

**NORRIS CITY COUNCIL  
REGULAR MEETING  
September 11, 2023 – 6:00 p.m.**

Agenda

- I. Call to Order**
- II. Agenda Approval**
- III. Hear the Public**
- IV. Minutes/Notes**
  - a. Consideration of Approving August 14, 2023 Regular Meeting Minutes
  - b. Consideration of Approving August 14, 2023 Public Hearing Minutes
  - c. Consideration of Approving September 6, 2023 Special Meeting Minutes
- V. Old Business**
  - a. Update on Safe Routes to Schools Project
  - b. Update on SIA Sawmill Road Project
  - c. Update on Facilities Condition
    - i. Police and Fire Roof Repair/Replacement
  - d. Capital Outlay Note – Utility
  - e. Consideration of the Second Reading of Ordinance #659, entitled, “An Ordinance of the City of Norris, Tennessee, Amending the Annual Budget for the Fiscal Year Beginning July 1, 2023 and Ending June 30, 2024”
- VI. New Business**
  - a. Consideration of Resolution #10-2023, entitled, “A Resolution to Petition the Tennessee Department of Revenue to Adjust the Annexation Date Revenue for Annexed Businesses Within the City of Norris and Reimburse the City for Wrongly Transmitted Funds”
  - b. Consideration of the First Reading of Ordinance #660, entitled, “An Ordinance of the City of Norris, Tennessee, to Amend the Personnel Policy of the City of Norris”
  - c. Consideration of Going Out for Bids on 2023-24 Oak Road Park Pavilion Project
  - d. Consideration of Going Out for Bids on Law Enforcement Side-by-Side
  - e. Discussion and Consideration of Approving 2023 City of Norris Strategic Plan Goal Setting
  - f. Review and Consideration of Awarding Bids for 2023-24 Street Improvement Projects
  - g. Review and Consideration of Awarding Bids for 2023 Exterior Siding Installation Project at McNeeley Building
  - h. Consideration of Confirming Mayoral Appoints to City Boards, Commissions, and Committees
  - i. Consideration and Review of Benny Carden Memorials
  - j. Discussion and Consideration of Amending Funding Plan for Concert on the Commons
  - k. Discussion on Equipment Purchases/Leases for Multiple Department Needs
- VII. Department Reports**
  - a. City Manager
  - b. Police

- c. Fire
- d. Water & Sewer
- e. Public Works

**VIII. Bills Payable**

- a. Consideration of Fund Transfers

**IX. Minutes and Reports**

- a. Recreation Commission
- b. Watershed Board
- c. Tree Commission
- d. Animal Shelter Commission
- e. Community Development Board
- f. Little Theatre
- g. Planning/BZA
- h. Archives Board

**X. Adjourn**

**Norris City Council  
Regular Meeting**

**August 14, 2023  
6:00 p.m.**

**Minutes**

The regular meeting of the City Council of Norris Tennessee convened August 14, 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.

Mayor Mitchell distributed a transparency packet and discussed the contents of that packet. A stop work order pertaining to utility connections without the required permit(s) issued by the City of Norris Building Inspector for Covenant Life Church Solid Rock RV Park; a corresponding certified letter which was mailed on August 8, 2023 regarding a follow-up inspection that was conducted in June 2023 and possible disconnection of water meter if not in compliance within 7 days. Mayor Mitchell also discussed the partnership with Anderson County Water Authority (ACWA) and Clinton Utilities Board (CUB) on a State Water Infrastructure Grant. Community Development Partners, LLC will be submitting an application on behalf of the City of Norris for the grant for \$3.4 million dollars with a 5% match. This would be used to connect neighboring wastewater systems allowing the city to participate collectively on wastewater treatment needs. Mayor Mitchell acknowledged several people who worked together to get this accomplished, Councilmember Chuck Nicholson, Adam Ledford, City Manager and Tony Wilkerson, Water Superintendent.

**HEAR FROM THE PUBLIC**

Brianne Kibler reported several important upcoming events; Recreation and Parks regular meeting Tuesday, August 15, 2023 at 7:00 p.m.; Master Plan's first public meeting Thursday, August 17, 2023 at 6:00 p.m.; Summer Picnic on the Commons is Saturday, August 19, 2023 from 5:30-8:00 p.m.; and Tuesday, August 22, 2023 at 6:00 p.m., Public Workshop to discuss updates to Oak Road Pavilion and the new Creamery Park.

**MINUTES**

**APPROVAL OF THE JULY 10, 2023 REGULAR MEETING MINUTES** – Councilmember Painter made a motion to approve the minutes, and Councilmember Grinder seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter, and Mayor Mitchell voting “Aye.” Councilmember Nicholson abstained due him being absent during that meeting.

**OLD BUSINESS**

**SAFE ROUTES TO SCHOOL** - Mr. Whited reported they are in the process of getting the environmental side of the project re-evaluated and as soon as that is complete, he will be submitting the paperwork. The deadline is March 31, 2024.

**SIA SAWMILL ROAD PROJECT**- Mr. Ledford reported that last week the appraiser was supposed to have come and evaluate the property acquisition however, multiple phone calls were made, emails were sent but he received no response from them.

**UPDATE ON FACILITIES CONDITION** - Mr. Ledford reported in their packet was an accumulation of notes collected during a recent workshop. He stated he would recommend moving forward on the police and fire facility and reserve the McNeeley Building. Mayor Mitchell stated he wants those reports to come through the director's and presented back to Council with suggestions on what can be done and how to address on

the safety issues. Councilmember Grinder stated he feels that is appropriate. Councilmember Grieve made a motion to have a workshop on Wednesday, September 6, 2023 at 6 :00 p.m. Councilmember Grinder seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter, Nicholson and Mayor Mitchell voting “Aye.”

**CAPITAL OUTLAY NOTE** – No update.

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

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

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

#### **NEW BUSINESS**

**FIRST READING OF ORDINANCE #659, ENTITLED, “AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, AMENDING THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024.”** Councilmember Nicholson made a motion to approve the ordinance, and Councilmember Grieve seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter, Nicholson, and Mayor Mitchell voting “Aye.” Councilmember Painter made a motion to schedule a public hearing on September 11, 2023 at 5:45 p.m. and Councilmember Nicholson seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter and Mayor Mitchell voting “Aye.”

**RESOLUTION #9-2023, ENTITLED, “A RESOLUTION OF THE CITY OF NORRIS, TENNESSEE CITY COUNCIL TO DECLARE CERTAIN PROPERTY OWNED BY THE CITY TO BE SURPLUS TO THE CITY’S NEEDS AND DIRECTING DISPOSAL OF SAME.”** Councilmember Grieve made a motion to approve the resolution, and Councilmember Grinder seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Nicholson, Painter and Mayor Mitchell voting “Aye

**CONTINUED DISCUSSION OF FACILITIES AND DISCUSSION OF POSSIBLE NEEDS OF ADDITIONAL STAFF.** Mayor Mitchell discussed the needs of a workshop to discuss preventative maintenance for the city’s infrastructures. The purpose of this meeting is to help everyone understand the current scope and responsibilities of Public Works, the additional needs for monitoring and control of stormwater, monitoring and control over Recreation facilities and to determine if there are needs of additional staff assignments. Councilmember Grieve made a motion to schedule a special called workshop on Monday, September 11, 2023 at 4:30 p.m., to discuss the actions mentioned above Councilmember Grinder seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter, Nicholson, and Mayor Mitchell voting “Aye

**CONSIDERATION OF GOING OUT FOR BIDS ON 2023-24 STREET IMPROVEMENT PROJECTS CONSIDERATION OF GOING OUT FOR PROPOSALS ON 2023 EXTERIOR SIDING INSTALLATION PROJECT AT MCNEELEY BUILDING** - Councilmember Painter made a motion to approve the request of bids and proposals, and Councilmember Grieve seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter, Nicholson, and Mayor Mitchell voting “Aye

**CONSIDERATION OF CONFIRMING MAYORAL APPOINTMENTS TO CITY BOARDS, COMMISSIONS, AND COMMITTEES.** Mayor Mitchell made a motion to nominate Brianne Kibler to be re-appointed to the Recreation and Parks Board, and Councilmember Painter seconded. The motion passed unanimously by voice vote with Councilmembers Grieve, Grinder, Painter, Nicholson, and Mayor Mitchell voting “Aye.”

Mayor Mitchell received permission from Council to sign a document on behalf of Recreation and Parks receiving \$5000 from Anderson County Tourism. Mayor also mentioned he was working with them in regards to funding the Creamery Park. Council supports this project and Mayor Mitchell’s involvement. Mayor Mitchell received Council’s support on having formal discussions with TVA regarding funding of services we provide to their facilities.

**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** – Brianne Kibler reiterated the upcoming events.

**WATERSHED BOARD** – Councilmember Grieve reported the drawing for hunting permits was a great success. Councilmember Nicholson mentioned they are looking into marking historic sites on the watershed trails with QR codes to provide details of each site.

**TREE COMMISSION** – Councilmember Nicholson reported the new trees along Highway 61 in front of Covenant Church are doing great.

**ANIMAL SHELTER COMMISSION** –No report

**COMMUNITY DEVELOPMENT** – No report

**LITTLE THEATRE** – Councilmember Painter reported they continue working on the play for the City’s 75<sup>th</sup> Anniversary Celebration in 2024.

**PLANNING/BZA** – Joe Feeman reported they are working on subdivision regulations and service drive regulations.

**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.”

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Sandy Johnson, City Recorder

**APPROVED BY CITY COUNCIL**

September 11, 2023

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Chris Mitchell, Mayor

**Norris City Council  
Special Called Meeting  
Public Hearing**

**August 14, 2023  
5:30 p.m.**

**Minutes**

The special called meeting of the City Council of Norris Tennessee convened August 14, 2023 at 5:30 pm.

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

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

Meeting was called to order by Mayor Mitchell.

**A PUBLIC HEARING OF THE FOLLOWING ORDINANCES:**

**ORDINANCE #656, ENTITLED, AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, TO ESTABLISH NEW PURCHASING POLICIES.”**

**ORDINANCE #657, ENTITLED, “AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, TO AMEND TITLE (18) EIGHTEEN, WATER AND SEWER CHAPTER (1) ONE, WATER AND SEWERS SECTIONS 18-116, 18-118, AND 18-119, WATER AND/OR SEWER SERVICE TO BE INITIATED OR TERMINATED ONLY AUTHORIZED PERSONNEL, WATER AND SEWER SERVICE TO BE CHARGED FOR AS A UNIT, AND REPAIR AND MAINTENANCE SERVICES AND SUPPLIES AND CHARGES THEREFOR.”**

**ORDINANCE #658, ENTITLED, “AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, TO AMEND TITLE (4) FOUR, MUNICIPAL PERSONNEL, BY REPEALING CHAPTER (4) FOUR, SEXUAL HARASSMENT AND SECTION 4-204, WORKPLACE HARASSMENT OF CHAPTER (2) TWO.”**

The public hearing was closed and meeting adjourned at 5:45 p.m.

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Sandy Johnson, City Recorder

**APPROVED BY CITY COUNCIL**  
September 14, 2023

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Chris Mitchell, Mayor

**Norris City Council  
Special Called Meeting**

**September 6, 2023  
7:00 p.m.**

**Minutes**

The special called meeting of the City Council of Norris Tennessee convened September 6, 2023 at 5:00 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 Norris Bulletin.

Legal Representation: P. Edward Pratt and Brian Bibb

Meeting was called to order by Mayor Mitchell.

Mayor Mitchell made a motion to go into closed session to hear from legal representation regarding Covenant Life International, Inc. v. City of Norris under Tennessee Code Annotated 8-44 and Councilmember Painter seconded. The motion passed unanimously by voice vote with all councilmembers voting "Aye."

At 5:10 p.m. the recording device was turned off and members of the audience and several staff members exited the room.

Mayor Mitchell reconvened the meeting at 5:39 p.m., members of audience and staff rejoined and recording device was turned back on.

Councilmember Painter made a motion to grant legal authorization and permission to file a responsive plead and include counter claim, and Councilmember Nicholson seconded. The motion passed unanimously by voice vote with all councilmembers voting "Aye."

Councilmember Painter made a motion to adjourn, and Councilmember Grieve seconded. The motion passed unanimously by voice vote with all councilmembers voting "Aye." The meeting adjourned at 5:41 p.m.

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Sandy Johnson, City Recorder

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Chris Mitchell, Mayor



# City of Norris

## Request for Proposals (RFP) for Police & Fire Roof Replacement

Contractors are invited to submit a formal proposal to replace the roof at 9 West Circle Road, Norris, TN 37828. Sealed proposals will be received until Friday, October 6, 2023 at 2:30 p.m. in the Norris Community Building located at 20 Chestnut Drive, Norris, Tennessee. All proposals shall be clearly marked with "City of Norris – Roof RFP". Immediately following the closing date and time for the RFP, the City of Norris will open the proposals and determine the next steps forward.

Proposals are to be submitted to:

Norris Community Building  
PO Box 1090  
20 Chestnut Drive  
Norris, TN 37828

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

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



## I. Request for Proposals

The City of Norris has determined that the condition of the roof and gutters for the police and fire facility are in need of replacement/repair. As such, the City is advertising to solicit Requests for Proposals (RFP) from qualified contractors to provide roof replacement/repair services. The City desires to enter into an agreement with the selected company with the ability to complete the project on time and within proposed budget limitations.

