

NORRIS MUNICIPAL WATERSHED BOARD MEETING

AGENDA

August 21, 2025

- I. Call to Order – 6:00 p.m. EST**
- II. Approval of the Agenda**
- III. Approval of Minutes:**
 - **July 17, 2025 Meeting**
- IV. Hear the Public**
- V. New Business**
 - **A Representative from the Anderson County High School NJROTC to Address the Board on Hosting Area 8 Orienteering Championship in 2026**
 - **2025 Hunting Raffle Review**
 - **Consider Moving the September Meeting (September 25)**
- VI. Continuing Business**
 - **Youth Hunt Event**
 - **Water Recharge and Analysis Project Update**
 - **Clear Creek Parking Area Improvements**
 - **Management Plan**
 - **Mapping Update**
 - **Rifle Range Improvements**
 - **Review of the 2025 Work Plan**
- VII. Reports**
 - **Budget**
 - **Public Works**
 - **Public Safety**
 - **Resource Management**
- VIII. Adjourn**



**NORRIS WATERSHED BOARD MINUTES
July 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	Absent	3yr. Term Expiration – 1/2028
Member: Dennis Yankee	Absent	3yr. Term Expiration – 1/2028
Member: Don Barger	Present	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 Don Barger **to approve the agenda with the addition of Water Recharge Project Update under Continuing Business.**

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

Yes: Ralph Jordan, Bill Grieve, Robin Sain, Allen Hendry, Don Barger

III. Minutes:

A motion was made by Bill Grieve and seconded by Don Barger **to approve the minutes of the June 19, 2025 meeting amended to remove the word extensive.**

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

Yes: Ralph Jordan, Bill Grieve, Robin Sain, Allen Hendry, Don Barger

IV. Hear the Public:

No public input.

V. New Business

- **Norris Day Review**

Don Barger reported the attendance seemed strong.

Robin Sain reported that 90 shirts were purchased by the Board. Sales were down for the year at 52 of the new shirts and 1 of the legacy shirts from previous years. Suggestions about selling more at fall events hosted by other city organizations were made and adding credit card sales functions to the booth.

- **Rifle Range Membership Review**

City Manager Ledford reported that the transition of processing sales in the city office seemed steady, but manageable.

- **Professional Services Amendment**
City Manager Ledford informed the Board of details about the professional service fee going down which they pay to the general fund.

VI. Continuing Business

- **Deer Hunt Drawing Update**

Ralph Jordan explained his position that the 35 youth hunt permits would be sold between November 3 and November 24 on a first come, first served basis. The dates for the event are December 6 and 7 without scout days. The age limits would be 9 to 15 years old. After a conversation, he indicated he would work more on the plan and present at a future meeting.

A motion was made by Don Barger and seconded by Bill Grieve **to set up the Youth Hunt Event for ages 9 to 15 and setting the fee at \$20 per permit.**

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

Yes: Ralph Jordan, Bill Grieve, Robin Sain, Allen Hendry, Don Barger

Ralph Jordan further suggested that if the Board was interested in reviewing the current \$20 fee structure this needed to be addressed tonight.

- **Management Plan**

Don Barger reported on his meeting with Chuck Nicholson to adopt modifications of the plan as requested. A copy of the proposed changes was presented for consideration.

A motion was made by Don Barger and seconded by Allen Hendry **to amend the proposed changes by deleting bullet format and moving the list to the beginning of the plan.**

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

Yes: Ralph Jordan, Bill Grieve, Robin Sain, Allen Hendry, Don Barger

- **Mapping Update** – Joe Feeman updated on work he has ongoing with a vendor.
- **Rifle Range Improvements** – City Manager Ledford reported that administration and public works were coordinating a closure to conduct the improvements to include communication to the public. The entire project was expected to take 2 or 3 days to complete.
- **Water Recharge Project Update** – Don Barger informed the Board that testing equipment has been installed at the spring. Water sampling is set to begin at 3 locations next week while another unit at the lake is planned later.
- **Deer Inventory 2025** – Lindsay Shaw indicated she would be willing to organize another inventory of deer on the watershed this fall. The Board identified corn as the primary cost with conducting the inventory.

A motion was made by Bill Grieve and seconded by Don Barger **to approve the plan to conduct a 2025 deer inventory in the watershed.**

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

Yes: Ralph Jordan, Bill Grieve, Robin Sain, Allen Hendry, Don Barger

VII. Reports

- **Financials/Budget** – Written report submitted. City Manager Ledford provided an initial 2024-2025 end of year report.
- **Norris Public Works** – Written report submitted. Joe Feeman shared that the team this year had exceeded expectations.
- **Norris Public Safety** – Written report submitted.
- **Resource Management** – Joe Feeman submitted his report. He added that the wildlife opening was finished, he was walking with public works to plant the area. Wilkerson continues to work on the roads.

