

**CITY OF NORTHWEST  
REGULAR COUNCIL MEETING  
TUESDAY, AUGUST 23, 2022  
7:00 PM**

**ASSEMBLY**

The Northwest City Council held their regular meeting on Tuesday, August 23, 2022, at 7:00 PM, at Northwest City Hall, 4889 Vernon Road.

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

Also present: Donna Strickland, City Clerk and Paul Rockenbach, Police Chief

**CALL TO ORDER & INVOCATION**

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

Councilman Sylvester Ballard gave the invocation.

**CONSENT AGENDA**

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

**PUBLIC COMMENT**

Norris Corbett stated that he though the Police Chief has great ideas and hopes he will be able to implement them.

Foster McKoy stated that he would like the City to have their own Traffic Impact Study done on Northwest Road.

Tina Perkins stated that she would like the City to find grants that would help citizens hook up to utilities.

**4. DISCUSSION & ACTION ITEMS**

**A. BUDGET AMENDMENT – PURCHASE OF GENERATOR**

Councilwoman Sheila Grady presented a budget amendment to council for the purchase a generator and installation to run the City of Northwest City Hall/Police during power outages. The budget amendment is in the amount of \$15,000.

Councilman Charles Carroll **MOVED, SECONDED** by Councilwoman Alexis Clemmons to approve the budget amendment for the purchase of a generator to include installation in the amount of \$15,000. The **MOTION CARRIED UNANIMOUSLY**.

**B. CODE ENFORCEMENT**

• **STILLY’S AVENUE AND BLUE BANKS LOOP ROAD**

City Clerk, Donna Strickland, presented the following:

Staff along with Mr. John Ganus (N-Focus) met with Ms. Brenda Brown at her

property located on Stilly's Avenue. The property and structure next to her is in such a state that it can be listed as a dilapidated structure and can fall under the Minimum Housing Code. However, there has been an update in the General Statute that will have to be brought to Council for approval.

City Clerk, Donna Strickland, stated that during discussions of the City's Nuisance and Code Enforcement Ordinances, it was recommended by Mr. Ganus from N-Focus that we adopt all new Ordinances instead of trying to rewrite the existing one, which have not been updated since 1994. If this is agreeable with Council, I can bring the contract to Council at the October meeting.

It was the **CONSENSUS** of Council to have staff bring a contract back to them at the next Council meeting that will provide the cost for N-Focus to rewrite our Ordinances.

- **MCKOY PROPERTY LOCATED ON BLUE BANKS LOOP ROAD**

On August 10<sup>th</sup> the camper trailer that Mr. Leon Graham was staying in caught fire and burnt. Staff has sent an email to Mrs. NeCall Wilson notifying her of the fire. Staff will continue to work with her and her father to clean up the property.

### **C. SPECIAL MEETING**

City Clerk, Donna Strickland, asked Council to reschedule the joint meeting with the Planning Board to September 13, 2022.

Councilwoman Alexis Clemmons **MOVED, SECONDED** by Councilman Charles Carroll to call a special meeting on September 13, 2022, at 6:30 PM to discuss the growth in Northwest. The **MOTION CARRIED UNANIMOUSLY**.

City Clerk, Donna Strickland, asked Council to set a meeting to discuss dividing the City into voting districts.

Councilwoman Alexis Clemmons **MOVED, SECONDED** by Councilman Charles Carroll to set a special meeting for August 30<sup>th</sup> at 7:00 PM to discuss dividing the City into voting districts. The **MOTION CARRIED UNANIMOUSLY**.

## **5. DEPARTMENT REPORTS**

### **A. POLICE DEPARTMENT**

1) Update on Police Vehicles Ordered FY 2021-2022 Budget

Police Chief, Paul Rockenbach, stated that the vehicle should be delivered by the end of November.

2) NC League of Municipalities Risk Review

Police Chief, Paul Rockenbach, stated that the Risk Review was a success.

