

Norris City Council Minutes
Monday, January 13, 2020

BE IT REMEMBERED THAT THE CITY OF NORRIS CITY COUNCIL MET IN REGULAR SESSION ON MONDAY, JANUARY 13, 2020, AT 7:00 P.M. WITH THE FOLLOWING COUNCIL MEMBERS PRESENT: LARRY BEEMAN, BILL GRIEVE, RON HILL, CHRIS MITCHELL, AND LORETTA PAINTER.

The meeting was called to order by Mayor Mitchell.

HEAR THE PUBLIC

Michael Carberry, 46 Dogwood Rd., reported nomination applications are being taken to classify a road as an American Scenic Byway. Mr. Carberry stated he wanted to submit an application for Norris Freeway from Rocky Top to Halls Crossroads. He stated more information concerning this would be provided to the City Manager and Council in the future.

Lloyd Farrar, 55 Reservoir Road, stated he was representing the 12 – 20 mobility disabled people living in Norris. Mr. Farrar stated it is state law that any pedestrian must use a sidewalk. He stated there are many sidewalks in Norris that are not usable when you have a mobility assisted machine. He stated that handicapped individuals are to have the same access as normal individuals with walking ability. He stated this is required by the Americans With Disability Act. He stated many of the sidewalks have obstructions that makes it impossible for an individual with a mobility assisted machine to get to public buildings in Norris. Mr. Farrar provided handouts to Council listing what the obstructions are. All sidewalks in Norris are currently being walked in Norris to get a preliminary estimate of the standard and workable sidewalks. Many of the issues can be easily repaired, but others cannot be reversed without looking at grants. A detailed report will be presented to Council in April or May 2020. Mayor Mitchell stated Council recognized their effort and welcomes the input.

APPROVAL OF MINUTES

1. **The minutes of the December 9th, 2019 Council Meeting were presented for approval. Motion was made by Council Member Grieve to approve the minutes. Motion was seconded by Vice Mayor Beeman. Motion carried by voice vote.**

OLD BUSINESS

2. **HG & A – Financial Audit Review 2018 – 2019** – Tim Royster, CPA with HG & A, gave an overview of the 2018-2019 financial report. Mr. Royster thanked the City Recorder Janet Parks and the office staff for their assistance during the audit. Mr. Royster reviewed the audit findings and reported the City received an unmodified opinion (clean opinion). Mr. Royster reported the CAFR was submitted to the State and to the Government Finance Office Association for consideration of the Certificate of Achievement for Excellence in Financial Reporting. He noted the City has received the GFOA

Achievement for Excellence in Financial Reporting for 15 consecutive years and expects the City to receive the award for 2019-2020. Mr. Royster reported all funds were profitable. Mr. Royster also said as a reminder the Water Fund must remain positive in order to not being declared a distressed utility. Mr. Royster stated overall it was a good financial year for the City.

3. **East Norris Sidewalk Grant** - City Manager Hackler reported no change from last month.

4. **Safe Routes to School Grant Status** – City Manager Hackler reported we are working on ROW and utility certification and there is also the ongoing discussion about the trees. Norris Middle School Principal Jeff Harshbarger stated they are certainly in favor of the project. Principal Harshbarger stated he was around when the trees had to be replaced in that area, but he is more inclined to protect human beings than trees. He stated the SRTS Grant has to be a cooperation between the City and the school and they would like to definitely see it move forward. Mayor Mitchell stated he too has concerns about the trees, but he does support the project. Principal Harshbarger would support trees being planted on the school side of the sidewalk. City Manager Hackler spoke to TDOT representatives and they felt they can add trees to the scope of the project. Norris Elementary School Principal Renee Branham concurs with Principal Harshbarger and is very appreciative of the SRTS program. She has concerns about the damage to the trees, but she is more concerned about the safety of the children. Council Member Hill stated the majority of the responses he received from residents were favorable to going ahead with the project as it is currently planned, but doing everything that can be done to save the trees and the prospect of planting trees on the inside of the sidewalk makes it more desirable. City Manager Hackler will continue to provide Council a monthly status report.

5. **TDOT SIA Contract** - City Manager Hackler reported no real change – survey crew will begin in January or February 2020.

6. **TDOT Property Option** - City Manager Hackler reported he is working on the application to have the property donated for public use.

NEW BUSINESS

7. **Resolution 1-2020 – A Resolution Authorizing the City of Norris to Submit a 2020 Community Development Block Grant Application** – City Manager Hackler reviewed the Resolution. The City would be requesting a grant up to, but not to exceed \$630,000 of federal funds with a local match of \$167,468 for wastewater improvements. Mayor Mitchell asked if this grant project if approved would possibly require a future rate increase. City Recorder Parks stated the project would have to be depreciated upon completion and could result in a rate increase. Motion was made by Council Member Painter to approve Resolution 1-2020. Motion was seconded by Council Member Hill. Motion carried by voice vote.

8. **Surplus Sales** – City Manager Hackler requested approval to surplus the following: 1 Ford Police Car, 2 Dodge Police Trucks, 2 Water Commission motors, and a boat and motor. Motion was made by Vice Mayor Beeman to approve the surplus sales. Motion was seconded by Council Member Grieve. Motion carried by voice vote.

