

Norris City Council Minutes  
Monday, March 9, 2020

**BE IT REMEMBERED THAT THE CITY OF NORRIS CITY COUNCIL MET IN REGULAR SESSION ON MONDAY, MARCH 9TH, 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**

Susan Miceli, 98 Butternut, said she had sent a proposal from the Conservation/Recycle Commission to City Manager Hackler to install a new water fountain with an outdoor refilling station in the Commons area where the new sidewalk is going in. City Manager Hackler will review the proposal.

**APPROVAL OF MINUTES**

1. **The minutes of the February 10<sup>th</sup>, 2020 Council Meeting were presented for approval. Motion was made by Council Member Grieve to approve the minutes. Motion was seconded by Council Member Painter. Motion carried by voice vote.**

**OLD BUSINESS**

2. **East Norris Sidewalk Grant** - City Manager Hackler reported the City had received notification of the approval of the contractor from the state. City Manager Hackler stated he is trying to expedite the mobilization because of the bat habitat in the environmental study that has to be dealt with. The tree clearing needs to be dealt with before the end of March 2020. City Manager Hackler stated there is pre-bid and a list of other documents that need to be completed by Cannon and Cannon. City Manager Hackler stated he had an estimate to remove the trees of \$6,000, if the City has to have the trees removed in order to keep the project on track, but this would not be reimbursed.

3. **Safe Routes to School Grant Status** – City Manager Hackler reported he and Norris Water Superintendent Wilkerson are working on the utility right-of-way. Project needs to be completed by September 2020. City Manager Hackler stated he had received an email today asking if the City would like to request an extension of the grant, and he stated he would submit the request for the extension in the event it was needed.

4. **TDOT SIA Contract** - City Manager Hackler reported field survey work had been completed the later part of January 2020. He is waiting on notification of the next step.

5. **TDOT Property Option** - City Manager Hackler reported the State is reviewing property deeds for any restrictions on the property. The application should be submitted at the March or April 2020 state meeting for approval.

**NEW BUSINESS**

6. **Budget Workshop Schedule** – The following Budget Schedule was presented for approval:

**City of Norris Public Notice**

**Updated Budget Procedures and Budget Meetings for the 2020-2021 Fiscal Year**

Reference: TCA 6-56-206, budget estimates. This law also provides for a budget calendar, which is summarized below:

- **April 24, 2020 – 4:00 p.m. Budget Workshop.**  
City Manager shall file a consolidated budget document with the Council Members in a budget workshop. Additional workshops may be scheduled at the discretion of Council.
- **May 1, 2020 – 4:00 p.m. Budget Workshop.**  
City Manager shall file a consolidated budget document with the Council Members in a budget workshop. Additional workshops may be scheduled at the discretion of Council.
- **May 5, 2020 – 5:00 p.m. Budget Workshop.**  
City Manager shall file a consolidated budget document with the Council Members in a budget workshop. Additional workshops may be scheduled at the discretion of Council.
- **May 11, 2020 – 7:00 p.m. Council Meeting.**  
The Council Members to review and adopt the annual Budget on first reading. Council Members shall also recommend a capital outlay plan. The Council Members shall review a synopsis of the proposed budget and a statement of the tax rate required to finance the proposed budget.
- **May 20, 2020 – Public Hearing Notice.**  
The proposed budget and a notice of a Public Hearing shall be published in a newspaper having general circulation in the City.
- **June 1, 2020 – 7:30 p.m. Public Hearing.**  
Public Hearing on proposed 2020-2021 budget.
- **June 8, 2020 – 7:00 p.m. Council Meeting.**  
2020-2021 Budget presented to Norris City Council for final reading of Ordinance.

**Motion was made by Council Member Painter to approve the schedule. Motion was seconded by Council Member Hill. Motion carried by voice vote.**

7. **Beer Board Hearing Schedule** - City Manager Hackler stated a Beer Board Meeting needed to be scheduled to review an application for on-and-off premise beer sales for Gametime Pizza. They currently have an off-premise permit, but now have a restaurant area and want to offer on-premise beer sales also. Motion was made by Vice Mayor Beeman to set the Beer Board meeting for Monday, April 13, 2020 at 6:45 p.m. Motion was seconded by Council Member Grieve. Motion carried by voice vote.

**8. Coronavirus Update** – City Manager Hackler stated he had received input from the CDC and the Tennessee Department of Health concerning the coronavirus and Norris Water Superintendent Wilkerson has also been in contact with numerous agencies. He stated the current standard precautions the City and Water Departments have in place are sufficient. City Manager Hackler reported the information he received was from the CDC website and it is available to anyone to use. The higher risk population is older adults with chronic medical conditions. Mayor Mitchell stated from a City standpoint, if an employee is sick, they should not come to work and if there is a staff shortage, we do not have an alternative plan other than the delay of services. Norris Water Commission Chairman Dean Harshbarger stated Norris Water Commission has a hand shake agreement with Clinton if all Water employees are out sick at one time Clinton will operate our plants and we would cover for them. City Manager Hackler stated the Police and Fire have an existing mutual aid agreement to cover those departments. City Manager Hackler will check with MTAS about holding video meetings if necessary.