The City will select the respondent whose proposal is most responsive to this RFP and is determined to be in the best interest of the City. Proposals submitted in response to the RFP must provide sufficient detail and information to complete an evaluation of their ability to perform these services.

The City reserves the right to modify this RFP at any time. The bidder is response to contact City Manager Charles Adam Ledford (865-494-7645, [citymanager@norristn.gov](mailto:citymanager@norristn.gov)), prior to submitting a proposal to determine if any amendments were made to the RFP. Documents, addenda, etc. will be posted to the City's website under <https://www.cityofnorris.com/community-information.html>

The City reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.

## II. General Information

### A. Conditions of Work

It is understood that except as otherwise specifically stated in the contract, the contractor shall provide and pay for all materials, labor, tools, equipment, and transportation of every nature and all other services and facilities of every nature whatsoever, necessary to execute, complete and deliver the work within the specified time. Permits and licenses necessary for the execution of work shall be secured by the contract but no fees will be charged to the contractor. All supplies and material shall be new. Any work necessary to be performed after regular working hours, such as work performed on Sundays or legal holidays shall be performed without additional expense to the City.

Any City facilities shall never be opened to the elements at any time and all openings must be covered in a manner to withstand any weather condition and must be secured to avoid anyone entering the building through roof openings. Further, all outside and inside areas of the building and grounds shall remain clean and free of construction debris as to not interrupt City operations.

### B. Existing Conditions

The contractor, in undertaking the work under this contract, is assumed to have visited the premises and to have taken into consideration all conditions which might affect the work. No consideration will be given to any assertions based on lack of knowledge of existing conditions.

### C. Pre-Bid Examination

Interested respondents may examine the facility upon request and confirmation from Charles Adam Ledford, City Manager, (865)494-7645 or [citymanager@norristn.gov](mailto:citymanager@norristn.gov).

#### D. Insurance

The contractor shall acquire and carry throughout the contract term any applicable insurance, including workers compensation or employee accident insurance if the respondent has employees. At a minimum the contract shall secure liability/professional insurance if there are no employees or subcontractors. The follow amounts must be under coverage:

- Liability insurance, personal injury, including death up to \$250,000.00 for each person and \$500,000.00 for each accident.
- Property Damage with limits of \$500,000.00 for each accident and \$1,000,000.00 in the aggregate.

Certificate of insurance with the City of Norris listed as additional insured must be sent to the City prior to commencement of work.

#### E. Indemnity

The contractor is acknowledged as an independent contractor of the City an as such will indemnify and hold harmless the City for any and all loss, expense, and/or claims associated with or arising out of such injury or damage due to the activities or from any act or omission of the contractor, its board members (if applicable), employees, representatives, family members, and volunteers.

#### F. Statement of Qualifications

As part of the proposal, the respondent must complete the attached "Statement of Qualification" before awarding of contract, to demonstrate to the complete satisfaction of the City, that the contractor has the necessary certifications, licenses, facilities, ability, and financial resources to execute the work in a satisfactory manner within the time specified; the contractor has had experience in work of the same or similar nature; and the contractor has past history to assure the City of the contractor's qualifications for executing the work.

#### G. Addenda

If any questions arise from the RFP, contractor may submit questions to Charles Adam Ledford, City Manager, at (865)494-7645 or [citymanager@norrilstn.gov](mailto:citymanager@norrilstn.gov). Any interpretation documents will be made by addendum to the RFP. Any addenda will be published on the City's website at <https://www.cityofnorris.com/community-information.html>. The City will not be responsible for any other explanations or interpretations. The City reserves the right to extend the due date if such information significantly amends this solicitation or makes compliance with the original due date impractical. The City reserves the right to reject any or all proposals and waive technicalities and informalities.

#### H. Deviations from Scope of Work

Any deviations from the scope of work indicated herein must be submitted in writing, clearly noted and explained in detail on a separate form, and attached to the submitted proposal; otherwise, it will be considered that items/services offered are in strict compliance with these specifications and the successful contractor shall be held responsible thereto. Any deviations within a submitted proposal between prices quoted and restated in the summation sheet shall be resolved by the City as being the lower

price unless the contractor requested in writing a correction of withdrawal of proposal prior to the date and time set for opening.

#### I. Proposal Form and Format

Proposal Form should be submitted in the format specified within this document, contain information required by the RFP, and submitted in a sealed envelope addressed to: City of Norris, PO Box 1090, 20 Chestnut Drive, Norris, TN 37828

Sealed proposals will be received until 2:30 p.m. on Friday, October 6, 2023. All proposals shall be clearly marked with "City of Norris – Roof RFP". Immediately following the closing of the RFP, the City will open proposals.

#### J. Award of Contract

Award of contract will be made to the most responsive/responsible contractor meeting the requirements of the City within 30 days of the proposal opening date. This solicitation does not commit the City to award a contract, to pay any costs incurred in the preparation of the proposal, or to procure or contract for goods services listed herein. The City may accept any proposal offered on an all, partial, or none basis, or within funds available, whichever is in the best interest of the City. Upon contract award, the City and contractor will sign an agreement prior to any work being started.

### III. Scope of Services

The respondent to be contractor by the City of Norris will be expected to provide the following services:

Replace Roof, as needed at the following location (square footage approximate):

Norris Police & Fire Facility – 9 West Circle Road; pitched asphalt shingle roof; gutter/downspouts

1,757.8 Surface Area

17.6 Number of Squares

- Removal and disposal of old roofing
- Installing rafters in place of old flat roof, repairing or replacing ceiling joists as needed
- Repair and/or replace roof boots, flashing, and drip edge
- Replace gutter/downspouts



**Bid Proposal**

**Request for Proposals (RFP) for Police & Fire Roof Replacement**

**Proposal Form for the Police & Fire Roof Replacement**

**Due No Later Than 2:30 p.m. on Friday, October 6, 2023**

COMPANY \_\_\_\_\_

Having carefully examined the proposal requirements including the General Conditions and the Request for Proposal for City of Norris "City of Norris – Roof RFP", and addenda, and conditions affecting the work, the undersigned proposes to provide the required materials, services, warranties, and delivery of specified in the attached proposal for the total sum not to exceed:

BID PRICE \_\_\_\_\_

REPRESENTATIVE \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

TELEPHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

E-MAIL \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Contractor must be fully insured and show proof of liability insurance (minimum one million dollars; \$1,000,000) and workers compensation insurance for employees performing work on this project.

**Statement of Qualifications**

COMPANY \_\_\_\_\_

Please provide 3 similar or like projects within the last 24 months, which demonstrate ability to complete the work.

**PROJECT #1**

Address Location \_\_\_\_\_  
\_\_\_\_\_

Date Started \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date Completed \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Summarize project completed \_\_\_\_\_

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**PROJECT #2**

Address Location \_\_\_\_\_  
\_\_\_\_\_

Date Started \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date Completed \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Summarize project completed \_\_\_\_\_

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**PROJECT #1**

Address Location \_\_\_\_\_  
\_\_\_\_\_

Date Started \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date Completed \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Summarize project completed \_\_\_\_\_



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

**WHEREAS,** the budget process is one of the most important activities undertaken by governments for the public welfare with the budget process being used to make program services and capital decisions and allocate scarce resources to programs, services, and capital; and

**WHEREAS,** Tennessee Code Annotated § 6-56-208 allows the governing body to amend the annual budget ordinance in the same manner as any other ordinance may be; and

**WHEREAS,** the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and

**WHEREAS,** the budget ordinance is the legal document whereby the governing body appropriates funds and thereby gives the legal authority for expenditures of the City as required by state law.

**NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NORRIS, TENNESSEE THAT THE FOLLOWING AMENDMENTS ARE MADE TO THE BUDGET ORDINANCE FOR THE FISCAL YEAR ENDING JUNE 30, 2024:**

**SECTION 1:** Ordinance 648 is hereby amended as follows:

General Fund	Description	Increase/(Decrease)
<b>Revenues</b>		
<b>Total Revenues</b>		
110-33400 (Police - State)	Police State Grant	\$77,000
110-33800 (Anderson County)	Local Agency Grant	<u>\$50,000</u>
<b>Total Appropriations</b>		<b>\$127,000</b>
<b>Appropriations</b>		
<b>Expenditures</b>		
42000-900 (Police)	Capital Outlay	\$139,000
42200-990 (Fire)	Capital Equipment	\$69,000
43000-940 (Pub Works)	Machinery & Equip	<u>\$145,000</u>
<b>Total Appropriations</b>		<b>\$334,000</b>

Water Works Fund	Description	Increase/(Decrease)
<b>Revenues</b>		
<b>Total Revenues</b>		<b>\$0</b>
<b>Appropriations</b>		
<b>Expenditures</b>		
52211-900 (Sewage Collect)	Capital Outlay	\$6,500
<b>Total Appropriations</b>		<b>\$6,500</b>

**SECTION 2:** Water Department Headcount is amended as follows:

Operator (Part Time)	2	0	2
Water Total (part time)	2	0	2

**SECTION 3:** The City Council of the City of Norris authorizes the City Recorder to make said changes in the account system.

**SECTION 4:** Severability. Each section, paragraph, sentence, and clause of this ordinance is declared to be separate and severable. The invalidity of any section, subsection, paragraph, sentence, or clause shall not affect the validity of any other provision of the ordinance.

**SECTION 5:** Repealer. All ordinances and parts of ordinances which are inconsistent with any provision of this ordinance are hereby repealed to the extent of such inconsistency.

**SECTION 6:** Effective. This ordinance shall take effect and be in force from and after its approval as required by law.

First Reading: \_\_\_\_\_

Public Hearing: \_\_\_\_\_

Second Reading: \_\_\_\_\_

\_\_\_\_\_  
Signed, Mayor

\_\_\_\_\_  
Attest, City Manager



**Resolution 10-2023**

**A RESOLUTION TO PETITION THE TENNESSEE DEPARTMENT OF REVENUE TO ADJUST THE ANNEXATION DATE REVENUE FOR ANNEXED BUSINESSES WITHIN THE CITY OF NORRIS AND REIMBURSE THE CITY FOR WRONGLY TRANSMITTED FUNDS.**

**WHEREAS**, the City of Norris annexed various properties along State Highway 61 in 2011; and

**WHEREAS**, *Tennessee Code Annotated* 6-51-115 determines how tax revenues are distributed for newly annexed territories; and

**WHEREAS**, pursuant to *TCA* 6-51-115, the annexation date revenue was established at the time of annexation with those funds continuing to be distributed to Anderson County; and

**WHEREAS**, *TCA* 6-51-115(c)(5) states that “a municipality may petition the department of revenue ... to adjust annexation date revenue as a result of the closure or relocation of a tax producing entity”; and

**WHEREAS**, the City of Norris recognizes various tax-producing entities that have closed in the annexed area.

**NOW THEREFORE BE IT RESOLVED**, by the City Council of the City of Norris, Tennessee that the Tennessee Department of Revenue is hereby petitioned to decrease the annexation date revenue by \$12,140.15 to accurately depict the entities within the annexed area which have closed; and

**BE IT FURTHER RESOLVED**, that the City of Norris is requesting reimbursement of \$54,601.84 for funds that were transmitted to Anderson County based off of the annexation date revenue that had not been adjusted to accurately depict which entities within the annexed area that had closed.

Passed: \_\_\_\_\_

\_\_\_\_\_  
Attest: City Manager

\_\_\_\_\_  
Signed: Mayor





**ORDINANCE NO. 660**

**AN ORDINANCE OF THE CITY OF NORRIS, TENNESSEE, TO AMEND THE PERSONNEL POLICY OF THE CITY OF NORRIS**

**WHEREAS**, the Norris City Council passed Ordinance No. 642 to repeal and replace the existing Personnel Policy of the City of Norris and the Norris Water Commission; and

**WHEREAS**, the current Personnel Policy of the City of Norris recognizes the Mayor as the City of Norris Title VI Coordinator; and

**WHEREAS**, the Norris City Council wishes to transfer said role to the City Manager.

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

**Section 1.** Section XIV – TITLE VI POLICY, C. TITLE VI COMPLAINTS OF DISCRIMINATION will be amended as follows:

**C. TITLE VI COMPLAINTS OF DISCRIMINATION**

Title VI complaints must be submitted *in writing, signed*, and submitted within 180 calendar days of the alleged discriminatory act. The complaint may be filed with the allegedly discriminating agency, the Tennessee Human Rights Commission (THRC), the relevant state agency, or the relevant federal agency.

The following information should be included in a Title VI complaint:

- The name, address, and telephone number of the complaining party. **The complaint must be signed and filed within 180 calendar days of the alleged discriminatory act.** If you are filing on behalf of another person, include your name, address, telephone number and your relation to that person (for example: friend, attorney, parent, etc.).
- The name and address of the agency, institution, or department alleged to have committed the discriminatory act.
- How, why, and when the discriminatory act(s) occurred. Please include as much background information as possible about the alleged acts of discrimination. Include names of individuals involved in the discrimination, if you know them, as well as any other relevant information.
- The names, addresses, and phone numbers of any witnesses, if known, that the investigating agency may contact for additional information to support or clarify your allegations.
- The complaint should be sent to the City of Norris, Title VI Coordinator; P.O. Box 1090, Norris, Tennessee 37828.
- The Tennessee Human Rights Commission's (THRC) Title VI Compliance Program will be notified of any complaints within ten (10) business days of receipt.

