

**CITY OF NORTHWEST
SPECIAL COUNCIL MEETING
TUESDAY, APRIL 6, 2021
5:30 PM**

ASSEMBLY

The Northwest City Council held a special meeting on Tuesday, April 6, 2021 at 5:30 PM, at Northwest City Hall, 4889 Vernon Road.

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

Also present was: Donna Strickland, City Clerk

CALL TO ORDER & INVOCATION

Mayor Knox called the meeting to order at 5:37 PM

Councilman Haywood Miller gave the invocation.

COUNCIL GOAL SETTING & BUDGET WORKSHOP

PARKS & RECREATION

- **Mulch the playground area (completed)**
- Replace doors on concession stand
- Paint concession stand
- Replace shingles on concession stand
- Have the lights in the park switched to LED lights
- Repair walking path
- Repave basketball court
- Update playground equipment

It was the **CONSENSUS** of Council to include the above in the FY 21-22 budget.

It was the **CONSENSUS** of Council to allocate \$5,000 to a capital project fund to be used towards repairing the walking path.

It was the **CONSENSUS** of Council to have the playground area inspected quarterly.

POLICE DEPARTMENT

- **Police body cameras (In progress)**
- Community outreach

An accomplishment for the current year was the building of an evidence room in the police department.

It was the **CONSENSUS** of Council to have the City Clerk research specifications that are required in relation to an evidence room and provide the information to Council.

FINANCE & EMERGENCY PREPAREDNESS

- **Personnel Ordinance – Emerging Infectious Illness or Pandemic Response Plan (completed)**
- **Purchase governmental accounting software (completed)**
- Update and implement purchasing guidelines
- Develop emergency procedures

GENERAL

- Pave City Hall parking lot

It was the **CONSENSUS** of Council to have the City Clerk/Finance Officer to add \$10,000 to the Capital Reserve Fund that was created for the paving of City Hall.

- Clean up City Hall Campus
 - **Ditches (completed)**
 - **Yard (completed)**
 - Clean out the storage boxes – conex box
- **City seal (completed)**
- City Hall organization chart
- **Update lobby & council meeting room (completed)**
- Improve existing roads.

MARKETING, INFORMATION TECHNOLOGY, ANNEXATION

- City sign at 74/76
- **Develop City webpage and keep information current (completed)**
- **Develop Facebook account and keep information current (completed)**

It was the **CONSENSUS** of Council to have the City Clerk research doing a quarterly newsletter and get the cost associated with it.

Below are the policies and plans that Council has set as goals to have completed in the upcoming fiscal year. The investment policy has been completed.

Councilman Aaron Perkins **MOVED, SECONDED** by Councilwoman Sheila Grady to budget a 2% COLA across the board. The **MOTION CARRIED UNANIMOUSLY**.


Policies and Plans

Department	Policies/Plans	Liaison
Administration	Fixed Asset Policy	Councilmen Carroll & Troy
	Internal Control Policy	Councilman Carroll
	Procedure Policy for Complaints, Concerns & Job Well Done	Mayor Knox & Councilman Miller
	Job Descriptions	Mayor Knox & Councilman Miller
	Personnel Policy	Mayor Knox & Councilmen Perkins Miller
Finance	Purchasing Policy	Councilwoman Grady & Councilman Miller
	Budget Policy	Councilwoman Grady & Councilman Miller
	Investment Policy	Councilwoman Grady & Councilman Miller
	Capital Improvement Plan	Councilwoman Grady & Councilman Troy
Emergency Management	Disaster Plan	Mayor Knox & Councilwoman Grady & Councilmen Perkins and Miller

Policies and Plans

Department	Policies and Plans	Trainer
Parks	Event Guidelines	Mayor Knox & Councilman Miller
	Rental of Park Facilities Policy	Mayor Knox & Councilman Miller
Streets	Road Dedication Policy	Councilmen Troy & Perkins
	Marketing	
	Welcome To Our City	Councilwoman Grady & Councilman Perkins

Goals for 2021 -2022



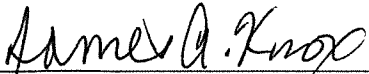
PUBLIC COMMENT

NONE

Councilman Charles Carroll **MOVED, SECONDED** by Councilman Haywood Miller to pay Scott Solari the City's Police Auxiliary Officer \$16.00 an hour. The **MOTION CARRIED UNANIMOUSLY.**

ADJOURNMENT

Councilman Charles Carroll **MOVED, SECONDED** by Councilwoman Sheila Grady to adjourn the meeting at 7:05 PM. The **MOTION CARRIED UNANIMOUSLY.**


James A. Knox, Mayor


Donna Strickland, City Clerk/Finance Officer