9. **TOSHA Visit Summary** - City Manager Hackler reviewed the recent TOSHA inspection violations. The focus this year was Public Works and Public Safety. City Manager Hackler recorded the violations had been corrected and the report response was sent to TOSHA.

10. New Employees – City Manager Hackler reported Jerimiah Tuggle has been hired to fill a vacant Police Officer position. He was previously employed by Anderson County Sheriffs Dept. and will be an excellent fit in Norris. Cameron Scott has been hired to fill a vacant Norris Water Operator position. He has 14 years of experience and will be a great asset.

11. CITY MANAGER REPORT

City Manager Hackler reported on the following:

- 1) City Budget – as of 12-31-19 property tax collection is on track at 98.5%. Total expenses are 38.18%.
- 2) Water Budget – as of 12-31-19 total expenses are 45.03%.
- 3) Planning Workshops began on January 11, 2020 at 10 a.m.
- 4) Public Works Department activities include dangerous tree removal and pickup of brush and leaves. Christmas lights will be removed by a local tree company at a fraction of the cost of rental equipment.
- 5) City Office, Police Department, and Public Works were reviewed in an annual TOSHA inspection. The report findings were provided and corrective actions will be documented and sent to TOSHA by 1-16-20.
- 6) Grant Updates were already discussed.
 - a. East Norris Sidewalk Grant – ROW approved. Next step estimates/bids.
 - b. Safe Routes to Schools Grant – Awaiting ROW and Utility Approval.
 - c. Sawmill Road SIA – Survey action should begin in January or February.
- 7) Police Department dispatch use of the new Anderson County Computer Aided Dispatch began 12/31/19. Training and improvements continue and are expected through February.
- 8) All required recertification training for police officers has been submitted to the State.
- 9) The City of Clinton has donated a surplus police car. This is the second Crown Victoria donated In two years.
- 10) Budget planning has begun for all city departments and most boards.
- 11) The office staff has completed training on the new local government software. This will support Installation in the coming months.
- 12) See attached City Manager Report.

12. Budget Amendments

The following Budget Amendment Transfers were presented for approval:

<u>INCREASE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
General Fund - 110 – Police Dept.		
110-42000-114	Part-Time Personnel	18,000.00
110-42000-148	Employee Education and Training	4,000.00
110-42000-280	Travel	1,000.00
110-42000-326	Clothing and Uniforms*	3,500.00
	Total	26,500.00
	*Bullet Proof vest expense for 2 current officer and two new officers. Gran will pay for ½ of each vest. Cost of one vest is \$851. Grant money received will go into a revenue acct.	

<u>DECREASE CODE:</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
General Fund – 110 – Police Dept.		
110-42000-110	Police Personnel	18,000.00
110-42000-142	Hospital and Health Ins.	4,000.00
110-42000-129	Holiday Pay	4,500.00
	Total	26,500.00

Motion was made by Council Member Painter to approve the budget amendment transfers. Motion was seconded by Council Member Hill. Motion carried by voice vote.

13. Accounts Payable, Minutes, and Reports - Mayor Mitchell asked Council for questions or comments concerning accounts payable, minutes, and/or reports. There were no questions or comments.
14. Motion was made by Council Member Grieve to adjourn. Motion was seconded by Council Member Painter. Motion carried by voice vote at 8:30 p.m.



Scott Hackler, City Manager



Janet Parks, City Recorder

To: Norris City Council
From: Scott Hackler
Date: 1-13-2020
Re: City Manager's Report

1. City Budget as of 12-31-19. Property tax collection is on track at 98.5%. Total Expense is 38.18% at 50% of the FY. Areas trending high are: Police Part Time 89.35%, The end of year (FY 18/19) audit results have been provided. Findings have corrective actions in place.
2. Water Budget as of 11-30-19. The water/sewer budget total expense is 45.03% at 50% of the FY.
3. Planning Workshops - began Saturday 11 January at 10:00.
4. Public Works activities include danger tree removal, brush, and leaves. Installation and removal of the pole mounted holiday lights was performed by a local tree company at a fraction of the cost of rental equipment.
5. City Office, Police Department and Public Works was reviewed in an annual TOSHA inspection. The report findings were provided and corrective actions will be documented and sent by January 16, 2020.
6. Grant Updates
 - a. East Norris Sidewalk Grant – ROW approved. Next step Estimates/Bids
 - b. Safe Routes to Schools Grant –Awaiting ROW and Utility Approval
 - c. Sawmill Road SIA – Survey actions should begin in January or February.
7. Police Department dispatch use of the new Anderson County Computer Aided Dispatch (CAD) began 12-31-19 at 5:00pm. Training and specific improvements continue and are expected through February.
8. All required recertification training for police officers has been submitted to the State of Tennessee
9. The City of Clinton has donated a surplus police car. This is the second Crown Victoria cruiser donated in two years.
10. Budget planning has begun for all city departments and most boards.
11. The office staff has completed training on the new local government software. This will support installation in the coming months.