

NORTHWEST CITY COUNCIL
REGULAR COUNCIL MEETING
TUESDAY, JUNE 23, 2020
7:00 PM

ASSEMBLY

The Northwest City Council held their regular meeting on Tuesday, June 23, 2020 at 7:00 PM at Northwest City Hall Park outside shelter, adjacent to 4889 Vernon Road. Council meeting was held outside due to the Pandemic.

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

Also present was: Donna Strickland City Clerk/Finance Officer

CALL TO ORDER & INVOCATION

Mayor Knox called the meeting to order.

Councilman Haywood Miller gave the invocation.

DISCUSSION & ACTION ITEMS:

A. Public Hearing – FY 2020-2021 Budget

- General Fund
- Powell Bill Fund
- Park & Recreation Capital Reserve Fund
- Parking Lot Paving Capital Reserve Fund
- Vehicle Capital Reserve Fund
- Budget Authorization Ordinance

Councilman Charles Carroll **MOVED, SECONDED** by Councilman Haywood Miller to open the FY 2020-2021 Public Hearing for General Fund, Powell Bill Fund, Park & Recreation Capital Reserve Fund, Parking Lot Paving Capital Reserve Fund, Vehicle Capital Reserve Fund and the Budget Authorization Ordinance at 7:23 PM. The **MOTION CARRIED UNANIMOUSLY.**

Mayor James Knox asked for public comment. No public present.

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Councilman Charles Carroll **MOVED, SECONDED** by Councilman Haywood Miller to close the FY 2020-2021 Public Hearing for General Fund, Powell Bill Fund, Park & Recreation Capital Reserve Fund, Parking Lot Paving Capital Reserve Fund, Vehicle Capital Reserve Fund and the Budget Authorization Ordinance at 7:33 PM. The **MOTION CARRIED UNANIMOUSLY.**

B. Adoption of Budget – FY 2020-2021 Budget

- General Fund

Councilman Charles Carroll **MOVED, SECONDED** by Councilman Haywood Miller to adopt the FY 2020-2021 General Fund Budget Ordinance as presented. The **MOTION CARRIED UNANIMOUSLY.**

- Powell Bill Fund

Councilman Charles Carroll **MOVED, SECONDED** by Councilman Haywood Miller to adopt the FY 2020-2021 Powell Bill Fund Budget Ordinance as presented. The **MOTION CARRIED UNANIMOUSLY.**

- Park & Recreation Capital Reserve Fund

Councilman Charles Carroll **MOVED, SECONDED** by Councilman Haywood Miller to adopt the FY 2020-2021 Parks & Recreation Capital Reserve Fund Budget Ordinance as presented. The **MOTION CARRIED UNANIMOUSLY.**

- Parking Lot Paving Capital Reserve Fund

Councilman Charles Carroll **MOVED, SECONDED** by Councilman Haywood Miller to adopt the FY 2020-2021 Parking Lot Paving Capital Reserve Fund Budget Ordinance as presented. The **MOTION CARRIED UNANIMOUSLY.**

- Vehicle Capital Reserve Fund

Councilman Charles Carroll **MOVED, SECONDED** by Councilman Haywood Miller to adopt the FY 2020-2021 Vehicle Capital Reserve Fund Budget Ordinance as presented. The **MOTION CARRIED UNANIMOUSLY.**

- Budget Authorization Ordinance

Councilman Charles Carroll **MOVED, SECONDED** by Councilman Haywood Miller to adopt the FY 2020-2021 Budget Authorization Ordinance as presented. The **MOTION CARRIED UNANIMOUSLY.**

C. CONTRACT AWARD – CLEAN AND SANITIZE CITY HALL

City Clerk, Donna Strickland stated that she had contacted four(4) companies to provide quotes for the sanitizing of City Hall.

1. Carolina Cleaning & Solutions

City Clerk, Donna Strickland stated that she made two contacts with the company one(1) being on June 15, 2020 and one on June 22, 2020. Carolina Cleaning & Solutions stated that their sanitizing cost begin at \$400. Carolina Cleaning & Solutions indicated that our sanitizing needs were too small, and they were overbooked with larger buildings.