**DISCLAIMER: Please do not submit confidential information, such as your Social Security Number, Driver's License number, or birthdate with your Title VI Complaint.**

Upon receipt of the complaint, the City of Norris Title VI staff will evaluate jurisdiction, the need for additional information, and investigate the merit of the complaint. If the complaint is filed by an internal party, the City of Norris does not have jurisdiction and will forward it to the appropriate agency having jurisdiction to review it.

If the City of Norris has jurisdiction to investigate, the City of Norris will investigate the complaint and notify parties of the final decision in writing. If the investigation indicates that a violation did not occur, the City of Norris will notify the parties of the final decision in writing.

If complainant is not satisfied with the results of the investigation, the complainant may appeal to the appropriate Federal agency.

Complainants also have the option to file a complaint directly with THRC or the appropriate Federal agency within 180 days of the alleged discrimination. THRC may be reached by phone at (615) 741-5825 or toll free at 1(800) 251-3589 or at:

William R. Snodgrass Tennessee Tower  
312 Rosa L Parks Ave, 23<sup>rd</sup> Floor  
Nashville, TN 37243

For more information regarding the City of Norris' Title VI program, please contact:

**Title VI Coordinator:**

~~City Mayor~~ **City Manager**  
(865) 494-7645

**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



# City of Norris

## BID PACKAGE

### OAK ROAD PARK PAVILION

All bid packages need to be fully completed and signed in order to qualify for consideration.

The site shall be excavated 16" followed by 12" of compacted processed gravel, then 14' x 24' x 4" concrete slab to support the 12' x 20' wooden pavilion structure. Construction must meet all building code standards and include a 30-year guarantee on metal roofing and a 5-year guarantee on the cement slab. The site of the project is Oak Road Park located at the corner of Oak Road and Garden Road, Norris, TN.

The 14'x 24' x 4' concrete slab must include 8 post receptacles accepting 8 wooden posts of pressure treated lumber for the structure. Concrete must be able to resist frost damage. Contractor will be responsible for preparation, form, and removal of any dirt from pad site to accept concrete.

Sealed bids, clearly marked "Bid – Oak Road Pavilion" will be accepted until 2:00 p.m. on Friday, October 6, 2023 at the Norris City Office, PO Box 1090, 20 Chestnut Drive, Norris, Tennessee 37828. All proposals must include the total cost of the project, including, but not limited to, all materials and labor to complete the project as intended. The design shall meet or exceed all applicable State of Tennessee Building Codes. There is no cost for City issued permits.

The winning bidder is responsible to contact Call Before You Dig prior to starting the project and to obtain any and all permits required, and must be able to complete the project by Friday, April 26, 2024.

The City of Norris will accept the proposal that, all things considered, the City of Norris determines is in its best interests. Although price will be an important factor, it will not be the only basis for award. Due consideration may also be given to a proposer's experience, references, service, ability to respond promptly to requests, past performance, and other criteria relevant to the City's interests, including compliance with the procedural requirements stated in this Request for Proposals.

Bids will be opened and read at on Friday, October 6, 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.

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

**Bid Proposal**

**Oak Road Park Pavilion**

The undersigned hereby offers a bid for the construction of a new pavilion at the Oak Road Park located at the corner of Oak Road and Garden Road, Norris, Tennessee. Contractors will submit one (1) final price for the pavilion and the concrete slab.

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 \_\_\_\_\_

Contractor must be fully insured and show proof of liability insurance (minimum one million dollars; \$1,000,000) and workers compensation insurance for employees performing work on this project.

# City of Norris, Tennessee Goal Setting Project

September 11, 2023

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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: 9/11/2023



# 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

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\_\_\_\_\_. 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:

- Blah

#### 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:

- Blah

#### On-Going Commitments

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

- Blah

## 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

- Blah

Intermediate Priorities

- Blah

Low Priorities

- Blah

## 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:

- Blah

**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

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**SIGNIFICANT INITIATIVES OR PROGRAMS CONSIDERED**

- Blah

## **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**

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**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.

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***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.

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***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.)

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***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.

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**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](mailto:citymanager@norrilstn.gov)

# Equipment

## Mini-X

- Water Distribution
- Sanitary Sewer Collection
- Storm Sewer
- Public Works
- Watershed
- Streets

## Track Loader

- Water Distribution
- Sanitary Sewer Collection
- Storm Sewer
- Public Works
- Watershed
- Streets

## Water Jet Trailer

- Storm Sewer
- Sanitary Sewer Collection





**TO: Norris City Council**  
**DATE: September 11, 2023**  
**FROM: Adam Ledford**  
**RE: City Manager's Report**

**1. 2023-24 Year to Date Budget**

Revenues and expenditures:

- a. General fund revenues through August totaled \$766,651.77 or 40.96% of the plan, well above the level loaded average of 16.67%. The August number outpacing last year by roughly \$17,000.
- b. General fund expenditures of \$568,175.58 reflects 24.04% 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 August number higher than last year by roughly \$85,500.
- c. Water/Sewer revenues totaled \$188,285.19 or 9.91% of the plan, however if you adjust for anticipated grant funds, the total represented 21.01% of organic revenue anticipated. The August number outpacing last year by roughly \$32,750.
- d. Water/Sewer expenditures totaled \$180,702.83 or 9.2% of the fiscal year plan. The August number more than last year by roughly \$25,750.
- e. Watershed revenues of \$41,843.66 represents 45.57% of fiscal year revenue expectations headed by rifle range permits. This is consistent with last year's actual through the same period.
- f. Street Aid revenues of \$9,497.66 presented a consistent mark with expectations at 16.99%.

**2. Reserve Investment**

The city has been granted the ability to participate in the Local Government Investment Pool operated by the State of Tennessee. This is a safe, liquid option with competitive rates that operates largely like a money market account. For reference, the annualized rates since January have been over 4.00% with rates the past three months staying over 5.00%. As of Friday, September 8, 2023, a test deposit has been made and has gone through successfully; we anticipate to deposit the remainder of the funds we intend to invest by the end of the week.

**3. Website Updates**

We added an online pay system which incorporates an expanded set of pay online options in addition to adding monthly documents related to the Watershed.

**4. Oak Park Improvements**

In addition to the draft bid packet, being considered tonight, with your approval of said packet, I will release public works to demo the existing pavilion at Oak Road Park. Order of replacement benches and picnic tables will be delayed until the foundation for the new pavilion is poured so as to coincide with opening next season. Tony is planning to proceed between now and spring with replacement of the water line in conjunction with this project and NWC's own galvanized project.

**5. NWC Lateral Communication**

The utility team has begun the process of communicating with impacted lateral customers. This process is intended to run through early October.



**City of Norris**  
**Statement of Revenues - City**  
**August 2023**

Fund : **110** General Fund

**Monthly Comparative**

16.67%

		<b>Total Estimated</b>	<b>MTD Realized</b>	<b>YTD Realized</b>	<b>Unrealized</b>	<b>% Unrealized</b>
31111	Real Property Taxes (Current)	703,000.00	(535,665.00)	(606,337.00)	96,663.00	13.75%
31112	Personal Property Taxes (Current)	73,000.00	(5,720.00)	(5,720.00)	67,280.00	92.16%
31120	Public Utilities Property Tax (Current)	6,800.00	0.00	0.00	6,800.00	100.00%
31200	Property Taxes (Delinquent)	10,000.00	(5,931.33)	(10,210.30)	(210.30)	-2.10%
31300	Int, Penalty, And Court Cost On Prop Tax	1,800.00	0.00	0.00	1,800.00	100.00%
31511	Pay In Lieu Of Tax -Electric Utilities	18,000.00	(1,056.35)	(2,112.70)	15,887.30	88.26%
31600	Local Option Sales Tax	262,000.00	(23,597.68)	(50,547.26)	211,452.74	80.71%
31710	Wholesale Beer Tax	61,500.00	(3,278.75)	(7,266.37)	54,233.63	88.18%
31720	Wholesale Liquor Tax	44,000.00	(3,890.02)	(10,026.11)	33,973.89	77.21%
31730	Mixed Drink Tax	2,700.00	(891.50)	(1,630.50)	1,069.50	39.61%
31800	Business Taxes	14,000.00	(211.58)	(2,364.16)	11,635.84	83.11%
31912	Cable TV Franchise Tax	22,000.00	0.00	0.00	22,000.00	100.00%
32210	Beer Licenses	1,200.00	0.00	0.00	1,200.00	100.00%
32410	Animal Registration	1,000.00	(25.00)	(157.00)	843.00	84.30%
32600	Building And Related Permits	12,415.00	(5,289.50)	(5,659.50)	6,755.50	54.41%
33400	Police Supplements - State Grant	5,600.00	0.00	0.00	5,600.00	100.00%
33430	T Dot Enhancement Grant	122,000.00	0.00	0.00	122,000.00	100.00%
33480	Local Planning Grant	5,400.00	0.00	0.00	5,400.00	100.00%
33510	State Sales Tax	190,000.00	(17,273.33)	(34,224.78)	155,775.22	81.99%
33520	State Income Tax	10,500.00	0.00	0.00	10,500.00	100.00%
33530	State Beer Tax	736.00	0.00	0.00	736.00	100.00%
33552	State-City Streets And Transportation	3,234.00	(244.11)	(488.22)	2,745.78	84.90%
33590	Bank Excise Tax	4,550.00	0.00	0.00	4,550.00	100.00%
33591	Gross Receipts - Tva	19,000.00	0.00	0.00	19,000.00	100.00%
33592	Sports Betting - State Shared Tax	1,500.00	(635.35)	(635.35)	864.65	57.64%
33730	Tenn Safety Grant	1,000.00	0.00	0.00	1,000.00	100.00%
34111	Duplicating Services	50.00	0.00	0.00	50.00	100.00%
34131	Administrative Services	88,275.00	0.00	(7,356.32)	80,918.68	91.67%
35110	City Court Fines And Costs	3,000.00	0.00	(100.00)	2,900.00	96.67%
35140	Drug Related Fines	300.00	(47.50)	(95.00)	205.00	68.33%
35160	Court Fines And Costs From County Courts	200.00	(23.75)	(23.75)	176.25	88.13%

Fund : **110** General Fund

Monthly Comparative

16.67%

		Total Estimated	MTD Realized	YTD Realized	Unrealized	% Unrealized
36100	Interest Earnings	38,000.00	0.00	(0.06)	37,999.94	100.00%
36211	Community Building Rental	400.00	(180.00)	(430.00)	(30.00)	-7.50%
36212	Tower Rent	29,000.00	(3,489.71)	(5,882.66)	23,117.34	79.71%
36213	Pavilion Rental	600.00	(180.00)	(300.00)	300.00	50.00%
36420	Osm Parking Contract	1,000.00	0.00	0.00	1,000.00	100.00%
36550	Tree Commission	3,000.00	0.00	0.00	3,000.00	100.00%
36700	Animal Shelter Contri And Donations	6,500.00	(465.00)	(1,629.35)	4,870.65	74.93%
36710	Recreation Comm. Donations	2,500.00	0.00	(291.00)	2,209.00	88.36%
36710	CDB Contri And Donations-Businesses	5,500.00	0.00	0.00	5,500.00	100.00%
36721	Contri And Donations-Organizations No.-1	650.00	0.00	0.00	650.00	100.00%
36730	Norris Recreation Comms. Donations	5,000.00	0.00	0.00	5,000.00	100.00%
36732	Trail Benches	1,500.00	0.00	0.00	1,500.00	100.00%
36735	Norris Little Theatre Donations	3,000.00	0.00	0.00	3,000.00	100.00%
36738	Norris Vol. Fire Dept. Donations	20,000.00	0.00	(100.00)	19,900.00	99.50%
36960	Operating Transfer In From Other Funds	45,290.00	0.00	0.00	45,290.00	100.00%
36990	Miscellaneous Refunds	1,000.00	0.00	0.00	1,000.00	100.00%
37199	Miscellaneous	20,000.00	(7,269.38)	(13,064.38)	6,935.62	34.68%
<b>Total For Fund:</b>	<b>110</b>	<b>1,871,700.00</b>	<b>(615,364.84)</b>	<b>(766,651.77)</b>	<b>1,105,048.23</b>	<b>59.04 %</b>

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Created by: LGC

City of Norris  
Statement of Revenues - City  
August 2023

User: Sandy Johnson  
Date/Time: 9/7/2023 11:03 AM  
Page 3 of 6

Fund : **121** State Street Aid Fund

Monthly Comparative 16.67%

		Total Estimated	MTD Realized	YTD Realized	Unrealized	% Unrealized
33551	State Gasoline And Motor Fuel Tax	55,900.00	(4,603.14)	(9,497.66)	46,402.34	83.01%
<b>Total For Fund:</b>	<b>121</b>	<b>55,900.00</b>	<b>(4,603.14)</b>	<b>(9,497.66)</b>	<b>46,402.34</b>	<b>83.01 %</b>

