

**Norris City Council Minutes  
Monday, May 11, 2020**

**Be it remembered that the City of Norris City Council met in Regular Session on Monday, May 11, 2020 at 7:00 p.m. by electronic means per Tennessee Executive Order 16 which suspends the requirements of the Tennessee Open Meetings Act (TOMA) to the extent necessary to allow any governing body subject to the requirements of the TOMA to meet and conduct essential business by electronic means if the body determines meeting electronically is necessary to protect the health, safety, and welfare of Tennesseans in light of the COVID-19 pandemic. City Council Members present by roll call vote: Larry Beeman, Ron Hill, Chris Mitchell, and Loretta Painter. Not Present: Bill Grieve. Also, on the webinar: Scott Hackler, Janet Parks, Tony Wilkerson, George Miceli, Susan Miceli, Ralph Jordan, Charles Nicholson, and Brianne Kibler.**

The meeting was called to order by Mayor Mitchell.

**HEAR THE PUBLIC**

George Miceli, 98 Butternut, stated he had saw census envelopes hanging from doors on several vacant houses in Norris and this was concerning to him. City Manager Hackler said he would check into this matter to see what steps are in place by the Census Bureau to make contact with these owners.

**APPROVAL OF MINUTES**

**The minutes of the March 9<sup>th</sup>, 2020 Council Meeting and the April 20<sup>th</sup>, 2020 Special Called Meeting were presented for approval. Motion was made by Vice Mayor Beeman to approve the minutes. Motion was seconded by Council Member Painter. Motion carried by roll call vote. Voting yes by Roll Call: Larry Beeman, Ron Hill, Chris Mitchell, and Loretta Painter. Voting no: none.**

**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 construction will be starting in June 2020.
3. **Safe Routes to School Grant Status** – City Manager Hackler reported the City had received a two-year extension on the grant and does not know when the project will be put out to bid.
4. **TDOT SIA Contract** - City Manager Hackler reported field survey work had been completed the later part of January 2020 and they are currently working on the proposed map. City Manager Hackler is waiting on notification of the next step.

5. TDOT Property Option - City Manager Hackler reported the options keep changing on this property (Sycamore and Hwy. 61). The State has decided not to sell or give away the property, but they have now offered the City a no cost license for public use. If the City decides in favor of the no cost license, the City would have to go through TDOT before any improvements to the property can be made. Motion was made by Ron Hill to accept the no cost license from the State of Tennessee. Motion was seconded by Vice Mayor Beeman. Motion carried by roll call vote. Voting yes by Roll Call: Larry Beeman, Ron Hill, Chris Mitchell, and Loretta Painter. Voting no: none.

#### NEW BUSINESS

6. State of Tennessee Executive Order 34 – City Manager Hackler reported the Governor has extended the order to allow governing bodies to conduct business by electronic means through June 30, 2020.

7. Event Planning Assumptions – City Manager Hackler report the Lion’s Club had decided not to have Norris Day on July 4<sup>th</sup>, 2020. City Manager Hackler reported if we are in Phase 3, the City would have the fireworks show on Labor Day. The proposed 2020-2021 budget allows for the expense of fireworks for a show on Labor Day and the 4<sup>th</sup> of July celebration next year.

8. 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. Due to COVID 19, the previous Beer Board Hearing scheduled for April 13, 2020 was cancelled. Motion was made by Council Member Painter to set the Beer Board meeting for Monday, June 1, 2020 at 6:00 p.m. Motion was seconded by Vice Mayor Beeman. Motion carried by roll call vote. Voting yes by Roll Call: Larry Beeman, Ron Hill, Chris Mitchell, and Loretta Painter. Voting no by roll call: none.

9. Refuse Contract – Extension and Curbside Pickup Options – City Manager Hackler reviewed a five-year contract extension request from Waste Connections of Tennessee, Inc. The extension requested included a recycle increase per home of \$.55 per month as a result of an increase in processing costs. City Manager Hackler stated the cost of the monthly residential charge could be decreased if the City went to curbside pickup instead of back door service – current charge for back door service is \$8.97 and if changed to curbside the charge would be \$7.50 per month. After Council discussion and to allow more time to review and hold Public Workshop, Council request City Manager Hackler request a one-year contract extension with no increase. Motion was made by Vice Mayor Beeman to authorize City Manager Hackler to request a one-year contract extension with no increase. Motion was seconded by Council Member Painter. Motion carried by roll call vote: Voting yes by Roll Call: Larry Beeman, Ron Hill, Chris Mitchell, and Loretta Painter. Voting no by roll call vote: none.

10. Budget Ordinance 617 – 1<sup>st</sup> Reading Annual 2020-2021 Budget and Tax Rate – City Manager Hackler reviewed the 2020-2021 Budget Ordinance. Motion was made by Council Member Painter to approve Ordinance 617 on 1<sup>st</sup> reading. Motion was seconded by Vice Mayor Beeman. Motion carried by roll call vote. Voting yes by roll call: Larry Beeman, Ron Hill, Chris Mitchell, and Loretta Painter. Voting no by roll call: none. The Public Hearing on 2020-2021 Budget is scheduled for Monday, June 1, 2020, at 7:30 p.m. and will be held by webinar. The Public Hearing notice will appear in the Bulletin next week.

11. Budget Ordinance 618 – Refuse Fee Increases - Ordinance withdrawn due to pending contract extension agreement with Waste Connections.

12. Financial Audit Company Bid Approval – City Manager Hackler reviewed the bids received pertaining to the Compliance Audit Services for the City of Norris. The bids were as followed: Pugh PCA - \$22,000, Brown Jake & McDaniels, PC - \$24,000, Mauldin & Jenkins - \$25,000, and Mitchell, Emert & Hill, PC - \$28,000. City Manager Hackler noted the Comptroller does not require a low bid award and stipulates a priority for quality. After Council discussion, a motion was made by Council Member Painter to award the bid to Pugh PCA. Motion was seconded by Council Member Hill. Motion carried by roll call vote. Voting yes by roll call: Larry Beeman, Ron Hill, Chris Mitchell, and Loretta Painter. Voting no: None.

13. TCRS Rate Approval – City Manager Hackler requested approval of the July 2020 – June 2021 TCRS rate at 15%. This is the same rate paid during fiscal year 2020. Motion was made by Vice Mayor Beeman to approve the TCRS rate of 15%. Motion was seconded by Council Member Painter. Motion carried by roll call vote. Voting yes by roll call: Larry Beeman, Ron Hill, Chris Mitchell, and Loretta Painter. Voting no: None.

#### 14. CITY MANAGER REPORT

City Manager Hackler reported on the following:

- 1) City Budget – as of 4-30-20 property tax collection is on track at 99.2%. Total expenses are 74%.
- 2) Water Budget – as of 4-30-20 total revenue is 90% and total expenses are 74%.

3) COVID-19 Response Actions - Beginning March 13 public use of city facilities was cancelled. Additional distancing controls were progressively implemented following health department and CDC guidelines. The city participated in integrated coordination with Anderson County Leaders, Norris Dam State Park and TVA. A plan to begin phased resumption of public activities with on-going protective strategies for at risk populations will be coordinated with local businesses and county leaders. The public and businesses within the city have been supportive and significantly compliant with needed controls. At this time this has resulted in no reported COVID-19 cases within the city.

#### 4) Grant Updates

- a. East Norris Sidewalk Grant – Approval for construction. Bid award was given to Adams Construction with a May 4 construction start date. The construction start date has been extended to June 1, with a completion date of August 30 of 2020.
- b. Safe Routes to Schools – the Utility Certification has been delayed by COVID-19 activity restrictions.
- c. Sawmill Road Extension TDOT SIA – Surveying has been done by TDOT.
- d. TDOT Surplus Property – TDOT indicates they are not going to transfer ownership of the property either by sale or donation. The offer now is a “no cost license for public use”. This change is on today’s agenda.
- e. TN Local Support Grant for COVID-19 Response – The application is being prepared. I am working on estimates for accurate costs.

5) The financial audit firm HG&A has withdrawn their services due to staffing changes. Proposals were received by 5 companies with a recommendation to contract with Brown, Jake, and McDaniel, PC with the next lowest bid of \$24,000. Pugh, CPA with the low bid of \$22,000 is a viable candidate. The basis for the recommendation is the level of inquiry and documents pulled and evaluated to prepare the bid. The comptroller does not require a low bid award and stipulates a priority for quality.

6) Final specifications are being collected for a proposal to establish a comprehensive technology package to include telephone, cell phone, and internet, services for the city and water departments. The goal is to improve capabilities and reduce the overall costs. I hope to request proposals in May with changes to go into effect in July.

7) Job advertisements and interviews for Summer Recreation and Watershed Crews have been postponed due to COVID-19 restrictions.

8) See attached City Manager Report.

15. 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.

16. **Motion was made by Council Member Painter to adjourn. Motion was seconded by Council Member Hill. Motion carried by roll call at 8:55 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:** 5-11-2020  
**Re:** City Manager's Report

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1. City Budget as of 4-30-20. Property tax collection is on track at 99.2%. Total Expense is 74%% at 83% of the FY. The impacts of the COVID-19 Safer at Home orders have not been reported.
2. Water Budget as of 4-30-20. The water/sewer revenue is 90% at 83% of the FY. Budget total expense is 74% at 83% of the FY. Telephone expense trend is similar.
3. COVID-19 Response Actions - Beginning March 13 public use of city facilities was cancelled. Additional distancing controls were progressively implemented following health department and CDC guidelines. The city participated in integrated coordination with Anderson County Leaders, Norris Dam State Park and TVA. A plan to begin phased resumption of public activities with on-going protective strategies for at risk populations will be coordinated with local businesses and county leaders. The public and businesses within the city have been supportive and significantly compliant with needed controls. At this time this has resulted in no reported COVID-19 cases within the city.
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