2. C&J Cleaning Company, Inc.

Mrs. Strickland stated that contact was made with C&J Cleaning Company, Inc. and received the following bid:

- A complete clean and sanitize of City Hall including all offices - \$425.
- Sanitize & Shampoo council room chairs – \$280.

3. Thompson Industrial Services

No return call.

4. Service Master Clean

No return call.

Councilwoman Sheila Grady **MOVED, SECONDED** by Councilman Charles Carroll to contract with C&J Cleaning Company, Inc. to sanitize City Hall including all offices at a cost of \$425. Councilwoman Sheila Grady **MOVED, SECONDED** by Councilman Charles Carroll to rescind the motion. The **MOTION CARRIED UNANIMOUSLY.**

Councilwoman Sheila Grady **MOVED, SECONDED** by Councilman Charles Carroll to contract with C&J Cleaning Company, Inc. to do a construction final clean of City Hall in the amount of \$425, shampoo 40 council room chairs in the amount of \$280 and pressure wash the outside of City Hall in the amount of \$225. The **MOTION CARRIED UNANIMOUSLY.**

D. UPDATE ON THE PURCHASE OF ACCOUNTING SOFTWARE – FMS

City Clerk, Donna Strickland stated that the software has been loaded onto the server. Mrs. Strickland stated that she has begun inputting the chart of accounts, vendors, and payroll information. Mrs. Strickland stated that she hopes to be using the software as early as August.

E. CENSUS

Mayor Knox stated that the City of Northwest needs people to fill out their census information. Mayor Knox stated that many of our distributions from the State are allocated by the City's population and on Saturday, July 11, 2020 from 10 AM to 2:00 PM as a way to encourage people to come and fill out their Census information the City will provide hot dogs and hamburgers. Mayor Knox stated that all Covid – 19 guidelines will be followed.

F. INTERNET AT THE CITY PARK

The City of Northwest has Free internet in the Park. Information Technology Disaster Resource Center, Inc. out of Fort Worth, Texas is the Company that is installing the hardware that is needed to furnish the wireless internet.

4. LIAISON REPORTS

- Administration

Councilman Miller

Councilman Haywood Miller stated that City Clerk, Donna Strickland will be mostly working at City Hall. Councilman Miller stated that as of right now City Hall is closed but will see people

by appointment. Councilman Miller stated that there may be some instances that the City Clerk will work from home.

- Annexation

Councilman Perkins

Nothing to report.

- Park

Mayor Knox

Mayor Knox stated that the municipal playground is still closed. Mayor Knox stated that he will be monitoring the park to make sure no one is in the playground area.

- Police

Councilman Carroll

Nothing to report.

- Roads

Councilman Troy

Councilman Michael Troy stated that soon the bushes will be cut back on the roads.

- Marketing

Councilman Perkins

Councilman Aaron Perkins stated that during the Census “cook out” for all those that submit their Census information they will receive one(1) “free” license tag, which has the City Seal on it. Councilman Perkins stated that before the Census event, tags were going to be sold for \$5. For those that want additional tags the cost will be \$5.

- Finance

Councilwoman Grady

Nothing additional.

Mayor Knox stated that there only needs to be one bathroom opened to the public inside City Hall. Mayor Knox stated that the City has a sign in sheet at City Hall and has a temperature machine to use on everyone that is at City Hall, including employees. Mayor Knox stated that we need to be safe.

Councilman Charles Carroll **MOVED, SECONDED** by Councilman Haywood Miller to have Councilman Michael Troy receive closed bids for the vehicles that no longer have value to the City. The **MOTION CARRIED UNANIMOUSLY.**

PUBLIC COMMENT

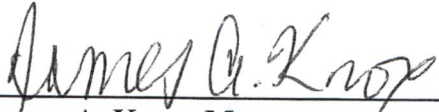
Mayor James Knox asked for public comment. No public present.

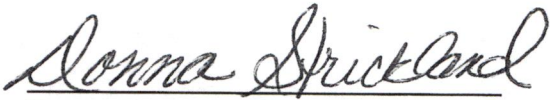
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ADJOURNMENT

Councilman Charles Carroll **MOVED, SECONDED** by Councilman Aaron Perkins to adjourn the Council meeting at 8:38 PM. The **MOTION CARRIED UNANIMOUSLY.**


James A. Knox, Mayor


Donna Strickland, City Clerk