

NORRIS MUNICIPAL WATERSHED BOARD MEETING

AGENDA

May 16, 2024

- I. **Call to Order - 6:00 p.m. EST**
- II. **Approval of the Agenda**
- III. **Approval of Minutes:**
 - April 18, 2024 Meeting
- III. **Hear the Public**
- IV. **New Business**
 - Norris Day 2024
 - T-Shirts
 - Schedule
 - Raffle
 - Setting Dates and Details for 2024 Quota Deer Hunts and Drawings
- V. **Continuing Business**
 - Clear Creek Parking Area Improvements
 - Update on Timber Sale
 - 2024 Cleanup Day Update
 - Update on Range Expansion
 - Replacement Range Keys
 - Setting Workshop and Discussion on Watershed Management Plan
- VI. **Reports**
 - Budget/Finances
 - Public Works
 - Public Safety
 - Resource Management
- VII. **Adjourn**



NORRIS WATERSHED BOARD MINUTES

April 18, 2024

The following members were present:

Chairperson: Ralph Jordan	Absent	3yr. Term Expiration – 6/2024
Member: Robin Sain	Absent	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	Present	3yr. Term Expiration – 6/2024
Member: Don Barger	Present	3yr. Term Expiration – 1/2027
Member: Bill Grieve	Absent	City Council Representative

Quorum Met

I. Call to Order

The meeting was called to order by Allen Hendry at 6:00 pm.

II. Approval of the Agenda

A motion was made by Don Barger 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, Dennis Yankee, Don Barger

III. Minutes:

A motion was made by Dennis Yankee and seconded by Gene Lane **to approve the minutes of the March 21, 2024 meeting with minor spelling corrections and corrections to Don Barger's voting status.**

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

Yes: Gene Lane, Allen Hendry, Dennis Yankee, Don Barger

IV. Hear the Public:

Lindsay Shaw – Expressed a need to collect data on the state of the deer population on the property. She offered to help with a bait and camera program in late Summer.

V. New Business

- **Norris Day 2024** – Allen Hendry suggested the Board take official action to acknowledge they will be taking part in the events again this year. Upon completion of the vote, Allen Hendry indicated he would reach out to Robin Sain and initiate plans for a new t-shirt for this year.

A motion was made by Don Barger and seconded by Gene Lane **to proceed forward with plans to take part in the 2024 Norris Day events.**

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

Yes: Gene Lane, Allen Hendry, Dennis Yankee, Don Barger

VI. Old Business

- **Update on Burns** – Joe Feeman reported on a 30 acre-controlled burn conducted this afternoon. He further recommended a donation to the UT Wildlife Club.

A motion was made by Gene Lane and seconded by Dennis Yankee **to draft a \$595 donation to the UT Wildlife Club.**

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

Yes: Gene Lane, Allen Hendry, Dennis Yankee, Don Barger

- **Update on Timber Sale** – Joe Feeman reported that the contractor is within a week of completing the contract. He shared that the vendor is working to resolve some damage on private property near the project site.
- **2024 Cleanup Day Update** – Dennis Yankee suggested the reschedule event take place on June 1 to coincide with National Trails Day. Adam Ledford indicated that the previous approvals by the Board were sufficient to act on purchasing drinks and food to support the event.
- **Update on Range Expansion** – Adam Ledford reported he had provided more information to the potential engineer. Joe Feeman indicated the area in question may have trees suitable for a sell.
- **Replacement Range Keys** – Adam Ledford indicated he had placed this back on the agenda as he was unclear what direction the Board wished to take on addressing this issue, but understanding a policy should most likely be finalized before the end of June. He further shared that staff was working on a list that would provide quick reference to determine if people had a membership/permit or not. The list would be ready for July 1. Members tabled further conversation with the understanding Ralph Jordan would be proposing a policy in the near future.
- **Red Hill Gates** – Allen Hendry reported that Ralph Jordan would report back next month on a plan arranged in conjunction with Mr. Cox that would likely include a 2-gate solution.
- **Wellhead Tree Update** – Allen Hendry reported that the Board was still waiting for the vendor to cut trees down by the wellhead.
- **Watershed Management Plan** – Allen Hendry reported that Ralph Jordan would be working to set a workshop to review the plan once notes had been submitted for changes.

