

**CITY OF NORTHWEST
SPECIAL COUNCIL MEETING
TUESDAY, JANUARY 17, 2023
6:30 PM**

ASSEMBLY

The Northwest City Council held their special meeting on Tuesday, January 17, 2023, at 6:30 PM at Brunswick Community College 2045 Enterprise Drive NE, Leland, NC 28451.

Present: James Knox, Mayor; Councilmen: Charles Carroll, Michael Troy, Sylvester Ballard, and Councilwomen Sheila Grady and Alexis Clemmons

Also present: Donna Strickland, City Clerk

CALL TO ORDER & INVOCATION

Mayor Pro-Teim Sheila Grady called the meeting to order at 6:30 PM.

Mayor Knox came in at 6:35 PM.

Councilman Sylvester Ballard gave the invocation.

DISCUSSION & ACTION ITEMS

A. Projects & Goals

City Clerk, Donna Strickland, stated that this year is a property tax reevaluation year. As soon as we get the tax collection rate for FY 2023-2024, we can begin building the revenue part of the budget.

○ **Policies – See Sheet**

DEPARTMENT	POLICIES/PLANS	LIAISON	COMPLETION DATE
ADMINISTRATION			
	INTERNAL CONTROL POLICY	MAYOR KNOX	
	PROCEDURE POLICY FOR COMPLAINTS, CONCERNS & JOB WELL DONE	MAYOR KNOX	
	JOB DESCRIPTIONS	MAYOR KNOX	
	PERSONNEL POLICY	MAYOR KNOX	
	POLICE DEPARTMENT STANDARD OPERATING POLICY	MAYOR KNOX	
FINANCE			
	PURCHASING POLICY	COUNCILWOMAN SHEILA GRADY	
	BUDGET POLICY	COUNCILWOMAN SHEILA GRADY	
	INVESTMENT POLICY	COUNCILWOMAN SHEILA GRADY	
	CAPITAL IMPROVEMENT PLAN	COUNCILWOMAN SHEILA GRADY	
	FIXD ASSET POLICY	COUNCILWOMAN SHEILA GRADY	

DEPARTMENT	POLICIES/PLANS	LIAISON	COMPLETION DATE
FINANCE CONT.			
	GRANT POLICY	COUNCILWOMAN SHEILA GRADY	
EMERGENCY MANAGEMENT			
	DISASTER PLAN	COUNCILWOMAN SHEILA GRADY & COUNCILMAN SYLVESTER BALLARD	
PARKS			
	EVENT GUIDELINS	COUNCILMAN SYLVESTER BALLARD	
	RENTAL OF PARK FACILITIES POLICY	COUNCILMAN SYLVESTER BALLARD	
	PARK GROUNDS IMPROVEMENT PLAN	COUNCILMAN SYLVESTER BALLARD	
MARKETING			
	WELCOME TO OUR CITY	COUNCILWOMAN ALEXIS CLEMMONS	
STREETS			
	ROAD DEDICATION POLICY	COUNCILMAN CHARLES CARROLL	

- **Park**

Councilman Ballard stated that the work at the park looks great. As part of a Partif-grant you get points for community involvement. What I would like us to do is get citizens in the community to meet and use their tractors use their tractor rakes and start cleaning up the cleared land.

Councilman Sylvester Ballard stated that he would like to bring up that Brunswick County Tax Department has a program where the County Tax portion of your taxes can be removed. He would like this information promoted within Northwest. Councilwoman Alexis Clemmons stated she would put it on facebook and will put it in the City newsletter that will be done at a minimum of each quarter and more if needed.

- **City Hall Carpet**

City Clerk stated the carpet at City Hall has tares and holds. It was the **CONSENSUS** of Council for the City Clerk to get a price on new carpet and bring it back to Council during the budget process.

- **City Hall Ceiling**

City Clerk, Donna Strickland, stated that we have not found anyone that would do the work on City Hall ceiling.

B. Police Department Personnel Discussion

City Clerk, Donna Strickland, stated that currently we only have one application. She stated that she has talked to another agency, and they are having a hard time getting applicants as well.

