

NORRIS MUNICIPAL WATERSHED BOARD MEETING

AGENDA

September 19, 2024

- I. Call to Order – 6:00 p.m. EST**
- II. Approval of the Agenda**
- III. Approval of Minutes:**
 - **August 15, 2024 Meeting**
- IV. Hear the Public**
- V. New Business**
 - **2025 NATS Poker Run**
- VI. Continuing Business**
 - **Clear Creek Parking Area Improvements**
 - **Reservoir Hill / Redhill Gates**
 - **Rifle Range Expansion**
 - **Herbicide Testing / Water Quality Impacts**
 - **Management Plan/Mapping**
 - **Staffing**
- VII. Reports**
 - **Budget**
 - **Public Works**
 - **Public Safety**
 - **Resource Management**
- VIII. Adjourn**



NORRIS WATERSHED BOARD MINUTES

August 15, 2024

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 – 1/2025
Member: Dennis Yankee	Present	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 6:05 pm.

II. Approval of the Agenda

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

The proposal passing on a vote of 6 to 0 as follows:

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

III. Minutes:

A motion was made by Allen Hendry and seconded by Gene Land **to approve the minutes of the July 18, 2024 meeting.**

The proposal passing on a vote of 6 to 0 as follows:

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

Abstain: Ralph Jordan

IV. Hear the Public:

Lindsay Shaw – Presented a plan to perform the previously proposed deer inventory throughout the watershed. Her plan includes the use of 16 cameras over a mapped-out grid system using corn feed lots to attract deer. The actual survey would occur post feed lots over a 2-week period. She shared that city public works had been authorized to help with the setup.

A motion wad made by Ralph Jordan and seconded by Dennis Yankee **to approve up to \$2,000 on the purchase of feed to support the inventory project.**

The proposal passing on a vote of 6 to 0 as follows:

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

V. New Business

- **2024 Hunt Raffle** – Ralph Jordan provided a short report on the event. Roughly 30 archery permits remained for purchase in the city office.

VI. Old Business

- **Clear Creek Parking Area Improvements** – Ralph Jordan suggested moving forward with an inhouse plan to add some larger boulders/rocks to support the bank and potentially offer a place for visitors to linger. Joe Feeman offered to review the location again and propose action items.
- **Reservoir Hill/Redhill Gates** – Ralph Jordan provided copies of estimates he received for a local vendor to completed the project.
- **Rifle Range Expansion** – Ralph Jordan shared a report on the visit with engineers at the range. He continued by leading a review of the proposal developed as a result of the meeting.

A motion was made by Dennis Yankee and seconded by Bill Grieve **to authorize and proceed forward with hiring Cannon & Cannon to conduct a review and develop a plan at the range consistent with Task 1 & 3 of the proposal; to include water testing; all subject to Norris City Council budgetary approval.**

The proposal passing on a vote of 6 to 0 as follows:

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

- **Herbicide Testing/Water Quality Impacts** – Ralph Jordan expressed his support to conduct initial testing to establish a baseline.
- **Clear Creek Spring Box** – Ralph Jordan reported the trees identified for removal have been felled.
- **Mapping** – Joe Feeman talked about the path forward to complete changes to the road access and names of paths before ordering new maps for the City. The need to update the management plan for the watershed would be another gating item that will need to be addressed in the near future. He committed to take the lead on reaching out to others to take the next step.

VII. Reports

- **Financials/Budget** – Written report submitted without comment.
- **Norris Public Works** – Written report submitted without comment.
- **Norris Public Safety** – Written report submitted without comment.
- **Resource Management** – Joe Feeman presented his report.

VIII. Adjournment

Motion by Bill Grieve and seconded by Gene Lane to adjourn at 8:15 p.m., All: AYE

