

NORRIS MUNICIPAL WATERSHED BOARD MEETING

AGENDA

August 15, 2024

- I. Call to Order – 6:00 p.m. EST**
- II. Approval of the Agenda**
- III. Approval of Minutes:**
 - **July 18, 2024 Meeting**
- IV. Hear the Public**
- V. New Business**
 - **2024 Raffle**
- VI. Continuing Business**
 - **Clear Creek Parking Area Improvements**
 - **Reservoir Hill / Redhill Gates**
 - **Rifle Range Expansion**
 - **Herbicide Testing / Water Quality Impacts**
 - **Clear Creek Spring Box**
 - **Mapping**
- VII. Reports**
 - **Budget**
 - **Public Works**
 - **Public Safety**
 - **Resource Management**
- VIII. Adjourn**



NORRIS WATERSHED BOARD MINUTES

July 18, 2024

The following members were present:

Chairperson: Ralph Jordan	Absent	3yr. Term Expiration – 1/2028
Member: Robin Sain	Present	3yr. Term Expiration – 1/2026
Member: Allen Hendry	Present	3yr. Term Expiration – 1/2026
Member: Gene Lane	Present	3yr. Term Expiration – 1/2025
Member: Dennis Yankee	Absent	3yr. Term Expiration – 1/2028
Member: Don Barger	Absent	3yr. Term Expiration – 1/2027
Member: Bill Grieve	Present	City Council Representative

Quorum Met

I. Call to Order

The meeting was called to order by Allen Hendry at 6:16 pm.

II. Approval of the Agenda

A motion was made by Bill Grieve and seconded by Gene Lane **to approve the agenda as presented.**

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

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

III. Minutes:

A motion was made by Bill Grieve and seconded by Robin Sain **to approve the minutes of the June 20, 2024 meeting.**

The proposal passing on a vote of 3 to 0 as follows:

Yes: Gene Lane, Bill Grieve, Robin Sain

Abstain: Allen Hendry

IV. Hear the Public:

No public comment.

V. New Business

- **Norris Day 2024** – Allen Hendry provided a short positive report on the event.

Robin Sain reported that 82 of the 120 t-shirts sold. This mark was lower than last year. \$1,765 was collected from the sale. This reflected roughly a \$200 profit. She further suggested the board consider alternative payment options for 2025.

VI. Old Business

- **Clear Creek Parking Area Improvements** – No new comments or action.
- **Reservoir Hill/Redhill Gates** – Allen Hendry reported that estimates were above expectations and that splitting the project over multiple years was now under consideration.
- **Rifle Range Expansion** – Adam Ledford shared that within the next week he would be offering members the opportunity to attend a scheduled meeting with an engineer. He further spoke on a concept to move permit sales to a website and eliminate the need to pay for weekend staff.
- **Herbicide Testing/Water Quality Impacts** – Adam Ledford reported Tony Wilkerson is working with a new lab and he would check to see if it might offer the necessary test.
- **Clear Creek Spring Box** – Adam Ledford shared a new vendor had been setup to cut the trees. The plan is to have the project done by the end of July.

VII. Reports

- **Financials/Budget** – City Manager Ledford lead a review of the initial year-end budget status.
- **Norris Public Works** – Written report submitted without comment.
- **Norris Public Safety** – Written report submitted without comment.
- **Resource Management** – Joe Feeman presented his report.
- **2024 Watershed Workplan** – Joe Feeman proposed a workplan for roads.

A motion was made by Bill Grieve and seconded by Gene Lane **to accept the road related workplan for the watershed.**

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

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

VIII. Adjournment

Motion by Bill Grieve and seconded by Gene Lane to adjourn at 6:44 p.m., All: AYE

City of Norris
 Statement of Expenditures and Encumbrances
 July 2024

Fund : 123		Monthly Comparative:		8.33%				
Object	Cost Center	Sub Object	Original Budget/ Amendments	Total Budget	YTD Expenditures/ Encumbrances	Funds Available	% Used	MTD Actual/ Encumbrance
45100	Conservation Of Natural Resources							
220			(1,000.00)	(1,000.00)	723.00	(277.00)	72.30%	723.00
		Printing, Duplicating, Typing, And Binding	0.00		0.00			0.00
259			(69,107.00)	(69,107.00)	5,758.92	(63,348.08)	8.33%	5,758.92
		Other Professional Services	0.00		0.00			0.00
261			(1,500.00)	(1,500.00)	0.00	(1,500.00)	0.00%	0.00
		Repair And Maintenance Motor Vehicles	0.00		0.00			0.00
265			(13,500.00)	(13,500.00)	147.42	(13,352.58)	1.09%	147.42
		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 Contractual Services	0.00		0.00			0.00
310			(100.00)	(100.00)	0.00	(100.00)	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			(400.00)	(400.00)	0.00	(400.00)	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
900			(14,000.00)	(14,000.00)	246.33	(13,753.67)	1.76%	246.33
		Capital Outlay	0.00		0.00			0.00
Total For Fund: 123			(103,377.00)	(103,377.00)	6,875.67	(96,501.33)	6.65 %	6,875.67
			0.00		0.00			0.00

