

NORRIS MUNICIPAL WATERSHED BOARD MEETING

AGENDA

April 17, 2025

- I. Call to Order – 6:00 p.m. EST**
- II. Approval of the Agenda**
- III. Approval of Minutes:**
 - **April 17, 2025 Meeting**
- IV. Hear the Public**
- V. New Business**
 - **Review of Fee Structure for Rifle Range**
- VI. Continuing Business**
 - **Clear Creek Parking Area Improvements**
 - **Management Plan**
 - **Mapping Update**
 - **Rifle Range Improvements**
- VII. Reports**
 - **Budget**
 - **Public Works**
 - **Public Safety**
 - **Resource Management**
- VIII. Adjourn**



NORRIS WATERSHED BOARD MINUTES

April 17, 2025

The following members were present:

Chairperson: Ralph Jordan	Present	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 – 1/2028
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 Ralph Jordan at 6:00 pm.

II. Approval of the Agenda

Allen Hendry made a motion, seconded by Bill Grieve **to approve the agenda as drafted.**

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

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

III. Minutes:

A motion was made by Bill Greive and seconded by Gene Lane **to approve the minutes of the March 20, 2025 meeting with a minor adjustment to the language of the water fingerprint project.**

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

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

IV. Hear the Public:

Adam Ledford – Shared that the NWC had approve sharing cost on the source water fingerprinting project.

Cody Edrington – Reminded everyone about the upcoming poker run the following week.

V. New Business

- **Review of the 2025-26 Budget & CIP** – City Manager Ledford led a review of the existing 5-year CIP. The board proposed several changes to items, funding, and years of action. A motion was made by Ralph Jordan and seconded by Bill Grieve to approve the draft 2025-26 budget and CIP as amended. The proposal passing on a vote of 5 to 0 as follows:
Yes: Ralph Jordan, Bill Grieve, Robin Sain, Allen Hendry, Gene Lane

VI. Continuing Business

- **Clear Creek Parking Area Improvements** – Ralph Jordan reported that he and Robert Maze would meet up and share their thoughts in a future meeting.

- **Watershed Plan/Mapping** – City Manager Ledford reported that the Council had returned the plan to the Board consideration of elements related to herbicide spraying and the method of identifying long-range goals and objectives. The Board discussed how to address each item and assigned Allen Hendry to draft modifications to address the long-range elements.

Ralph Jordan addressed his interaction with those expressing an interest to have driving access.

Joe Feeman reported he had new files for the mapmakers and was working on determining the style of file needed.

VII. Reports

- **Financials/Budget** – Written report submitted. City Manager Ledford shared that the fund would expect to end the year compliant with state statutes.
- **Norris Public Works** – Written report submitted without comment.
- **Norris Public Safety** – Written report submitted. Ralph Jordan requested the police department separate rifle range from other watershed related activities.
- **Resource Management** – Joe Feeman submitted his report. Burns were conducted since the March meeting. Another burn is planned before the end of April, weather permitting. He provided a pre-proposal review of the property for potential contracts for the opening and road work. He concluded with talk about changes to the mapping/GIS software, TVA OGC volunteer activity, and the annual work plan proposal.

A motion was made by Allen Hendry and seconded by Gene Lane to approve the draft 2025 Watershed Workplan.

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

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

VIII. Adjournment

Motion by Bill Grieve and seconded by Gene Lane to adjourn at 7:59 p.m., All: AYE

