

**CITY OF NORTHWEST
REGULAR COUNCIL MEETING
TUESDAY, FEBRUARY 25, 2020
7:00 PM**

ASSEMBLY

The Northwest City Council held their regular meeting on Tuesday, February 25, 2020 at 7:00 PM at 4889 Vernon Road, Northwest NC.

Present were James Knox, Mayor; Councilwoman: Sheila Grady and Councilmen: Charles Carroll, Aaron Perkins, Haywood Miller, and Michael Troy.

CALL TO ORDER & INVOCATION

Mayor Knox called the meeting to order at 7:00 PM
Councilman Haywood Miller gave the invocation.

CONSENT AGENDA

A. FINANCE REPORT

• **BANK BALANCES**

Councilman Charles Carroll **MOVED, SECONDED** by Councilman Haywood Miller to adopt the Consent Agenda as presented. The **MOTION CARRIED UNANIMOUSLY.**

DISCUSSION & ACTION ITEMS

**A. PUBLIC HEARING – PLANNING BOARD BYLAW TEXT AMENDMENT
ADOPTION OF ORDINANCE 20-02PB**

Councilman Charles Carroll **MOVED, SECONDED** by Councilman Haywood Miller to open the public hearing at 7:10 PM. The **MOTION CARRIED UNANIMOUSLY.**

The Planning Board held a public hearing on February 11, 2020 and made the following recommendation to City Council for approval. The changes to the Planning Board Bylaws includes a meeting date and time change. The regular Planning Board meetings will be changed to the second Tuesday of each month at 6:30 PM. Below are the recommended changes from the Planning Board.

ARTICLE-VIII BYLAWS FOR THE OPERATION OF THE CITY OF NORTHWEST PLANNING BOARD

I. General Rules:

The City of Northwest Planning Board created by a Local Ordinance dated May 3, 1993, shall be governed by that Ordinance, Chapter 160A, Article 19 of the General Statutes of North Carolina, City of Northwest Unified Development Ordinance, and these Bylaws.

II. Members and Terms of Office:

A. Terms: The Planning Board shall consist of five members. All five members shall be citizens and residents of the City of Northwest for a period no less than one year and shall be appointed by the City Council. Two of the initial members shall be appointed for a term of one year; two, for two years; and one for three years. Their successors shall be appointed for terms of three years. Vacancies occurring for reasons other than expiration of terms shall be filled as they occur for the period for the unexpired term. Members may be removed for cause by the Northwest City Council.

III. Officers and Duties:

A. Election of Officers: The Planning Board shall organize and elect a chairman, vice-chairman, and secretary at the regular meeting in July. All officers may succeed themselves. The persons so designated shall serve in these capacities for terms of one (1) year.

B. The Chairman: The chairman shall preside at all meetings and public hearings of the Planning Board; shall decide on all matters of order and procedure; shall appoint any committees necessary to study specific matters; shall develop a meeting agenda with the assistance of the City Clerk; and shall provide the Northwest City Council with an annual report of Planning Board activities by May 30th of each year.

C. The Vice-Chairman: In the absence of the chairman, the vice-chairman shall perform all duties assigned to the chairman.

D. The Clerk: The City Clerk or his/her designee shall serve as the Clerk to the Planning Board. The clerk is charged with keeping the minutes of all regular meetings, special meetings, and public hearings called by the Planning Board. The clerk, after conferring with the chairman, shall send notices of all regular meetings, special meetings and public hearings at least four (4) days in advance of the meeting and shall notify members by phone at least twenty-four (24) hours in advance of special or emergency meetings. In addition, the clerk shall carry on routine correspondence and maintain the Planning Board's records and files.

E. The Building Inspector: Inspections will be provided by Brunswick County.

IV. Meetings:

A. Regular Meetings: Regular meetings of the Planning Board shall be held on the second ~~Monday~~ Tuesday of each month. Unless special notice is given by the chairman all meetings will begin at ~~7:00 p.m.~~ 6:30 p.m. and will be conducted at the City Hall.

B. Special Meetings: Special meetings of the Planning Board may be called at any time by the chairman or the vice chairman acting in the absence of the chairman, provided that a minimum of twenty-four (24) hours notice is given to members.

C. Quorum: A quorum shall consist of three (3) members.

D. Conduct of Meetings: All meetings shall be open to the public and public comment or input shall be encouraged. ~~The order of business at regular meetings shall be as follows:~~

- ~~1. Call to order~~
- ~~2. Approval of minutes of the previous meeting~~
- ~~3. Old business~~
- ~~4. New business~~
- ~~5. Committee reports~~
- ~~6. Chairman's report~~
- ~~7. Member comments~~
- ~~8. Public comment~~
- ~~9. Adjournment~~

E. Change of Bylaws: No recommended change shall be made to these bylaws without the affirmative vote of two-thirds (2/3) members of the Planning Board. Three (3) votes shall constitute that requirement.

