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**Minutes of the Roanoke Rapids City Council**

The Organizational & Regular Meeting of the City Council of the City of Roanoke Rapids was held on Tuesday, December 1, 2015 at 5:15 p.m. in the Council Chambers at the Lloyd Andrews City Meeting Hall.

**Present:** Emery G. Doughtie, Mayor

 Carl Ferebee, Mayor Pro Tem

 Ernest C. Bobbitt)

 Suetta S. Scarbrough)

**Council Members**

 Carol H. Cowen)

 Wayne Smith)

 Joseph Scherer, MPA, MS, City Manager

 Gilbert Chichester, City Attorney

 Lisa B. Vincent, MMC, NCCMC, City Clerk

 Kathy Kearney, Deputy City Clerk/Human Resources Manager

 Leigh Etheridge, Finance Director

 Larry Chalker, Public Works Director

 John Simeon, Parks & Recreation Director

 Stacy Coggins, Fire Chief

 Chuck Hasty, Police Chief

 Kelly Lasky, Planning & Development Director

 Christina Caudle, Main Street Director

***Prior to the meeting, the Roanoke Rapids Fire Department Color Guard posted the Colors.***

Mayor Doughtie called the meeting to order and opened the meeting with prayer.

**Adoption of Business Agenda**

Mayor Doughtie announced that the agenda needs to be amended to add a closed session to discuss a contract matter.

There being no conflict of interest with any of the items on the agenda, motion was made by Councilman Smith, seconded by Councilman Bobbitt and unanimously carried to adopt the business agenda for December 1, 2015 with the amendment to add a closed session to discuss a contract matter.

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**Installation of Newly Re-Elected Council Members**

Senior Resident Superior Court Judge Alma L. Hinton administered the Oaths of Office to Councilwoman Carol H. Cowen, Councilman Ernest C. Bobbitt and Councilman Carl Ferebee.

Mayor Doughtie thanked Judge Hinton for taking time out of her very busy schedule to administer the Oaths of Office. He stated on behalf of the citizens of Roanoke Rapids, he would like to thank Councilwoman Cowen, Councilman Bobbitt and Councilman Ferebee for agreeing to again serve this community with their time and talents.

**Election of Mayor Pro Tempore**

Mayor Doughtie opened the floor for nominations for Mayor Pro Tempore.

Councilman Bobbitt nominated current Mayor Pro Tempore Ferebee and made the motion that he continue to serve as Mayor Pro Tempore for the next two years. Councilwoman Cowen seconded the motion which carried unanimously.

Mayor Pro Tem Ferebee thanked the Council members for having confidence in him and giving him the opportunity to once again serve in this capacity.

**Special Recognitions**

***Introduction of New Police Department Administrative Assistant***

Police Chief Hasty introduced Ms. Christine Bass, the new Administrative Assistant in the Police Department. He indicated that Ms. Bass was born and raised in Ohio and currently resides in Northampton County. He stated she is married and has four children and nine grandchildren. He stated Ms. Bass has several years of experience working in police departments.

Ms. Bass thanked the City for the opportunity.

**Approval of Council Minutes**

Motion was made by Councilwoman Cowen, seconded by Councilman Bobbitt and unanimously carried to approve the November 17, 2015 Council Minutes.

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**City Council Appointments/Reappointments**

***Appointment to Beautification Committee***

A ballot vote was taken and City Clerk Vincent announced that Ms. Sarah Carpenter received the unanimous vote for appointment to the Beautification Committee.

Motion was made by Councilwoman Cowen, seconded by Councilwoman Scarbrough and unanimously carried to appoint Ms. Sarah Carpenter to the Beautification Committee.

**Old Business**

***Acceptance of FY 2014 – 2015 Audit Report***

Finance Director Etheridge reported that Mr. Gregory T. Redman, CPA, has advised that the Local Government Commission (LGC) has formally approved the FY 2014 – 2015 Audit Report as presented to Council at the last meeting.

Motion was made by Councilman Bobbitt, seconded by Councilwoman Cowen and unanimously carried to accept the FY 2014 – 2015 Audit Report *(copies on file in the Office of the City Clerk and Finance Director)*.

**City Manager’s Report**

City Manager Scherer reported that the Police Department is having their annual “Christmas Shopping with Kids” on Saturday, December 12. He stated everyone will meet in the first floor conference room at City Hall and begin with a meal prepared by Herman Moseley, then go to Wal-Mart for the shopping trip. He stated they will have 20 kids to take shopping.

City Manager Scherer reported that the Public Works Department continues to accomplish leaf collection throughout the City with all their equipment fortunately fully functional at this point. He stated the recent rain has slowed them down a bit, but should not be a major problem. He reported that the cemetery has been very busy of late, with five openings yesterday. He stated the department has completed their salt storage and brine plant facilities, which will greatly enhance their capability to improve street conditions in ice and snow. He stated Public Works Director Chalker is to be recognized for his initiative and efforts in making this project come true, thereby improving the safety of our

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citizens in inclement weather.

City Manager Scherer reported that the Main Street Roanoke Rapids organization is once again holding their Christmas Tree Decorating Contest at Centennial Park. He stated the voting for this fundraising project will begin at the Tree Lighting Ceremony this Thursday and end after the Christmas Parade. He pointed out that voting can also be done this year online, with details to be furnished by Main Street soon.