Chairperson: _____

Secretary: _____

CITY OF NORRIS, TENNESSEE
123 Watershed Fund

	Actual 23-24	Estimated 24-25	Budgeted 25-26
	2023-2024	2024-2025	2025-2026
OPERATING REVENUES			
36140 Leases	\$ 3,552	\$ 3,700	\$ 3,700
36212 Tower Rent	26,895	18,850	19,000
36240 Lease	\$ 6,006	\$ 6,000	\$ 6,000
36690 Wood Permits	\$ 45,453	\$ -	\$ -
36691 Hunting	3,700	3,735	3,700
36693 Rifle Range Permits	62,976	67,000	66,000
36100 Interest	12,427	17,350	15,000
37199 Miscellaneous	2,760	2,125	2,200
TOTAL REVENUES	\$ 163,769	\$ 118,760	\$ 115,600
45110 Conservation of Natural Resources Watershed			
114 Part-Time Personnel	\$ 4,647	\$ -	\$ -
141 Payroll Taxes	422	-	-
142 Hospital and Health Insurance	-	-	-
147 Unemployment Insurance	17	-	-
220 Printing and Duplicating	1,883	2,780	3,000
259 Other Professional Services	4,199	71,100	74,866
261 Repair and Maintenance Motor Vehicles	2,394	2,010	2,200
265 Repair and Maintenance Grounds	11,014	15,000	14,000
290 Other Contractual Services (ETP)	4,000	1,236	1,800
291 Physical/Drug Testing	-	-	-
310 Office Supplies and Materials	-	78	100
320 Other Operating Supplies	30	391	200
331 Fuel Charges	456	850	750
342 Sign Parts and Supplies	738	100	500
551 Trustee Fees	2,288	50	-
900 Capital Outlay	31,438	9,146	\$ 44,500
759 Operating Transfers Out	\$ 48,290	\$ -	\$ -
TOTAL CAPTIAL EXPENSES	\$ 31,438	\$ 9,146	\$ 44,500
TOTAL O&M EXPENSES	\$ 80,378	\$ 93,595	\$ 97,416
Total Conservation of Natural Resources	\$ 111,816	\$ 102,741	\$ 141,916
Change in Fund Balance	\$ 51,953	\$ 16,019	\$ (26,316)
Beginning Fund Balance	\$ 318,517	\$ 370,470	\$ 386,489
Ending Fund Balance	\$ 370,470	\$ 386,489	\$ 360,173

Asset Description
123 - WATERSHED FUND

	FY 2024/25	FY 2025/26	FY 2026/27	FY 2027/28	FY 2028/29	FY 2029/30
Clear Creek Shoreline Public Area Improvements		\$ 8,000				
Reservoir Hill Gates		\$ 12,000				
Pedestrian Bridges (3)	\$ 2,000	\$ 2,500	\$ 2,500			
Entrance Signage (3)						\$ 9,000
Parking Area Expansion/New	\$ 5,000					
New Road Segment		\$ 4,000				
UTV (Shared Purchase)			\$ 12,000			
Trail Connectors				\$ 10,000		
Rifle Range Expansion (Shared Purchase)						\$ 15,000
Rifle Range Improvements		\$ 10,000				
New Wildlife Opening		\$ 8,000		\$ 12,000		
123 - WATERSHED FUND TOTAL	\$7,000	\$44,500	\$14,500	\$22,000	\$0	\$24,000
State Grants						
Local Grants		\$ 2,500				
Watershed Fund Outlay	\$ 7,000	\$ 42,000	\$ 14,500	\$ 22,000	\$ -	\$ 24,000

**CITY OF NORRIS
DEPARTMENT OF PUBLIC WORKS
MONTHLY REPORT
April Year 2025**

Community building Maint.	12
Public Works Building Maint.	9
Public Safety Building Maint.	0
McNeeley Building Maint.	7
Lions Pavilion & Gazebo	1
Equip. & Vehicle Maintenance	11
Watershed, Rifle Range, Trash & Litter	12
Street and Roads	57
Mowing	80
Sidewalks	0
Leaf Collection	48.5
Brush Pickup, Pruning, Mulching, Tree Work	96
Drainage (Gutter/Basins) Maintenance	2
Eric Harold Park	14
Oak Road Park	0
Ridgeway Park	0
Town Clean Up/ garbage, Litter in Town	147
Animal control	2.5
Signs repair and replace	1
Tree Commission	18
Over time	0
Administrative work	7

Loads	
1	Leaves
20	Brush
0	Chips

Vehicle Report	Current Mileage	Miles for the Month
2017 Chev	69873	224
2013 Chev	61014	157
2022 Kenworth	7246	628
2025 Chevy	1479	506

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) Spring Clean up

2 Community Building

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

3 McNeeley Municipal Building

- a) Weekly cleaning
- b) mow as needed

4 Lion's Pavillion and Gazebo

- a) Trash in trash cans picked up weekly
- b) De winterized and opened for the season

5 Vehicles and Equipment

- a) Monthly checklist performed
- b) Blades replaced and sharpened on mowers
- c) Installed middle jump seat for new dump truck

6 Public Works Building

- a) Weekly cleaning
- b) mow as needed
- d) Spring cleaning around shop

7 Public Safety Building

- a) mow as needed

7 Drainage

- a) Cleaned as needed

8 Streets / Sidewalks / Right of Ways

- a) Spring clean up
- b) Pot hole patched 4/16

9 Parks

- a) Monthly checklist performed
- b) Added rubber mulch to playground Eric Harold
- c) Removed hole in playground equipment decking and welded new piece and coated bad places.