C. Grant Term Ending March 2024

City Clerk, Donna Strickland, stated that the Resiliency Grant will end in March of 2024. She stated we are in the process of getting a quote to have all City owned streets surveyed.

D. Police Policies

○ **Dates?**

After discussion,

Councilman Sylvester Ballard **MOVED, SECONDED** by Councilwoman Alexis Clemmons to set the Police Policies special meeting for February 6, 2023, at 6:00 PM. The **MOTION CARRIED UNANIMOUSLY.**

E. Equipment

○ **Police Vehicle**

After discussion,

Councilwoman Sheila Grady **MOVED, SECONDED** by Councilman Charles Carroll to have the City Clerk prepare a Budget Amendment in the amount of \$34,000 for the purchase of a Police Vehicle. The **MOTION CARRIED UNANIMOUSLY.**

○ **Gun Safe**

After discussion,

Councilwoman Sheila Grady **MOVED, SECONDED** by Councilman Charles Carroll to prepare a Budget Amendment for the purchase of a Gun Safe for the Police Department. The **MOTION CARRIED UNANIMOUSLY.**

○ **Defibrillator**

After discussion,

Councilman Charles Carroll **MOVED, SECONDED** by Councilwoman Alexis Clemmons to prepare a Budget Amendment for the purchase of four defibrillators. The **MOTION CARRIED UNANIMOUSLY.**

○ **Generator**

City Clerk, Donna Strickland, stated that the quotes she has gotten for the generator is approximately \$25,000 to \$32,000 dollars.

Councilman Charles Carroll stated that he knew someone that could give us a quote. He also stated that he would have him contact the City Clerk.

○ **Junked Cars at Mr. Troy's**

○ **Tractor at Mr. Troy's**

It was the **CONSENSUS** of Council to add the tractor at Councilman Michael Troy's, Shop, that belongs to the City, as a surplus item along with the junked cars.

After discussion,
Councilman Sylvester Ballard **MOVED, SECONDED** by Councilman Charles Carroll to sell the items listed to Vernon Road Auto and Towing, LLC.
Councilman Charles Carroll recused his motion.
Councilman Sylvester Ballard recused his motion.

Councilman Charles Carroll **MOVED, SECONDED** by Councilman Michael Troy to recuse the mayor from the discussion. The **MOTION CARRIED UNANIMOUSLY.**

Councilman Sylvester Ballard **MOVED, SECONDED** by Councilman Charles Carroll to sell the junked cars and tractors at Troy's Auto for \$100.00. The **MOTION CARRIED UNANIMOUSLY.**

After discussion,

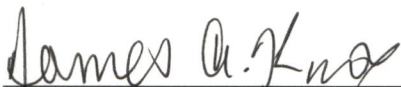
Councilwoman Alexis Clemmons **MOVED, SECONDED** by Councilwoman Sheila Grady to discontinue using Champ's Express, LLC (Kealon Gardner) as a contractor for the City of Northwest. The **MOTION CARRIED UNANIMOUSLY.**

Councilwoman Alexis Clemmons **MOVED, SECONDED** by Councilman Michael Troy to advertise the Maintenance position as soon as possible. The **MOTION CARRIED UNANIMOUSLY.**

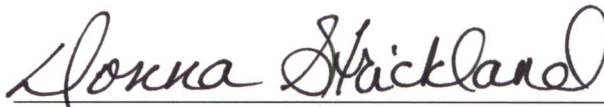
Mayor Knox stated that before the City hires anyone to perform work for the City, we should have the job in writing. He further stated that then bids for the work to be done, should be turned into the City Clerk and a date and time provided to have bids submitted. He also stated that prior to any work being done the Liaison assigned to the project and the City Clerk or other designee should sit down and go over the expectations for the project with the contractor. We need to make sure that everything is in writing and signed.

ADJOURNMENT

Councilman Charles Carroll **MOVED, SECONDED** by Councilwoman Alexis Clemmons to adjourn the meeting at 9:20 PM. The **MOTION CARRIED UNANIMOUSLY.**



James A. Knox, Mayor



Donna Strickland, City Clerk/Finance Officer