VIII. Adjournment

Motion by Bill Grieve and seconded by Don Barger to adjourn at 7:23 p.m., All: AYE

Chairperson: _____

Secretary: _____

Watershed Fund Balance Report

	2022-23 Actual	Jul Actual	2024-25 Actual	2025-26 Budget	2025-26 Jul Actual	2025-26 Actual	
Revenues	\$ 162,044	\$ 26,941	\$ 119,964	\$ 115,600	\$ 15,386	\$ 15,386	13.31%
Expenses	\$ 112,367	\$ 6,875	\$ 99,253	\$ 139,365	\$ 8,642	\$ 8,642	6.20%
Balance	\$ 49,677	\$ 20,066	\$ 20,711	\$ (23,765)	\$ 6,744	\$ 6,744	
Transfer to Special Projects	\$ 6,298	\$ -	\$ 6,660	\$ 6,300	\$ -	\$ -	
Balance after Transfer	\$ 43,379	\$ 20,066	\$ 14,051	\$ (30,065)	\$ 6,744	\$ 6,744	
Beginning Fund Balance	\$ 318,517	\$ 368,194	\$ 368,194	\$ 367,792	\$ 388,905	\$ 395,649	
Ending Fund Balance	\$ 368,194	\$ 388,260	\$ 388,905	\$ 344,027	\$ 395,649	\$ 402,393	
Capital Outlays	\$ 31,192	\$ 246	\$ 9,145	\$ 44,500	\$ -	\$ -	

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

Community building Maint.	31
Public Works Building Maint.	6
Public Safety Building Maint.	1
McNeeley Building Maint.	10
Lions Pavilion & Gazebo	2
Equip. & Vehicle Maintenance	20
Watershed, Rifle Range, Trash & Litter	222.5
Street and Roads	24
Mowing	245
Sidewalks	34
Leaf Collection	0
Brush Pickup, Pruning, Mulching, Tree Work	114
Drainage (Gutter/Basins) Maintenance	37
Eric Harold Park	1
Oak Road Park	1
Ridgeway Park	1
Town Clean Up/ garbage, Litter in Town	75.5
Animal control	5.5
Signs repair and replace	1
Tree Commission	0
Over time	0
Administrative work	4

Loads	
0	Leaves
22	Brush
0	Chips

Vehicle Report	Current Mileage	Miles for the Month
2017 Chev	70905	302
2013 Chev	61788	353
2022 Kenworth	8131	282
2025 Chevy	3583	784

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) The 4th of July went smoothly and clean up was minimal

2 Community Building

- a) Weekly cleaning and set ups
- b) Cleaned windows and gutters
- c) Worked on Ac vents

3 McNeeley Municipal Building

- a) Weekly cleaning

4 Lion's Pavillion and Gazebo

- a) Trash in trash cans picked up weekly
- b) Cleaned bathrooms and stocked up for 4th

5 Vehicles and Equipment

- a) Monthly checklist performed
- b) Tires installed on Hustler
- c) Trailer being repaired

6 Public Works Building

- a) Weekly cleaning
- b) Mow as needed

7 Public Safety Building

- a)

7 Drainage

- a) Cleaned as needed
- b) Culverts cleaned on Pine, Oak, Hill top, and Orchard

8 Streets / Sidewalks / Right of Ways

- a) Sidewalk repaired on Hickory Place

9 Parks

- a) Monthly checklist performed
- b) Mowed as needed

10 Watershed

- a) Seasonal Employees still working on list
- b) Seeded new wildlife opening on Mockingbird
- c) Road work still being performed by contractor
Rifle Range
 - 1) 2 boards replaced 7/10
 - 2) 1 board replaced 7/17
 - 3) 1 board replaced 7/24
 - 4) 2boards replaced 7/31