10 Watershed

- a) Tools ordered for trail work
- b) Meeting for Rifle range run off
Rifle Range
 - 1) 4/3 1 board replaced
 - 2) 4/10 2 boards replaced
 - 3) 4/24 1 board replaced

11 Brush Dump

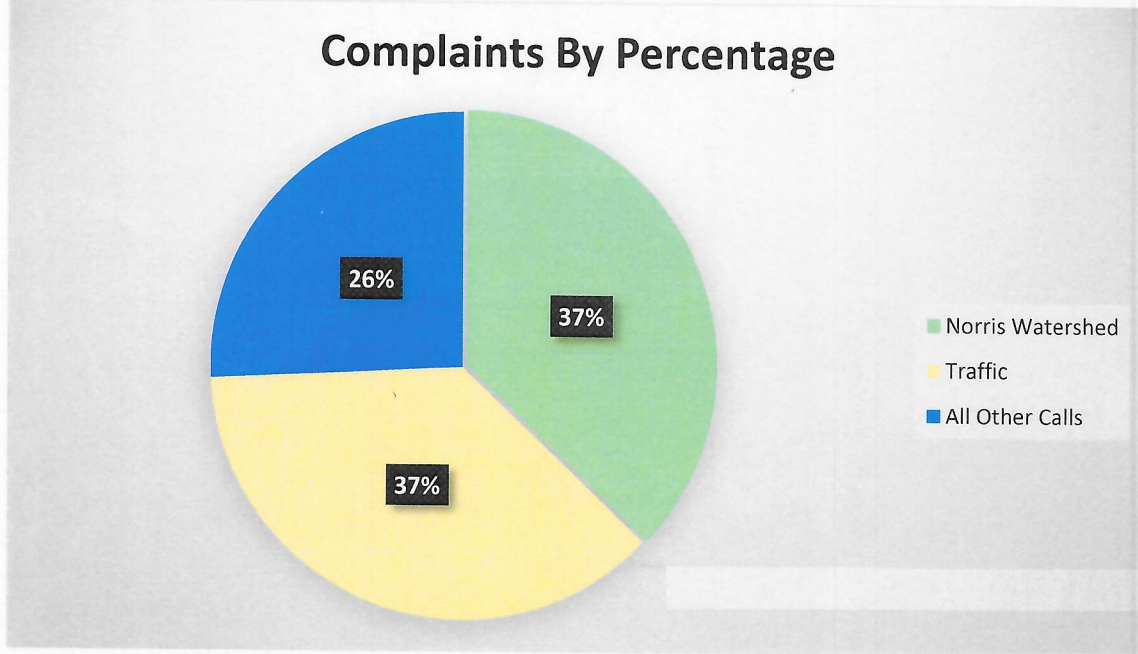
- 1) Will need piled next month

12 Animal Control

- a) Animals fed in the morning daily and walked if needed
- b) 1 dog in shelter

13 Comments:

To: Adam Ledford, City Manager
From: Mike Poole, Chief
Subject: April Monthly Report
Date: May 7th, 2025



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 April, the Norris Police Department had documented a total of 678 Calls for service. Of the 678 total entries, 213 came in by complainant or were self-initiated and required some type of police action.

- Officers conducted a total of 135 Patrols and checks in and through the Norris Watershed. An additional 3 calls for service were answered. This accounted for a total of 138 calls for service and 42.72 Total hours spent in or on the Norris Watershed.
- Scam calls, emails, Facebook, and texts continue to be a problem for Norris Citizens. I am in the process of updating and scheduling a presentation to be held at the meeting room of the city office for Norris Residents. CSNPF has graciously offered to provide snacks and drinks for the public. I hope to have a date in the upcoming weeks.
- As you will notice, Norris Officers spent an increased amount of time this month focused on traffic. This is due mostly to the time of year and an increase in people out on city streets and highways.