F. Vote: Except as otherwise specified herein, the vote of a majority of those members present shall be sufficient to decide matters coming before the Planning Board provided a quorum is present. Members shall be required to vote unless excused by the chairman for reasons of financial or personal interest on the subject. An abstention shall constitute an affirmative vote. Proceeding shall be conducted according to Roberts Rules of Order.

G. Cancellation of Meetings: Whenever there is no business for the Planning Board, the chairman may dispense with a regular meeting by giving notice to all members.

H. Attendance: The Planning Board will request the City Council to replace any member missing three (3) consecutive unexcused regular meetings or fifty percent (50%) or more of all meetings over a twelve (12) month period.

I. Agenda Preparation for Regular Meetings: The agenda for regular meetings shall be prepared by the ~~chairman with the assistance of the clerk~~ Clerk to the Planning Board. Only those items requested by planning board members or those items properly filed with the City according to its ordinances shall be placed on the agenda. The public and specific interests may appear for comment or input on any matter not on the agenda at any meeting regular or special, but no formal action will be taken on non-agenda items.

This rule does not preclude public comment and input on regular agenda items that will be acted upon. The agenda shall be circulated to all members of the Planning Board, the City Council, and the City Clerk by the ~~Thursday~~ Friday prior to the regular meeting date.

J. Conflicts of Interest: To preserve public confidence in the integrity of the Planning Board and the City's governmental process, each Board member shall have right and duty to avoid even the appearance of a conflict of interest. A conflict of interest can be defined as participating in a matter where there is either a direct/indirect benefit to the Board member, or the perception of a benefit. The Board member shall ask the Chair to be excused from participation in any matter before the Board in which the member's impartiality might reasonably be questioned. If any other Board member questions the impartiality of a Board member before or during the Board's consideration of a matter, the Chair shall treat this as a request that the member be excused from participation. Any request that a Board member be excused from participation must disclose the basis for the request. It is the Chair's responsibility to determine if a conflict of interest does exist and to either excuse or not excuse the Board member from participation.

V. Records:

A. Public Record: All records of the Planning Board shall be made available to the public in accordance with state statutes.

B. Retention: The clerk shall maintain a file of all studies, plans, reports, recommendations, minutes, and correspondence of the Planning Board. The file should be maintained at the City Hall. Requests for copies shall be forwarded to or addressed to the ~~building inspector~~ City Clerk.

Councilman Charles Carroll **MOVED, SECONDED** by Councilman Haywood Miller to close the public hearing at 7:25 PM. The **MOTION CARRIED UNANIMOUSLY.**

After discussion,

Councilman Aaron Perkins **MOVED, SECONDED** by Councilman Charles Carroll to approve the adoption of Ordinance 20-02PB as presented to Council. The **MOTION CARRIED UNANIMOUSLY.**

B. CRYSTAL SPRING #793 – CURTIS WASHINGTON

Curtis Washington, representing Crystal Spring #793 Masons stated that he and his wife both participated in the Trunk or Treat last year and was impressed with the event. Mr. Washington stated that he liked the “family” & fellowship feeling that was evident at the event. Mr. Washington and the Mason’s that he represented would like to partnership with the City to co-sponsor the following City activities.

1. Spring Extravaganza – Easter Egg Hunt
2. Summer Celebration – Water Events & Movies in the Park
3. Fall Festival – Trunk or Treat
4. Winter Family Celebration – Christmas Crafts & Music

Mr. Washington stated that with approval he will be able to help develop a plan and budget to help with activities.

It was the **CONSENSUS** of Council to approve the Mason’s (Curtis Washington) and the City joining as partners to help sponsor the City’s activities listed above.

C. CITY COUNCIL EMAILS

Donna Strickland, City Clerk, stated that below are City Council’s email addresses. Mrs. Strickland stated that once you log into outlook.com you will need to put in your email address and password that has been provided, then you will need to reset your password. Mrs. Strickland stated that if anyone needs assistance to please let her know.