**City of Norris**  
**Statement of Revenues - City**  
**August 2023**

Fund : **123** Watershed Fund

**Monthly Comparative** 16.67%

		<b>Total Estimated</b>	<b>MTD Realized</b>	<b>YTD Realized</b>	<b>Unrealized</b>	<b>% Unrealized</b>
36212	Tower Rent	28,000.00	(3,489.72)	(5,882.66)	22,117.34	78.99%
36690	Wood Permits	20.00	0.00	0.00	20.00	100.00%
36691	Hunting Permits	3,800.00	(140.00)	(140.00)	3,660.00	96.32%
36693	Rifle Range Permits	59,000.00	(10,125.00)	(29,826.00)	29,174.00	49.45%
37199	Miscellaneous	1,000.00	(3,255.00)	(5,995.00)	(4,995.00)	-499.50%
<b>Total For Fund: 123</b>		<b>91,820.00</b>	<b>(17,009.72)</b>	<b>(41,843.66)</b>	<b>49,976.34</b>	<b>54.43 %</b>

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City of Norris  
Statement of Revenues - City  
August 2023

User: Sandy Johnson  
Date/Time: 9/7/2023 11:03 AM  
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Fund : **128** Refuse/Recycle Fund

Monthly Comparative 16.67%

		<b>Total Estimated</b>	<b>MTD Realized</b>	<b>YTD Realized</b>	<b>Unrealized</b>	<b>% Unrealized</b>
34410	Refuse Collection Charges	28,620.00	(3,272.55)	(4,862.05)	23,757.95	83.01%
34430	Refuse Collection And Disposal Charges	128,952.00	(10,016.00)	(20,032.00)	108,920.00	84.47%
<b>Total For Fund:</b>	<b>128</b>	<b>157,572.00</b>	<b>(13,288.55)</b>	<b>(24,894.05)</b>	<b>132,677.95</b>	<b>84.20 %</b>

Fund : **413** Water And Sewer

Monthly Comparative 16.67%

		Total Estimated	MTD Realized	YTD Realized	Unrealized	% Unrealized
33100	Federal Grants	815,140.00	0.00	0.00	815,140.00	100.00%
36100	Interest Earnings	3.00	0.00	(0.11)	2.89	96.33%
37110	Metered Water Sales	525,000.00	(47,461.18)	(94,970.77)	430,029.23	81.91%
37120	Flat Rate Water Sales To Gen Customers	4,000.00	(307.86)	(615.72)	3,384.28	84.61%
37130	Fire Service And Hydrant Rentals	12,200.00	0.00	0.00	12,200.00	100.00%
37191	Forfeited Discounts And Penalties	13,000.00	0.00	0.00	13,000.00	100.00%
37195	Installation Charges	4,800.00	(140.00)	(140.00)	4,660.00	97.08%
37196	Water Tap Fees	1,100.00	0.00	0.00	1,100.00	100.00%
37199	Miscellaneous	2,000.00	(604.23)	(6,766.53)	(4,766.53)	-238.33%
37210	Sewer Service Charges	510,000.00	(42,896.03)	(85,792.06)	424,207.94	83.18%
37220	Sewer Inspection Fees	550.00	0.00	0.00	550.00	100.00%
37290	Other Operating Rev-Sewer Stoppages	150.00	0.00	0.00	150.00	100.00%
37299	Miscellaneous	500.00	0.00	0.00	500.00	100.00%
37990	Other Revenue	11,000.00	0.00	0.00	11,000.00	100.00%
<b>Total For Fund:</b>	<b>413</b>	<b>1,899,443.00</b>	<b>(91,409.30)</b>	<b>(188,285.19)</b>	<b>1,711,157.81</b>	<b>90.09 %</b>

**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**August 2023**

Fund : **110**

Monthly Comparative:

16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
<b>41000</b>	<b>General Government</b>							
110			(268,421.00)	(268,421.00)	55,071.16	(213,349.84)	20.52%	31,602.24
	Personnel		0.00		0.00			0.00
114			(28,860.00)	(28,860.00)	4,426.20	(24,433.80)	15.34%	3,136.50
	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)	4,559.54	(18,223.46)	20.01%	2,626.97
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00
142			(50,841.00)	(50,841.00)	10,639.62	(40,201.38)	20.93%	7,354.26
	Hospital And Health Insurance		0.00		0.00			0.00
143			(11,154.00)	(11,154.00)	2,441.01	(8,712.99)	21.88%	1,422.71
	Retirement - Current		0.00		0.00			0.00
146			(1,200.00)	(1,200.00)	0.00	(1,200.00)	0.00%	0.00
	Workmen's Compensation		0.00		0.00			0.00
147			(350.00)	(350.00)	4.06	(345.94)	1.16%	0.20
	Unemployment Insurance		0.00		0.00			0.00
148			(1,500.00)	(1,500.00)	195.00	(1,305.00)	13.00%	110.00
	Employee Education And Training		0.00		0.00			0.00
211			(1,400.00)	(1,400.00)	548.96	(851.04)	39.21%	459.22
	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)	620.61	(2,979.39)	17.24%	9.00
	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%	1,131.00
	Memberships, Registration Fees, And Tuition		0.00		0.00			0.00
237			(2,000.00)	(2,000.00)	0.00	(2,000.00)	0.00%	0.00
	Advertising		0.00		0.00			0.00

**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**August 2023**

Fund : **110**

Monthly Comparative:

16.67%

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%	1,000.00
	Professional Services		0.00		0.00			0.00
252			(7,000.00)	(7,000.00)	12,067.60	5,067.60	172.39%	4,607.98
	Legal Services		0.00		0.00			0.00
253			(13,000.00)	(13,000.00)	0.00	(13,000.00)	0.00%	0.00
	Accounting And Auditing Services		0.00		0.00			0.00
255			(16,000.00)	(16,000.00)	11,557.50	(4,442.50)	72.23%	0.00
	Data Processing Services		0.00		0.00			0.00
259			(7,000.00)	(7,000.00)	562.83	(6,437.17)	8.04%	187.61
	Other Professional Services		0.00		0.00			0.00
280			(4,500.00)	(4,500.00)	1,159.73	(3,340.27)	25.77%	1,159.73
	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)	3,319.67	519.67	118.56%	1,125.10
	Office Supplies And Materials		0.00		0.00			0.00
320			(500.00)	(500.00)	1,322.52	822.52	264.50%	245.91
	Operating Supplies		0.00		0.00			0.00
510			(36,100.00)	(36,100.00)	0.00	(36,100.00)	0.00%	0.00
	Liability Insurance		0.00		0.00			0.00
551			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
	Trustee Fees		0.00		0.00			0.00
555			(1,600.00)	(1,600.00)	250.64	(1,349.36)	15.67%	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%	331.25
	Computer Equipment		0.00		0.00			0.00
<b>41800</b>	<b>Community Government Buildings</b>							
241			(9,500.00)	(9,500.00)	981.12	(8,518.88)	10.33%	548.80
	Electric		0.00		0.00			0.00



**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**August 2023**

Fund : **110**

Monthly Comparative:

16.67%

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)	492.20	(2,507.80)	16.41%	246.10
	Water		0.00		0.00			0.00
244			(1,200.00)	(1,200.00)	42.00	(1,158.00)	3.50%	32.00
	Gas		0.00		0.00			0.00
245			(7,200.00)	(7,200.00)	1,423.72	(5,776.28)	19.77%	495.63
	Telephone And Other Communications		0.00		0.00			0.00
260			(5,000.00)	(5,000.00)	536.24	(4,463.76)	10.72%	336.16
	Repair And Maintenance Services		0.00		0.00			0.00
290			(1,400.00)	(1,400.00)	1,376.82	(23.18)	98.34%	146.22
	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
<b>41900</b>	<b>Mcneeley Municipal Building</b>							
241			(5,500.00)	(5,500.00)	702.75	(4,797.25)	12.78%	517.56
	Electric		0.00		0.00			0.00
242			(1,600.00)	(1,600.00)	349.56	(1,250.44)	21.85%	171.97
	Water		0.00		0.00			0.00
260			(1,600.00)	(1,600.00)	7,903.02	6,303.02	493.94%	184.14
	Repair And Maintenance Services		0.00		0.00			0.00
290			(1,000.00)	(1,000.00)	78.00	(922.00)	7.80%	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
<b>42000</b>	<b>Police Dept.</b>							
110			(349,752.00)	(349,752.00)	68,475.52	(281,276.48)	19.58%	37,840.09
	Personnel		0.00		0.00			0.00
112			(30,000.00)	(30,000.00)	13,158.48	(16,841.52)	43.86%	7,821.95
	Over-Time Personnel		0.00		0.00			0.00

**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**August 2023**

Fund : **110**

Monthly Comparative:

16.67%

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)	2,921.10	(7,078.90)	29.21%	1,669.20
		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)	6,745.99	(25,950.01)	20.63%	3,588.78
		Payroll Taxes (Ssa-Med.)	0.00		0.00			0.00
142			(88,297.00)	(88,297.00)	16,014.82	(72,282.18)	18.14%	9,733.23
		Hospital And Health Insurance	0.00		0.00			0.00
143			(25,044.00)	(25,044.00)	3,709.57	(21,334.43)	14.81%	2,184.32
		Retirement - Current	0.00		0.00			0.00
146			(14,000.00)	(14,000.00)	0.00	(14,000.00)	0.00%	0.00
		Workmen's Compensation	0.00		0.00			0.00
147			(500.00)	(500.00)	12.36	(487.64)	2.47%	5.01
		Unemployment Insurance	0.00		0.00			0.00
148			(3,500.00)	(3,500.00)	1,005.00	(2,495.00)	28.71%	890.00
		Employee Education And Training	0.00		0.00			0.00
211			(200.00)	(200.00)	0.00	(200.00)	0.00%	0.00
		Postage, Box Rent, Etc.	0.00		0.00			0.00
216			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
		Radio And Tv Services	0.00		0.00			0.00
220			(800.00)	(800.00)	0.00	(800.00)	0.00%	0.00
		Printing, Duplicating, Typing, And Binding	0.00		0.00			0.00
235			(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00
		Memberships, Registration Fees, And Tuition	0.00		0.00			0.00

**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**August 2023**

Fund : **110**

Monthly Comparative:

16.67%

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)	849.81	(5,150.19)	14.16%	461.31
	Electric		0.00		0.00			0.00
242			(1,200.00)	(1,200.00)	232.57	(967.43)	19.38%	127.10
	Water		0.00		0.00			0.00
244			(1,900.00)	(1,900.00)	42.00	(1,858.00)	2.21%	32.00
	Gas		0.00		0.00			0.00
245			(5,000.00)	(5,000.00)	1,164.63	(3,835.37)	23.29%	538.95
	Telephone And Other Communications		0.00		0.00			0.00
261			(5,000.00)	(5,000.00)	518.36	(4,481.64)	10.37%	455.25
	Repair And Maintenance Motor Vehicles		0.00		0.00			0.00
264			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
	Repair And Maint Traffic Lights, Parking Meters		0.00		0.00			0.00
266			0.00	0.00	159.00	159.00	No Budget	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)	825.97	(674.03)	55.06%	135.82
	Travel		0.00		0.00			0.00
286			0.00	0.00	50,100.00	50,100.00	No Budget	0.00
	Vehicle Purchase		0.00		0.00			0.00
290			(8,000.00)	(8,000.00)	1,122.84	(6,877.16)	14.04%	417.28
	Other Contractual 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)	28.47	(471.53)	5.69%	0.00
	Collection Fees		0.00		0.00			0.00
310			(2,800.00)	(2,800.00)	535.74	(2,264.26)	19.13%	223.04
	Office Supplies And Materials		0.00		0.00			0.00
320			(500.00)	(500.00)	2,282.51	1,782.51	456.50%	459.26
	Operating Supplies		0.00		0.00			0.00

**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**August 2023**

Fund : **110**

Monthly Comparative:

16.67%

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%	1,526.00
		Fire Arm Supplies	0.00		0.00			0.00
329			(3,000.00)	(3,000.00)	3,692.18	692.18	123.07%	1,999.35
		Other Oper. Supplies	0.00		0.00			0.00
331			(15,000.00)	(15,000.00)	2,374.56	(12,625.44)	15.83%	1,067.56
		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)	1,171.44	(128,828.56)	0.90%	696.44
		Capital Outlay	0.00		0.00			0.00
<b>42200</b>	<b>Fire Protection And Control</b>							
141			0.00	0.00	11.47	11.47	No Budget	0.00
		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)	1,641.05	(1,858.95)	46.89%	1,328.15
		Employee Education And Training	0.00		0.00			0.00
162			(5,000.00)	(5,000.00)	463.63	(4,536.37)	9.27%	175.00
		Volunteer Firemen	0.00		0.00			0.00
216			(600.00)	(600.00)	0.00	(600.00)	0.00%	0.00
		Radio And Tv Services	0.00		0.00			0.00
220			(400.00)	(400.00)	0.00	(400.00)	0.00%	0.00
		Printing, Duplicating, Typing, And Binding	0.00		0.00			0.00

**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**August 2023**

Fund : **110**

Monthly Comparative:

16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
245			(600.00)	(600.00)	527.22	(72.78)	17.33%	34.65
		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)	900.41	(9,099.59)	9.00%	0.00
		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)	1,181.72	581.72	196.95%	383.60
		Other Oper. Supplies	0.00		0.00			0.00
331			(1,100.00)	(1,100.00)	289.60	(810.40)	26.33%	105.74
		Fuel Charges	0.00		0.00			0.00
333			0.00	0.00	478.00	478.00	No Budget	0.00
		Other Equipment (Dispatch 911)	0.00		0.00			0.00
340			(10,500.00)	(10,500.00)	2,148.09	(8,351.91)	20.46%	1,331.35
		Norris Volunteer Fire Dept. Expenses	0.00		0.00			0.00
900			(19,000.00)	(19,000.00)	0.00	(19,000.00)	0.00%	0.00
		Capital Outlay	0.00		0.00			0.00
<b>43000</b>	<b>Public Works</b>							
110			(179,199.00)	(179,199.00)	33,271.48	(145,927.52)	18.57%	19,908.60
		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)	800.00	(4,000.00)	16.67%	400.00
		Part-Time Personnel	0.00		0.00			0.00

**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**August 2023**

Fund : **110**

Monthly Comparative:

16.67%

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)	2,683.02	(11,923.98)	18.37%	1,533.11
		Payroll Taxes (Ssa-Med.)	0.00		0.00			0.00
142			(51,327.00)	(51,327.00)	9,921.81	(41,405.19)	19.33%	6,267.48
		Hospital And Health Insurance	0.00		0.00			0.00
143			(6,254.00)	(6,254.00)	1,385.82	(4,868.18)	22.16%	842.88
		Retirement - Current	0.00		0.00			0.00
146			(7,560.00)	(7,560.00)	0.00	(7,560.00)	0.00%	0.00
		Workmen's Compensation	0.00		0.00			0.00
147			(200.00)	(200.00)	3.13	(196.87)	1.57%	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)	385.68	(2,014.32)	16.07%	207.46
		Electric	0.00		0.00			0.00
242			(1,000.00)	(1,000.00)	163.94	(836.06)	16.39%	81.97
		Water	0.00		0.00			0.00
245			(5,000.00)	(5,000.00)	694.02	(4,305.98)	13.88%	317.07
		Telephone And Other Communications	0.00		0.00			0.00
247			(25,000.00)	(25,000.00)	3,839.65	(21,160.35)	15.36%	1,924.46
		Street Lighting (Electric And Maint.)	0.00		0.00			0.00
261			(8,000.00)	(8,000.00)	4,154.80	(3,845.20)	51.94%	2,655.91
		Repair And Maintenance Motor Vehicles	0.00		0.00			0.00
265			(20,000.00)	(20,000.00)	443.03	(19,556.97)	2.22%	443.03
		Repair And Maintenance Grounds And Ground	0.00		0.00			0.00

**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**August 2023**

Fund : **110**

Monthly Comparative:

16.67%

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%	285.34
		Repair And Maintenance Buildings	0.00		0.00			0.00
268			(5,000.00)	(5,000.00)	479.84	(4,520.16)	9.60%	479.84
		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%	1,000.00
		Repair And Maintenance Other Repair And	0.00		0.00			0.00
280			(200.00)	(200.00)	0.00	(200.00)	0.00%	0.00
		Travel	0.00		0.00			0.00
291			(300.00)	(300.00)	0.00	(300.00)	0.00%	0.00
		Physical/Drug Testing	0.00		0.00			0.00
310			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
		Office Supplies And Materials	0.00		0.00			0.00
320			(2,700.00)	(2,700.00)	40.36	(2,659.64)	1.49%	0.00
		Operating Supplies	0.00		0.00			0.00
326			(3,000.00)	(3,000.00)	465.46	(2,534.54)	15.52%	224.05
		Clothing And Uniforms	0.00		0.00			0.00
331			(15,000.00)	(15,000.00)	1,805.02	(13,194.98)	12.03%	712.26
		Fuel Charges	0.00		0.00			0.00
334			(2,000.00)	(2,000.00)	10.00	(1,990.00)	0.50%	10.00
		Tires, Tubes And Etc.	0.00		0.00			0.00
341			(1,000.00)	(1,000.00)	277.32	(722.68)	27.73%	69.99
		Consumable Tools	0.00		0.00			0.00
342			(600.00)	(600.00)	130.41	(469.59)	21.74%	130.41
		Sign Parts And Supplies	0.00		0.00			0.00
471			(5,000.00)	(5,000.00)	796.32	(4,203.68)	15.93%	796.32
		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)	154,312.00	140,312.00	1102.23%	154,312.00
		Machinery And Equipment	0.00		0.00			0.00

**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**August 2023**

Fund : **110**

Monthly Comparative:

16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
<b>44400</b>		<b>Recreation</b>						
110			0.00	0.00	3,717.27	3,717.27	No Budget	884.92
	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%	67.70
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00
147			(195.00)	(195.00)	11.15	(183.85)	5.72%	2.65
	Unemployment Insurance		0.00		0.00			0.00
241			(650.00)	(650.00)	82.61	(567.39)	12.71%	41.80
	Electric		0.00		0.00			0.00
242			(3,500.00)	(3,500.00)	1,777.78	(1,722.22)	50.79%	930.80
	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)	300.00	(1,900.00)	13.64%	300.00
	Small Items Of Equipment		0.00		0.00			0.00
320			0.00	0.00	3,595.89	3,595.89	No Budget	3,260.00
	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)	878.44	(1,121.56)	43.92%	149.94
	Other Oper. Supplies		0.00		0.00			0.00
720			0.00	0.00	350.00	350.00	No Budget	350.00
	Grants And Donations To Other Institutions		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
<b>44800</b>		<b>Libraries</b>						
329			(950.00)	(950.00)	0.00	(950.00)	0.00%	0.00
	Other Oper. Supplies		0.00		0.00			0.00



**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**August 2023**

Fund : **110**

Monthly Comparative:

16.67%

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)	8,062.50	(24,187.50)	25.00%	0.00
		Grants And Donations To Other Institutions	0.00		0.00			0.00
<b>45100</b>		<b>Conservation Of Natural Resources</b>						
269			(200.00)	(200.00)	37.14	(162.86)	18.57%	37.14
		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
<b>45160</b>		<b>Other Natural Resources</b>						
241			(1,000.00)	(1,000.00)	97.71	(902.29)	9.77%	58.53
		Electric	0.00		0.00			0.00
242			(1,000.00)	(1,000.00)	163.94	(836.06)	16.39%	81.97
		Water	0.00		0.00			0.00
329			(6,000.00)	(6,000.00)	350.71	(5,649.29)	5.85%	46.48
		Other Oper. Supplies	0.00		0.00			0.00
<b>47100</b>		<b>Economic Development Administration</b>						
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
<b>Total For Fund: 110</b>			(2,363,671.00)	(2,363,671.00)	568,175.58	(1,795,495.42)	24.04 %	333,273.00
			0.00		0.00			0.00

**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**August 2023**

Fund : **121**

Monthly Comparative:

16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
<b>43100 Highways And Streets</b>								
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
<b>Total For Fund: 121</b>			(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**  
**August 2023**

Fund : **123**

Monthly Comparative:

16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
<b>45100</b>	<b>Conservation Of Natural Resources</b>							
114			(18,600.00)	(18,600.00)	5,517.15	(13,082.85)	29.66%	3,213.00
	Part-Time Personnel		0.00		0.00			0.00
141			(1,423.00)	(1,423.00)	422.05	(1,000.95)	29.66%	245.79
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00
147			(30.00)	(30.00)	16.56	(13.44)	55.20%	9.64
	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	2,461.00	2,461.00	No Budget	0.00
	Other Professional Services		0.00		0.00			0.00
261			(1,500.00)	(1,500.00)	353.32	(1,146.68)	23.55%	210.62
	Repair And Maintenance Motor Vehicles		0.00		0.00			0.00
265			(13,500.00)	(13,500.00)	1,375.19	(12,124.81)	10.19%	424.90
	Repair And Maintenance Grounds And Ground		0.00		0.00			0.00
290			(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00
	Other Contractural Services		0.00		0.00			0.00
291			(360.00)	(360.00)	0.00	(360.00)	0.00%	0.00
	Physical/Drug Testing		0.00		0.00			0.00
310			(85.00)	(85.00)	0.00	(85.00)	0.00%	0.00
	Office Supplies And Materials		0.00		0.00			0.00
320			(200.00)	(200.00)	0.00	(200.00)	0.00%	0.00
	Operating Supplies		0.00		0.00			0.00
331			(350.00)	(350.00)	0.00	(350.00)	0.00%	0.00
	Fuel Charges		0.00		0.00			0.00
342			(400.00)	(400.00)	0.00	(400.00)	0.00%	0.00
	Sign Parts And Supplies		0.00		0.00			0.00
551			(1,670.00)	(1,670.00)	0.00	(1,670.00)	0.00%	0.00
	Trustee Fees		0.00		0.00			0.00

**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**August 2023**

Fund : **123**

Monthly Comparative:

16.67%

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%	4,900.00
	Capital Outlay		0.00		0.00			0.00
<b>51600</b>	<b>Operating Transfers Out</b>							
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
<b>Total For Fund:</b>	<b>123</b>		(122,408.00)	(122,408.00)	16,758.27	(105,649.73)	13.69 %	9,003.95
			0.00		0.00			0.00

**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**August 2023**

Fund : **128**

Monthly Comparative:

16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
<b>43230</b>	<b>Solid Waste Collection</b>							
248			(47,500.00)	(47,500.00)	7,888.52	(39,611.48)	16.61%	4,051.78
	Recycle/Residential Contract		0.00		0.00			0.00
249			(75,500.00)	(75,500.00)	12,750.75	(62,749.25)	16.89%	6,552.86
	Refuse/Residential Contract		0.00		0.00			0.00
254			0.00	0.00	2,766.76	2,766.76	No Budget	2,766.76
	Architectural, Engineering, And Landscaping		0.00		0.00			0.00
258			(32,500.00)	(32,500.00)	2,780.33	(29,719.67)	8.55%	0.00
	Commercial Refuse		0.00		0.00			0.00
<b>Total For Fund:</b>	<b>128</b>		(155,500.00)	(155,500.00)	26,186.36	(129,313.64)	16.84 %	13,371.40
			0.00		0.00			0.00

**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**August 2023**

Fund : **413**

Monthly Comparative:

16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
<b>52113</b>		<b>Purification</b>						
110			(69,777.00)	(69,777.00)	9,517.18	(60,259.82)	13.64%	5,845.26
	Personnel		0.00		0.00			0.00
112			(3,800.00)	(3,800.00)	1,000.00	(2,800.00)	26.32%	800.00
	Over-Time Personnel		0.00		0.00			0.00
114			(9,620.00)	(9,620.00)	8,713.34	(906.66)	90.58%	5,153.65
	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)	1,451.00	(5,061.00)	22.28%	889.23
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00
142			(34,539.00)	(34,539.00)	3,248.39	(31,290.61)	9.40%	1,850.53
	Hospital And Health Insurance		0.00		0.00			0.00
143			(2,627.00)	(2,627.00)	358.52	(2,268.48)	13.65%	217.35
	Retirement - Current		0.00		0.00			0.00
148			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
	Employee Education And Training		0.00		0.00			0.00
170			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
	Fees		0.00		0.00			0.00
241			(40,500.00)	(40,500.00)	6,698.42	(33,801.58)	16.54%	3,337.10
	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)	535.22	(5,464.78)	8.92%	264.24
	Telephone And Other Communications		0.00		0.00			0.00
260			(15,000.00)	(15,000.00)	507.50	(14,492.50)	3.38%	507.50
	Repair And Maintenance Services		0.00		0.00			0.00

**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**August 2023**

Fund : **413**

Monthly Comparative:

16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
291			(240.00)	(240.00)	0.00	(240.00)	0.00%	0.00
	Physical/Drug Testing		0.00		0.00			0.00
320			(2,500.00)	(2,500.00)	1,234.66	(1,265.34)	49.39%	211.99
	Operating Supplies		0.00		0.00			0.00
322			(15,000.00)	(15,000.00)	9,517.68	(5,482.32)	63.45%	6,438.93
	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
<b>52114</b>	<b>Transmission And Distribution</b>							
110			(37,980.00)	(37,980.00)	2,279.32	(35,700.68)	6.00%	1,548.52
	Personnel		0.00		0.00			0.00
112			(4,600.00)	(4,600.00)	157.80	(4,442.20)	3.43%	157.80
	Over-Time Personnel		0.00		0.00			0.00
114			(9,620.00)	(9,620.00)	1,945.85	(7,674.15)	20.23%	1,256.70
	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)	333.79	(3,783.21)	8.11%	226.33
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00
142			(22,334.00)	(22,334.00)	204.35	(22,129.65)	0.91%	44.06
	Hospital And Health Insurance		0.00		0.00			0.00
143			(1,538.00)	(1,538.00)	84.80	(1,453.20)	5.51%	59.37
	Retirement - Current		0.00		0.00			0.00

**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**August 2023**

Fund : **413**

Monthly Comparative:

16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
260			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
		Repair And Maintenance Services	0.00		0.00			0.00
291			(240.00)	(240.00)	0.00	(240.00)	0.00%	0.00
		Physical/Drug Testing	0.00		0.00			0.00
320			(1,000.00)	(1,000.00)	448.42	(551.58)	0.00%	0.00
		Operating Supplies	0.00		0.00			0.00
322			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
		Chemical, Laboratory, And Medical Supplies	0.00		0.00			0.00
331			(9,000.00)	(9,000.00)	1,340.44	(7,659.56)	14.89%	551.88
		Fuel Charges	0.00		0.00			0.00
332			(3,000.00)	(3,000.00)	77.60	(2,922.40)	2.59%	77.60
		Motor Vehicle Parts	0.00		0.00			0.00
338			(26,000.00)	(26,000.00)	1,228.91	(24,771.09)	4.73%	844.16
		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%	164.08
		Consumable Tools	0.00		0.00			0.00
391			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
		Water Meters	0.00		0.00			0.00
900			(44,000.00)	(44,000.00)	0.00	(44,000.00)	0.00%	0.00
		Capital Outlay	0.00		0.00			0.00
934			(15,000.00)	(15,000.00)	0.00	(15,000.00)	0.00%	0.00
		Drainage, Water Supply And Storage, Sewage	0.00		0.00			0.00
<b>52211</b>		<b>Sewer Collection (Lines)</b>						
110			(19,118.00)	(19,118.00)	389.80	(18,728.20)	2.04%	389.80
		Personnel	0.00		0.00			0.00
112			(6,600.00)	(6,600.00)	0.00	(6,600.00)	0.00%	0.00
		Over-Time Personnel	0.00		0.00			0.00
114			(9,620.00)	(9,620.00)	1,694.54	(7,925.46)	17.61%	1,025.65
		Part-Time Personnel	0.00		0.00			0.00



**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**August 2023**

Fund : **413**

Monthly Comparative:

16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
137			(750.00)	(750.00)	0.00	(750.00)	0.00%	0.00
		Certification Bonus	0.00		0.00			0.00
141			(2,761.00)	(2,761.00)	159.47	(2,601.53)	5.78%	108.29
		Payroll Taxes (Ssa-Med.)	0.00		0.00			0.00
142			(11,513.00)	(11,513.00)	0.00	(11,513.00)	0.00%	0.00
		Hospital And Health Insurance	0.00		0.00			0.00
143			(921.00)	(921.00)	0.00	(921.00)	0.00%	0.00
		Retirement - Current	0.00		0.00			0.00
148			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
		Employee Education And Training	0.00		0.00			0.00
241			(1,300.00)	(1,300.00)	166.02	(1,133.98)	12.77%	82.67
		Electric	0.00		0.00			0.00
260			(7,500.00)	(7,500.00)	1,659.35	(5,840.65)	22.12%	1,461.81
		Repair And Maintenance Services	0.00		0.00			0.00
291			(240.00)	(240.00)	0.00	(240.00)	0.00%	0.00
		Physical/Drug Testing	0.00		0.00			0.00
320			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
		Operating Supplies	0.00		0.00			0.00
900			(10,000.00)	(10,000.00)	12,884.91	2,884.91	128.85%	12,884.91
		Capital Outlay	0.00		0.00			0.00
934			(815,140.00)	(815,140.00)	7,000.00	(808,140.00)	0.86%	7,000.00
		Drainage, Water Supply And Storage, Sewage	0.00		0.00			0.00
<b>52213</b>		<b>Sewer Treatment And Disposal</b>						
110			(64,597.00)	(64,597.00)	12,866.28	(51,730.72)	19.92%	7,843.30
		Personnel	0.00		0.00			0.00
112			(6,100.00)	(6,100.00)	761.76	(5,338.24)	12.49%	200.00
		Over-Time Personnel	0.00		0.00			0.00
134			(2,008.00)	(2,008.00)	0.00	(2,008.00)	0.00%	0.00
		Christmas Bonus	0.00		0.00			0.00

**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**August 2023**

Fund : **413**

Monthly Comparative:

16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
137			(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00
		Certification Bonus	0.00		0.00			0.00
141			(5,677.00)	(5,677.00)	1,032.06	(4,644.94)	18.18%	608.80
		Payroll Taxes (Ssa-Med.)	0.00		0.00			0.00
142			(17,727.00)	(17,727.00)	3,597.82	(14,129.18)	20.30%	2,198.79
		Hospital And Health Insurance	0.00		0.00			0.00
143			(4,319.00)	(4,319.00)	763.12	(3,555.88)	17.67%	445.44
		Retirement - Current	0.00		0.00			0.00
148			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
		Employee Education And Training	0.00		0.00			0.00
170			(4,000.00)	(4,000.00)	0.00	(4,000.00)	0.00%	0.00
		Fees	0.00		0.00			0.00
241			(35,000.00)	(35,000.00)	4,833.93	(30,166.07)	13.81%	2,425.38
		Electric	0.00		0.00			0.00
245			(5,000.00)	(5,000.00)	732.26	(4,267.74)	14.65%	381.67
		Telephone And Other Communications	0.00		0.00			0.00
260			(16,500.00)	(16,500.00)	12,196.02	(4,303.98)	73.92%	9,101.37
		Repair And Maintenance Services	0.00		0.00			0.00
295			(15,000.00)	(15,000.00)	1,459.46	(13,540.54)	9.73%	25.00
		Landfill Services	0.00		0.00			0.00
320			(10,000.00)	(10,000.00)	1,488.18	(8,511.82)	14.88%	1,488.18
		Operating Supplies	0.00		0.00			0.00
322			(21,000.00)	(21,000.00)	5,738.18	(15,261.82)	27.32%	2,858.50
		Chemical, Laboratory, And Medical Supplies	0.00		0.00			0.00
326			(5,000.00)	(5,000.00)	972.96	(4,027.04)	19.46%	365.76
		Clothing And Uniforms	0.00		0.00			0.00
329			0.00	0.00	92.01	92.01	No Budget	5.60
		Other Oper. Supplies	0.00		0.00			0.00

**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**August 2023**

Fund : **413**

Monthly Comparative:

16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
<b>52316 Customer Accounting &amp; Collection</b>								
211			(6,000.00)	(6,000.00)	2,136.90	(3,863.10)	35.62%	2,051.00
	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%	331.25
	Data Processing Services		0.00		0.00			0.00
<b>52317 Administrative &amp; General Expenses</b>								
110			(99,999.00)	(99,999.00)	19,714.33	(80,284.67)	19.71%	10,961.55
	Personnel		0.00		0.00			0.00
111			(9,000.00)	(9,000.00)	1,153.80	(7,846.20)	12.82%	692.28
	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)	1,870.13	(6,695.87)	21.83%	884.99
	Payroll Taxes (Ssa-Med.)		0.00		0.00			0.00
142			(17,727.00)	(17,727.00)	3,956.40	(13,770.60)	22.32%	2,198.79
	Hospital And Health Insurance		0.00		0.00			0.00
143			(6,597.00)	(6,597.00)	1,147.49	(5,449.51)	17.39%	662.04
	Retirement - Current		0.00		0.00			0.00
146			(10,100.00)	(10,100.00)	0.00	(10,100.00)	0.00%	0.00
	Workmen's Compensation		0.00		0.00			0.00
147			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
	Unemployment Insurance		0.00		0.00			0.00

**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**August 2023**

Fund : **413**

Monthly Comparative:

16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
148			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
		Employee Education And Training	0.00		0.00			0.00
220			(1,250.00)	(1,250.00)	401.30	(848.70)	32.10%	319.90
		Printing, Duplicating, Typing, And Binding	0.00		0.00			0.00
235			(3,000.00)	(3,000.00)	0.00	(3,000.00)	0.00%	0.00
		Memberships, Registration Fees, And Tuition	0.00		0.00			0.00
237			(800.00)	(800.00)	0.00	(800.00)	0.00%	0.00
		Advertising	0.00		0.00			0.00
250			(88,275.00)	(88,275.00)	7,356.32	(80,918.68)	8.33%	7,356.32
		Professional Services	0.00		0.00			0.00
252			(800.00)	(800.00)	0.00	(800.00)	0.00%	0.00
		Legal Services	0.00		0.00			0.00
253			(13,000.00)	(13,000.00)	0.00	(13,000.00)	0.00%	0.00
		Accounting And Auditing Services	0.00		0.00			0.00
256			(1,000.00)	(1,000.00)	0.00	(1,000.00)	0.00%	0.00
		Consultant's Services	0.00		0.00			0.00
280			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
		Travel	0.00		0.00			0.00
310			(2,500.00)	(2,500.00)	1,424.03	(1,075.97)	56.96%	1,424.03
		Office Supplies And Materials	0.00		0.00			0.00
320			(500.00)	(500.00)	0.00	(500.00)	0.00%	0.00
		Operating Supplies	0.00		0.00			0.00
510			(22,064.00)	(22,064.00)	0.00	(22,064.00)	0.00%	0.00
		Liability Insurance	0.00		0.00			0.00
555			(2,000.00)	(2,000.00)	142.47	(1,857.53)	7.12%	2.00
		Bank Service Charges	0.00		0.00			0.00
948			(3,000.00)	(3,000.00)	937.35	(2,062.65)	31.25%	312.45
		Computer Equipment	0.00		0.00			0.00

**City of Norris**  
**Statement of Expenditures and Encumbrances**  
**August 2023**

Fund : **413**

Monthly Comparative:

16.67%

Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
<b>52523 Depreciation</b>								
540			(100,000.00)	(100,000.00)	0.00	(100,000.00)	0.00%	0.00
	Depreciation		0.00		0.00			0.00
<b>Total For Fund: 413</b>			(1,963,105.00)	(1,963,105.00)	180,702.83	(1,782,402.17)	9.20 %	108,543.80
			0.00		0.00			0.00



## Monthly Fire Report

To: City Manager

From: Rick Roach (Fire Chief)

Date: 08/31/2023

The Norris Fire Department would like to encourage the residents of Norris to start their pre-planning for the upcoming winter months, especially if they are considering using their wood fireplaces. Now is a perfect time, while the chimney experts may have a lull in their business, to have your chimney inspected.

The Norris Fire Department was dispatched to 33 emergency medical calls in July. The fire department was only available to respond to 26 of those calls.

The Norris Fire Department received a call for mutual aid to help fight a wildland fire on Mountain Road this month. The blaze was started by an individual illegally burning. Currently, The Norris Bulletin and The Citizen in Support for the Norris Police/Fire organization are helping the fire department to raise funds to purchase the correct gear to combat such an event. The firefighters presently wear their cumbersome structure firefighting gear to fight these fires, which costs 4 times that of the wildland gear.

The Norris Fire Department is well underway with the Basic 64-Hour Firefighting Course and is making great progress. This course will prepare them for an actual Live Burn exercise, that is held at the Tennessee Fire Academy.

The Norris Fire Department purchased 1300 feet of fire attack hose to replace the aging fire hose currently being used. This process will occur each year as the budget allows.

On August 22, 2023, a proposal at the county's fire commission monthly meeting was presented in the way of monetary support. The proposal was a \$50,000 payment to each fire department, paid or volunteer. The proposal passed unanimously. The correct path to transfer the funds is still being determined but should be resolved by mid-September. The Norris Fire Department will use the money to purchase digital radios which will solidify communications and enhance the ability to connect to other emergency agencies.

Rick Roach  
Norris Fire Chief

To: Norris Water Commission (Interim) Board

From: Tony Wilkerson, Water Superintendent

Date: August 21, 2023

RE: Superintendent Report

1. **Water Pumped MG/Sold/% loss**—See attached  
**Sold to ACWA: Alley-554,700/Alley Road-404,400/Res.-1.4 MG,000** each location
2. **Water Budget**-see financial reports thru 2023
- a) **Rainfall** July 2023 -\_3.64"/ 31.44"-YTD:" Source ok presently-
3. **Operations Building**: clean
  
- 4 . **WWTP-Non-Compliance-VIOLATIONS**—(NO VIOLATIONS)- In the month of July 2023
  - a. -Reports-Monthly to TDEC-(3 monthly)
  - b. Dailey Inspections (84 points to inspect) and Operations
    - i. Recorded Dailey on Log Book and Computer
  - c. **WWTP-Training-Cameron Scott**
  - d. **Press Sludge**-\_\_3\_\_ times this month.
  - e. **Supernatant**- \_\_2\_\_ times
  - f. **Pumped Aeration to Digester**-\_\_8\_\_times mth
    - Tons of sludge hauled- zero
    - Rain:-3.52" at STP
    - Ferm Zone-Dailey mixing/logging
    - Ground Maintenance-weekly
    - **Final Sampler**-Out of Service- Manually pick up required samples every 30 minutes for 8 hours to meet composite regulations -
  
5. **WTP-Water Plant**:
  - a. -Reports-Monthly-to TDEC completed (4 monthly-7quarterly)
  - 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-\_\_3\_\_ this month-Requires 6 hours each BW. (coating)
    - i. -Kevin Jeffer-PTE-is training in the operations of the WTP, and NDSP operation
    - ii. Alum Tank-drained-cleaned out-refilled (Turbidity issues) task COMPLETED
  - f. TVA-Fill Sump tank
  - g. Ground Maintenance -weekly

## 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 July 2023 (See attached)
- e. Oak Road Pool-NWC staff turn on/turn off 6 times in July 2023-including some Saturdays
- f. July 4<sup>th</sup>-Assisted Fire Dept. with Fire Hydrant and water ball
- g. 141 Hilltop Lane-water service line repair
- h. 30 Dairy Pond-water service line repair

8. **Flushing Program:** NWC Team flushed -Orchard Road-Fire Hydrant, Oak Road-Pine Road

## 9. Sewer Collection System:

- Sewer Stoppages (see service calls list)
- NMS/ 21 West Norris Road-sewer line upgrade

## Old Business:

**O-1-Benny Carden-Memorial-**Supt. Wilkerson reports the one plaque is in process of being installed at the Norris Community Building. Open Discussion of when to recognize with inviting the family.