Fund : 123	Watershed Fund	Monthly Comparative				% UnRealized
		Total Estimated	MTD Realized	YTD Realized	Unrealized	
36100	Interest Earnings	12,000.00	0.00	0.00	12,000.00	100.00%
36140	Interest Earnings - Leases	3,700.00	0.00	0.00	3,700.00	100.00%
36212	Tower Rent	19,000.00	(2,409.13)	(2,409.13)	16,590.87	87.32%
36240	Lease/Rental/PPP	6,000.00	0.00	0.00	6,000.00	100.00%
36690	Wood Permits	25.00	0.00	0.00	25.00	100.00%
36691	Hunting Permits	3,500.00	(6,725.00)	(6,725.00)	(3,225.00)	-92.14%
36693	Rifle Range Permits	59,000.00	(13,100.00)	(13,100.00)	45,900.00	77.80%
37199	Miscellaneous	1,000.00	(1,865.00)	(1,865.00)	(865.00)	-86.50%
Total For Fund: 123		104,225.00	(24,099.13)	(24,099.13)	80,125.87	76.88 %

**CITY OF NORRIS
DEPARTMENT OF PUBLIC WORKS
MONTHLY REPORT**

July Year 2024

Community building Maint.	24
Public Works Building Maint.	6
Public Safety Building Maint.	2
McNeeley Building Maint.	12
Lions Pavilion & Gazebo	4
Equip. & Vehicle Maintenance	29
Watershed, Rifle Range, Trash & Litter	202
Street and Roads	38
Mowing	163
Sidewalks	144
Leaf Collection	0
Brush Pickup, Pruning, Mulching, Tree Work	52
Drainage (Gutter/Basins) Maintenance	16
Eric Harold Park	2
Oak Road Park	3
Ridgeway Park	1
Town Clean Up/ garbage, Litter in Town	68
Animal control	17
Signs repair and replace	4
Tree Commission	0
Volunteer Fire Dept.	0
Overtime	3
Administration Work	10

Loads	
0	Leaves
12	Brush
3	Chips

City Ordinance Department

Vehicle Report	Current Mileage	Miles for the Month
2017 Chev	65806	873
2013 Chev	58105	473
2000 Ford	n/a	
2005 Dump Truck	57581	11
2022 Kenworth	4502	

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) Norris Day

2 Community Building

- a) Weekly cleaning and set ups
- b) Mow as needed
- c) Getting quotes for large vent fan for GYM

3 McNeeley Municipal Building

- a) Weekly cleaning
- b) Mow as needed
- c) Boot replaced on Library roof

4 Lion's Pavillion and Gazebo

- a) Trash in trash cans picked up weekly
- b) mow as needed
- c) Replaced torn down paper towel holded

5 Vehicles and Equipment

- a) Monthly checklist performed
- b) New battery for CUB mower
- c) Tractor front end loader welded where cracked
- d) New starter for Kubota Side By side
- e) Tires repaired on mowers and trailers
- d) New tires for equipment trailer replacing dry rotted ones

6 Public Works Building

- a) Weekly cleaning
- b) Mow as needed

7 Public Safety Building

- a) Mow as needed

7 Drainage

- a) Cleaned as needed
- b) Sprayed another round in ditches and curbs

8 Streets / Sidewalks / Right of Ways

- a) Brush Pick up first full week of month
- b) Large patch on East Norris and man hole repair
- c) Asphalt sidewalks repaired on Oak Rd, East Norris and Hill Top
- d) Dead or Dying trees cut on East Norris and dead limbs trimmed out of trees in Town center and in front of middle School
- e) Marked tree on Pine Place cut
- d) 12 Tree stumps ground

9 Parks

- a) Mow as needed

10 Watershed

- a) Seasonal workers still working on trails
- b) Kubota side by side replaced starter
- c) Spring head trees cut
Rifle Range
 - 1) 2 boards replaced and mowed
 - 2) 1 board replaced
 - 3) 2 boards replaced and mowed
 - 4) 3 boards replaced and six posts mowed and trimmed brush back

