- b) Pot hole patching
- c) Sidewalk repairs on West Norris Rd and Dale
- d) Bridge repaired on Dairypond
- e) Installed new speed limit sign on East Norris Rd.

9 Parks

- a) Monthly checklist performed
- b) Leafs blown

10 Watershed

- a) Removed large tree off Clear Creek trail
- b) Signs installed for hunt and removed after
- c) Unlocked gates that board requested for hunt Rifle Range
 - 1) Closed for hunt 10/13 thru 10/24 for hunt
 - 2) 10/12, 2 boards
 - 3) 10/26 , 2 boards and 7 post installed

11 Brush Dump

1)

12 Animal Control

- a) Animals fed in the morning daily and walked if needed
- b) Two dogs came in, ower picked up 1 the other adopted
- c) two kittens left in shelter a cat and kitten were adopted

13 Comments:

Norris Recreation Commission Meeting October 17th, 2023

NRC Members: Lisa Higginbotham (1/26), Brianne Kibler (5/26), Elizabeth Mason (1/27), Sarah Miceli (1/25), Kathie Murphy (8/2025), Chuck Nicholson (12/24), Chris Mitchell (12/24)

Members in Attendance: Chris M, Kathie M, Brianne K, Chuck N, Sarah M

Members Not in Attendance: Elizabeth M, Lisa H

Guests: Bailey Whited, Pam Turner, Loretta Painter

Call to Order: 7:01 p.m.

Approve Minutes: Kathie (motion to approve), Chuck (2nd) minutes approved as written

Old Business:

1. City Council Update: Open discussion of Bailey being the Parks and Rec Director. (handout of job description distributed) Brianne: excited to have a liaison between Parks and Rec and the City and more accountability, would like a park walk-through with Bailey. Chuck: would like to know Bailey's qualifications (Bailey responded with his experience in the City office with employees and previous involvement in Parks and Rec projects, also interested in certifications/classes in the future). Chris M. supports Bailey training and expects it. Chris M: does Bailey have concerns? (Bailey does not). Bailey also intends to attend Rec Comm meetings regularly. No ordinance change seems to be necessary at this time. Motion will likely be made at next Council meeting to add this to Bailey's position. Chris M proposes a motion be made to take the recommendation to Council to add this to Bailey's job: Sarah (1st) Brianne (2nd) all in favor.
2. City of Norris Park & Rec 10 Year Plan (Community Development Partners): Andreas has not been able to have the individual meetings with the stakeholders and wants to push those back. 2nd meeting dates were given to Andreas, but she will not be able to meet those deadlines due to other projects and wants to have the meeting after the new year. Chirs M. reached out to the company and let them know the project may be in jeopardy. Brianne and Chuck to speak with Evan Sanders on 10/18/23 to address our concerns.
3. Update on Capital Improvements (Adam Ledford) Bailey: budget sheets handed out to the group and were discussed. Brianne: would like to get a monthly itemized printout again.

Any other things we can accomplish in the meantime? Eric Harold items were deferred, Oak Road pavilion pushed back due to weather/season (to be completed by April), gym floor on hold for now, Chris M would like to match up due date of April for Eric Harold pavilion to be on par with Oak Road (April). Perhaps we could do the kiosks in the meantime (Chris L to connect with Will Grinder as a possibility build those- maybe with Lions Club support).

4. Update on NRC Donation Perpetual Fund (Tennis Facility, etc) (Adam Ledford): deferred until audit group finalized audit.
5. Norris Lions Club Workday: Deferred – City will leaf blow the area for the Halloween Trail. Bailey to follow up to make sure the cleaning gets done by the morning of 10/28/23.
6. Norris Disc Golf Update: nothing to update (sold equipment money to go back to the NRC) Bailey working on
7. Pickleball Updates: talks of a tournament amongst pickleball weekly players. Saturday group is growing.