Watershed Fund Balance Report

	2016-17		2017-18		2018-19		2019-20		2020-21		2021-22		2022-23		2022-23		2022-23		2024-25						
	Actual		Actual		Actual		ADJ Totals		ADJ Totals		ADJ Actual		Jul Actual		Aug Actual		Actual		Jul Actual		Budget		Actual		
Revenues	\$ 87,455	\$ 75,055	\$ 73,816	\$ 69,188	\$ 69,188	\$ 76,585	\$ 74,189	\$ 74,189	\$ 95,225	\$ 95,225	\$ 95,225	\$ 24,834	\$ 17,010	\$ 162,044	\$ 104,225	\$ 16,176	\$ 43,117		\$ 26,941	\$ 11,023	\$ 103,377	\$ 17,898	\$ 43,117		41.4%
Expenses	\$ 76,179	\$ 91,030	\$ 58,880	\$ 45,929	\$ 45,929	\$ 29,701	\$ 60,548	\$ 61,352	\$ 61,352	\$ 61,352	\$ 7,754	\$ 9,005	\$ 112,367	\$ 103,377	\$ 6,875	\$ 17,898		\$ 6,875	\$ 11,023	\$ 103,377	\$ 17,898	\$ 17,898		17.3%	
Balance	\$ 11,276	\$ (15,975)	\$ 14,936	\$ 23,259	\$ 23,259	\$ 46,884	\$ 13,641	\$ 33,873	\$ 33,873	\$ 33,873	\$ 17,080	\$ 8,005	\$ 49,677	\$ 848	\$ 20,066	\$ 5,153	\$ 25,219		\$ 20,066	\$ 5,153	\$ 848	\$ 25,219	\$ 25,219		
Transfer to Special Projects											\$ -	\$ -	\$ 6,298	\$ 5,900.00	\$ -	\$ -	\$ -		\$ -	\$ -	\$ 5,900.00	\$ -	\$ -		0.0%
Balance after Transfer											\$ 17,080	\$ 8,005	\$ 43,379	\$ (5,052)	\$ 20,066	\$ 5,153	\$ 25,219		\$ 20,066	\$ 5,153	\$ (5,052)	\$ 25,219	\$ 25,219		
Beginning Fund Balance	\$ 168,384	\$ 179,660	\$ 163,685	\$ 178,621	\$ 178,621	\$ 201,880	\$ 248,764	\$ 262,405	\$ 235,947	\$ 235,947	\$ 318,517	\$ 335,597	\$ 318,517	\$ 368,194	\$ 368,194	\$ 388,260	\$ 368,194		\$ 368,194	\$ 388,260	\$ 368,194	\$ 368,194	\$ 368,194		
Ending Fund Balance	\$ 179,660	\$ 163,685	\$ 178,621	\$ 201,880	\$ 201,880	\$ 248,764	\$ 262,405	\$ 318,517	\$ 269,820	\$ 269,820	\$ 335,597	\$ 343,602	\$ 368,194	\$ 363,142	\$ 388,260	\$ 393,413	\$ 393,413		\$ 388,260	\$ 393,413	\$ 363,142	\$ 393,413	\$ 393,413		
Capital Outlays											\$ -	\$ 4,900	\$ 31,192	\$ 14,000	\$ 246	\$ -	\$ 246		\$ 246	\$ -	\$ 14,000	\$ 246	\$ 246		1.8%

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

Community building Maint.	10
Public Works Building Maint.	6
Public Safety Building Maint.	2
McNeeley Building Maint.	16
Lions Pavilion & Gazebo	2
Equip. & Vehicle Maintenance	27
Watershed, Rifle Range, Trash & Litter	41
Street and Roads	12
Mowing	146
Sidewalks	44
Leaf Collection	0
Brush Pickup, Pruning, Mulching, Tree Work	53.5
Drainage (Gutter/Basins) Maintenance	4
Eric Harold Park	8
Oak Road Park	1
Ridgeway Park	1
Town Clean Up/ garbage, Litter in Town	15
Animal control	10
Signs repair and replace	1
Tree Commission	0
Volunteer Fire Dept.	0
Overtime	0

Loads	
0	Leaves
19	Brush
0	Chips

Administration Work

City Ordinance Department

Permits Issued	
Inspections (Number)	
Ordinance Dept Hours	

Vehicle Report Current Miles for
 Mileage the Month

2017 Chev	66396	590
2013 Chev	58388	283
2000 Ford	n/a	
2005 Dump Truck	57599	18
2022 Kenworth	4704	202

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) Fan estimate for GYM

3 McNeeley Municipal Building

- a) Weekly cleaning
- b) mow as needed
- c) gutters cleaned

4 Lion's Pavillion and Gazebo

- a) Trash in trash cans picked up weekly

5 Vehicles and Equipment

- a) Monthly checklist performed
- b) tractor all fluids and filters changed
- c) side by side all fluids and filters changed
- d) CUB mower electrical issues new battery, rheostat, voltage reg

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) litter picked up

8 Streets / Sidewalks / Right of Ways

- a) Brush pick up
- b) bad concrete sidewalks on Chestnut Dr. cut formed and poured 10 yards of concrete
- c) Working on large cut on East Norris Rd
- d) Finished up removing fallen trees
- e) Stump ground stumps through town

9 Parks

- a) Monthly checklist performed
- b) Pressure washed Eric Harold Park Pavilion
- c) Moved rubber swing mats