Mike Poole
Chief of Police



NORRIS POLICE DEPARTMENT

CAD Summary Statistics By Nature (by Month)

Received Dates From 04/01/2025 00:00 Through 04/30/2025 23:59

Description	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	% Total
ALARM -- BURGLAR	0	0	0	5	0	0	0	0	0	0	0	0	5	0.74
ALARM -- OTHER	0	0	0	1	0	0	0	0	0	0	0	0	1	0.15
ANIMAL COMPLAINT	0	0	0	6	0	0	0	0	0	0	0	0	6	0.88
BOLO -- APB	0	0	0	1	0	0	0	0	0	0	0	0	1	0.15
BURN PERMIT	0	0	0	8	0	0	0	0	0	0	0	0	8	1.18
BUSINESS CHECK	0	0	0	81	0	0	0	0	0	0	0	0	81	11.95
BUSINESS CHECK WALK THRU	0	0	0	10	0	0	0	0	0	0	0	0	10	1.47
CASE FOLLOW-UP	0	0	0	4	0	0	0	0	0	0	0	0	4	0.59
CIVIL MATTER	0	0	0	2	0	0	0	0	0	0	0	0	2	0.29
DISABLED VEHICLE	0	0	0	4	0	0	0	0	0	0	0	0	4	0.59
DOMESTIC PROBLEM	0	0	0	1	0	0	0	0	0	0	0	0	1	0.15
(EMS) ABDOMINAL/BACK PAIN	0	0	0	1	0	0	0	0	0	0	0	0	1	0.15
(EMS) ANIMAL BITE	0	0	0	1	0	0	0	0	0	0	0	0	1	0.15
(EMS) FALL	0	0	0	2	0	0	0	0	0	0	0	0	2	0.29
(EMS) LIFT ASSIST	0	0	0	4	0	0	0	0	0	0	0	0	4	0.59
ESCORT -- FUNERAL	0	0	0	1	0	0	0	0	0	0	0	0	1	0.15
EXTRA PATROL	0	0	0	41	0	0	0	0	0	0	0	0	41	6.05
EXTRA PATROL	0	0	0	50	0	0	0	0	0	0	0	0	50	7.37
FIRE ALARM COMMERCIAL	0	0	0	2	0	0	0	0	0	0	0	0	2	0.29
FIRE ALARM RESIDENTIAL	0	0	0	1	0	0	0	0	0	0	0	0	1	0.15
(FIRE) SERVICE CALL-INVESTIGATION	0	0	0	2	0	0	0	0	0	0	0	0	2	0.29
FORGERY	0	0	0	1	0	0	0	0	0	0	0	0	1	0.15
INTOXICATED DRIVER	0	0	0	1	0	0	0	0	0	0	0	0	1	0.15
INVESTIGATION BY OFFICER	0	0	0	3	0	0	0	0	0	0	0	0	3	0.44
MISSING ADULT	0	0	0	1	0	0	0	0	0	0	0	0	1	0.15
MISSING JUVENILE (NOT RUNAWAY)	0	0	0	1	0	0	0	0	0	0	0	0	1	0.15
MVA -- INJURY	0	0	0	1	0	0	0	0	0	0	0	0	1	0.15
MVA -- NON-INJURY	0	0	0	5	0	0	0	0	0	0	0	0	5	0.74



NORRIS POLICE DEPARTMENT

CAD Summary Statistics By Nature (by Month)

