

**CITY OF NORTHWEST
REGULAR COUNCIL MEETING
TUESDAY, SEPTEMBER 28, 2021
7:00 PM**

ASSEMBLY

The Northwest City Council held their regular meeting on Tuesday, September 28, 2021, at 7:00 PM, at Northwest City Hall, 4889 Vernon Road.

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

Absent: Councilman Haywood Miller (Resigned)

Also present: Donna Strickland, City Clerk

CALL TO ORDER & INVOCATION

Mayor Knox called the meeting to order at 7:00 PM.

Councilman Michael Troy gave the invocation.

CONSENT AGENDA

Councilman Charles Carroll **MOVED, SECONDED** by Councilman Aaron Perkins to approve the Consent Agenda as presented. The **MOTION CARRIED UNANIMOUSLY**.

PUBLIC COMMENT

Jacqueline Hill stated she wanted to express her appreciation for the time that Council spent representing the City.

Foster McKoy asked Council, if they are working with Department of Transportation on the Developments that are coming into the City? Mr. McKoy also asked Council to consider paying board members to entice younger adults in the community to run.

Wayne Perkins stated that roads and drainage really need to be investigated such as the corner of Vernon Road and Mount Misery Road, Vernon Road and Old Blue Banks Loop Road.

Toby Ison stated that he would like the City to intervene in his neighbor putting up a six-foot fence on their property. Mr. Ison stated that it would take away from his property. Councilman Charles Carroll advised Mr. Ison to contact the County about restrictions.

DISCUSSION & ACTION ITEMS

A. RESIGNATION OF COUNCILMAN HAYWOOD MILLER

Mayor Knox read a letter of resignation from Councilman Haywood Miller. Mayor Knox stated that the resignation is effective immediately.

Councilman Charles Carroll requested that all of Council bring names of who they would like to see appointed to Council in Councilman Haywood Miller's position.

B. Police Department

Councilman Charles Carroll **MOVED, SECONDED** by Councilwoman Sheila Grady to go into closed session at 7:30 PM to discuss a personnel matter and a contract. The **MOTION CARRIED UNANIMOUSLY**.

Mayor Knox called the meeting back to order at 8:03 PM.

- Job Descriptions

Councilman Charles Carroll **MOVED, SECONDED** by Councilwoman Sheila Grady to enter in a contract with US ISS Agency to review and make suggestions on the job descriptions. The **MOTION CARRIED UNANIMOUSLY**.

- Pay Grades

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

The Pay Grades will be put in Exhibit Book V.

Councilwoman Sheila Grady **MOVED, SECONDED** by Councilman Michael Troy to appoint Lieutenant Scott Perez to Interim Police Chief with a temporary 5% increase in salary. The **MOTION CARRIED UNANIMOUSLY**.

Councilman Charles Carroll **MOVED, SECONDED** by Councilwoman Sheila Grady to contract with US ISS Agency to do the vetting of the applicants that will be applying for the open Police Department vacancies. The **MOTION CARRIED UNANIMOUSLY**.

Councilman Charles Carroll **MOVED, SECONDED** by Councilwoman Sheila Grady to contract with US ISS Agency to do an audit on the Police Department, an audit on the evidence in the Police Department and to develop the Police Department Policies. The **MOTION CARRIED UNANIMOUSLY**.

C. PLANNED DEVELOPMENT – ROSEWOOD SHORES

City Clerk, Donna Strickland, stated that the Rosewood Shores Planned Development is located off Northwest Road near Merks Place. She also stated that the application is for 214 single family homes on a 107-acre parcel (01500052) and the Planning Board is scheduled to review the development on October 13th.

Mrs. Strickland also stated that for future applications one person from Council and the Planning Board are urged to attend the Technical Review Committee meetings at Brunswick County.

D. CODE ENFORCEMENT & ORDINANCES

City Clerk, Donna Strickland, stated that N-Focus is a company that offers code enforcement services for government agencies and helps create individualized ordinances. Mrs. Strickland stated that the company will work with the City to find a plan that will work best with our budget.

E. PURCHASE OF A DUMP TRAILER

It was the **CONCENSUS** of Council to table this item to a later date.

F. NC RESILIENCY GRANT – CORRIDOR SURVEY AND MAPPING

- **VEES ROAD**
- **SMITH TRAIL**
- **PORT ROYAL**

City Clerk, Donna Strickland, stated that the documents included in the agenda packet show what it would cost the City to contract with Withersravenel to do a corridor survey and mapping of Vees Road (Task 1), Smith Trail (Task 2) and Port Royal (Task 3). The cost is \$11,800. Mrs. Strickland stated that the NC Resiliency Grant Funds can be used to pay for the much-needed corridor survey and mapping. She also stated that all City roads will need to have the same study. Mrs. Strickland stated that staff will need a motion to approve the contract to move forward.

Councilman Michael Troy **MOVED, SECONDED** by Councilman Charles Carroll to move forward with contracting with Withersravenel to provide the corridor survey and mapping of Vees Road, Smith Trail and Port Royal. The **MOTION CARRIED UNANIMOUSLY**.