8. Adopt a Park Program: Brianne explained the idea of this program to Bailey.
9. Fundraising Ideas: Can we actually fundraise and take donations? Can we ask for donations vs saying we are accepting donations? Can we advertise this? (ex. Tennis court) Bailey will look into the specifics of what we can and cannot do.
10. Norris Recreation Commission Charter Review: Bailey looking into charter wording regarding fundraising/donation requests.
11. Halloween Trail- Time, Tickets, Food Truck: 28th: All tickets on Eventbrite have sold out.. 415 youth tickets are reserved. If anyone didn't get a ticket, they can be told to come at the 5:40p time slot. Brianne ordered signage that can be reused. We need people for parking duty. Brianne has a few ideas of people to use – but does not want to use Zac and Rachel for parking. 2 food trucks pending approval (smaller food trucks) 5 high schoolers coming + Mike McGee. Will arrange a rain date of Sunday same time. Abby will do the balloon arch on Friday and store it at the Community Building.
12. Halloween on the Commons: will happen per usual.
13. Park: Spencer Boardman was not in attendance. At prior Creamery Park Workshop, Commission requested Spencer to provide a revampe, downsized plan at a lower cost, and options to add other things at a later date. A trimmed down version. Brianne feels prepared to move forward but would like a motion to include language about donations and what comes out of the NRC budget. Donated funds should offset what the funding NRC is contributing. Chris M: NRC should give towards the intent of the park but the rest should come from donations. Chuck would like to make a motion to propose certain elements be installed quickly and leave off the arch for now. We need a dollar limit on NRC funding of the project. Concrete pad, knee walls, 2 wayside signs, 2 donated benches and installation of benches \$10,000 proposed, less any donated funds. Chuck (1st) and Sarah (2nd) motion approved.

New Business:

1. Resignation, New Members: Abby Nichols (resigned), Chris Lawson (resigned), Lisa Higgenbotham (new), Elizabeth Mason (new)

Meeting adjourned: 8:20 pm

Next Meeting Date: November 21, 2023



NORRIS WATERSHED BOARD MINUTES

October 19, 2023

The following members were present:

Chairperson: Ralph Jordan	Present	3yr. Term Expiration – 6/2024
Member: Robin Sain	Present	3yr. Term Expiration – 1/2026
Member: Allen Hendry	Present	3yr. Term Expiration – 1/2026
Member: Gene Lane	Present	3yr. Term Expiration – 1/2025
Member: Dennis Yankee	Absent	3yr. Term Expiration – 6/2024
Member: OPEN	Absent	2yr. Term Expiration – OPEN
Member: Bill Grieve	Present	City Council Representative

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 by Allen Hendry and seconded by Gene Lane **to approve the minutes of the August 16, 2023 meeting while correcting minor spelling issues.**

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

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

Abstain: Robin Sain

III. Hear the Public:

Loretta Painter suggested the board consider moving the time for meetings to later in the evenings.

Doug Holder representing Knoxville Track Club presented final plans for their proposed race including a path through the watershed during the first weekend of November.

A motion was made by Allen Hendry and seconded by Bill Grieve **to approve the event on the first Saturday of November 2023.**

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

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

Stephanie Wells presenting plans for the 2024 poker run in April.

A motion was made by Bill Grieve and seconded by Robin Sain **to approve the event for April 27, 2024 along with the proposed makeup date the following weekend.**

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

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

Trent Ellen, Park Ranger for Norris Dam State Park, shared concerns surrounding recent hunting blinds and recovery practices from hunters using the watershed. In response to his concerns, Ralph Jordan extended an invitation to attend next year's hunt raffle to educate hunters about the rules associated with crossing into the Park.

IV. New Business

- **Evasive Species Plan** – The board reviewed current scheduling options and determined it was too late to spray for the fall season. A review of issues related to testing and the need to test for herbicides was weighed against TDEC's suggestion that such test was unnecessary. A tentative plan was to include spraying as part of the Spring season workplan.
- **Boundary Trail Tree Removal** – A report on 3 trees recently removed based on condition of tree and proximity to neighboring structures was provided by Ralph Jordan. He was encouraging the development of a policy and form to handle future request.
- **Halloween Trail Treat Station** – Ralph Jordan lead consideration for the board's involvement in the upcoming community Halloween trial. As a scheduling issue for board members became apparent, no action was taken to plan for involvement in the event for 2023.
- **Gate Closures** – City Manager Ledford reported on recent issues related to dates the watershed is closed for scouting, but the rifle range remains open.

A motion was made by Allen Hendry and seconded by Gene Lane **to modify the closing for the hunts to include the rifle range on scout days.**

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

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

- **Cleanup Day** – The board discussed scheduling a cleanup event. The event was tentatively set for the Spring season.

V. Old Business

- **Cleark Creek Springhead** – Ralph reported he and the contractor had been missing each other, but he would be moving forward with arranging the removal of 3 approved trees. It was further discussed and decided not to continue with monthly discussions on plans for an enclosure.
- **Clear Creek Parking Area/Stream Bank Stabilization** – Joe Feeman informed the board he was still working on a proposal for this issue with 2 different source points.

VI. Reports

- **Financials** – Adam Ledford provided a brief review of September financials.
- **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. He further presented plans for a future timber sale.