10 Watershed

- a) Working on removing fallen trees on trails

- b) Bush hogged two fields
- c) Deer community Assessment installed cameras and corn Rifle Range
 - 1) 2 boards replaced and mowed 8/8
 - 2) 1 board replaced 8/15
 - 3) 2 boards replaced and mowed 8/22
 - 4) 1 Board replaced 8/29

11 Brush Dump

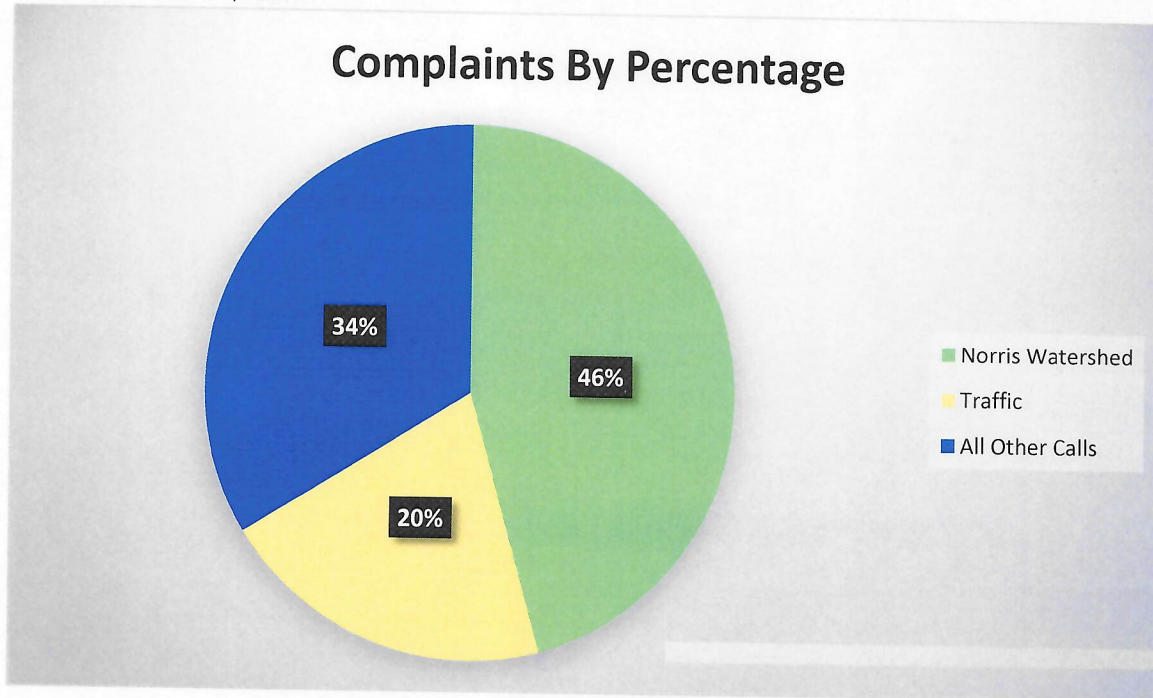
- 1) Pushed back 8/14

12 Animal Control

- a) Animals fed in the morning daily and walked if needed
- b) one dog in owner picked up
- c) one cat in shelter
- d) mow shelter as needed

13 Comments:

To: Adam Ledford, City Manager
From: Mike Poole, Chief
Subject: August Monthly Report
Date: September 3rd, 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 August, the Norris Police Department had documented a total of 581 Calls for service. Of the 581 Total entries, 164 came in by complainant or were self-initiated and required some type of police action.

- Officers conducted a total of 109 Patrols and 29 property checks in and through the Norris Watershed. An additional 10 calls for service were answered. This accounted for a total of 138 calls for service and 44.7 Total hours spent in or on the Norris Watershed.
- Norris Police Officers have all been issued FLIR thermal imaging handheld monoculars. The thermal imaging technology will provide quicker and easier identification of subjects after dark and in the foliage of the Norris Watershed. These units will work both during day and nighttime hours. Officers will now be safer while searching for wanted or evading persons and will have another tool when looking for lost persons or children. The money to make this purchase was received from drug seizure funds and were obtained at no cost to the city.