**\*O-2: -Norris Middle School-** Supt. Wilkerson reports the sewer tap for new school addition is completed. Also Mr. Wilkerson reports NWC Team replaced 21 West Norris Road-sewer service line from 4" clay sewer pipe to 4" PVC Pipe-eliminated I/I !! GREAT JOB NWC TEAM. Also, NWC Assisted Norris Public Works with replacing the asphalt in the affected area. Supt. Wilkerson would like to recognize and thank NWC, NPW, Norris Police Dept, City Office Staff and Barger's Contractor for a project well accomplished. Also Special Thanks to Norris Police Department for Traffic Control!!

**O-3:New NPDES PERMIT:** Supt. Wilkerson reports Norris STP received our NEW Discharge Permit for the STP, which expires in September 2028.

**\* O-4: WTP-Telemetry/Tank Project:** Supt Wilkerson reports Tennessee Assoc. was on site August 14, 2023 and completed Sensa phone installation and THE NEW SCADA is in operation for alarms. Open Discussion/gather information/cost for the TANK to WTP wireless on and off controls. It will include a subscription for wireless of about 10.00 a month.

**\*O-5 WWTP:** Update on the following-Directors Order, City Council Update, CCI update-Open for any discussion/Also See #4-Supt Report

**O-6: Distribution-** See Supt Report-see #7 and # 8

**O-7: Sewer Collection-**See Supt report #9

**O-8: Cross-Connection:** Supt. Wilkerson reports with new employees coming on board, the team will be conducting inspections over the next two month.



**0-9:-Distribution System-Water Line Inventory:** Galvanize pipe-Supt. Wilkerson is reviewing Lead Service Line Inventories procedures. NWC Team is in the process of collecting data out in the system. This will be on-going up to a year.

**0-10: SB845 TN Board of Utility Regulation**

**0-11: Review of Policies & Procedures Update:** City Mgr.

Utility Bill Adjustments

Disconnections

Bad Debit

Deposits/Service Connections

0-12: Alternative water supply Project Update: Open for discussion

**0-13: Wastewater Regionalization Study**

**0-14: Equipment:** Supt Wilkerson reports information from Meade Equipment, one bucket cylinder will need to be taken to a machine shop for repairs and Meade is seeking a machine shop to perform repairs. Per Meade (John Deere Dealer) our machine is obsolete you would say (1993 Model) 40 years of age

**NEW BUSINESS:**

**N-1 Capitol Equipment Discussion:** Mini – Excavator/Skid Steer/Jet Machine

N-2: **Norris Dam State Park**-water line Improvements-Action needed by NWC/Supt to proceed in support of TDEC/NDSP improvements-upgrades

N-3:Norris Waterworks Employees-New Hires

-We welcome Mr. Xan Ridenour and Mr. Adam Roberson , to the Team !!!

N-4: Norris Dam State Park-Sewer Plant-Contract Renewal





## NORRIS WATER COMMISSION MEETING MINUTES

August 21, 2023

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

**Secretary/Treasurer:** Adam Ledford

**Water Superintendent:** Tony Wilkerson

### Quorum Met

- I. **Call to Order:** The meeting was called to order by Charles Nicholson at 6:00 pm.
- II. **Approval of the Agenda:**
  1. Loretta Painter proposed adding under old business a recap of the training/tour conducted on August 18, 2023.
- III. **Hear the Public:**
  - Jim McGann spoke on behalf of the Norris Community Gardens. He proposed a project to install a new outdoor hydrant to support the gardens closer to their location on the southside of the middle school property. They desire to eliminate the current 300 foot of hose used across the road. Waterworks Superintendent Wilkerson clarified this proposal would include a water tap, stem valve, reduce pressure/backflow preventer, meter, and facet installed on the city side of the water line to the school.

Mr. McGann explained that they had approached the school system about installing it after the school's meter, but the school's plumber was concerned about backflow. Charles Nicholson indicated the water should be metered for the use and not absorbed by the NWC. Loretta Painter indicated that someone would need to be responsible for the tap and monthly usage fees.

The Commission took no action at this time.
  - Ron Hill appeared before the commission requesting an adjustment for his water bill. Mr. Hill had no answer for how the water reported could have been used during the period of time. A plumber had tested the property for topsoil moisture and found no evidence of a waterline leak.

Superintendent Wilkerson confirmed that the meter was accurately read, the meter is no longer showing signs of high usage, and that the meter shows no signs of functioning incorrectly. He further confirmed that, in his opinion, the NWC's policy provided no relief under the current presented conditions.

City Manager Ledford explained that meters are mechanical devices and by design slow down or stop working when they malfunction. It is extremely rare to find a meter to fail a test resulting in excess usage.

Will Grinder made a motion to adjust Mr. Hill's bill to reflect average usage. Motion died for lack of a second.

Mr. Hill questioned the authority of the policy currently being followed for utility adjustments. Superintendent Wilkerson indicated that the currently policy was approved by the Norris Water Commission in 2015. Plans were shared by several commission members to review the current policy and potentially update it.

Mr. Hill also asked what the appeal process would be. City Manager Ledford indicated a decision of the NWC could be appealed to the Norris City Council. Mr. Hill requested a copy of the current policy.

The Commission took no action at this time.

City Manager Ledford reminded the Commission that before them was a written request to consider a bill adjustment for Lloyd Farrar. Superintendent Wilkerson confirmed Mr. Farrar had a leak and it was directly related to a commode.

The Commission took no action at this time.

#### IV. Minutes

##### 1. July 17, 2023 NWC Minutes

A motion was made by Bill Grieve and seconded by Loretta Painter **to approve the July 17, 2023 meeting minutes including a minor amendment.**

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

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

Abstain: Will Grinder

#### V. Old Business

##### 1. Benny Carden Memorial

Superintendent Wilkerson shared the next step was to go before council to approve placements and arrange a ceremony.

##### 2. Norris Middle School Project

Superintendent Wilkerson reported that NWC's involvement is finished. As part of the project the NWC was able to repair sanitary sewer lines in the area that initially suggest dramatic improvements to INI. He shared his appreciation for the involvement of city staff on the project.

##### 3. NPDES Draft Permit

Superintendent Wilkerson reported that the new permit has been awarded. No increase in standards occurred while rolling phosphate totals were adjusted.

##### 4. WTP/Telemetry

Superintendent Wilkerson shared that the new SCADA system was operational. An additional plan was in place to eliminate an antiquated landline. The new wireless system will cost roughly \$6,800. Mayor Chris Mitchell's security concerns were addressed.

Mayor Chris Mitchell made a motion and seconded by Loretta Painter **to recommend future capital expenditures be diverted to the current fiscal year budget amendment to address wireless upgrades to the SCADA system.**

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

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

5. **WWTP/Grants Update**  
Loretta Painter pointed out that plant improvements identified by Cannon and Cannon are due in July of 2024.
6. **Water Distribution**  
Superintendent Wilkerson had nothing to add beyond his written report.
7. **Collection System**  
Superintendent Wilkerson indicated he needed to purchase another pump for the pump station.

Loretta Painter asked for an update on addressing lateral improvements. Superintendent Wilkerson suggested moving forward with notifications to the public during the month of September. After a detailed conversation, the Commission indicated a desire to move forward directly on communication and follow-up contact.

Will Grinder requested an update on Phase 1 INI repairs. Superintendent Wilkerson notified the Commission that a plan is prepared and the recent communication with TDEC has extended the start date for this portion of the project by 6 months.

8. **Cross Connection**  
No new updates.
9. **Water Line Inventory**  
Testing of personal devices are being scheduled once training of the new staff is further along.
10. **SB845 New TN Board of Utility Regulation**  
No new updates.
11. **Review of Policies and Procedures (Bill Adjustments, Disconnections, Bad Debt, Deposits, Service Connection Fees, Penalty Distribution)**  
The City Manager Ledford lead a review of recommendations he was proposing for consideration. A lengthy review resulted in plans to present further updates at the next meeting.

In the end, City Manager Ledford recommended returning deposits from the previous legacy process.

A motion was made by Will Grinder and seconded by Bill Grieve **to credit customers for legacy utility deposits.**

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

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

12. **Alternative Water Supply (AWS)**  
City Manager Ledford reported that Will Littlejohn at Cannon and Cannon understood the desire to delay moving forward immediately. Plans to delay moving forward until later in 2024 were being acted upon.
13. **Wastewater Regionalization Study**  
Mayor Chris Mitchell shared his belief that the application for grants were favorable.
14. **Watershed Spraying**  
Superintendent Wilkerson reviewed communication from TDEC related to the Watershed's proposed product to spray. He expressed concern over clarifying who was responsible in the

result of damages or issues related to the spraying. Further he stressed concern over the paramount priority of clean water.

The Commission debated the need to address evasive species versus any risk to water supply. Charles Nicholson indicated his belief that after reviewing data on the chemicals proposed there was no reasonable risk. He further requested a formal proposal from the watershed before the Commission acted.

15. **Commission Training Requirements**

Charles Nicholson thanked Superintendent Wilkerson for providing the tour of facilities in August. Loretta Painter suggested developing some training for a better understanding of ARPA and SRF funding tools. She suggested potentially having it arranged by Community Partners prior to Thanksgiving.

VI. **New Business**

1. **Capital Equipment Discussion**

Superintendent Wilkerson reported that the backhoe was still inoperable. The City departments are sharing the cost of renting equipment to continue to be prepared for any need. He recommended the NWC consider a plan to acquire a new mini-excavator, skid steer, and jet trailer.

2. **Norris Dam State Park – Waterline Improvements**

Superintendent Wilkerson shared that the Norris Dam State Park had a grant to replace their waterlines. The park had asked the NWC offer their support for the project and continue to express their intent to supply water for their use. He ended the discussion by signing their requested letter of support.

3. **Norris Waterworks Employees – New Hires**

Superintendent Wilkerson reported that he has 2 new employees. Loretta Painter questioned the current staffing numbers as compared to the approved ordinance.

Mayor Chris Mitchell made a motion and Bill Grieve seconded **to authorize the City Manager and Waterworks Superintendent present a change in the budget ordinance to allow time for crossover employment and adjustments in headcount during staffing changes when the budget allows.**

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

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

VII. **Reports**

1. **Superintendent July Report**

2. **July Financial Report**

Loretta Painter inquired about reflecting the 10% of increased revenue being restricted.

3. **July Unaccounted Water Report**

VIII. **Adjournment: 8:45 p.m.**, Motion by Chuck Nicholson and seconded by Bill Grieve to adjourn, All: AYE

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

Community building Maint.	18
Public Works Building Maint.	9
Public Safety Building Maint.	2
McNeeley Building Maint.	22.5
Lions Pavilion & Gazebo	1
Equip. & Vehicle Maintenance	28
Watershed, Rifle Range, Trash & Litter	79.5
Street and Roads	16
Mowing	147
Sidewalks	2
Leaf Collection	0
Brush Pickup, Pruning, Mulching, Tree Work	78
Drainage (Gutter/Basins) Maintenance	17
Eric Harold Park	1
Oak Road Park	1
Ridgeway Park	1
Town Clean Up/ garbage, Litter in Town	18
Animal control	13.5
Signs repair and replace	0
Tree Commission	0
Volunteer Fire Dept.	0
Overtime	0

<b>Loads</b>	
0	Leaves
23	Brush
1	Chips

Administration Work

**City Ordinance Department**

Permits Issued	
Inspections (Number)	
Ordinance Dept Hours	

<b>Vehicle Report</b>	Current Mileage	Miles for the Month
2017 Chev	58317	659
2013 Chev	53570	256
2000 Ford	n/a	
2005 Dump Truck	56205	101
2023 Dump Truck	2234	

**Equipment Report**

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

**PUBLIC WORKS MONTHLY REPORT**  
**Month & Year Work Completed**  
**Page 2**

**1 Community**

a)

**2 Community Building**

- a) Weekly cleaning and set ups
- b) Mow as needed
- c) Awning recovered

**3 McNeeley Municipal Building**

- a) Weekly cleaning
- b) Removed wet molded sheetrock from Museum
- c) Dug up foundation on corner of Museum
- d) Coated foundation with sealer and plastic corner of Museum
- e) Mow as needed

**4 Lion's Pavillion and Gazebo**

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

**5 Vehicles and Equipment**

- a) Monthly checklist performed
- b) CUB mower transmission replaced
- c) Hustler transmission ordered
- d) Handle for parking brake on CUB walkbehind ordered
- e) Oil changed in trucks

**6 Public Works Building**

- a) Weekly cleaning
- b) Mow as needed

**7 Public Safety Building**

- a) Mow as needed
- b) Installed another tarp on Fire Hall roof
- c) Cleaned down spouts

**7 Drainage**

- a) Cleaned as needed
- b) Installed culvert on Dale Rd.