## **9. CITY MANAGER REPORT**

City Manager Hackler reported on the following:

- 1) City Budget – as of 2-29-20 property tax collection is on track at 99.2%. Total expenses are 45%.
- 2) Water Budget – as of 2-29-20 total revenue is 70% and total expenses are 59%.
- 3) Planning Workshop number two was held on February 29, 2020 with all actions from the first completed. The city characteristics were further refined and included input from high school and adults in the 20 to 40+ age range. The input included opened new discussion on communications methods that are better suited for this age group. New accounts include communications proposals and how the Norris schools are integral to the community. The next meeting is scheduled for April 18<sup>th</sup>, 2020.
- 4) Grant Updates were already discussed.
  - a. East Norris Sidewalk Grant – Approved for construction. A bid opening was held on February 25, 2020. There were six companies providing bid packages. The low bid was routed to TDOT for approval.
  - b. Safe Routes to Schools Grant – Have new contacts for McGill and Associates and TDOT. Have received final list of actions from TDOT to finish the Utility Certification. Approval to proceed with bidding/construction is anticipated in the next 30 to 60 days.
  - c. Sawmill Road SIA – Field survey has been performed.
  - d. TDOT indicates they are reviewing the deeds for any restrictions including TVA past ownership. The proposal might be presented for TDOT approval in March or April.
- 5) Water Commission – City Manager Hackler reported the Water Commission has a new technology opportunity – GPS Mapping of Utility Components. The equipment is being evaluated with new batteries.
- 6) The financial audit firm HG & A has withdrawn their services due to staffing changes. A request for proposals/costs has been advertised to support a new audit firm.

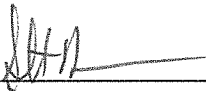
7) Financial specifications are being collected for a proposal to establish a comprehensive technology package to include, telephone, cell phone, internet, and system control and data acquisition (SCADA) services for the city and water departments. The goal is to improve capabilities and reduce the overall cost. Hope to have request proposals in April with the changes to go into effect in July.

8) The job description for the fire marshal position has been reviewed and commended by MTAS. The MTAS representative has offered to assist in advertising and the selection for this part-time position.


9) See attached City Manager Report.

10. **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.

11. **Motion was made by Vice Mayor Beeman to adjourn. Motion was seconded by Council Member Grieve. Motion carried by voice vote at 8:00 p.m.**



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Scott Hackler, City Manager



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Janet Parks, City Recorder

**To:** Norris City Council  
**From:** Scott Hackler  
**Date:** 3-9-2020  
**Re:** City Manager's Report

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1. City Budget as of 2-29-20. Property tax collection is on track at 99.2%. Total Expense is 45% at 67% of the FY. Areas trending high are: Telephone (city and water) due to a rate increase in October. The Telephone expense is currently \$13,468 or 74% of the FY. +~\$5k EAC
2. Water Budget as of 2-29-19. The water/sewer revenue is 70% at 67% of the FY. Budget total expense is 59% at 67% of the FY. Telephone expense trend is similar.
3. Planning Workshops - #2 was held February 29 with all actions completed from the first meeting. The city characteristics were further refined and included input from high school youth and adults in the 20 to 40+ age ranges. This input opened new discussion on communications methods that are better suited for this age group. New actions include communications proposals and how the Norris schools are integral to the community. Work still to do is inclusion of the local business perspectives and needs. The next meeting is scheduled for April 18 at 10:00.
4. Grant Updates
  - a. East Norris Sidewalk Grant – Approval for construction. A bid opening was held February 25. There were six companies providing bid packages. The low bid is being routed to TDOT for approval.
  - b. Safe Routes to Schools Grant –New Contacts for McGill and Associates and TDOT. I have final list of actions from TDOT to finish the Utility Certification. Approval to proceed with bidding/construction is anticipated in the next 30 to 60 days.
  - c. Sawmill Road SIA – Field survey has been performed.
  - d. TDOT Surplus Property – TDOT indicates they are reviewing the deeds for any restrictions including TVA past ownership. The proposal might be presented for TDOT approval in March but more likely in April.
5. Water Commission New Technology – GPS Mapping of Utility Components – GIS equipment is being evaluated with new batteries.
6. The financial audit firm HG&A has withdrawn their services due to staffing changes. A request for proposals/costs has been advertised to support selection of a new audit firm.
7. Final specifications are being collected for a proposal to establish a comprehensive technology package to include telephone, cell phone, internet, and System Control and Data Acquisition (SCADA) services for the city and water departments. The goal is to improve capabilities and reduce the overall costs. I hope to request proposals in April with changes to go into effect in July.
8. The job description for the fire marshal position has been reviewed and commented by MTAS. The MTAS representative has offered to assist in advertising and selection for this part time position.