Mike Poole
Chief of Police



NORRIS POLICE DEPARTMENT

CAD Summary Statistics By Nature (by Month)

Received Dates From 08/01/2024 00:00 Through 08/31/2024 23:59

Description	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	% Total
911 HANGUP	0	0	0	0	0	0	0	1	0	0	0	0	1	0.17
ANIMAL COMPLAINT	0	0	0	0	0	0	0	8	0	0	0	0	8	1.38
ANIMAL CRUELTY	0	0	0	0	0	0	0	2	0	0	0	0	2	0.34
BAD OR WORTHLESS CHECK (NOT FORGERY)	0	0	0	0	0	0	0	1	0	0	0	0	1	0.17
BURGLARY -- MACHINE	0	0	0	0	0	0	0	1	0	0	0	0	1	0.17
BURN PERMIT	0	0	0	0	0	0	0	12	0	0	0	0	12	2.07
BUSINESS CHECK	0	0	0	0	0	0	0	52	0	0	0	0	52	8.95
BUSINESS CHECK WALK THRU	0	0	0	0	0	0	0	22	0	0	0	0	22	3.79
CASE FOLLOW-UP	0	0	0	0	0	0	0	10	0	0	0	0	10	1.72
CIVIL MATTER	0	0	0	0	0	0	0	2	0	0	0	0	2	0.34
COMMUNITY EVENT	0	0	0	0	0	0	0	1	0	0	0	0	1	0.17
DISABLED VEHICLE	0	0	0	0	0	0	0	1	0	0	0	0	1	0.17
DOMESTIC PROBLEM	0	0	0	0	0	0	0	1	0	0	0	0	1	0.17
EDP -- MENTAL PERSON	0	0	0	0	0	0	0	3	0	0	0	0	3	0.52
ELDER ABUSE	0	0	0	0	0	0	0	1	0	0	0	0	1	0.17
(EMS) ALTERED MENTAL STATUS	0	0	0	0	0	0	0	2	0	0	0	0	2	0.34
(EMS) ANIMAL BITE	0	0	0	0	0	0	0	1	0	0	0	0	1	0.17
(EMS) BREATHING DIFFICULTY	0	0	0	0	0	0	0	1	0	0	0	0	1	0.17
(EMS) FALL	0	0	0	0	0	0	0	2	0	0	0	0	2	0.34
(EMS) HEAD INJURIES	0	0	0	0	0	0	0	1	0	0	0	0	1	0.17
(EMS) -- MEDICAL ALARM	0	0	0	0	0	0	0	1	0	0	0	0	1	0.17
(EMS) SUICIDAL/SUICIDE ATTEMPT	0	0	0	0	0	0	0	1	0	0	0	0	1	0.17
EXTRA PATROL	0	0	0	0	0	0	0	43	0	0	0	0	43	7.40
EXTRA PATROL	0	0	0	0	0	0	0	59	0	0	0	0	59	10.15
FIGHT CALL	0	0	0	0	0	0	0	1	0	0	0	0	1	0.17
FIRE ALARM COMMERCIAL	0	0	0	0	0	0	0	1	0	0	0	0	1	0.17
(FIRE) SERVICE CALL-TREES DOWN	0	0	0	0	0	0	0	3	0	0	0	0	3	0.52
FRAUD INVESTIGATION	0	0	0	0	0	0	0	1	0	0	0	0	1	0.17



NORRIS POLICE DEPARTMENT

CAD Summary Statistics By Nature (by Month)