11 Brush Dump

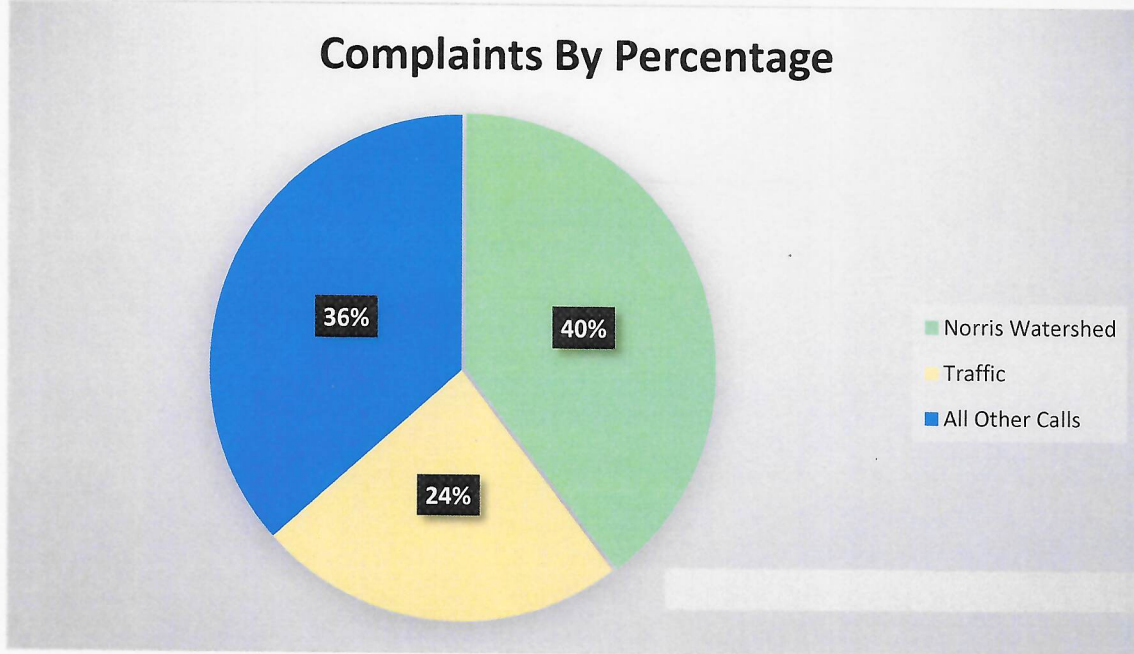
- 1) Brush dumped pushed and stacked

12 Animal Control

- a) Animals fed in the morning daily and walked if needed
- b) 3 dogs in shelter and owners picked up

13 Comments:

To: Adam Ledford, City Manager
From: Mike Poole, Chief
Subject: July Monthly Report
Date: August 6th, 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 July, the Norris Police Department had documented a total of 590 Calls for service. Of the 590 total entries, 180 came in by complainant or were self-initiated and required some type of police action.

- Officers conducted a total of 117 Patrols and checks in and through the Norris Watershed. An additional 1 call for service was answered. This accounted for a total of 118 calls for service and 41.33 Total hours spent in or on the Norris Watershed.
- The July 4th and fireworks went well again this year with only two noise complaints due to citizens attempting light their own fireworks.
- The Norris Police Department has started school zone traffic again. You will notice an increase in vehicles during the morning and afternoon hours. Officers continue to direct traffic making during these times to alleviate congestion and keep the roads clear for residents.
- The Norris Police Department has been assisting the Norris Water Commission with road traffic while they conduct their sewer project. I have been working closely with Superintendent Tony Wilkerson on the schedule.
- Norris was called to one incident of multiple subjects fighting at a business on Andersonville Highway. One person was injured and the investigation is currently under way.

Mike Poole
Chief of Police



NORRIS POLICE DEPARTMENT

CAD Summary Statistics By Nature (by Month)