11 Brush Dump

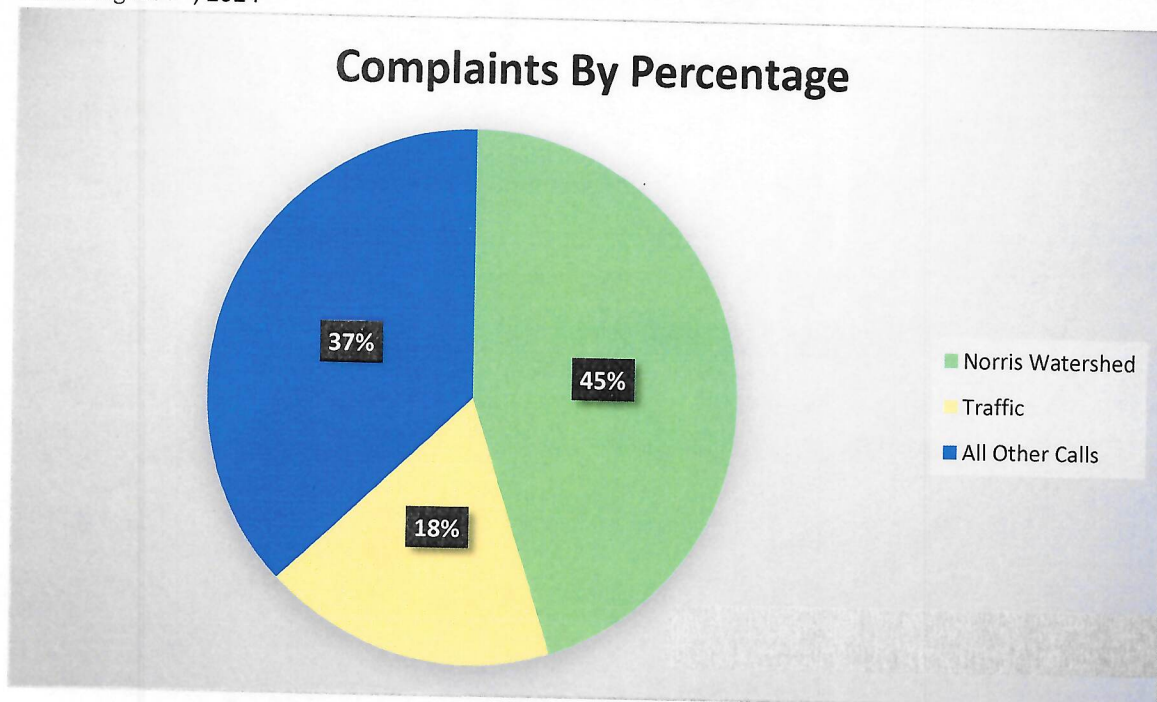
- 1)

12 Animal Control

- a) Animals fed in the morning daily and walked if needed
- b) 2 kittens still in shelter
- c) 2 dogs returned to their owner

13 Comments:

To: Adam Ledford, City Manager
From: Mike Poole, Chief
Subject: July Monthly Report
Date: August 7th, 2024



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

In the month of May, the Norris Police Department had documented a total of 475 Calls for service. Of the 475 Total entries, 140 came in by complainant or were self-initiated and required some type of police action.

- Officers conducted a total of 78 Patrols and 28 property checks in and through the Norris Watershed. An additional 5 calls for service were answered. This accounted for a total of 111 calls for service and 39.58 Total hours spent in or on the Norris Watershed.
- The Norris Police Department participated in the 4th of July – Norris Day event. We had no major problems to report.
- Norris Police Department started one New Officer during the month of July. We welcome Officer James Johnson to the City of Norris. At the time of this report, we have still have one open position and no viable applicants.

Mike Poole
Chief of Police



NORRIS POLICE DEPARTMENT

CAD Summary Statistics By Nature (by Month)