Received Dates From 08/01/2024 00:00 Through 08/31/2024 23:59

Description	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	% Total
HARASSMENT	0	0	0	0	0	0	0	1	0	0	0	0	1	0.17
INVESTIGATION BY OFFICER	0	0	0	0	0	0	0	2	0	0	0	0	2	0.34
JUVENILE PROBLEM	0	0	0	0	0	0	0	1	0	0	0	0	1	0.17
MISSING JUVENILE (NOT RUNAWAY)	0	0	0	0	0	0	0	1	0	0	0	0	1	0.17
MISSING PERSON SEARCH	0	0	0	0	0	0	0	1	0	0	0	0	1	0.17
MVA -- INJURY	0	0	0	0	0	0	0	1	0	0	0	0	1	0.17
OFFICER ASSIST	0	0	0	0	0	0	0	1	0	0	0	0	1	0.17
ORDINANCE VIOLATION	0	0	0	0	0	0	0	2	0	0	0	0	2	0.34
OUT FOR CITY COURT	0	0	0	0	0	0	0	1	0	0	0	0	1	0.17
OUT FOR VEHICLE MAINTENANCE	0	0	0	0	0	0	0	8	0	0	0	0	8	1.38
OUT - POLICE BUSINESS	0	0	0	0	0	0	0	3	0	0	0	0	3	0.52
PROPERTY CHECK	0	0	0	0	0	0	0	77	0	0	0	0	77	13.25
PROPERTY -- LOST (NOT STOLEN)	0	0	0	0	0	0	0	1	0	0	0	0	1	0.17
PUBLIC ASSIST	0	0	0	0	0	0	0	4	0	0	0	0	4	0.69
ROAD CONDITIONS	0	0	0	0	0	0	0	1	0	0	0	0	1	0.17
SCHOOL ZONE	0	0	0	0	0	0	0	41	0	0	0	0	41	7.06
SERVICE CALL UNLOCK VEHICLE	0	0	0	0	0	0	0	1	0	0	0	0	1	0.17
SUICIDAL PERSON	0	0	0	0	0	0	0	4	0	0	0	0	4	0.69
SUSPICIOUS ACTIVITY	0	0	0	0	0	0	0	2	0	0	0	0	2	0.34
SUSPICIOUS PERSON	0	0	0	0	0	0	0	5	0	0	0	0	5	0.86
SUSPICIOUS VEHICLE	0	0	0	0	0	0	0	2	0	0	0	0	2	0.34
SUSPICIOUS VEHICLE	0	0	0	0	0	0	0	1	0	0	0	0	1	0.17
THEFT -- IDENTITY	0	0	0	0	0	0	0	1	0	0	0	0	1	0.17
THREATS	0	0	0	0	0	0	0	1	0	0	0	0	1	0.17
TRAFFIC COMPLAINT	0	0	0	0	0	0	0	6	0	0	0	0	6	1.03
TRAFFIC CONTROL	0	0	0	0	0	0	0	2	0	0	0	0	2	0.34
TRAFFIC ENFORCEMENT	0	0	0	0	0	0	0	47	0	0	0	0	47	8.09
TRAFFIC HAZARD	0	0	0	0	0	0	0	10	0	0	0	0	10	1.72



NORRIS POLICE DEPARTMENT

CAD Summary Statistics By Nature (by Month)

Received Dates From 08/01/2024 00:00 Through 08/31/2024 23:59

Description	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total	% Total
TRAFFIC STOP	0	0	0	0	0	0	0	15	0	0	0	0	15	2.58
VANDALISM	0	0	0	0	0	0	0	1	0	0	0	0	1	0.17
WATER SHED PATROL	0	0	0	0	0	0	0	98	0	0	0	0	98	16.87
WELFARE CHECK	0	0	0	0	0	0	0	4	0	0	0	0	4	0.69
Totals: 0	0	0	0	0	0	0	0	581	0	0	0	0	581	

Resource Management Report
19 September 2024

On September 5 I pulled, clipped and treated with Garlon 3a, kudzu runners and large vines up the trees, and sprayed other parts on the lower side of Upper Clear Creek Road at the junction with Gooseneck (brush dump road) and the upper side north of Gooseneck. The remaining corner on the south side of Gooseneck will be treated once we get some rain. The kudzu had increased tremendously since it had not been treated in several years. If we are serious about controlling it, we need to hit it every year. I will also treat the kudzu on Mockingbird next time out. It is minimal presently. The other large patch is on White Oak Spring Trail. It has not been treated in a long time. I have had the trail crew in a few times to cut vines, but there are lots of copperheads in that area. I will try to get in this winter and begin cutting vines and then spray next summer.

I also sprayed bicolor lespedeza and Japanese knotweed on East Trail and cut vines and sprayed wintercreeper at the Forester Trail parking area.

I would like to plant winter wheat on the bare areas on the timber sale site. The earlier planting did not do well because of the dryness and heat. There are some coreopsis and other vegetation, but it looks pretty poor. I will get Kerry to disk and plant the wheat after we get some rain. I am also going to get him to improve some of the erosion control structures.

I contacted the state park about their policy on e-bikes but still haven't gotten any response. It would be good to put up signs in the watershed. Also, a sign is needed at the rifle range. The sign should be easily read.

I have contacted Boyd Shearer about editing the trail map but haven't heard back yet. If I don't hear soon, I will call him. In my email to Nate Housley at the park I asked if they had shape files of the new trails in the park so we can put them on the next map version. I have done them with my phone but would like to get theirs if it was done with a better GPS.

I am putting together a road maintenance proposal to put out for bid. I have been out trying to quantify what is needed on the roads.

I'm also looking at wildlife openings to see which ones we will burn in late winter. It looks like there will be Upper Clear Creek Road, Freeway, and East Trail. I'll let Kerry know which ones so they can mow and disk a fire line around them. I'm also looking at hardwood burn sites. I will give Kerry the list of openings to bush hog in late winter.

I went by the Belmont wildlife opening recently and the pond was dry. This is the first time I have seen it that way.

There are quite a few trees down on trails.