VII. Reports

- **Financials/Budget** – City Manager Ledford lead a review of the current year budget status. He further presented his proposal for next year’s budget.
- **Norris Public Works** – Written report submitted without comment.
- **Norris Public Safety** – Written report submitted without comment.
- **Resource Management** – Joe Feeman reported that the waterline to Carson Brewer need attention. He further shared his plan to plantings in the newly cleared areas.

A motion was made by Dennis Yankee and seconded by Don Barger **to buy grass seed as recommended by Joe Feeman.**

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

Yes: Gene Lane, Allen Hendry, Dennis Yankee, Don Barger

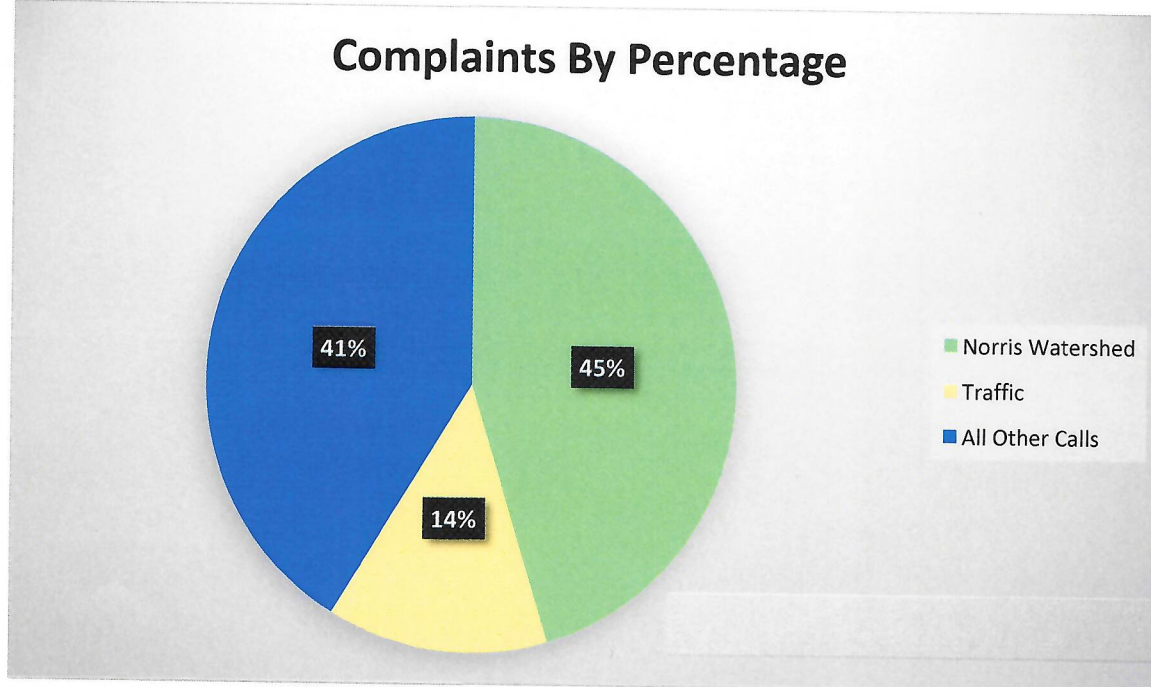
VIII. Adjournment

Motion by Don Barger and seconded by Gene Lane to adjourn at 7:14 p.m., All: AYE

Watershed Fund Balance Report

	2023-24 Budget	2022-23 Jul Actual	2022-23 Aug Actual	2022-23 Sep Actual	2022-23 Oct Actual	2022-23 Nov Actual	2022-23 Dec Actual	2022-23 Jan Actual	2022-23 Feb Actual	2022-23 Mar Actual	2022-23 April Actual	2022-23 Actual	
Revenues	\$ 149,820	\$ 24,834	\$ 17,010	\$ 8,089	\$ 12,715	\$ 9,925	\$ 4,166	\$ 12,093	\$ 9,115	\$ 49,155	\$ 6,628	\$ 153,730	102.6%
Expenses	\$ 155,108	\$ 7,754	\$ 9,005	\$ 1,145	\$ 2,658	\$ 2,245	\$ 1,085	\$ 1,097	\$ 3,036	\$ 5,820	\$ 23,714	\$ 57,559	37.1%
Balance	\$ (5,288)	\$ 17,080	\$ 8,005	\$ 6,944	\$ 10,057	\$ 7,680	\$ 3,081	\$ 10,996	\$ 6,079	\$ 43,335	\$ (17,086)	\$ 96,171	
Transfer to Special Projects	\$ 6,400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Balance after Transfer	\$ (11,688)	\$ 17,080	\$ 8,005	\$ 6,944	\$ 10,057	\$ 7,680	\$ 3,081	\$ 10,996	\$ 6,079	\$ 43,335	\$ (17,086)	\$ 96,171	
Beginning Fund Balance	\$ 318,517	\$ 318,517	\$ 335,597	\$ 343,602	\$ 350,546	\$ 360,603	\$ 368,283	\$ 371,364	\$ 382,360	\$ 388,439	\$ 431,774	\$ 318,517	
Ending Fund Balance	\$ 306,829	\$ 335,597	\$ 343,602	\$ 350,546	\$ 360,603	\$ 368,283	\$ 371,364	\$ 382,360	\$ 388,439	\$ 431,774	\$ 414,688	\$ 414,688	
Capital Outlays	\$ 63,500	\$ -	\$ 4,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,360		\$ 9,260	14.6%

To: Adam Ledford, City Manager
From: Mike Poole, Chief
Subject: April Monthly Report
Date: May 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 April, the Norris Police Department had documented a total of 474 Calls for service. Of the 474 Total entries, 142 came in by complainant or were self-initiated and required some type of police action.