## **ADMINISTRATION/HR/FINANCE**

### **B. ADMINISTRATION/HR/FINANCE**

#### 1) City of Northwest Sign and Electronic Board

City Clerk, Donna Strickland, stated that we have the City sign and the electronic board installed. The wiring that is needed to operate the electronic board is being installed this week. Once the board is operational, we can set a date and time to “Officially” turn it on.

#### 2) Police Personnel and Training Records Audit

Police Chief, Paul Rockenbach, stated that the City did great during the audit.

## **LIAISON REPORTS**

### ***Administration & Human Resources***

***Mayor Knox***

Police Chief, Paul Rockenbach, stated that he has sent the advertisement to multiple law enforcement magazines and has contacted the BLET Instructor at Cape Fear Community College.

### ***Annexation, Marketing, Planning, IT***

***Councilwoman Clemmons***

Councilwoman, Alexis Clemmons, stated that Police Chief, Paul Rockenbach, will demonstrate how to navigate the new Northwest Police Department website to include the newly developed programs and forms available to be filled out on the Northwest Police Department website.

Councilwoman, Alexis Clemmons, stated that we are waiting on signs that will be placed at each entry into the City.

### ***Park Equipment, Buildings & Grounds***

***Councilman Ballard***

Councilman, Sylvester Ballard, stated that it is with great pleasure I let everyone know our first set of recreation equipment is projected to ship on 8/24/2022. The equipment is being purchased by the Fire Department and donated to the City of Northwest. It may take us another month to have the equipment put in the park due to the work being done in the park.

Councilman, Sylvester Ballard, stated that on August 24<sup>th</sup> Councilwoman, Sheila Grady, City of Northwest Staff, and I, will meet immediately following the meeting on Project and Grant Writing. We will review and go over creating a Facilities Master Plan. This master plan will encompass the current projects already underway on the City of Northwest property. We want to create a master plan that will ensure our projects are continuous and there is no wait time in between stages. This will ensure the projects run smoothly and give us an action plan that ensure we meet our goals and objectives. A Facilities Master Plan is like a business plan, that encompasses the goals and objectives and the action items needed to meet all goals and objectives.

Councilman, Sylvester Ballard, stated that soon work will begin on the Handicap Ramp and the Porch in the back.

*Police*

*Mayor Knox*

**\*\*\*MONTHLY CRIME REPORT\*\*\***

Police Chief, Paul Rockenbach, presented the Monthly Crime Report.

Councilman Charles Carroll **MOVED, SECONDED** by Councilwoman Sheila Grady to accept the Monthly Crime Report as presented. The **MOTION CARRIED UNANIMOUSLY**.

*Roads*

*Councilman Carroll*

Councilman, Charles Carroll, stated that he will be checking to see what it will take to get ROW's where the cable company has laid the lines.

*Finance & Emergency Management, Recreation & Grants*

*Councilwoman Grady*

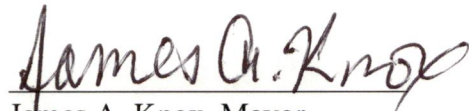
Councilwoman, Sheila Grady, pointed out the Finance Snapshot in the Council packets.

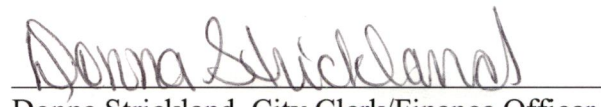
Councilwoman, Sheila Grady, stated that we are continuing to look for grants.

City Clerk, Donna Strickland, stated that the audit has been scheduled for the end of October.

**ADJOURNMENT**

Councilman Charles Carroll **MOVED, SECONDED** by Councilwoman Sylvester Ballard to adjourn the meeting at 8:27 PM. The **MOTION CARRIED UNANIMOUSLY**.

  
James A. Knox, Mayor

  
Donna Strickland, City Clerk/Finance Officer