**8 Streets / Sidewalks / Right of Ways**

- a) Brush pick up
- b) Stump grinding near side walks an common areas

**9 Parks**

- a) Monthly checklist performed
- b) Mow as needed
- c)

**10 Watershed**

- a) Started removing Tree on Clear Creek Trail
- b) Installed bench on Observation Point Trail
- c) Removed downed tree on Observation Point Trail  
Rifle Range
  - 1) 8/3 2 boards replaced and mowed
  - 2) 8/10 1 board replaced
  - 3) 8/31 2 boards replaced and mowed

**11 Brush Dump**

**12 Animal Control**

- a) Animals fed in the morning daily and walked if needed
- b) One cat and 3 kittens in shelter
- c)

**13 Comments:**



# Reserve Fund Transfers

413-11211 (Water/Sewer Unreserved)

\$39,628

to

413-11300 (Water/Sewer Reserved):



## NORRIS WATERSHED BOARD MINUTES

August 16, 2023

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

**Secretary/Treasurer:** Adam Ledford (AL)

The following members were present:

Chairperson: Ralph Jordan	Present	3yr. Term Expiration – 6/2024
Member: Robin Sain	Present	3yr. Term Expiration – DUE
Member: Allen Hendry	Present	3yr. Term Expiration – DUE
Member: Gene Lane	Present	3yr. Term Expiration – DUE
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 5:02 pm.

#### II. Minutes:

A motion was made Bill Grieve and seconded by Robin Sain **to approve the minutes of the July 20, 2023 meeting while correcting the spelling of a name.**

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

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

#### III. Hear the Public:

No Input.

#### IV. New Business

- **2023 Watershed Hunting Raffle** – Ralph Jordan reported on the flow and function of the event. The following ideas were presented:
  - City Manager Ledford suggested color coding parking permits to avoid confusion with people purchasing both types of hunting permits.
  - Gene Lane suggested advertising that people need to provide their tag numbers for vehicle used for hunt during registration.
  - Ralph Jordan indicated online registration might be something to consider in the future along with a shorter window of registration and pre-draw timeframes.
  - City Manager Ledford addressed a concern to clear up rules associated with minors that wish to register that lack of a photo identification.

- Joe Feeman suggested a box on the registration that can be checked to confirm if people have obtained a Tennessee hunting license.
- Robin Sain suggested a statement on the registration clarifying people are responsible for obtaining a proper hunting safety course and state hunting license to take part in the hunt.
- Ralph Jordan proposed reviewing the survey concept. He suggested that if they wish to conduct it moving forward an incentive program should be developed. An idea to raffle free permits for the next season would be possible to encourage better response. He did stress concern people might provide inaccurate data simply to be considered.
- Ralph Jordan also addressed access of the watershed during the hunt.
- Gene Lane asked if a parent without a permit would be allowed to accompany a minor on their hunt.

## V. Old Business

- **Summer Trail Crew** – Joe Feeman shared that a list of items to close out the season was not completed. The main item identified was the storage room next to the tennis courts was not cleaned out. He suggested the board consider a work day to get it to a state that public works can setup for racks.

City Manager Ledford discussed the organization management of staff to address watershed needs would be reviewed to suggest a new method moving forward.

- **Rifle Range Gate** – Ralph Jordan reported that the gate being built by John Cox had been delayed due to weather, however, the main post had been set. The gate itself was scheduled to be installed on the 17<sup>th</sup> of this month (tomorrow).
- **Clark Creek Springhead** – Ralph reported he was holding off on speaking with the contract, but would move forward in the next week to reach out about planning and scheduling removal of the trees.
- **Clear Creek Parking Area/Stream Bank Stabilization** – Joe Feeman shared he had no new update on working with the state or university partners.

## VI. Reports

- **Financials** – Adam Ledford provided a brief review of July 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.
- **Spraying** – Ralph Jordan questioned spraying for evasive species in portions of the watershed. City Manager Ledford indicated he had received back communication from TDEC that he would be presented to the NWC.
- **City of Norris Park & Recreation Master Plan** – Ralph Jordan reported that he received a request from the Recreation Commission to attend their next master plan meeting on the evening of the 17<sup>th</sup> (tomorrow). Robin Sain, Dennis Yankee, and Joe Feeman indicated that would be there to represent the watershed. Bill Grieve indicated he was likely to attend as well.

## VII. Adjournment

Motion by Bill Grieve and seconded by Gene Lane to adjourn at 6:15 p.m., All: AYE

**Norris Animal Shelter Commission**

**August 21, 2023**

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

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

**Public Present:** Lisa Dills, Jody and Mitch Owens Lowery

**Meeting called to order at 7:00 pm.**

**Hear the public:**

**Jody Owens Lowery-** representative from Woodmen Life Insurance. They are giving us \$500 to use for a hands on service project, and any items we may need! Maggie is concerned since we may be having to move to a new location at some point in the next few years, that any work done would be pointless. Jody suggested a full cleaning of the shelter and then providing bedding, food, etc, things that could move with us if we have to go. Tracy will get with everyone and make a wish list, with a budget of \$450. She will send the list to Jody by September 16<sup>th</sup>. Our service day will be October 1<sup>st</sup> at 1:30 pm. Jody will bring the items from the wish list, some volunteers, and lunch for the everyone. Thank you Jody!!

**Lisa Dills-** Lisa is a volunteer with Oak Ridge Animal Shelter. She says they have a folder they send with all of their adopters with information about animal care and helpful tips and contact information for local vets. She offered to make some folders for us! Hannah suggested that she add information about the animal ordinances in town, for example the pooper scooper law. Lisa will make the copies and folders herself and deliver them to the shelter. Thank you Lisa!!

**Approval of minutes:** Tracy moved to accept the minutes as written, Maggie seconded. Motion passed.

**Shelter Report:** *Maggie*

**Cats:**

*Joseph-* a TNR, hurts Maggie's heart because she worries about them when they are released. He was neutered and given vaccinations, released back where he was found.

*Thea and Hamilton-* Hamilton is now Hamish, both adopted

*Mama and 4 gray babies-* babies almost old enough to wean, starting to eat kitten food. All are very hungry and have fleas.

*Sick cat-* a very ill cat was brought to Maggie, infested with maggots, it passed away before it could receive veterinary care.

**Dogs:**

*Clyde-* such a sweet pup, adopted!

Maggie has contacted all the names from the list from Norris Day, only one person worked out! The rest did not answer or reply or are no longer available.

**Financial Report:** no report was received. Hannah will request one in advance of next month's meeting.

**Old Business:** none

## **New Business**

**Name change-**Tracy and Maggie are concerned with all the public notice that we have gotten lately. They are worried that people think we are a typical animal shelter. We are actually more of a closed shelter or holding facility. They would like to update the Facebook page to describe more accurately what we are and what we do. Hannah will contact Lindsay to update the page. It should mention that we only accept animals picked up by the police or public works, not owner surrenders. Also that we are not open to the public. Lee does not like the term holding facility, as it seems like we are just holding them briefly before sending them away. We need to find a description that honors the care we give to each animal that we take in.

**Thank you card-** Bennie and Charles Grace donated \$500 to the shelter. Hannah brought in a Thank You card to have everyone sign. Maggie will mail it to them.

**Bake sale-** planned for September 23<sup>rd</sup>, 9-12, in front of the post office. Lisa Dills will be present to volunteer, in addition to the members of the commission. Tracy and Hannah will bring tables. Lee will bring the tent to the September 18<sup>th</sup> meeting. Rachel Barnes and Sarah Miceli have volunteered to make 100 bags of cookies and 10 sourdough loaves. Debbie will make 100 bags of brownies. Tracy will make 100 bags of dog treats. Jody will make 24 bags of muffins. Hannah will make 24 mini cinnamon loaves, 24 lemon bundt cakes, 24 chocolate bundt cakes, 100 hard candy suckers and probably various other baked items if she has time. Hannah will provide everyone with bags/twist ties. She will contact Lindsay to get an ad started in the paper and will put a flyer on the bulletin board. We will also have a donation jar available. Our goal is raising \$2,000 like Caroline always did!

**Commission meeting adjourned at 8:14 pm.**

Respectfully submitted,

Hannah Lawson

Norris Animal Shelter Annual Report 2022-2023

Major Accomplishments:

Dogs:

Admissions	41
Returned to owner	24
Rehomed	14
Euthanized*	1
Current residents**	2

Cats:

Admissions	23
Returned to owner	0
Rehomed	23
Transfer to HSTV	1
Current residents***	4

Notes:

\*One dog humanely euthanized due to physical contact with and injury from a rabies vector animal

\*\*Two puppies currently being fostered outside the shelter

\*\*\*We began the year with four cats in residence. We currently have four kittens in residence at the shelter.

City employees and volunteers made 1,156 visits to care for the animals' physical needs (food/water/litter/walkies). The animals were also socialized and prepared for their new homes, or comforted until they could be reunited with their owners. Volunteers transported 42 animals for veterinary care. There were 82 days that no animals were in residence at the shelter. On those days, volunteers used the time to deep clean, reorganize, make repairs and prepare the shelter for intakes. There were 11 animals in foster care at some point during the year.

Members of the commission were Lee Borgers (4/2024), Maggie Sheehy (6/2024), Hannah Lawson (1/2026), Tracy Haley (10/2024), Debbie Grinder (4/2025), and Caroline Spurling (6/2025).

In April 2023, Caroline Spurling resigned her seat, it had not been filled by end of the 2022-2023 year.

Other activities during the 2022-2023 year:

- Norris Day booth, where we received donations of \$456 and raised awareness in the community for the shelter. These funds are used for veterinary care and continued operations of the shelter. We offered tshirts and various other items made by volunteers and commission members in appreciation of the donations. Also gained several new volunteers using a sign up sheet at the booth.
- Developed a "5 Year Plan" - containing estimated capital purchases/repairs/equipment to submit to the city for consideration in planning yearly budgets.
- With the help of the Lion's Club, worked on several minor repairs and upgrades for the shelter, including a new gate, new shelving, and a new faucet on the sink to make bathing larger animals possible.
- Revisited the "Pooper Scooper" ordinance from 2021. With support and input from the city manager and assistant city manager, we sent our suggested wording to city council. The ordinance was approved in March 2023.
- Added to the current ordinance a sentence providing a trial period for adoptions. Our previous wording indicated all adoptions to be final, with no provision in case the placement wasn't working out.
- Began discussing a protocol in cases where an animal has been exposed to a possible rabies vector.
- Utilized Facebook and The Norris Bulletin to get the word out about found animals and animals available for adoption. For animals that were in residence for a longer period of time, Petfinder was used to increase the search radius for possible adopters.
- Gathered text and photos to be included in the Norris 75<sup>th</sup> Birthday book, which will be released in 2024.
- Received a generous donation of \$2,189 from Caroline Spurling's Wags & Whiskers bake sale.
- Participated in the Halloween Trail. Greeted people, handed out candy and treats, and raised awareness for the shelter in the community.
- Put together information for a brochure to be included in a 'New Resident' packet given to all newcomers to Norris.
- Continued to discuss and provide feedback to the city on how we would like to be represented on the city's new website.
- Continued to strengthen relationships with local rescue groups and other area shelters (HSTV, Slumdog rescue, etc.)

#### 2023-2024 Goals

- Continue outstanding care of the animals who are admitted to the shelter
- Return animals to their homes as soon as possible. If the animal has no owner, find a loving, forever home as soon as possible.
- Hold annual fundraisers as needed. Take over the Wags and Whiskers Bake Sale in the fall.
- Maintain a booth at the 2023 Norris Day event and Halloween Trail event.
- Develop a protocol to use in cases where contact with a rabies vector animal is suspected.

**MINUTES**  
**NORRIS PLANNING COMMISSION**  
**August 7, 2023**

**Members Present:** Joe Feeman: Chairman, Chris Mitchell: Mayor, Loretta Painter, Alex Munro: Secretary, Lisa Shirey and Mike Carberry

**Members Absent:** Loy Johnson: Vice Chairman

**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 – July 3, 2023**

Ms. Painter made a motion to approve the Minutes of the July 3, 2023, Planning Commission meeting as presented. Mr. Munroe seconded the motion, all present voted aye. Motion carried.

**2. Business Items**

Draft Amendments to the Norris Subdivision Regulations

Ms. Baldwin presented a draft of proposed amendments to the Norris Subdivision Regulations. She explained that the draft addressed omissions, language clarity, industry standards, administrative process, and maintenance of compliance with TCA language. Commission members reviewed each section and discussed changes. Also discussed was the process for amending adopted Subdivision Regulations and the Planning Commissions responsibility. Commission members requested Ms. Baldwin to address changes and concerns in the draft and review in the September meeting.

**Adjournment:**

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

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**Alex Munro, Secretary**

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**Date**