Received Dates From 07/01/2024 00:00 Through 07/31/2024 23:59

Description	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	% Total
ALARM -- BURGLAR	0	0	0	0	0	0	3	0	0	0	0	0	3	0.63
ALARM -- FIRE	0	0	0	0	0	0	2	0	0	0	0	0	2	0.42
ANIMAL COMPLAINT	0	0	0	0	0	0	5	0	0	0	0	0	5	1.05
ASSAULT	0	0	0	0	0	0	1	0	0	0	0	0	1	0.21
BOLO -- APB	0	0	0	0	0	0	2	0	0	0	0	0	2	0.42
BURN PERMIT	0	0	0	0	0	0	17	0	0	0	0	0	17	3.58
BUSINESS CHECK	0	0	0	0	0	0	58	0	0	0	0	0	58	12.21
BUSINESS CHECK WALK THRU	0	0	0	0	0	0	13	0	0	0	0	0	13	2.74
CASE FOLLOW-UP	0	0	0	0	0	0	3	0	0	0	0	0	3	0.63
CIVIL PAPER	0	0	0	0	0	0	2	0	0	0	0	0	2	0.42
COMMUNITY EVENT	0	0	0	0	0	0	1	0	0	0	0	0	1	0.21
CONTACT OR LOCATE	0	0	0	0	0	0	1	0	0	0	0	0	1	0.21
DISTURBANCE	0	0	0	0	0	0	3	0	0	0	0	0	3	0.63
EDP -- MENTAL PERSON	0	0	0	0	0	0	1	0	0	0	0	0	1	0.21
(EMS) CONVALESCENT	0	0	0	0	0	0	1	0	0	0	0	0	1	0.21
(EMS) FALL	0	0	0	0	0	0	2	0	0	0	0	0	2	0.42
(EMS) LIFT ASSIST	0	0	0	0	0	0	1	0	0	0	0	0	1	0.21
EMS -- MEDICAL ALARM	0	0	0	0	0	0	1	0	0	0	0	0	1	0.21
(EMS) SICK/UNKNOWN MEDICAL	0	0	0	0	0	0	1	0	0	0	0	0	1	0.21
(EMS) STROKE	0	0	0	0	0	0	1	0	0	0	0	0	1	0.21
(EMS) TRAUMATIC INJURY	0	0	0	0	0	0	1	0	0	0	0	0	1	0.21
EXTRA PATROL	0	0	0	0	0	0	22	0	0	0	0	0	22	4.63
EXTRA PATROL	0	0	0	0	0	0	48	0	0	0	0	0	48	10.11
FIRE ALARM COMMERCIAL	0	0	0	0	0	0	2	0	0	0	0	0	2	0.42
FIRE ALARM RESIDENTIAL	0	0	0	0	0	0	1	0	0	0	0	0	1	0.21
FIREARMS COMPLAINT	0	0	0	0	0	0	2	0	0	0	0	0	2	0.42
(FIRE) SERVICE CALL-TREES DOWN	0	0	0	0	0	0	3	0	0	0	0	0	3	0.63
INTOXICATED DRIVER	0	0	0	0	0	0	1	0	0	0	0	0	1	0.21



NORRIS POLICE DEPARTMENT

CAD Summary Statistics By Nature (by Month)

Received Dates From 07/01/2024 00:00 Through 07/31/2024 23:59

Description	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	% Total
INTOXICATED PERSON	0	0	0	0	0	0	1	0	0	0	0	0	1	0.21
INVESTIGATION BY OFFICER	0	0	0	0	0	0	1	0	0	0	0	0	1	0.21
JUVENILE PROBLEM	0	0	0	0	0	0	1	0	0	0	0	0	1	0.21
LIFT ASSIST	0	0	0	0	0	0	2	0	0	0	0	0	2	0.42
MVA -- NON-INJURY	0	0	0	0	0	0	6	0	0	0	0	0	6	1.26
OPEN DOOR	0	0	0	0	0	0	4	0	0	0	0	0	4	0.84
ORDINANCE VIOLATION	0	0	0	0	0	0	1	0	0	0	0	0	1	0.21
OUT FOR CITY COURT	0	0	0	0	0	0	1	0	0	0	0	0	1	0.21
OUT FOR VEHICLE MAINTENANCE	0	0	0	0	0	0	3	0	0	0	0	0	3	0.63
OUT - POLICE BUSINESS	0	0	0	0	0	0	10	0	0	0	0	0	10	2.11
OUT TRAINING	0	0	0	0	0	0	2	0	0	0	0	0	2	0.42
PROPERTY CHECK	0	0	0	0	0	0	82	0	0	0	0	0	82	17.26
PUBLIC ASSIST	0	0	0	0	0	0	2	0	0	0	0	0	2	0.42
SCHOOL WALK THROUGH	0	0	0	0	0	0	1	0	0	0	0	0	1	0.21
SUICIDAL PERSON	0	0	0	0	0	0	2	0	0	0	0	0	2	0.42
SUSPICIOUS ACTIVITY	0	0	0	0	0	0	4	0	0	0	0	0	4	0.84
SUSPICIOUS VEHICLE	0	0	0	0	0	0	2	0	0	0	0	0	2	0.42
SUSPICIOUS VEHICLE	0	0	0	0	0	0	5	0	0	0	0	0	5	1.05
THEFT -- VEHICLE	0	0	0	0	0	0	1	0	0	0	0	0	1	0.21
TRAFFIC COMPLAINT	0	0	0	0	0	0	6	0	0	0	0	0	6	1.26
TRAFFIC CONTROL	0	0	0	0	0	0	3	0	0	0	0	0	3	0.63
TRAFFIC ENFORCEMENT	0	0	0	0	0	0	35	0	0	0	0	0	35	7.37
TRAFFIC HAZARD	0	0	0	0	0	0	8	0	0	0	0	0	8	1.68
TRAFFIC STOP	0	0	0	0	0	0	9	0	0	0	0	0	9	1.89
WATER SHED PATROL	0	0	0	0	0	0	78	0	0	0	0	0	78	16.42
WELFARE CHECK	0	0	0	0	0	0	6	0	0	0	0	0	6	1.26
Totals:	0	0	0	0	0	0	475	0	0	0	0	0	475	