- Officers conducted a total of 80 Patrols and 30 property checks in and through the Norris Watershed. An additional 4 calls for service were answered. This accounted for a total of 114 calls for service and 31.57 Total hours spent in or on the Norris Watershed.
- The Norris Rifle Range annual membership ended for the month of April at 810.
- During the month of April, the local raccoon population was struck with an outbreak of what is believed to be distemper. We saw a large increase in animal complaints. These have fallen off and this seems to be on the decline at the time of this report.
- The Norris Police Department was involved in a short vehicle pursuit that ended a few miles outside city limits on Hillvale Road. The chase was initiated following an attempted traffic stop and as a result one subject was charged.

Mike Poole
Chief of Police



NORRIS POLICE DEPARTMENT

CAD Summary Statistics By Nature (by Month)

Received Dates From 04/01/2024 00:00 Through 04/30/2024 23:59

Description	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	% Total
911 OPEN LINE	0	0	0	1	0	0	0	0	0	0	0	0	1	0.21
ALARM -- BURGLAR	0	0	0	4	0	0	0	0	0	0	0	0	4	0.84
ANIMAL COMPLAINT	0	0	0	14	0	0	0	0	0	0	0	0	14	2.95
ASSAULT	0	0	0	1	0	0	0	0	0	0	0	0	1	0.21
BURN PERMIT	0	0	0	10	0	0	0	0	0	0	0	0	10	2.11
BUSINESS CHECK	0	0	0	18	0	0	0	0	0	0	0	0	18	3.80
BUSINESS CHECK WALK THRU	0	0	0	10	0	0	0	0	0	0	0	0	10	2.11
CASE FOLLOW-UP	0	0	0	9	0	0	0	0	0	0	0	0	9	1.90
CHILD CUSTODY	0	0	0	1	0	0	0	0	0	0	0	0	1	0.21
CONTACT OR LOCATE	0	0	0	2	0	0	0	0	0	0	0	0	2	0.42
DELIVER VICTIM NOTIFICATION	0	0	0	1	0	0	0	0	0	0	0	0	1	0.21
DHS ASSIST	0	0	0	1	0	0	0	0	0	0	0	0	1	0.21
DISABLED VEHICLE	0	0	0	1	0	0	0	0	0	0	0	0	1	0.21
DOMESTIC PROBLEM	0	0	0	2	0	0	0	0	0	0	0	0	2	0.42
(EMS) BREATHING DIFFICULTY	0	0	0	2	0	0	0	0	0	0	0	0	2	0.42
(EMS) CHEST PAIN/HEART PROBLEMS	0	0	0	2	0	0	0	0	0	0	0	0	2	0.42
(EMS) FALL	0	0	0	1	0	0	0	0	0	0	0	0	1	0.21
(EMS) SICK/UNKNOWN MEDICAL	0	0	0	1	0	0	0	0	0	0	0	0	1	0.21
(EMS) TRAUMATIC INJURY	0	0	0	1	0	0	0	0	0	0	0	0	1	0.21
EXTRA PATROL	0	0	0	4	0	0	0	0	0	0	0	0	4	0.84
EXTRA PATROL	0	0	0	60	0	0	0	0	0	0	0	0	60	12.66
FIRE ALARM COMMERCIAL	0	0	0	1	0	0	0	0	0	0	0	0	1	0.21
FIRE BRUSH	0	0	0	1	0	0	0	0	0	0	0	0	1	0.21
(FIRE) SERVICE CALL-GAS LEAK	0	0	0	1	0	0	0	0	0	0	0	0	1	0.21
(FIRE) SERVICE CALL-INVESTIGATION	0	0	0	1	0	0	0	0	0	0	0	0	1	0.21
(FIRE) SERVICE CALL-TREES DOWN	0	0	0	1	0	0	0	0	0	0	0	0	1	0.21
FIRE WORKS COMPLAINT	0	0	0	1	0	0	0	0	0	0	0	0	1	0.21
FRAUD INVESTIGATION	0	0	0	1	0	0	0	0	0	0	0	0	1	0.21



