***17832***

***Roanoke Rapids City Council***

***June 10, 2015***

The City Council of the City of Roanoke Rapids held a special meeting on the above date at 5:00 p.m. in the first floor conference room of the J. Reuben Daniel City Hall & Police Station.

Carl Ferebee, Mayor Pro Tem

Ernest C. Bobbitt)

Suetta S. Scarbrough)

Carol H. Cowen)

Wayne Smith)

Kelly Lasky, Planning & Development Director

Kristyn Anderson, Planning & Development Administrative Assistant

Emery G. Doughtie, Mayor

Joseph Scherer, MPA, MS, City Manager

Lisa B. Vincent, MMC, NCCMC, City Clerk

Gilbert Chichester, City Attorney

Mayor Pro Tem Ferebee called the meeting to order and opened the meeting with prayer.

There being no conflict of interest with the item on the agenda, motion was made by Councilwoman Scarbrough, seconded by Councilman Bobbitt and unanimously carried to adopt the special meeting agenda for June 10, 2015 as presented.

Planning & Development Director Lasky reviewed the following staff report with Council:

**MEMORANDUM**

TO: Joseph Scherer, City Manager

FROM: Kelly Lasky, Planning & Development Director/s/

DATE: June 5, 2015

***17833***

***Roanoke Rapids City Council***

***June 10, 2015***

**RE: Public Hearing to Receive Public Comment on a Proposed Application for the 2014 - 2015 Community Development Block Grant - Commerce Fellows “Building Community Through Capacity and Knowledge”**

The North Carolina Division of Community Investment and Assistance recently opened the application window for the FY 2014 - 2015 CDBG Funding under Title I of the Housing Community Development Act program. The program requires that the applicant conduct a public hearing to receive comment regarding the proposed application. The intent of the public hearing is to receive comments from citizens concerning the priorities for the community development and housing and economic development needs of the City. The CDBG application deadline is June 15, 2015. This public hearing was advertised in the *Daily Herald* on Friday, May 29, 2015 in accordance with the Citizens Participation Plan and the CDBG Program.

The primary purpose of the Commerce Fellows program is to provide $22,500 grants to local governments to train local government employees in professional development courses/seminars. The program will provide offerings on grant writing, administration, budget and finance, planning and economic development. There will be a special emphases on CDBG grant writing and administration. The CDBG activities must meet one of the three national objectives of the program: 1) benefitting low and moderate-income persons, 2) preventing or eliminating blight, or 3) meeting other community development needs having a particular urgency.

The City of Roanoke Rapids will select to participate in the program held at East Carolina University. At the end of the grant term, the City will provide a written document setting forth a plan to further community development needs for the city. The plan may include ways to develop a viable community by providing decent housing, a suitable living environment, and expending economic opportunities, principally for persons of low and moderate-income. This grant opportunity will assist the City in developing a proposal for eligible housing activities for future CDBG opportunities including single family and multi-family, rehabilitation, acquisition, demolition, clearance, relocation, substantial rehabilitation, replacement housing and emergency repairs. This activity is also consistent with the City’s Memorandum of Agreement (MOA) with the State Historic Preservation Office to provide efforts for restoration of houses in the Henry Street Revitalization Area.

**Requested Action**

**1. Open and conduct the public hearing to receive public comments concerning a grant application to the 2014 - 2015 CDBG Funding under Title I of the Housing Community Development Act.**

**2. Receive comments from the public.**

***17834***

***Roanoke Rapids City Council***

***June 10, 2015***

**3. Motion to close the public hearing concerning a possible grant application to the 2014 - 2015 CDBG Funding under Title I of the Housing Community Development Act.**

Mayor Pro Tem Ferebee stated the application deadline is Monday. He asked if it will be ready for Monday.

Planning & Development Director Lasky stated yes. She stated she just needs the Mayor to sign the application. She pointed out that normally we have grant administrators to prepare applications but she is doing this on her own. She stated this has been an invaluable experience and she has learned a lot. Planning & Development Director Lasky stated $17,500 will be for the university registration and $5,000 will be available for travel, meals, lodging, grant administration, etc.

Councilwoman Scarbrough asked if we have a part-time grant writer.

Planning & Development Director Lasky stated not that she is aware of.

Councilman Bobbitt stated we have used some grant writers in the past.

Planning & Development Director Lasky stated Chris Wicker has written some grants for the Parks & Recreation Department.

Councilman Bobbitt stated Mike Scott has written some grants for us as well.

Planning & Development Director Lasky stated the CDBG regulations are constantly changing.

Councilman Bobbitt asked who would be attending the training.

Planning & Development Director Lasky stated she will be attending and maybe Finance Director Etheridge because of the financial information involved.

Councilman Smith asked about the $5,000 difference in the registration amount and the total grant amount. He asked if that will be used for transportation.

Planning & Development Director Lasky stated yes. She stated it will be used for travel, meals, lodging, grant administration, filing system, etc.

Councilman Bobbitt asked how long this training will take.

***17835***

***Roanoke Rapids City Council***

***June 10, 2015***

Planning & Development Director Lasky stated she does not have the specifics yet as this is still a new program.

A public hearing having been advertised and proper notices having been given according to law, Mayor Pro Tem Ferebee opened the public hearing for comments.

There being no one to speak, motion was made by Councilman Smith, seconded by Councilman Bobbitt and unanimously carried to close the public hearing.

There being no further business, motion was made by Councilwoman Cowen, seconded by Councilwoman Scarbrough and unanimously carried to adjourn.



7/21/2015