Received Dates From 07/01/2025 00:00 Through 07/31/2025 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	0.51
ANIMAL COMPLAINT	0	0	0	0	0	0	8	0	0	0	0	0	8	1.36
BOLO -- APB	0	0	0	0	0	0	8	0	0	0	0	0	8	1.36
BURN PERMIT	0	0	0	0	0	0	1	0	0	0	0	0	1	0.17
BUSINESS CHECK	0	0	0	0	0	0	75	0	0	0	0	0	75	12.71
BUSINESS CHECK WALK THRU	0	0	0	0	0	0	11	0	0	0	0	0	11	1.86
CASE FOLLOW-UP	0	0	0	0	0	0	10	0	0	0	0	0	10	1.69
CHILD CUSTODY	0	0	0	0	0	0	1	0	0	0	0	0	1	0.17
CIVIL MATTER	0	0	0	0	0	0	1	0	0	0	0	0	1	0.17
DISABLED VEHICLE	0	0	0	0	0	0	7	0	0	0	0	0	7	1.19
DISTURBANCE	0	0	0	0	0	0	1	0	0	0	0	0	1	0.17
ELDER ABUSE	0	0	0	0	0	0	1	0	0	0	0	0	1	0.17
(EMS) ALTERED MENTAL STATUS	0	0	0	0	0	0	1	0	0	0	0	0	1	0.17
(EMS) BLEEDING NONTRAUMATIC	0	0	0	0	0	0	1	0	0	0	0	0	1	0.17
(EMS) LIFT ASSIST	0	0	0	0	0	0	2	0	0	0	0	0	2	0.34
(EMS) OVERDOSE/POISONING-ACCIDENTAL	0	0	0	0	0	0	2	0	0	0	0	0	2	0.34
(EMS) STROKE	0	0	0	0	0	0	1	0	0	0	0	0	1	0.17
(EMS) TRAUMATIC INJURY	0	0	0	0	0	0	1	0	0	0	0	0	1	0.17
EXTRA PATROL	0	0	0	0	0	0	45	0	0	0	0	0	45	7.63
EXTRA PATROL	0	0	0	0	0	0	73	0	0	0	0	0	73	12.37
FIGHT CALL	0	0	0	0	0	0	1	0	0	0	0	0	1	0.17
FIREWORK COMPLAINT	0	0	0	0	0	0	2	0	0	0	0	0	2	0.34
INTOXICATED DRIVER	0	0	0	0	0	0	1	0	0	0	0	0	1	0.17
INTOXICATED PERSON	0	0	0	0	0	0	1	0	0	0	0	0	1	0.17
INVESTIGATION BY OFFICER	0	0	0	0	0	0	6	0	0	0	0	0	6	1.02
MVA -- INJURY	0	0	0	0	0	0	3	0	0	0	0	0	3	0.51
MVA -- NON-INJURY	0	0	0	0	0	0	4	0	0	0	0	0	4	0.68
MVA -- PROPERTY DAMAGE	0	0	0	0	0	0	1	0	0	0	0	0	1	0.17



NORRIS POLICE DEPARTMENT

CAD Summary Statistics By Nature (by Month)

Received Dates From 07/01/2025 00:00 Through 07/31/2025 23:59

Description	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	% Total
OPEN DOOR	0	0	0	0	0	0	5	0	0	0	0	0	5	0.85
OPEN GATE	0	0	0	0	0	0	1	0	0	0	0	0	1	0.17
OUT FOR CITY COURT	0	0	0	0	0	0	1	0	0	0	0	0	1	0.17
OUT FOR VEHICLE MAINTENANCE	0	0	0	0	0	0	1	0	0	0	0	0	1	0.17
OUT - POLICE BUSINESS	0	0	0	0	0	0	2	0	0	0	0	0	2	0.34
OUT TRAINING	0	0	0	0	0	0	4	0	0	0	0	0	4	0.68
OVERDOSE-INTENTIONAL (NOT DOA)	0	0	0	0	0	0	1	0	0	0	0	0	1	0.17
PROPERTY CHECK	0	0	0	0	0	0	89	0	0	0	0	0	89	15.08
PROPERTY DAMAGE - NON MVA/ VANDALISM	0	0	0	0	0	0	1	0	0	0	0	0	1	0.17
PROPERTY -- LOST (NOT STOLEN)	0	0	0	0	0	0	2	0	0	0	0	0	2	0.34
PUBLIC ASSIST	0	0	0	0	0	0	3	0	0	0	0	0	3	0.51
RESCUE WATER	0	0	0	0	0	0	2	0	0	0	0	0	2	0.34
SPECIAL ASSIGNMENT	0	0	0	0	0	0	2	0	0	0	0	0	2	0.34
STATIONARY OBSERVATION	0	0	0	0	0	0	17	0	0	0	0	0	17	2.88
SUICIDAL PERSON	0	0	0	0	0	0	2	0	0	0	0	0	2	0.34
SUSPICIOUS PERSON	0	0	0	0	0	0	6	0	0	0	0	0	6	1.02
SUSPICIOUS VEHICLE	0	0	0	0	0	0	7	0	0	0	0	0	7	1.19
TRAFFIC COMPLAINT	0	0	0	0	0	0	6	0	0	0	0	0	6	1.02
TRAFFIC CONTROL	0	0	0	0	0	0	7	0	0	0	0	0	7	1.19
TRAFFIC ENFORCEMENT	0	0	0	0	0	0	40	0	0	0	0	0	40	6.78
TRAFFIC HAZARD	0	0	0	0	0	0	7	0	0	0	0	0	7	1.19
TRAFFIC STOP	0	0	0	0	0	0	14	0	0	0	0	0	14	2.37
WATER SHED PATROL	0	0	0	0	0	0	91	0	0	0	0	0	91	15.42
WEATHER CONDITIONS/SWEATHER WARNING	0	0	0	0	0	0	2	0	0	0	0	0	2	0.34
WELFARE CHECK	0	0	0	0	0	0	5	0	0	0	0	0	5	0.85
Totals: 0	0	0	0	0	0	0	590	0	0	0	0	0	590	