A copy of the contract documents will be placed in Exhibit Book V.

G. FUEL TANK – 50 GALLONS FOR EXCAVATOR

Councilman Aaron Perkins **MOVED, SECONDED** by Councilman Charles Carroll to table this item to a later date and time. The **MOTION CARRIED UNANIMOUSLY**.

H. REPORTING – BID OPENING FOR THE CONEX BOXES

Donna Strickland, City Clerk, stated that the bids for the Conex Boxes were opened on September 15th. She also stated that the bid opening was opened by herself & witnessed by Police Chief Taylor. Mrs. Strickland stated that the bid was awarded to Darnel Brooks with a bid of \$550.00. She also stated that the minimum bid for each container was \$500.00; however, there was a bid of \$200.00 for the remaining two small containers.

Councilman Charles Carroll **MOVED, SECONDED** by Councilwoman Sheila Grady to rebid one of the smaller conex boxes with a minimum bid of \$200.00. The **MOTION CARRIED UNANIMOUSLY**.

I. CHIEF TAYLOR’S RETIREMENT PARTY – OCTOBER 23, 2021

Donna Strickland, City Clerk would like Council to approve Chief Taylor’s retirement party for October 23rd from 11 AM to 1 PM. She also stated that the following items will be presented to Chief Taylor at his retirement party; Retirement Badge & ID, Glock 40 – Service Weapon, Shadow Box displaying items from his time as Chief, Retirement Box with notes from the Community being placed inside.

Councilman Charles Carroll **MOVED, SECONDED** by Councilwoman Sheila Grady to approve the items being presented to Chief Taylor. The **MOTION CARRIED UNANIMOUSLY.**

J. UPDATES

- **POLICE POSITIONS ADVERTISEMENTS**

City Clerk, Donna Strickland, stated that the advertisement for Police Chief and two Police Officer positions have been advertised. After discussion, Council requested the City Clerk to readvertise the positions and make the deadline for application December 1st.

- **DISTRICTING**

City Clerk, Donna Strickland, stated that City Attorney, Santana Miller, has submitted the following email and documents to Representative Iler concerning districting of Northwest.

- **AUDIT FY 2020-2021**

City Clerk, Donna Strickland, stated that the FY 2020-2021 has begun and will keep Council update on the progress.

- **FRONT PORCH & HANDICAP RAMP**

City Clerk, Donna Strickland, stated that the work on the front porch will begin by the end of the month. She also stated that we have not received a quote for having a contractor do the handicap ramp. Mrs. Strickland stated that staff will reach out again to contractors.

- **CONCESSION STAND ROOF & CEILING/PARK SHELTER**

City Clerk, Donna Strickland, stated that work will begin on the concession stand roof, park shelter and dugouts as soon as we can get the material ordered and delivered. She also stated that once the repairs are done on the concession stand roof, work can begin on repairing the ceiling in the concession stand. We can have the ceiling repaired in the Council Chambers at the same time.

- **WALKING PATH**

City Clerk, Donna Strickland, is asking Council to give permission to start the bidding process for the walking path.

It was the **CONSENSUS** of Council to begin compiling the information needed to run the bid for the walking path. The walking path will be 6 feet with a base of 8 feet and removing of all roots that will interfere with the walking path.

- **COVID-19**

Councilman Charles Carroll **MOVED, SECONDED** by Councilman Aaron Perkins require anyone not covid vaccinated to obtain a covid test weekly and provide the test to the City Clerk before returning to work.

- **AXON CAMERAS**

City Clerk, Donna Strickland, stated that on September 30th the installation team

for axon cameras has scheduled a person to be onsite to fix the issue with the Axon Cameras automatically coming on when the blue lights are activated in Officer Perez's vehicle.

- **STORAGE SHELTER**

City Clerk, Donna Strickland, stated that the company that delivers and installs the storage/shelter that the City purchased is ready for us to schedule a time for them to come and set up the building. She also stated that it is possible that the City may have to pay an extra amount to the company since we have put off the delivery two times due to issues with knowing where the City property lines are.

4. LIAISON REPORTS

- **Administration**
Nothing additional.

Mayor Knox

- **Annexation, IT & Marketing**
Nothing additional.

Councilman Perkins

- **Park**

Mayor Knox

Mayor Knox stated that Pop Warner is looking to have football practice in the softball field area only and understand that they are not to be on the playground and walking path.

- **Police**

Councilman Carroll

Police Report

Nothing additional.

- **Roads**

Councilman Troy

Nothing additional.

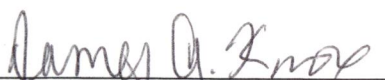
- **Finance & Emergency Preparedness**


Councilwoman Grady

Councilwoman Sheila Grady stated that the detailed Finance Snapshot and Budget vs Actual is behind tab 2 A.

ADJOURNMENT

Councilman Charles Carroll **MOVED, SECONDED** by Councilwoman Sheila Grady to adjourn the meeting at 8:43 PM. The **MOTION CARRIED UNANIMOUSLY.**


James A. Knox, Mayor


Donna Strickland, City Clerk/Finance Officer