Received Dates From 04/01/2025 00:00 Through 04/30/2025 23:59

Description	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	% Total
MVA -- PROPERTY DAMAGE	0	0	0	1	0	0	0	0	0	0	0	0	1	0.15
OPEN DOOR	0	0	0	5	0	0	0	0	0	0	0	0	5	0.74
OPEN GATE	0	0	0	2	0	0	0	0	0	0	0	0	2	0.29
OUT FOR VEHICLE MAINTENANCE	0	0	0	5	0	0	0	0	0	0	0	0	5	0.74
OUT - POLICE BUSINESS	0	0	0	7	0	0	0	0	0	0	0	0	7	1.03
PROPERTY CHECK	0	0	0	98	0	0	0	0	0	0	0	0	98	14.45
PROPERTY -- FOUND (NOT STOLEN)	0	0	0	1	0	0	0	0	0	0	0	0	1	0.15
PUBLIC ASSIST	0	0	0	6	0	0	0	0	0	0	0	0	6	0.88
SCHOOL WALK THROUGH	0	0	0	4	0	0	0	0	0	0	0	0	4	0.59
SCHOOL ZONE	0	0	0	37	0	0	0	0	0	0	0	0	37	5.46
SPECIAL ASSIGNMENT	0	0	0	1	0	0	0	0	0	0	0	0	1	0.15
STATIONARY OBSERVATION	0	0	0	24	0	0	0	0	0	0	0	0	24	3.54
SUSPICIOUS ACTIVITY	0	0	0	1	0	0	0	0	0	0	0	0	1	0.15
SUSPICIOUS PERSON	0	0	0	2	0	0	0	0	0	0	0	0	2	0.29
SUSPICIOUS VEHICLE	0	0	0	1	0	0	0	0	0	0	0	0	1	0.15
SUSPICIOUS VEHICLE	0	0	0	7	0	0	0	0	0	0	0	0	7	1.03
THREATS	0	0	0	1	0	0	0	0	0	0	0	0	1	0.15
TRAFFIC COMPLAINT	0	0	0	4	0	0	0	0	0	0	0	0	4	0.59
TRAFFIC CONTROL	0	0	0	1	0	0	0	0	0	0	0	0	1	0.15
TRAFFIC ENFORCEMENT	0	0	0	54	0	0	0	0	0	0	0	0	54	7.96
TRAFFIC HAZARD	0	0	0	6	0	0	0	0	0	0	0	0	6	0.88
TRAFFIC STOP	0	0	0	1	0	0	0	0	0	0	0	0	1	0.15
TRAFFIC STOP	0	0	0	45	0	0	0	0	0	0	0	0	45	6.64
TRANSPORT -- OTHER	0	0	0	1	0	0	0	0	0	0	0	0	1	0.15
TRESPASSING	0	0	0	2	0	0	0	0	0	0	0	0	2	0.29
VANDALISM	0	0	0	1	0	0	0	0	0	0	0	0	1	0.15
WATER SHED PATROL	0	0	0	116	0	0	0	0	0	0	0	0	116	17.11
WELFARE CHECK	0	0	0	3	0	0	0	0	0	0	0	0	3	0.44



NORRIS POLICE DEPARTMENT

CAD Summary Statistics By Nature (by Month)

Received Dates From 04/01/2025 00:00 Through 04/30/2025 23:59

Description	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	% Total
Totals: 0	0	0	0	678	0	0	0	0	0	0	0	0	678	

Resource Management Report
15 May 2025

We burned the 30-acre forest site between Boundary and Foresters Trails on April 23. TDF had 5 people and the burn went well. I have walked about a third of the area and it looks like we had good control of the understory. I will monitor the fire lines for use and if there are problems, we'll put up a barrier.

We received 2 bids for road maintenance and wildlife opening clearing. The Wilkersons were the lowest bid on road work (\$120/hour) and Edwards Grading was lowest on the opening (\$4999). I don't know for sure when they will start but I don't expect the work to be done in this fiscal year.

I'm still working on the trail map. I had to get the park to send me separate shape files for each trail so it would not be confusing for the cartographer (Boyd) to see which trail was new and which ones have been closed. This has taken more time than anything. They have so many new trails. It may also be a problem that some of their trails are open to bikers and hikers, but not horses. I have all of the other items ready. I'll talk to Boyd about the print format.

Kerry, Randy Kurth, Steve Forbes, and I looked at the rifle range on April 25. Steve provided his engineering expertise on improving drainage. This includes ditching pistol ranges with French drain type outlets with rock and geotextile. The area in front of the 100-yard range targets would also have similar drains over a broad area. It was also recommended that we increase grass cover over the area. Kerry and the crew would provide all of the materials and do the excavating (using primarily the new excavator). His estimate is \$5000 for the project.

TVA expects 9 people to come to the trail workday on Friday May 16. We will concentrate on clearing encroaching vegetation and cleaning dips on Reservoir Hill Trail, Clear Creek Trail, Upper and Lower White Pine Trails, and if needed Ridgecrest Trail. I expect with volunteers we'll have 3 crews.

I checked the pines that were planted in the clearcut area and most look good. I also checked one of the oak plots and all had leafed out. I am meeting Stacy Clark out there this week to look at it. They will be out to apply more deer repellent.

I plan to go by and look at the bridge on Clear Creek.

The summer trail crew has started working and includes 2 students from UT. I am putting together the work list for trails. If anyone has input let me know.