VII. Adjournment

Motion by Bill Grieve and seconded by Gene Lane to adjourn at 6:17 p.m., All: AYE

Norris Animal Shelter Commission

October 18, 2023

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

Members present: Lee Borgers, Maggie Sheehy, Hannah Lawson, Debbie Grinder, Leesa Campbell

Public Present: Lindsay Shaw

Meeting called to order at 7:00 pm

Hear the public: none

Approval of minutes: Debbie moved to accept as written, Maggie seconded. Motion passed.

Shelter Report: *Maggie*

Cats:

3 kittens- Nora, Jelly Bean, and Cricket (grey kittens), will be spayed on the 24th and get their last shots.

Kiwi- only male kitten, is now in Atlanta, living his best life. His new owner leaves "Cat TV" on for him when he is left at home.

Queen Honey Bee- FIV neg, about 4 years old and already spayed. She doesn't like soft food or the kittens, she is very confident in her importance.

Dogs:

Huskies- picked up on Butternut, went home tonight

Little Bit- Remi- currently being fostered. Possible Mtn Feist or Rat Terrier, very sweet and friendly. Did well at the animal blessing. Having a few accidents at the foster's house, may just be still adjusting. Slumdog may be interested in taking, they usually don't have very many small dogs.

Ranger- the sweetest dog, a 'big sweet lump'

Penny- public works got a call about a 'found' dog at the grist mill. When her microchip was scanned, it matched the number of the person who called to report her. There was no answer when they tried to call back. The dog had a ruptured tumor on her abdomen, was in such a bad condition the vet recommended euthanasia. Lindsay took several photos as evidence and forwarded them to animal control. The vet and the police department have also made reports. The owner's name is Erica Phillips, on Dabney Lane. She has had dogs in our care before, all in neglected condition. Maggie has warned Young Williams and surrounding shelters about her, if she tries to adopt more dogs, she will (hopefully) not be allowed.

Maggie reported that we received a donation of \$50 from Mrs. Hansard in honor of her mother. Maggie tried to send a thankyou note but it was returned.

Financial Report: We have received \$2,001 in donations and contributions this month. Year to date, our donations are \$3,060. We have paid out \$44 in veterinary costs, etc. From our yearly budget of \$6,000, we have \$5,606 remaining. We requested to have information about our perpetual account, but it was unavailable.

Old Business:

Bake sale- the sale was a terrific success! We raised \$1,896 from bake sale goods and tshirts.

Shelter service day and donation from Woodmen Life Insurance- the service day was cancelled due to illness but Jody still donated kitten and cat food, litter, and a new vacuum cleaner! If we can get another date scheduled, Maggie suggested the spider webs in the kennels be cleaned and some branches trimmed.

New Business:

New Member- welcome to Leesa Campbell, the newest member of the Animal Shelter Commission!

Halloween Trail- the trail will take place on Saturday, November 28, 2023. Set up begins at 9am, the trail will run from 3:30 to 6pm. Clean up will follow immediately at 6pm. Hannah will have the playground equipment at EHM Park covered with black trash bags and a tarp to make a spooky Haunted Dog House. Tracy and Lindsay will loan some bones to decorate the inside of the structure. Hannah will bring battery candles, various decorations, some large stainless steel dog bowls to fill with slimy touchable things and the resident skeleton dog. Lee has candy to contribute. Probably need about 400 pieces of candy. Tracy will bring some stuff to make a creepy fog to set the mood.

Winter Festival- the festival will take place on December 9, 2023, from 1 to 6pm. We may not set up for the entire time. Ricky Williams has volunteered to take photos. Matt Brummel's father will be Santa. Maggie has a chair for him to sit in. We still need a back drop. Maggie suggested wrapping boxes with wrapping paper and getting a tree to make the setting. We need everyone to loan any costumes/hats for the dogs to wear. Maggie will ask Ricky how much we should charge as suggested donation for the photos and find out exactly how the people will receive their photos. Lindsay has some reindeer antlers and will advertise for us in the Bulletin. We will continue to plan at our next meeting, November 15th.

Meeting date change- our November meeting date has been changed from November 20 to November 15, 2023 at 7pm.

Commission meeting adjourned at 7:40pm

Respectfully submitted, Hannah Lawson

City of NORRIS
COMMUNITY DEVELOPMENT BOARD
MEETING MINUTES: OCTOBER 26, 2023

Members Present: Will Grinder (exp.: Council Term), George Miceli (exp.: Mar 31, 2024), Laurie Templin (exp.: April 30, 2024), Lisa Barger (exp.: Sep.30, 2025), Blake Knight (exp. Nov 30, 2025) Charlie Murphy (exp.: Feb 28, 2026), Alex Munro (exp.: April 30, 2026)

Members Absent:

Location: Norris Community Building

Guest (s) in Attendance: Chris Mitchell

TOPIC	DISCUSSION/CONCLUSIONS	RECOMMENDATIONS/FOLLOW UP (Who/What/When)
Called To Order Time	6:00 PM	
Hear From the Public		
Approval of Minutes	- Reviewed and approved minutes from the previous meeting.	
Old Business	<p>**Norris Image Identification Project:**</p> <p>- The board discussed upcoming plans to potentially transition responsibility for the summer concert series to the city's Recreation Department and new Recreation Director. This would likely be voted on at an upcoming City Council meeting.</p> <p>- The board reviewed options for new welcome signs at the city's entrances, including location, materials, design, and estimated costs. The</p>	

City of NORRIS
COMMUNITY DEVELOPMENT BOARD
MEETING MINUTES: OCTOBER 26, 2023

TOPIC	DISCUSSION/CONCLUSIONS	RECOMMENDATIONS/FOLLOW UP (Who/What/When)
	<p>preferred option seems to be durable polyarmor signs with sandblasted lettering saying "Welcome to Norris" and "National Historic City."</p> <p>- The board will gather quotes for sign materials and installation. They will also explore options for repairing/replacing the stone base at the west entrance sign.</p> <p>**Concert on the Commons:**</p> <p>- Potential bands were discussed for the summer concert series, with decisions pending based on budget constraints. The board hopes to pencil in dates and bands over the next couple of months.</p> <p>- The board set its next meeting for Thursday, November 16 at 6pm, before the Thanksgiving holiday.</p>	
New Business		
Adjournment	- Meeting adjourned at 7:26 PM.	

Norris Little Theatre Board Meeting

October 19, 2023

Members Present:

Marlene Kibler
May Boardman
Loretta Painter
Vicki Smith
Cynthia Wyse – New Board Member

Guests Present:

Ann Lesar – Norris Historical Society
Larry Beeman – Norris Historical Society
Martin Hennessee – Play Director

The October Norris Little Theatre (NLT) meeting was called to order by Chair Marlene Kibler at 7:00 p.m.

- A motion was made by Loretta and seconded by Vicki to approve the August 10 meeting minutes as read. Motion carried. (There was no quorum in September.)
- May reported that City Council approved the contract with Martin Hennessee as the Director of our play, “Norris: Where I belong,” by Tony Branam.
- Marlene led a discussion about the play which included:
 - Lighting and sound – Martin will check on options.
 - Printing the script, program, and save-the-date cards.
 - Banner and logo for the Christmas parade (cost to Historical Society \$112.00)
 - Christmas event
 - Flyer for auditions – Martin will work on design for next meeting.
 - Dates for rehearsals and plays.
 - Ideas for promoting the play.
 - Getting a stage manager – May will check with Jim Hayes.
- Martin suggested that we meet more often to get the details for the play addressed.
- The next regular NLT meeting will be Thursday, November 9, at 7:00 p.m.
- There will be a Workshop on November 30 at 7 p.m.
- There will be a regular Board meeting on December 14 at 7 p.m.
- Loretta will inform the City office of these dates.
- May made a motion, seconded by Vicki, to adjourn the meeting at 8:20 p.m. Motion carried.
Meeting adjourned.

Submitted by May Boardman

October 2023

MINUTES
NORRIS PLANNING COMMISSION
October 2, 2023

Members Present: Joe Feeman: Chairman, Loy Johnson: Vice Chairman, Loretta Painter, Alex Munro: Secretary, Lisa Shirey and Mike Carberry

Members Absent: Chris Mitchell: Mayor

Others Present: Joe Deathridge: Chairman BZA, Bailey Whited, Assistant 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 – September 5, 2023

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

2. Business Items

Final Draft Amendments to the Norris Subdivision Regulations

Ms. Baldwin presented the final draft of proposed amendments to the Norris Subdivision Regulations. Discussion focused on establishing Concept Plat process, minimum Lot Frontage requirement and criteria for Flag Lots. Commission members agreed that the draft addressed their concerns and were satisfied with the final document. Following this discussion Mr. Munro made a motion to approve the Final Draft of Subdivision Amendments, seconded by Ms. Johnson. All present voted aye, motion carried.

Ms. Painter made a motion to schedule a Public Hearing of the Amendments to the Subdivision Regulations on November 6, 2023, seconded by Mr. Munro. All present voted aye. Motion carried.

3. New Business

Commission members briefly discussed required Building Setbacks in the FAR Zone District and TCA Title #14, Chapter #4. No action was taken.

Adjournment:

Mr. Munro made a motion to adjourn the Planning Commission meeting at 7:30, seconded by Ms. Johnson. All present voted aye. Motion carried.

Alex Munro, Secretary

Date