City Manager Scherer reported that the Planning & Development Department inspected the building at 1302/1304 Roanoke Avenue today after receiving complaints on its condition. He stated the roof has collapsed and there are some potential safety concerns on the front façade. He stated the property owner was present there today. He indicated that the property owner received a permit to work on the property back in 2011 but had not acted on it since then. He stated the department will determine the safety level of the façade and notify the property owner of needed actions, and coordinate with the Public Works Department and NCDOT for any needed safety barriers or traffic control measures in the area.

City Manager Scherer reported that the Benevolent, Awards & Recognition Committee (BARC) is putting on an Employee Christmas Luncheon next Wednesday, December 9 at the Kirkwood Adams Community Center beginning at 11:30 a.m. He stated he hopes Council can attend as we celebrate the close of 2015 and take time to thank our co-workers for a job well done.

City Manager Scherer reported that the Fire Department is working on refurbishing unclaimed bicycles and presenting them to Angel’s Closet for underprivileged children. He also reported that one member of the department is leaving to join the Rocky Mount Fire Department.

City Manager Scherer reported that the Parks & Recreation Department is overseeing the renovation of Akers Park next to the Library. He stated the land has been cleared of old foliage and debris, and the landscape company should begin putting in the new plantings in the next two weeks, weather permitting. He stated the Public Works Department has basically completed the soil site preparation for the new skate park and Parks & Recreation Director Simeon will meet with the designer soon to finalize the construction plans and schedule with the designer’s work crew. He stated Parks & Recreation Director Simeon will now provide an update on the Christmas Tree Lighting Ceremony and Parade.

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Parks & Recreation Director Simeon welcomed everyone out to kick off the Christmas season at the Tree Lighting Ceremony this Thursday, December 3 here at the Lloyd Andrews City Meeting Hall. He stated light refreshments will be served at 6:00 p.m. with Christmas carols and the tree lighting at 6:30 p.m. in the parking lot.

Parks & Recreation Director Simeon reported that they anticipate 100 to 115 participants in this year’s Christmas Parade. He stated something new this year is that the dignitaries will be riding in hot rod vehicles provided by the Stray Cats Car Club. He stated the local EMS and Fire Departments will also be competing for best decorations on their vehicles and the Elizabeth City State Marching Band is returning for the parade. He stated another exciting addition this year is the Greenville Public Safety Pipes & Drums Band. He stated the Shriners will also be in the parade this year. Parks & Recreation Director Simeon stated he appreciates the news media’s coverage of the parade. He indicated that he will be on the Charlie Beaver Talk Show Thursday morning to talk about the parade. He requested that the Council members arrive at the old White Motors building on Roanoke Avenue no later than 1:30 p.m. on Sunday to meet with Mike Manning about car assignments.

Motion was made by Mayor Pro Tem Ferebee, seconded by Councilman Smith and unanimously carried to go into closed session as allowed by NCGS 143-318.11(a)(5) to discuss a contract matter.

**[Remainder of page intentionally left blank.]**

***MINUTE BOOK PAGES 18024, 18025 AND 18026 CONTAIN MINUTES AND GENERAL ACCOUNT OF A CLOSED SESSION WHICH HAVE BEEN SEALED UNTIL SUCH TIME AS PUBLIC INSPECTION OF THOSE MINUTES WOULD NOT FRUSTRATE THE PURPOSE OF THE CLOSED SESSION.***

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Motion was made by Councilwoman Scarbrough, seconded by Councilman Bobbitt and unanimously carried to go back into Open Session.

**Open Session**

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Mayor Doughtie called the meeting to order in Open Session and indicated that City Council discussed while in Closed Session a contract to market the Roanoke Rapids Theatre. He stated the Business Agenda needs to be amended to add the consideration of a contract with S. L. Nusbaum Realty Co. to market the Roanoke Rapids Theatre.

Motion was made by Councilwoman Cowen, seconded by Councilman Smith and unanimously carried to amend the Business Agenda for December 1, 2015 to add under “Other Business” the consideration of a contract with S. L. Nusbaum Realty Co. to market the Roanoke Rapids Theatre.

**Other Business**

***Consideration of Contract with S. L. Nusbaum Realty Co. to Market the Roanoke Rapids Theatre***

Motion was made by Councilman Smith and seconded by Councilwoman Scarbrough to authorize the City Manager to execute a contract with S. L. Nusbaum Realty Co. to market the Roanoke Rapids Theatre.

Upon being put to a vote, Councilman Smith, Councilwoman Scarbrough, Councilman Bobbitt and Mayor Pro Tem Ferebee voted in favor of the motion. Councilwoman Cowen voted against the motion. Mayor Doughtie declared the motion carried by a 4 to 1 vote. ***(A copy of this contract is on file in the Office of the City Clerk.)***

There being no further business, motion was made by Councilman Bobbitt, seconded by Mayor Pro Tem Ferebee and unanimously carried to adjourn.



**Lisa B. Vincent, MMC, NCCMC City Clerk**

 12/15/2015

**Approved by Council Action on:**