NORRIS POLICE DEPARTMENT

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Description	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	% Total
HARRASSMENT	0	0	0	1	0	0	0	0	0	0	0	0	1	0.21
INTOXICATED DRIVER	0	0	0	1	0	0	0	0	0	0	0	0	1	0.21
INTOXICATED PERSON	0	0	0	1	0	0	0	0	0	0	0	0	1	0.21
INVESTIGATION BY OFFICER	0	0	0	5	0	0	0	0	0	0	0	0	5	1.05
MVA -- INJURY	0	0	0	3	0	0	0	0	0	0	0	0	3	0.63
MVA -- NON-INJURY	0	0	0	3	0	0	0	0	0	0	0	0	3	0.63
NOISE COMPLAINT	0	0	0	2	0	0	0	0	0	0	0	0	2	0.42
OPEN DOOR	0	0	0	1	0	0	0	0	0	0	0	0	1	0.21
ORDER OF PROTECTION VIOLATION	0	0	0	1	0	0	0	0	0	0	0	0	1	0.21
ORDINANCE VIOLATION	0	0	0	1	0	0	0	0	0	0	0	0	1	0.21
OUT FOR CITY COURT	0	0	0	1	0	0	0	0	0	0	0	0	1	0.21
OUT FOR VEHICLE MAINTENANCE	0	0	0	4	0	0	0	0	0	0	0	0	4	0.84
OUT - POLICE BUSINESS	0	0	0	2	0	0	0	0	0	0	0	0	2	0.42
PROPERTY CHECK	0	0	0	91	0	0	0	0	0	0	0	0	91	19.20
PUBLIC ASSIST	0	0	0	3	0	0	0	0	0	0	0	0	3	0.63
PURSUIT -- VEHICLE	0	0	0	1	0	0	0	0	0	0	0	0	1	0.21
RECOVERY STOLEN VEHICLE	0	0	0	1	0	0	0	0	0	0	0	0	1	0.21
SCHOOL WALK THROUGH	0	0	0	1	0	0	0	0	0	0	0	0	1	0.21
SCHOOL ZONE	0	0	0	40	0	0	0	0	0	0	0	0	40	8.44
SPECIAL ASSIGNMENT	0	0	0	2	0	0	0	0	0	0	0	0	2	0.42
STATIONARY OBSERVATION	0	0	0	1	0	0	0	0	0	0	0	0	1	0.21
SUSPICIOUS ACTIVITY	0	0	0	1	0	0	0	0	0	0	0	0	1	0.21
SUSPICIOUS PERSON	0	0	0	4	0	0	0	0	0	0	0	0	4	0.84
SUSPICIOUS VEHICLE	0	0	0	1	0	0	0	0	0	0	0	0	1	0.21
SUSPICIOUS VEHICLE	0	0	0	7	0	0	0	0	0	0	0	0	7	1.48
TEST CODE	0	0	0	1	0	0	0	0	0	0	0	0	1	0.21
THEFT -- PROPERTY	0	0	0	1	0	0	0	0	0	0	0	0	1	0.21
THEFT -- VEHICLE	0	0	0	3	0	0	0	0	0	0	0	0	3	0.63