- jknox@cityofnorthwest.com
- ccarroll@cityofnorthwest.com
- sgrady@cityofnorthwest.com
- aperkins@cityofnorthwest.com
- hmilller@cityofnorthwest.com
- mtroy@cityofnorthwest.com

D. 2020-2021 BUDGET CALENDAR

Tuesday, February 25, 2020	Mayor and Council adopts budget calendar (Regular Meeting) 7:00PM or shortly thereafter
March 2020	Budget Kick Off – Finance Officer works with Department Heads and Liaisons to develop budgets
Wednesday, April 1, 2020	Finance Officer Begins Compiling Department Request for Council
Tuesday, May 5, 2020	Budget Workshop 6:00 PM or shortly thereafter City of Northwest Council reviews revenues and Expenses for: General Fund Powell Bill Project Request Capital Improvement Request
Tuesday, May 26, 2020	Finance Officer presents the budget to City Council (Regular Meeting) 7:00 PM or shortly thereafter
Tuesday, June 23, 2020	City Council holds a public hearing on the 2020-2021 Budget (Regular Meeting) 7:00 PM or shortly thereafter
Tuesday, June 23, 2020	City Council adopts the 2020-2021 Budget (Regular Meeting) 7:00 PM or shortly thereafter
Tuesday, June 30, 2020	Finance Department completes the posting of the final budget and distributes it to City Council and Department Heads
Wednesday, July 1, 2020	The budget is implemented

Councilman Charles Carroll **MOVED, SECONDED** by Councilwoman Sheila Grady to adopt the Budget Calendar as presented. The **MOTION CARRIED UNANIMOUSLY**.

E. SET SPECIAL MEETING – AUDITOR PRESENTATION

- **MARCH 5, 2020 AT 5:30 PM**

Donna Strickland, City Clerk, stated that staff has been working diligently the past two years to bring transparency to Northwest Council and Citizens. Mrs. Strickland stated that while this is still a work in progress, we are moving forward. Mrs. Strickland stated that she is requesting Council to set a special meeting to review the 2017-2018 and 2018-2019 audit findings.

Councilwoman Sheila Grady **MOVED, SECONDED** by Councilman Haywood Miller to set a special meeting for March 5, 2020 at 5:30 PM for the purpose of the Auditor presenting the 2018 & 2019 audits. The **MOTION CARRIED UNANIMOUSLY.**

F. CITY HALL RENOVATION

Councilman Charles Carroll **MOVED, SECONDED** by Councilman Haywood Miller to grant Mayor Knox, Councilwoman Sheila Grady, and Councilman Haywood Miller the authority to select a bidder and begin the renovation project. The **MOTION CARRIED UNANIMOUSLY.**

G. NC SOUTHEASTERN HAZARD MITIGATION PLAN UPDATE

Donna Strickland, City Clerk, stated that the City of Northwest needs to appoint an acting proxy to represent the City for the NC Southeastern Hazard Mitigation Plan Update.

Councilman Charles Carroll **MOVED, SECONDED** by Councilman Haywood Miller to appoint Brandon Hackney, Brunswick County Project Planner to represent the City of Northwest for the NC Southeastern Hazard Mitigation Plan Update. The **MOTION CARRIED UNANIMOUSLY.**

4. LIAISON REPORTS

Administration.....Councilman Haywood Miller
Nothing in addition to the above

Annexation.....Councilman Aaron Perkins
No report

Park.....Mayor James Knox
Nothing in addition to the above

Police.....Councilman Charles Carroll
Police Report

Councilwoman Sheila Grady **MOVED, SECONDED** by Councilman Haywood Miller to approve the police report as presented. The **MOTION CARRIED UNANIMOUSLY.**

Roads.....Councilman Michael Troy
Working with Ms. Iris McCombs, NC DOT to patch the potholes on Northwest Rd.

Information Technology & Marketing.....Councilman Aaron Perkins
No report


Finance.....Councilwoman Sheila Grady
The City of Northwest Public Utilities and Brunswick County Public Utilities continue to work together making sure that the City’s utility accounts switch over with as few mistakes as possible.

PUBLIC COMMENT

Councilwoman Sheila Grady stated that Dr. Gene Smith, President of Brunswick Community College and Trustee Les Tubb (former Brunswick County Schools Superintendent) will be guests at the City of Northwest Council meeting on March 24th at 7:00 PM. Councilwoman Grady stated that students, parents, and community members are encouraged to attend this special informational meeting. Programs offered at the college will be discussed and available scholarship opportunities for high school and adult students.

ADJOURNMENT

Councilman Charles Carroll **MOVED, SECONDED** by Councilwoman Sheila Grady to adjourn the meeting at 8:12 PM. The **MOTION CARRIED UNANIMOUSLY**.


James A. Knox, Mayor


Donna Strickland, City Clerk/Finance Officer