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Description	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	% Total
THREATS	0	0	0	1	0	0	0	0	0	0	0	0	1	0.21
TRAFFIC COMPLAINT	0	0	0	5	0	0	0	0	0	0	0	0	5	1.05
TRAFFIC CONTROL	0	0	0	1	0	0	0	0	0	0	0	0	1	0.21
TRAFFIC ENFORCEMENT	0	0	0	30	0	0	0	0	0	0	0	0	30	6.33
TRAFFIC HAZARD	0	0	0	3	0	0	0	0	0	0	0	0	3	0.63
TRAFFIC STOP	0	0	0	4	0	0	0	0	0	0	0	0	4	0.84
TRESPASSING	0	0	0	1	0	0	0	0	0	0	0	0	1	0.21
WANTED PERSON -- ADULT	0	0	0	2	0	0	0	0	0	0	0	0	2	0.42
WATER SHED PATROL	0	0	0	80	0	0	0	0	0	0	0	0	80	16.88
WELFARE CHECK	0	0	0	10	0	0	0	0	0	0	0	0	10	2.11
Totals: 0	0	0	0	474	0	0	0	0	0	0	0	0	474	

**CITY OF NORRIS
DEPARTMENT OF PUBLIC WORKS
MONTHLY REPORT
April Year 2024**

Community building Maint.	33.5
Public Works Building Maint.	15
Public Safety Building Maint.	8
McNeeley Building Maint.	24
Lions Pavilion & Gazebo	8
Equip. & Vehicle Maintenance	28
Watershed, Rifle Range, Trash & Litter	47
Street and Roads	40.5
Mowing	140.5
Sidewalks	12
Leaf Collection	24
Brush Pickup, Pruning, Mulching, Tree Work	72
Drainage (Gutter/Basins) Maintenance	25
Eric Harold Park	9
Oak Road Park	39.5
Ridgeway Park	42
Town Clean Up/ garbage, Litter in Town	143.5
Animal control	5.5
Signs repair and replace	2
Tree Commission	0
Volunteer Fire Dept.	0
Overtime	0
Administration Work	12

Loads	
2	Leaves
19	Brush
0	Chips

City Ordinance Department

Permits Issued	
Inspections (Number)	
Ordinance Dept Hours	

Vehicle Report	Current Mileage	Miles for the Month
2017 Chev	63336	660
2013 Chev	56833	479
2000 Ford	n/a	n/a
2005 Dump Truck	57505	317
2022 Kenworth	3504	398

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 Spring Clean up went well with just a few people putting out junk after it was over.

2 Community Building

- a) Weekly cleaning and set ups
- b) Heating and AC unit replaced in office

3 McNeeley Municipal Building

- a) Weekly cleaning
- b) Ac unit repaired on Library Side

4 Lion's Pavillion and Gazebo

- a) Trash in trash cans picked up weekly

5 Vehicles and Equipment

- a) Monthly checklist performed

6 Public Works Building

- a) Weekly cleaning
- b)

7 Public Safety Building

- a) Removed flagpole and antenna to install new gutters

7 Drainage

- a) Cleaned as needed
- b)

8 Streets / Sidewalks / Right of Ways

- a) Brush pick up first full week of month
- b) Butternut and 1 phase of Hickory paved
- c) Repaired large pot holes on East Norris Rd and throughout town

9 Parks

- a) Monthly checklist performed
- b) Installed new asphalt sidewalk on Ridgeway Park
- c) Installed new fence at Oak Rd Park

10 Watershed

- a) Ordered seed for logging area
- b) Seeded Wildlife opening
- c) Removed closed area for logging signs
Rifle Range
 - 1) 2 boards 4/11
 - 2) 1 board 4/18
 - 3) 2 boards 4/25 and mowed

11 Brush Dump

- 1)

12 Animal Control

- a) Animals fed in the morning daily and walked if needed
- b) mow as needed
- c) Kittens found and being fostered

13 Comments: