



# Minutes of the Roanoke Rapids City Council

A regular meeting of the City Council of the City of Roanoke Rapids was held on **Tuesday, June 18, 2024, at 5:30 p.m.** in the Council Chambers at the Lloyd Andrews City Meeting Hall.

**Present:** Emery G. Doughtie, Mayor  
Wayne Smith, Mayor Pro Tem

W. Keith Bell)  
Sandra W. Bryant)  
Rex Stainback)  
Curtis Strickland)

## Council Members

Kelly Traynham, City Manager  
Geoffrey Davis, City Attorney  
Traci Storey, City Clerk  
Carmen Johnson, Finance Director  
Shane Guyant, Police Chief  
Christina Caudle, Human Resources Director  
Kristyn Anderson, Planning & Development Director  
Kelly Daughtry, Interim Parks & Recreation Director  
Ryan Newsome, Interim Parks & Recreation Director  
Larry Chalker, Public Works Director  
Jason Patrick, Fire Chief

**Absent:** Tony Hall, Main Street Development Director

Mayor Doughtie called the meeting to order at 5:30 p.m. He provided an invocation and then the Pledge of Allegiance was recited.

## Adoption of Business Agenda

Mayor Doughtie asked Council members if there were any known conflicts of interest with respect to the matters before them this evening.

There being no conflicts, motion was made by Councilman Stainback, seconded by Mayor Pro Tem Smith, and unanimously carried to amend the business agenda to remove Scheduled Public Comment and add a resolution of support under New Business.

## Public Comment (Unscheduled)

### Schwanda Bowser

Ms. Bowser said she was speaking on behalf of her mother who lives in the Hodgestown area off of Hwy. 158. She was concerned about the property on Church, Spring and Carter Streets that is up for sale. She understands it is no longer going to be a residential area and that it may be commercial. With having her elderly mother in that area and surrounding her church, First Baptist, her concern was what business would be in her mother's back yard. She had questions about what traffic would look like and what was going to happen in that area. Preferably she would love for it to stay residential, and someone could build houses there and sell as low income. If it was going to be a business, what type of business would it be. She would not want someone working on cars in the backyard of her mother's house. She had concerns about what would be going there because she was born and raised in that area. She would like to keep it normalized as much as possible. She is an advocate for all the older people in that area and that their voice was being heard.

City Manager Traynham thanked Ms. Bowser for coming out. She reported the Planning Department just received an application for rezoning. City Council will take it into consideration during their meeting on July 16, 2024. Church, Spring and Carter Street area are subject to a rezoning request. Planning & Development Director Anderson will be happy to answer any questions and provide information. They will make sure her comments go into the file.

Mayor Doughtie stated that meeting would be held there and is an open meeting so she could get more information at that time.

## Approval of City Council Minutes

Motion was made by Councilman Stainback, seconded by Councilman Bell, and unanimously carried to approve the June 4, 2024 Regular City Council Meeting minutes as drafted.

## Committee Appointments

### Recreation Advisory Committee

City Clerk Storey stated Ms. Marya Murray-Diaz has expressed interest in serving on a City committee. She submitted a volunteer application for the Recreation Advisory Committee which was enclosed in their packets. Ms. Murray-Diaz is eligible and there is currently a vacancy on the committee with a term that expires September 2025.

She reported City Council took a ballot vote earlier and Ms. Murray-Diaz received a unanimous vote.

Motion was made by Councilwoman Bryant, seconded by Councilman Bell and unanimously carried to appoint Marya Murray-Diaz to the Recreation Advisory Committee.

## Public Hearing

### **Land Use Ordinance Amendments – “Multi-Use Indoor/Outdoor Entertainment /Recreation Facility use in the Entertainment Overlay District**

Planning & Development Director Anderson presented and reviewed the following report concerning a request for a Land Use Ordinance Amendment by Carida Capital Group, LLC.

#### **MEMORANDUM**

To: Roanoke Rapids City Council

From: Kristyn K. Anderson, Interim Planning & Development Director

Re: **Land Use Ordinance Amendments to permit “Multi-use Indoor/Outdoor Entertainment/ Recreation Facility” use in the Entertainment Overlay District**

Date: June 7<sup>th</sup>, 2024

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#### **Background and Intent.**

On May 24, 2005, the Roanoke Rapids City Council adopted the “Entertainment Overlay District” as part of the Land Use Ordinance (Zoning Code) as a unique district with commercial areas that would “enhance trade, tourism, job creation, capital investment, ... and... develop for commercial entertainment purposes.” Our zoning code lists specific land uses that are permissible only in the Entertainment District within Article 24.

Carida Capital Group, LLC are petitioning the city to amend its zoning ordinance to rename and alter the existing “**Multi-use Outdoor Recreation Facility**” to the *Table of Permitted Uses in the Entertainment Overlay District*. This is intended to help “pave the way” for our entertainment district to also be used as a recreational site.

Proposed amendments to the zoning ordinance must be submitted to the Planning Board for review and comment prior to adoption by Council. The Planning Board recommendation is not binding upon the City Council.

#### **Purpose**

In accordance with the City’s Land Use Ordinance and state statute for legislative decisions, the purpose of this agenda item is for City Council to complete the following actions:

1. Open and conduct the public hearing on the proposed ordinance amendments.
2. Receive comments from citizens.
3. Close the public hearing.
4. Deliberate on the various amendments, as desired;
5. **City Council *Motion & Vote***

Mayor Doughtie opened the Public Hearing.

Planning & Development Director Anderson continued with her presentation.

### **Public Notice | Citizen Involvement**

The proposed changes have been advertised as available for public inspection and review at [www.roanokerapidsnc.com](http://www.roanokerapidsnc.com) and a paper printed copy is available in the Planning & Development Department, located at City Hall, 1040 Roanoke Ave.

The public hearing was advertised in a newspaper of general circulation, the *Daily Herald*, on Saturday, June 15<sup>th</sup>, 2024. Local electronic media source, *RRSPIN*, posted the notice on its website.

Interested persons were encouraged to attend the June 18<sup>th</sup>, 2024, public hearing and/or submit written comments to the City Clerk by 12-noon on Thursday, June 13<sup>th</sup>, 2024, for inclusion in this agenda packet. To date, no citizen comments have been received.

### **PROPOSED TEXT AMENDMENTS**

Consideration of Zoning Text Amendments to the Roanoke Rapids Land Use Ordinance for legislative changes regarding the use of Entertainment District property as a “Multi-use Outdoor Recreation Facility” for the following:

1. **ARTICLE II: *Basic Definitions and Interpretations*** to consider adding a definition of the term “**Multi-use Outdoor Recreation Facility**” and rename to “**Multi-use Indoor/Outdoor Entertainment/Recreation Facility**”:
  - ( ) **Multi-use Indoor/Outdoor Entertainment/Recreation Facility- A location to permit a race tract or race tracts, grandstands, concourses, concession stands, stables, kennels, and other accessory buildings, including but not limited to a free-standing buildings or part of another building where an individual may wager on various sport competitions as governed by Chapter 18C of the General Statutes of North Carolina, included but not limited to golf, basketball, baseball, ice hockey, soccer, horse racing (whether flat, jump or harness racing) greyhound racing, boxing or marital arts. An additional permitted use of the multi-facility is requested to include also an area for rodeos, horse shows, car, truck, monster truck shows and competitions, and also dirk bike races, bicycle races, and the like.**

2. **ARTICLE XXIV: OVERLAY DISTRICTS. Part I., Section 151-363(8), *Table of Permitted Uses in the Entertainment District*** to consider adding “**Multi-Use Indoor/Outdoor Entertainment/Recreation Facility**” as a use by right.

Table of Permitted Uses in the Entertainment Overlay District			
Use	By Right, Zoning	By Special Use Permit	
<p><del>Multi-Use Outdoor Recreation Facility</del></p> <p><b>Multi-Use Indoor/Outdoor Entertainment/Recreation Facility</b></p>	X	X	

Councilwoman Bryant asked for Planning & Development Director Anderson to clarify the request for the use to be by right as opposed to by a Special Use Permit.

Planning & Development Director Anderson replied if City Council approved the request tonight, the use would be allowed by right. An applicant would come to the Planning Department to apply for one of the uses listed and it would be permitted by right which means they would not have to request a Special Use Permit or have a public hearing.

Attorney Davis added that even though an applicate would not have to request a Special Use Permit, they would still have to go through the Planning Department process and review process. There is still an approval process they would have to go through; it just would not have to come before City Council.

Planning & Development Director Anderson said it would be an administrative approval through the department as well as any site or construction plan approval.

Councilwoman Bryant asked if this was already approved in 2004. Planning & Development Director Anderson said in 2005 when the Entertainment Overlay District was created, it had a use as “Multi-Use Outdoor Recreation Facility”, but there was no definition, so it was very vague.

Councilwoman Bryant said so now they were looking at more race type events. Planning & Development Director Anderson replied yes.

Councilman Bell confirmed that this would entail sports betting. Planning & Development Director Anderson replied yes. It has listed several uses and options so there is a wide range of opportunities there.

Mayor Doughtie said in looking at Chapter 18C of the general statutes, obviously they could not do anything in the future that is not approved by the State of North Carolina. Planning & Development Director Anderson replied that was correct. She said it was a similar situation with the internet sweepstakes. They may not be legalized in certain areas or by certain people, but in the zoning code they have the use listed with conditions. If the State does not allow that use, the City cannot allow them whether it is in the zoning code or not.

Mayor Pro Tem Smith stated he was looking at this as an advancement for the City of Roanoke Rapids if they could get stuff to go on I-95. It would help the City of Roanoke Rapids and the Planning Department if it didn't have to come before City Council, it would just go through the Planning Department.

Planning & Development Director Anderson continued with her presentation. She stated another item for City Council to consider is the consistency with the Land Use Plan.

## **REVIEW AND RECOMMENDATIONS**

### **Consistency with Land Use Plan**

The following statements from the City's Comprehensive Land Use Plan (2014) reflect the City's interest in maintaining compliance with applicable state legislation as the city adopts appropriate development standards for the community.

*1.3 Conduct an overall review of the City's Land Use Ordinance, in concert with "stakeholders," to identify possible changes to "streamline" the permitting process and other potential revisions to make the ordinance more business-friendly.*

*1.8 Prohibit encroachment by new or expanded commercial uses into viable existing or planned residential areas.*

*1.17 Review and revise the city's Land Use Ordinance to accommodate/encourage mixed use development.*

*1.18 Utilize the mixed use areas as a tool to aid in regulating/reducing strip commercialization, stimulate compact development, encourage infill development, reduce trip generation, provide flexible development options, and utilize existing infrastructure.*

*1.29 Consider expanding opportunities (both public and private) for employment and procurement by using local vendors when state and federal procurement procedures permit such selection.*

*1.30 Support economic and community development initiatives that capitalize upon, maintain, and enhance the city's Town Center areas, including 10<sup>th</sup> Street and Julian Allsbrook Highway.*

*1.31 Encourage new and expanding industries and businesses which: (1) diversify the local economy, (2) utilize a more highly skilled labor force, and (3) increase area resident's incomes.*

*1.33 Economic development efforts should encourage the revitalization and reuse of currently unused or underutilized structures, sites, and infrastructure in appropriately located areas.*

**Staff Recommendation**

*Staff recommends APPROVAL of the proposed text amendments. The Council has the option to consider adopting the request as submitted; or they may suggest changes to the requested amendments via public input.*

**Planning Board Recommendation**

On Thursday, June 6<sup>th</sup>, 2024, the Roanoke Rapids Area Planning Board reviewed the proposed updates to the Land Use Ordinance and voted to forward a **favorable** recommendation to City Council for the adoption of the proposed revisions.

Planning & Development Director Anderson referred to the handout she distributed to City Council earlier of the map of the Entertainment Overlay District. (On file in Clerk's Office). She noted there were a lot of properties included in the district, not just one. It is surrounded by residential and commercial and is adjacent to Interstate 95. On the second page, the map shows in green the area that would be affected including a 100 ft. buffer. If someone were to apply for a permit, these would be all the sites requiring notification for a Special Use Permit.

Councilwoman Bryant clarified that this affects people who reside in that area. Planning & Development Director Anderson replied some of them would be. Currently some of the residents are located within the Entertainment Overlay District so technically they could do the same thing on their property.

Councilwoman Bryant confirmed that based how they voted tonight affected whether they would be notified or not. Planning & Development Director Anderson said that was correct.

Mayor Doughtie asked if all the property in the Entertainment Overlay District was within the city limits. Planning & Development Director Anderson replied no. She referred to the second page of the handout. The purple areas demonstrate the city limits, but the Entertainment Overlay District is in the City's ETJ.

City Manager Traynham added there were some properties in 2011 that were de-annexed by the NC General Assembly. They are within the City's planning and zoning jurisdiction, but not the city limits. She reminded City Council that this a request submitted by an application to amend the zoning code.

Mayor Doughtie called for public comments.

**William O. White, Jr.**

Mr. White, attorney with Wellman & White, PLLC, stated in a joint meeting between the City Council and Roanoke Rapids Area Planning Board on September 5, 2023,

resulted in casinos being added as a permitted use in the Entertainment Overlay District. He stated in that meeting the Theatre was never intended to be a stand-alone venue for the district. While the Theatre is doing very well with the shows and other productions, the balance of the district needs to be developed. The politics of the 2023 regular session of the General Assembly did not permit the introduction of the legislative bill to permit four non-tribal casinos to be located in North Carolina. The location of one, according to the last draft, was to be in the entertainment district. It was hoped and remains their hope that this legislation will be introduced in the 2024 short session of the General Assembly. Currently, that hope may be fading unless both houses of the General Assembly recognize projected tax revenue from the casinos as a means to balance the budget. The 2023 regular session of the General Assembly did enact session law 2023-42 entitled an act to authorize and regulate wagering on professional, college, amateur sports and live horse racing in North Carolina and authorize live horse racing in North Carolina. This session law added Article 9 entitled sports wagering and Article 10 entitled pari-mutuel wagering to Chapter 18C of the General Statutes. Both Article 9 and Article 10 became effective January 8, 2024. It is noted that Section 14-380.5 which is the criminal code of the General Statutes was added that horse racing was not prohibited. Article 9 of Chapter 18C was written in great detail and the requirements on pages 276-301 of the statutes reads that sports wagering must be in a permanent place of public accommodation defined as venues where in-person wagering is offered. These venues are associated with sports venues and are subject to rules, regulations and enforcement by the North Carolina State Lottery Commission. Article 10 contained only a skeleton of the requirements for pari-mutuel wagering. The first sentence of Section 18C-1025 which the final paragraph of Article 10 reads in part that the Lottery Commission shall adopt rules governing the conduct of horse racing in the state. Legislation has been drafted to require the state Lottery Commission to publish its proposed rules by January 1, 2025.

He stated although who knows how the state Lottery Commission may push back on that deadline. The last draft of the legislation that he reviewed also requires the state Lottery Commission and the Department of Commerce to jointly study the impacts of live horse racing and wagering on the economic development and tourism in this state with a focus on Tier 1 counties. The study would include any recommendations on how to market the resources of Tier 1 counties for horse racing including the development of horse tracks, training facilities, breeding facilities, tourism-associated equestrian activities and any other matters related to bringing horse racing to the state.

Mr. White said the proposed deadline for the Lottery Commission to report the joint findings to the General Assembly is no later than February 15, 2025. When the General Assembly announced legislation to govern the requirements for horse racing



and horse tracks, his client believes that this track could be located in the Entertainment Overlay District. Through the coordinated efforts of the Lottery Commission, the Department of Commerce, Halifax County Tourism, Halifax County Development and others, this Tier 1 county could benefit greatly from a coordinated plan to how to best market the development of a horse track for training and breeding facilities. The economic impact associated with equestrian activities, sports wagering and many other activities would be significant for the city and county.

He stated the current definition for multi-use outdoor recreational facility is renamed to multi-use indoor/outdoor entertainment recreation facility and reclassified as a permitted use, his client believes they have the contacts to make this permitted use a reality. Provided of course that the General Assembly passes the required legislation, and the state Lottery Commission does not make the requirements too burdensome. Time is always of the essence and development venture may disappear if hearings are required to permit the use. They have drafted the permitted uses as broadly as possible to permit other activities if the horse track is not enacted.

Mr. White stated they were talking serious money. Applications for sports betting is basically a million dollars. They're talking with these breeding facilities and training facilities, not counting the track, a minimum of \$100 million so it will be a significant impact. His clients were trying to keep as many possibilities open as possible.

Mayor Doughtie asked if anyone else wished to speak.

### **David Singleton**

Mr. Singleton said he lived in the area where they wanted to put the casino and other stuff out there. They were in a residential area, and it is right across from where they are doing all this planning. They have not heard anything about this until he was told to come over here today and just listen. He wasn't really ready to speak until he found out more information on what he was going to speak about. He said he wanted to know what they were going to do with the residential area out there. They've been out there for a while. They ran through this once before and had a big problem with it. They were not really trying to relocate and not trying to make it hard for the City. They have put them back in the residential area which they were in the city, and it seems like they were about to be getting the same thing to happen again.

He said he would like to have more information on what they were talking about so he could get a general idea of what was really going on. They haven't said anything to them about what they were doing. It was just a guessing game for them and he was sitting right across the street looking at it.

Mayor Doughtie asked if this was anything they discuss during the hearing or would they give Mr. Singleton information at a later time.

City Manager Traynham stated right now was an appropriate time because they were talking about the method of permitting that would be in place. Right now, a special use permit is required for more intense activities. The purpose of making it a permissible use will be to take that component out of it. When things are permitted by right, the City Council is making a statement that they could see these particular uses to be fit in this area, but still have to go through certain development processes of appropriate regulatory agencies. She reminded City Council that they were not considering an application. An application for any specific development is not before them, but it an amendment to the zoning code that says what is allowed on certain pieces of property.

Mayor Doughtie said they could not give Mr. Singleton more information at this time because they do not have more information on what exactly may be there. This is just an initial step to determine what possibly could come to that area.

Mr. Singleton stated in the future they need to know what is coming and be notified by right. It was going to affect them just as much as it would benefit the City. He restated that they needed to know because there are a lot of people staying out there. It is not right for them not to know what's going on in their community and not be told about it. He had not heard anything about it which is strange except when they said they were going to rezone that area.

Mayor Doughtie stated this was a public hearing, so this is a time to learn about it and able to make their requests to City Council. As the Planning Director said earlier, when there is an application or something coming, the people in that immediate area would be notified.

Planning & Development Director Anderson stated with a special use permit they would be notified. If it is allowed by right, they would not be notified. However, if someone does provide a development plan the Planning Department could notify them of that, but they would not be required to do that.

Mr. Singleton stated whatever they decided to do out there, they would not have a choice about it. Planning & Development Director Anderson replied if it was permitted by right, it would be allowed through the zoning code. If it was special use permit, everyone within 100 feet of the parcel would be notified. It depends on which parcel.

Mayor Doughtie asked if anyone else wished to speak. With nobody else wishing to speak, he closed the public hearing.

Planning & Development Director Anderson stated it would be appropriate for discussion amongst the City Council. She said they were looking for two votes tonight. One was the adoption of the Statement of Consistency to see if what the applicant is requesting is consistent with the items provided in their agenda packet as well as the Entertainment Overlay District. The second would be a motion to adopt the ordinance provided to them with either no changes, with amendments - they would need to state what those changes would be, or they can deny the ordinance or make no change.

Motion was made by Mayor Pro Tem Smith, seconded by Councilman Bell and unanimously carried to adopt the Statement of Consistency concerning the adoption of the amendment to the Land Use Ordinance allowing Multi-Use Indoor/Outdoor Entertainment/Recreation Facility.

Councilwoman Bryant asked if this was where they could put in the special use.

Attorney Davis said they could propose an amendment to the recommended ordinance to where it would be permitted by a special use and then approve the change in definition. Whoever made the motion, if that was the intent, would need move to amend and specify it in there.

Councilwoman Bryant said she thought Mr. Singleton brought up a good point. She wants to know if they approve this that the people who are still residents out there at least need the courtesy of being notified. So, if that is part of a special use then that is what she wanted included in the motion. It was stated that the residential area is part of the Entertainment Overlay District so does that mean any and all that land can be acquired.

Attorney Davis said the land could always be acquired without anything. It was whether the land use could be converted to a different use. There are two pieces of the draft ordinance that has been presented to City Council. The first of that is changing the definition to incorporate racetracks and other things like that. The second part would change it from being permitted by a special use permit to being permitted by right. Right now, if somebody were to go out there and do something that fit into the vague definition they have now, it would not be permitted by right. They would have to come to the City Council and ask for a special use permit. As drafted, this would change that. It would be permitted by right which means there would be no City Council action and there would be no notice to individuals that live nearby as it would in a special use permit. There would be no public hearing. He said

the Planning Department would still have to review site plans and make sure it complies with the other aspects of the zoning code.

Councilwoman Bryant said she was under the impression it was just going in the area they used in the past for outdoor concerts, but she understands that it is more than that now.

Attorney Davis said this was amending the whole Entertainment Overlay District, not just for the place that was formerly used as an outdoor concert venue.

Motion was made by Mayor Pro Tem Smith, seconded by Councilman Stainback to adopt Ordinance No. 2024.10 for the proposed text amendments to the Land Use Ordinance allowing Multi-Use Indoor/Outdoor Entertainment/Recreation Facility as submitted. Mayor Pro Tem Smith, Councilman Stainback and Councilman Strickland voted in favor of the motion; Councilman Bell and Councilwoman Bryant voted against. Motion carried by a 3-2 vote.

#### **ORDINANCE NO. 2024.10**

#### **AMENDMENT TO LAND USE ORDINANCE**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROANOKE RAPIDS:**

**SECTION 1. ARTICLE II: *Basic Definitions and Interpretations*** to consider adding a definition of the term "**Multi-use Outdoor Recreation Facility**" and rename to "**Multi-use Indoor/Outdoor Entertainment/Recreation Facility**":

- ( ) **Multi-use Indoor/Outdoor Entertainment/Recreation Facility- A location to permit a race tract or race tracts, grandstands, concourses, concession stands, stables, kennels, and other accessory buildings, including but not limited to a free-standing buildings or part of another building designated or identified as a place of public accommodation for the purpose of placing wagers on various sport competitions, included but not limited to golf, basketball, baseball, ice hockey, soccer, horse racing (whether flat, jump or harness racing) greyhound racing, boxing or marital arts, all as governed by Chapter 18C of the General Statutes of North Carolina. An additional permitted use of the multi-use facility is requested to include also an area for rodeos, horse shows, car, truck, monster truck shows and competitions, and also dirt bike races, bicycle races, and similar events.**

**SECTION 2. ARTICLE XXIV: OVERLAY DISTRICTS. Part I., Section 151-363(8), *Table of Permitted Uses in the Entertainment District*** to consider adding "**Multi-Use Indoor/Outdoor Entertainment/Recreation Facility**" as a use by right.

Table of Permitted Uses in the Entertainment Overlay District			
Use	By Right, Zoning	By Special Use Permit	
Multi-Use Outdoor Recreation Facility			
Multi-Use Indoor/Outdoor Entertainment/Recreation Facility	X	X	

**SECTION 3.** This Ordinance shall become effective upon adoption.

\_\_\_\_\_  
 Emery G. Doughtie, Mayor

Councilwoman Bryant stated it was not that she was not in favor of going forward but she does think that if they are going to go out and incorporate areas where people are living, they at least need to have some type of input. They need to be notified.

City Manager Traynham said while this decision is effective immediately, the submission of plans is publicly available. They try to do their best whenever there is any new development to talk about it in open session. However, the administrative method has now been changed, but if they determine things need to be changed back, it can come back to City Council.

Attorney Davis stated City Council meets twice a month and at least once a month there is a report from the Planning & Development Director which is part of City Council’s packet that is public information. Generally, that gives a detailed explanation of new businesses and planning activities in the city. He says this for the public because that document can be very informative.

**New Business**

**Consideration of Resolution Naming NC Hwy 125 Bridge at I-95 as the Patrolman Ralph W. Arnold Bridge**

Highway Patrol Sergeant Marlon Williams presented the following resolution to be submitted to NCDOT requesting the NC Hwy 125 bridge over Interstate 95 be named Patrolman Ralph W. Arnold Bridge. He said Ralph W. Arnold was employed in 1929 as a patrolman with the NC Highway Patrol. He was one of the charter members of the patrol and was assigned to Halifax County. Patrolman Arnold was killed in a motorcycle accident while on patrol in Roanoke Rapids and passed away on September 17, 1936.

**Resolution No. 2024.06**

**RESOLUTION REQUESTING THE NC DEPARTMENT OF TRANSPORTATION TO DEDICATE THE NC HIGHWAY 125 BRIDGE AT INTERSTATE 95 IN THE CITY OF ROANOKE RAPIDS AS THE PATROLMAN RALPH W. ARNOLD BRIDGE**

**WHEREAS**, Ralph W. Arnold was born in Surry County in 1912; and

**WHEREAS**, Ralph W. Arnold was employed in 1929 as a patrolman with the North Carolina Highway Patrol and was a charter member of the Patrol; and

**WHEREAS**, Patrolman Ralph W. Arnold was assigned to the Halifax County area; and

**WHEREAS**, Patrolman Ralph W. Arnold was tragically killed in a motorcycle accident while on patrol near Roanoke Rapids in Halifax County and passed away on September 17, 1936; and

**WHEREAS**, Patrolman Ralph W. Arnold will forever be remembered for his dedicated service and the ultimate sacrifice he made in serving the safety and well-being of the citizens of North Carolina; and

**WHEREAS**, it is abundantly fitting and proper that the members of this body show their gratitude for the service and sacrifice of this public servant by dedicating the NC Highway 125 Bridge at Interstate 95 in memory of Patrolman Ralph W. Arnold.

**NOW, THEREFORE, BE IT RESOLVED BY THE ROANOKE RAPIDS CITY COUNCIL** that the NC Board of Transportation be requested to dedicate the NC Highway 125 Bridge at Interstate 95 as the Patrolman Ralph W. Arnold Bridge.

**BE IT FURTHER RESOLVED THAT** the NC Department of Transportation be requested to erect and maintain appropriate signs dedicating the Patrolman Ralph W. Arnold Bridge.

**BE IT FURTHER RESOLVED** that the City Clerk be authorized and directed to file this resolution with the NC Department of Transportation and any other appropriate agencies and individuals.

**ADOPTED** this 18<sup>th</sup> day of June 2024.

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Emery Doughtie, Mayor

ATTEST:

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Traci Storey, City Clerk

Motion was made by Councilwoman Bryant, seconded by Mayor Pro Tem Smith and unanimously carried to adopt Resolution No. 2024.06 to name the NC Highway 125 bridge at Interstate 95 as the Patrolman Ralph W. Arnold Bridge.

### **Consideration of NCDOT Sweeping Agreement**

Public Works Director Chalker reported NCDOT pays the City to sweep the Gaston Bridge by the papermill. NCDOT allows no more than \$9,600 per year for the City to sweep the bridge with the street sweeper. The request is to extend the sweeping agreement for a period of one year, through June 1, 2025 and to authorize Mayor Doughtie to execute the attached letter.

Motion was made by Councilman Bell, seconded by Councilwoman Bryant and unanimously carried to extend the Sweeping Agreement (Agreement No. 11587) with the NC Department of Transportation for a period of one year (through June 1, 2025) and to authorize Mayor Doughtie to execute the attached letter.

### **Consideration of NC Governor's Highway Safety Grant Resolution**

Police Chief Guyant reported the Roanoke Rapids Police Department has submitted and been tentatively approved for a 3-year grant from the North Carolina Governor's Highway Safety Commission. The grant funds the purchase of equipment and pays the officer's salary and fringe benefits to combat driving issues and reduce fatalities within Roanoke Rapids. This officer would devote 100% of their time enforcing traffic-related laws, impacting reductions in motor vehicle accidents, lowering traffic-related injuries and deaths, increasing seat belt use and detecting and arresting DWI offenders.

He said this is a federal grant that is maintained by the Governor's Highway Safety Program. The beginning of the grant will begin October 1, 2024, and run for a full federal fiscal year. The second and third year, the department will have to reapply for the grant with automatic approval. The price fluctuates in the second and third year. The resolution before them tonight is a local resolution for the year one grant. The grant funds the purchase of equipment and pays the officers salary and fringe benefits. The first year requires a 75%/15% match. The grant will cover \$115,000 (75%) of this, and the City would be responsible for \$20,310 (15%). The second year FY2025-2026 would be a 75/25 match. They would only be responsible for salary and fringes.

The third year of the grant would be FY 2026-2027 and would be a 50/50 match. The total estimated for all three years is \$293,000. The federal government would be responsible for \$213,500, and the City will be responsible for \$79,500 over the three-year period. At the conclusion of the grant, the City has the option to absorb this position as a regular officer and they do have several frozen positions.

He presented the following resolution for their consideration:

**RESOLUTION NO. 2024.04**  
**North Carolina Governor's Highway Safety Program**  
**LOCAL GOVERNMENTAL RESOLUTION**

WHEREAS, the Roanoke Rapids Police Department (herein called the "Agency") has completed an application contract for traffic safety funding; and that the City of Roanoke Rapids (herein called the "Governing Body") has thoroughly considered the problem identified and has reviewed the project as described in the contract;

THEREFORE, NOW BE IT RESOLVED BY THE City of Roanoke Rapids IN OPEN MEETING ASSEMBLED IN THE CITY OF Roanoke Rapids, NORTH CAROLINA, THIS 18<sup>th</sup> DAY OF June, 2024, AS FOLLOWS:

1. That the project referenced above is in the best interest of the Governing Body and the general public; and
2. That City Manager Kelly Traynham is authorized to file, on behalf of the Governing Body, an application contract in the form prescribed by the Governor's Highway Safety Program for federal funding in the amount of \$115,090 to be made to the Governing Body to assist in defraying (Federal Dollar Request) the cost of the project described in the contract application; and
3. That the Governing Body has formally appropriated the cash contribution of \$20,310 as required by the project contract; and
4. That the Project Director designated in the application contract shall furnish or make arrangement for other appropriate persons to furnish such information, data, documents and reports as required by the contract, if approved, or as may be required by the Governor's Highway Safety Program; and
5. That certified copies of this resolution be included as part of the contract referenced above; and
6. That this resolution shall take effect immediately upon its adoption.

DONE AND ORDERED in open meeting by Mayor Emery Doughtie

ATTESTED BY SEAL Traci V. Storey, City Clerk

DATE: June 18, 2024

Councilman Bell commended Police Chief Guyant on doing this grant. As he read in the information enclosed in their agenda packets on the statistics, it will cover one of the major areas where they have the most traffic. It surprised him when he looked at the statistics of how many arrests had been made prior to the Chief coming on versus since he has been here the last year. When thinking about safety, that is one of the first things that is always supposed to happen. The City Council looks out for the safety of the residents and those coming in and out of the city.



Chief Guyant stated the officers work very hard. They may have noticed in the grant package they have a lot of issues with driving in the city. They have too many people getting killed behind the wheel in this area. Roanoke Rapids ranks pretty high on fatalities, DWI and other traffic related issues in North Carolina. Their insurance and car insurance are affected by all of this. He stated if people drive drunk in the city, they will catch them. The department is determined to do everything they can to stop this.

Motion was made by Councilman Bell, seconded by Councilman Stainback and unanimously carried to adopt Resolution No. 2024.04 accepting the NC Governor's Highway Safety Program Grant.

**Consideration of Budget Amendment (Ordinance No. 2024.11) - Fire Department**

Finance Director Johnson stated she had several budget amendments for donations to several departments. She presented the following budget ordinance for the Fire Department:

**Ordinance No. 2024.11  
CITY OF ROANOKE RAPIDS  
BUDGET AMENDMENT**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROANOKE RAPIDS:**

**SECTION 1.** The following additional amounts are hereby appropriated for the operation of City Government and its activities for the fiscal year beginning July 1, 2023 and ending June 30, 2024, according to the following schedule:

**SCHEDULE A – PROJECT FUND REVENUES**

Fire Dept. – Donations to the Fire Dept.	
<b>Project Revenues – Fire Dept.</b>	<b>\$4,739.00</b>
	<hr/>
<b>FUND PROJECT TOTAL</b>	<b>\$4,739.00</b>

**SECTION 2.** The following additional revenues and reductions in appropriations are available for the fiscal year beginning July 1, 2023 and ending June 30, 2024, in order to meet the foregoing appropriations, according to the following schedule:

**SCHEDULE B – PROJECT FUND EXPENDITURES**

Fire Dept. – Donations to the Fire Dept.	
<b>Project Expenditures – Fire Dept.</b>	<b>\$4,739.00</b>
	<hr/>
<b>FUND PROJECT TOTAL</b>	<b>\$4,739.00</b>

**SECTION 3.** This ordinance shall become effective upon adoption.

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Emery G. Doughtie, Mayor

Motion was made by Councilman Stainback, seconded by Mayor Pro Tem Smith and unanimously carried to adopt Budget Amendment (Ordinance No. 2024.11) in the amount of \$4,739.00 for donations to the Fire Department.

**Consideration of Budget Amendment (Ordinance No. 2024.12) - Police Department**

Finance Director Johnson presented the following budget ordinance for the Police Department:

**Ordinance No. 2024.12  
CITY OF ROANOKE RAPIDS  
BUDGET AMENDMENT**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROANOKE RAPIDS:**

**SECTION 1.** The following additional amounts are hereby appropriated for the operation of City Government and its activities for the fiscal year beginning July 1, 2023 and ending June 30, 2024, according to the following schedule:

**SCHEDULE A – PROJECT FUND REVENUES**

Police Dept. – Donations to the Police Dept.

**Project Revenues – Police Dept.**

**\$180.00**

**FUND PROJECT TOTAL**

**\$180.00**

**SECTION 2.** The following additional revenues and reductions in appropriations are available for the fiscal year beginning July 1, 2023 and ending June 30, 2024, in order to meet the foregoing appropriations, according to the following schedule:

**SCHEDULE B – PROJECT FUND EXPENDITURES**

Police Dept. – Donations to the Police Dept.

**Project Expenditures – Police Dept.**

**\$180.00**

**FUND PROJECT TOTAL**

**\$180.00**

**SECTION 3.** This ordinance shall become effective upon adoption.

\_\_\_\_\_  
Emery G. Doughtie, Mayor

Motion was made by Councilman Strickland, seconded by Councilwoman Bryant and unanimously carried to adopt Budget Amendment (Ordinance No. 2024.12) in the amount of \$180.00 for donations to the Police Department.

**Consideration of Budget Amendment (Ordinance No. 2024.13) – OSC Unauthorized Substance Tax**

Finance Director Johnson presented the following budget ordinance:

**Ordinance No. 2024.13  
CITY OF ROANOKE RAPIDS  
BUDGET AMENDMENT**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROANOKE RAPIDS:**

**SECTION 1.** The following additional amounts are hereby appropriated for the operation of City Government and its activities for the fiscal year beginning July 1, 2023 and ending June 30, 2024, according to the following schedule:

**SCHEDULE A – PROJECT FUND REVENUES**

Fund Balance – Police – OSC Unauthorized Substance Tax	
<b>Project Revenues - OSC Unauthorized Substance Tax</b>	<b>\$13,503.16</b>
	<hr/>
<b>FUND PROJECT TOTAL</b>	<b>\$13,503.16</b>

**SECTION 2.** The following additional revenues and reductions in appropriations are available for the fiscal year beginning July 1, 2023 and ending June 30, 2024, in order to meet the foregoing appropriations, according to the following schedule:

**SCHEDULE B – PROJECT FUND EXPENDITURES**

Funding to General Fund – Police – OSC Unauthorized Substance Tax	
<b>Project Expenditures - OSC Unauthorized Substance Tax</b>	<b>\$13,503.16</b>
	<hr/>
<b>FUND PROJECT TOTAL</b>	<b>\$13,503.16</b>

**SECTION 3.** This ordinance shall become effective upon adoption.

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Emery G. Doughtie, Mayor

Motion was made by Councilman Stainback, seconded by Councilwoman Bryant and unanimously carried to adopt Budget Amendment (Ordinance No. 2024.13) in the amount of \$13,503.16 for funds received related to the OSC Unauthorized Substance Tax.

**Consideration of Budget Amendment (Ordinance No. 2024.14) - Library**

Finance Director Johnson presented the following budget ordinance for the library:

**Ordinance No. 2024.14  
CITY OF ROANOKE RAPIDS  
BUDGET AMENDMENT**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROANOKE RAPIDS:**

**SECTION 1.** The following additional amounts are hereby appropriated for the operation of City Government and its activities for the fiscal year beginning July 1, 2023 and ending June 30, 2024, according to the following schedule:

**SCHEDULE A – PROJECT FUND REVENUES**

Library – 2023-2024 State Aid to Public Libraries, Children’s Program Donations, & Friend of the Library	
<b>Project Revenues – Library – State Aid</b>	<b>\$7,599.00</b>
<b>Children’s Program</b>	<b>\$470.00</b>
<b>Friends of the Library</b>	<b>\$535.00</b>
	<hr/>
<b>FUND PROJECT TOTAL</b>	<b>\$8,604.00</b>

**SECTION 2.** The following additional revenues and reductions in appropriations are available for the fiscal year beginning July 1, 2023 and ending June 30, 2024, in order to meet the foregoing appropriations, according to the following schedule:

**SCHEDULE B – PROJECT FUND EXPENDITURES**

Library – 2023-2024 State Aid to Public Libraries, Children’s Program Donations, & Friends of the Library	
<b>Project Expenditures – Library – State Aid</b>	<b>\$7,599.00</b>
<b>Children’s Program</b>	<b>\$470.00</b>
<b>Friends of the Library</b>	<b>\$535.00</b>
	<hr/>
<b>FUND PROJECT TOTAL</b>	<b>\$8,604.00</b>

**SECTION 3.** This ordinance shall become effective upon adoption.

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Emery G. Doughtie, Mayor

Motion was made by Councilman Stainback, seconded by Councilwoman Bryant and unanimously carried to adopt Budget Amendment (Ordinance No. 2024.14) in the amount of \$8,604.00 for funds received for the Library State Aid, Children’s Program and Friends of the Library donations.

**Consideration of Updated City Personnel Policy**

City Manager Traynham stated the update of the City’s Personnel Policy has been a significant undertaking that has been accomplished in a pretty short amount of time. She recognized Human Resources Director Caudle and expressed her appreciation for her efforts as well as the department heads and staff. This is a very important document for the City’s operations and one that is approved by City Council. She hopes they find the changes acceptable that will be presented.

Human Resources Director Caudle stated the department has been working with The MAPS Group which is the preferred vendor of the NCLM to update the City's Personnel Policy. The current policy became effective January 1, 2008 with the last revision dated March 16, 2021. Recognizing that many employment laws and practices have changed since 2008, the number one goal of this update is the comply with any rules, regulations, mandates, court interpretations and various other employment laws that govern personnel administration. She stated she would not be going line by line with everything that has been updated, but this goal was addressed from page 1 to page 55.

She said additionally they recognize there is a severe need to modernize certain policies and procedures to better align with current City operations. Over the last month or so, the Human Resources Department has worked with department heads, finance staff, payroll and the city attorney to go through any internal drafts of proposed changes of the City's Personnel Policy.

Human Resources Director Caudle highlighted some of the major changes.

- Article I. They added lists of responsibilities outside of City Council. A list for the City Manager, Human Resources Director, department heads and city employees of their roles and responsibilities as they relate to personnel.
- Article III – Pay Plan. The biggest change is under Section 11 – Overtime Provisions. Those were updated to meet the Fair Labor Standards Act and GASB 101.
- Article V – Conditions of Employment. They were lacking a lot current policies. In Section 8 they expanded the workplace harassment definition. Starting with Section 13, added policies that were very much needed such as Whistler Blower Protection Policy, Technology Policy, Pump Act (for nursing mothers), and a local policy on smoking inside City facilities and vehicles.
- Article VI – Employee Benefits. Under Section 13, retiree insurance. The current policy states if they have a City employee that has spent 20 years of their local government service with the City of Roanoke Rapids and retires with a full or unreduced benefit with the local government, the City will pay for their medical and dental insurance until they become eligible for Medicare at age 65. That policy will still exist for the City's current employees, but any new hire after December 31, 2025 will no longer be eligible for this program. They are sunsetting the retiree insurance benefit.
- Article VII – Holidays and Leave of Absences. In Section 2 which is the holiday schedule, they will follow the State of NC schedule. It removes Columbus Day and guarantees three days off for Christmas each year that is determined each calendar year by the State Human Resources Office. Under Section 5, since they are removing Columbus Day and with several other holidays they are not

observing, they added a floating holiday which will be one day per calendar year that has to be scheduled in advance with their supervisor. Additionally, they separated bereavement leave. Currently it is under sick leave and employees must use sick leave time. They created a separate bucket of time for a maximum of three days per calendar year for bereavement leave. Under Section 26, they added parental/volunteer leave which is 8 hours per calendar year.

- The rest of the changes were to streamline processes such as Article IX – Disciplinary Action and Article X – Grievance Procedure. In the last five to ten years, they have discussed how the procedure is written in the current policy versus how it actually functions in daily operations. They have now addressed those needs, streamlined the procedural process and made it more functional for both employees and managers.

Mayor Doughtie stated over the years as a Council they have stressed the importance of performance evaluation and keeping up with those type things. (Article III, Section 5) He said it could be a positive thing such a merit raise or a bad thing where disciplinary action needs to be taken. He would like to see them adhere to that.

He asked for clarification about the eligibility of a City employee to receive retiree insurance benefit. Human Resources Director Caudle explained an employee would still have to get an unreduced benefit from the NC Local Government Retirement System so they would have to work 30 years of service. It is a tradeoff they have looked at as a benefit for a recruitment and retention. She gave several examples of different ages and years of service and timeframe to receive the benefit. She also clarified that 20 years of the service must also be with the City of Roanoke Rapids. She restated that anyone who is hired after January 1, 2026, will no longer receive the benefit. If a current employee leaves the City and then decides to come back, they will lose that benefit.

City Manager Traynham added that retirees can maintain their insurance coverage if they pay the City's rate for it. In other words, if they do not qualify for the benefit, they can remain on the City's plan if they pay the monthly premium themselves.

Human Resources Director Caudle stated there is a combination of physical age and years of service. Typically, unless an employee files under disability, they cannot get a 20-year period with the City to become eligible. Law enforcement is a little different. Retirement laws have changed in recent years. They can retire at age 55 with an unreduced benefit, but again the City program states they must have 20 years of the 30 with the City. The probability is very low that an employee could squeak out the City benefit and still retire with 20 years. Per state statute, if someone files for local government unreduced retirement benefit under disability, the City has to pay for

their health and dental until age 65. That is not the City's program, that is the NC Local Government Retirement System and that they cannot change it.

Councilman Bell said it was running along with a lot of things the State does and other agencies do. The State has already started sunseting the health insurance for retirement. They started that January 1, 2022.

**RESOLUTION NO. 2024.05**  
**RESOLUTION TO ADOPT UPDATED**  
**CITY OF ROANOKE RAPIDS PERSONNEL POLICY**

**WHEREAS**, the Mayor and City Council of the City of Roanoke Rapids, recognizing the importance of its municipal employees in meeting the service needs of the City residents, adopted Resolution No. 2007.21 which adopted the current Personnel Policy; and

**WHEREAS**, it is the desire of the current Mayor and City Council members to continue to maintain a municipal workforce composed of qualified, competent and dedicated employees, and to maintain equitable rates of pay and reasonable conditions of employment for its workforce; and

**WHEREAS**, the rules, regulations, mandates, court interpretations and laws governing personnel administration has changed since the last amendment of the Personnel Policy; and

**WHEREAS**, to keep the Personnel Policy current with the revised rules, regulations, laws, etc., those responsible for the maintenance of the policy recommend that the Personnel Policy dated January 1, 2008, and last revised March 16, 2021, be repealed and replaced with the updated Personnel Policy dated July 1, 2024.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Roanoke Rapids that the Personnel Policy dated January 1, 2008, be hereby repealed and the updated Personnel Policy dated July 1, 2024, hereby be adopted as the official policy governing the employees of the City of Roanoke Rapids.

**BE IT FURTHER RESOLVED** that the City of Roanoke Rapids Personnel Policy presented June 18, 2024, become effective July 1, 2024.

**ADOPTED** this 18<sup>th</sup> day of June, 2024.

\_\_\_\_\_  
Emery G. Doughtie, Mayor

ATTEST:

\_\_\_\_\_  
Traci V. Storey, City Clerk

Motion was made by Councilman Bell, seconded by Councilwoman Bryant and unanimously carried to adopt Resolution No. 2024.05 approving the updated City Personnel Policy.

**Consideration of Fiscal Year 2024-2025 Budget Ordinance (Ordinance No. 2024.15)**

City Manager Traynham presented the FY 2024-2025 Budget, Ordinance No. 2024.15 for their consideration. She the stated budget process has followed the letter of the law for the General Statutes as far as public inspection and display and presentation processes. City Council held its public hearing on June 4, 2024 and no additional citizen input has been received at this time. The drafted budget remains the same with an operating budget of the General Fund in the amount \$19,861,646. That does include \$952,140 for the Theatre payment. The ordinance accomplishes the following: sets forth anticipated revenues for the general fund, swimming pool fund and drug enforcement fund; it sets forth the tax rate of \$0.641 per \$100 assessed value which is two cents less than the current rate. The authorized expenditures under the ordinance fund the department operations including some much needed past due deferred maintenance, some street resurfacing funds, 3% COLA for employees as well as other funding initiatives to make improvements to City facilities and parks.

She said the ordinance also establishes a fee schedule for the fiscal year which begins on July 1, 2024 and ends on June 30, 2025. There have been no changes to the fees for the users of facilities or services. The ordinance also adopts the salary schedule that would include the 3% COLA.

**ORDINANCE NO. 2024.15**

***City of Roanoke Rapids***  
***FY 2024 - 2025 Budget Ordinance***

**BE IT ORDAINED** by the City Council of the City of Roanoke Rapids, North Carolina that the following anticipated fund revenues and departmental expenditures together with a certain Fee and Charge Schedule, and with certain restrictions and authorizations, are hereby appropriated and approved for the operation of the City Government and its activities for the Fiscal Year beginning July 1, 2024 and ending June 30, 2025.

**SUMMARY**

General Fund (Operating)	\$ 19,861,646.00
Municipal Swimming Pool	28,300.00
Drug Enforcement Fund	28,035.00
Roanoke Rapids Theatre	<u>952,140.00</u>
<b>TOTAL ALL FUNDS</b>	<b>\$20,870,121.00</b>



**Section 1. General Fund**

**Anticipated Revenues:**

2024 Ad Valorem Taxes	\$9,673,346.00
Ad Valorem .01 Tax for Rescue Squad	97,600.00
Prior Years Ad Valorem Taxes & Penalties	134,000.00
Payments in Lieu of Taxes	0.00
Credit/Collections Lien Accounts	0.00
NC Tax and Tags	764,000.00
Lease Vehicles	40,000.00
Business Registry Collections	2,500.00
Powell Bill Street Allocations	522,000.00
Sales Tax	3,887,200.00
Solid Waste Disposal Tax	12,000.00
ABC Profits	90,000.00
Christmas Parade	14,000.00
Police Grants and Donations	65,000.00
Fire Grants and Donations	0.00
Recreation Grants	0.00
Senior Center Grants and Donations	55,225.00
Library Grants and Donations	16,000.00
Roanoke Canal Museum Grants and Donations	93,000.00
Solid Waste User Fees and Penalties	2,143,500.00
Court Costs	3,200.00
Animal Control	2,000.00
Inspection Fees	134,900.00
Lot Cutting Revenue	20,000.00
Cemetery Revenue	136,000.00
Recreation User Fees	64,550.00
Roanoke Canal Museum Fees	2,300.00
Community Center Receipts	55,000.00
Lease Revenue	18,000.00
Planning/Zoning Fees	14,000.00
Public Works Fees	3,575.00
Library User Fees	6,250.00
Utility Franchise Taxes	1,415,000.00
Beer and Wine Tax	70,800.00
Miscellaneous Grants	0.00
Miscellaneous Revenue	11,500.00
Insurance Reimbursement	2,500.00
Interest Earnings – General Fund	240,000.00
Sale of Wreck Reports	8,200.00
Occupancy Tax	4,900.00
Sale of Surplus Property	30,000.00
Restitution	0.00
Municipal Ordinance	9,600.00
Fund Balance – Regular	<u>0.00</u>
<b>TOTAL REVENUES</b>	<b>\$19,861,646.00</b>

**Authorized Expenditures:**

**Operating**

Legislative	\$76,700.00
General Government	1,652,320.00
Administrative	276,650.00
Human Resources	291,190.00
Main Street Development	86,570.00
Elections	3,000.00
Finance	397,625.00
Information Systems	47,150.00
Revenue Collections	348,255.00
Legal	30,000.00
Planning & Development	657,400.00
Government Buildings	140,490.00
Police	4,369,030.00
Fire	2,829,655.00
Public Works	813,440.00
Central Garage	243,110.00
Combined Street and Powell Bill	1,606,500.00
Solid Waste	885,350.00
Refuse	699,915.00
T. J. Davis Center	537,980.00
Aquatic Center	302,375.00
Parks and Recreation Maintenance	659,200.00
Chaloner Center	93,570.00
Senior Center	122,425.00
Transportation Grant	17,350.00
Andrews Meeting Hall	18,850.00
Miscellaneous Grants	31,200.00
Community Center	76,630.00
Library	302,085.00
Cemetery	209,725.00
Property Maintenance	304,246.00
Building Maintenance	416,975.00
Roanoke Canal Museum	129,560.00
Miscellaneous	0.00
Tax Contribution to RVRS	97,600.00
Debt Service	135,385.00
Capital Reserve	0.00

**Subtotal Operating Expenditures** **\$18,853,171.00**

**Roanoke Rapids Theatre**

Theatre Debt Payment **\$952,140.00**

**TOTAL EXPENDITURES** **\$19,805,311.00**

**Section 2. Municipal Swimming Pool Fund**

**Anticipated Revenues:**

Interest Earnings	-
Concession Revenue	5,000.00
Special Programs	15,500.00
Athletic Sponsorships	<u>7,800.00</u>

**TOTAL REVENUES** **\$28,300.00**

**Authorized Expenditures:**

**TOTAL EXPENDITURES** **\$28,300.00**

**Section 3. Drug Enforcement Fund**

**Anticipated Revenues:**

Drug Forfeiture Revenue	<u>\$28,035.00</u>
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**TOTAL REVENUES** **\$28,035.00**

**Authorized Expenditures:**

**TOTAL EXPENDITURES** **\$28,035.00**

**TOTAL GENERAL FUND EXPENDITURES** **\$19,861,646.00**

**Section 4. Additional Appropriations**

- A. An additional appropriation is hereby made from the Fund Balance in each respective fund for an amount equal to all outstanding encumbrances on June 30, 2024.
  
- B. An additional appropriation is hereby made from the Fund Balance in each respective fund for an amount equal to all unencumbered line-item balances at June 30, 2024, having derived from contributions, donations or grant funds.

**Section 5. Fee Schedule**

There is hereby established for the Fiscal Year 2024 – 2025 various fees and charges as scheduled herewith:

**Revenue/Tax Department**

***Business Solid Waste User Fee & Disposal Fee***

Roll-Out Container Purchase City cost per Container

Monthly Fees \$40.00 per Container per month

***Residential Solid Waste Fee*** \$285.00 per Residential Unit per year

Roll-Out Container Purchase for 2<sup>nd</sup> container City cost per Container

Yearly Additional Fees	\$285.00 per year for 2 <sup>nd</sup> Container (optional)
Business Registration Fee	\$20.00 per year
Itinerant Merchant, Peddler & Vendor License Fee	\$20.00 per year
Motor Vehicle Tax	\$11.00 per Licensed Vehicle
Municipal Taxi/Limo Tax	\$15.00 per Vehicle
City Beer & Wine Retail Licenses*	
On-premises malt beverage	\$15.00
Off-premises malt beverage	\$ 5.00
On-premises unfortified wine, on-premises fortified wine, or both	\$15.00
Off-premises unfortified wine, off-premises fortified wine, or both	\$10.00
City Beer & Wine Wholesaler License	\$37.50

### **General Government**

Photocopies	\$ .20 per copy/Letter Size B/W \$ .25 per copy/Letter Size Color \$ .25 per copy/Legal Size B/W \$ .30 per copy/Legal Size Color \$ .30 per copy/Oversize B/W \$ .35 per copy/Oversize Color
Recording Fees	Fees correspond with Fees set by Halifax Co. Register of Deeds

### **Police Department**

Taxi Permits	\$50.00
Incident Reports	\$ 6.00
Accident Reports	\$ 6.00
Fingerprinting	\$10.00
Animal Disposal Fee	\$25.00 per Animal
Beekeeping Permit	\$ 5.00 per Hive

### **Fire Department**

Re-Inspection Fee	\$35.00 (Fee increases by \$35 for each visit that business is not in compliance)
Plan Review Fee	\$85.00 (Plan revisions of plans submitted exempt)
Permit Fee	\$85.00 (Operational and Construction)
Above and Below Ground Tank Removal Fee	\$150.00
Above and Below Ground Tank Replacement Fee	\$150.00
Commercial Cooking Hood Test Fee	\$50.00
Sprinkler System Inspection Fee	\$100.00 (New construction or remodel of system)
Fire Alarm System Inspection Fee	\$100.00 (New construction or remodel of system)
Certified CPR Classes	\$10.00 per student (Includes certification card)
Vendor Spot Rental for Safety Fair	\$25.00 (Non-profits are exempt from fee)



Cemetery Grave Preparation (Residents & Non-Residents)	Monday – Friday: \$900.00 Saturday: \$1,200.00 Sunday & Holidays: \$1,500.00
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**Note: Urn burials are one-half (1/2) of the regular Cemetery Grave Preparation Fee (Residents & Non-Residents)**

**\*Overtime charge of \$150.00 per hour after 2:00pm on weekdays and all day on Holidays, Saturday, and Sunday**

Foundation Fees (Residents & Non-Residents)	\$200.00
Cemetery Deed Fee Register of Deeds	Fees correspond with Fees set by Halifax County

**Library**

Library Non-Resident Borrower Card	\$20.00 per year																
Replacement of Lost Card	\$5.00 each																
Photocopies	\$ .20 per copy/Letter Size \$ .25 per copy/Legal Size \$ .30 per copy/Oversize																
Computer Printouts	\$ .40 each																
DVD Rental	\$ .50 each																
Fines:	<table border="0"> <tr> <td style="padding-left: 20px;">Juvenile Books</td> <td>\$ .15 per day (Max. 3.60)</td> </tr> <tr> <td style="padding-left: 20px;">Juvenile audiobooks</td> <td>\$ .15 per day (Max. 3.60)</td> </tr> <tr> <td style="padding-left: 20px;">Adult Books</td> <td>\$ .20 per day (Max. 3.60)</td> </tr> <tr> <td style="padding-left: 20px;">All Magazines</td> <td>\$ .20 per day (Max. 4.00)</td> </tr> <tr> <td style="padding-left: 20px;">Adult Audiobooks</td> <td>\$ .30 per day (Max6.00)</td> </tr> <tr> <td style="padding-left: 20px;">DVD</td> <td>\$ 1.00 per day (Max12.00)</td> </tr> <tr> <td style="padding-left: 20px;">Equipment</td> <td>\$ 5.00 per day</td> </tr> <tr> <td style="padding-left: 20px;">Long Overdue Fine</td> <td>\$ 15.00 each</td> </tr> </table>	Juvenile Books	\$ .15 per day (Max. 3.60)	Juvenile audiobooks	\$ .15 per day (Max. 3.60)	Adult Books	\$ .20 per day (Max. 3.60)	All Magazines	\$ .20 per day (Max. 4.00)	Adult Audiobooks	\$ .30 per day (Max6.00)	DVD	\$ 1.00 per day (Max12.00)	Equipment	\$ 5.00 per day	Long Overdue Fine	\$ 15.00 each
Juvenile Books	\$ .15 per day (Max. 3.60)																
Juvenile audiobooks	\$ .15 per day (Max. 3.60)																
Adult Books	\$ .20 per day (Max. 3.60)																
All Magazines	\$ .20 per day (Max. 4.00)																
Adult Audiobooks	\$ .30 per day (Max6.00)																
DVD	\$ 1.00 per day (Max12.00)																
Equipment	\$ 5.00 per day																
Long Overdue Fine	\$ 15.00 each																
Lost or Badly Damaged Items	Replacement Cost for item																
Sale Books & Videos (Unusable gift books or books deleted from our collection):																	
Magazines	\$ .10 each																
Paperbacks	\$ .25 each																
Hardbacks	\$ .50 – 3.00 each (Depending on age & condition of book)																
Audiobooks	\$ 1.00 – 5.00 each (Depending on age & condition & # of CD's)																
DVD	\$ 2.00 – 5.00 each (Depending on age & condition & # of DVD's)																

**Library Class Fees:** Classes offered through the Library shall be set up on a “break even” basis paying for the cost of the instructor and supplies. In addition, a 2.00 per participant maintenance/utility fee will be charged.

**Non-Residents will be charged cost plus 100%.**

## **Parks & Recreation**

**Class Fees:** Classes offered through the T. J. Davis Recreation Center shall be set up on a “break even” basis paying for the cost of the instructor and supplies. In addition, a \$2.00 per participant maintenance/utility fee will be charged.

***Non-Residents will be charged cost plus 100%.***

### ***Athletic Fees:***

**Adult Athletics** – Team registration fees are based on breaking even on direct cost (officials, trophies, scorekeepers/field supervisors, etc.). In addition, a \$10.00/game maintenance/utility fee will be charged for basketball and \$5.00/game for softball.

In addition, non-resident adults will be charged \$25.00.

**Youth Athletics**                      Resident Youth: \$20.00                      Non-Resident Youth: \$50.00

**Softball Field Rental Fees:** \$100.00 per field per day

**Picnic Shelter Reservation Fees:** \$30.00 /day for Residents and \$60.00 /day for Non-Residents

**Recreation I.D. Card Fees:** \$15.00 for Youths  
\$30.00 for Adults

**T. J. Davis Room Rental Fees:**  
Multi-purpose (larger room)                      \$50.00 per rental for non-profit group or individual resident  
  
Classroom (smaller room)                      \$40.00 per rental for non-profit group or individual resident

**T. J. Davis Center/Gym Rental Fees:** \$50.00 Resident, \$100.00 Non-Resident (after hours) per hour  
with a minimum of 2 hours  
\$30.00 per hour for Non-Resident School Groups during non-peak normal operating hours

**1026 Urban Greenspace Rental Fee:** \$25.00 flat rate per day  
\$50.00 Non-Resident

**Centennial Park Only Rental Fee:** \$30.00 flat rate per day  
\$60.00 Non-Resident

**Centennial Park & Andrews Building Wedding Rental Fees\*** \$30.00 per hour for Residents  
\$60.00 per hour for Non-Residents

***\*Minimum rental time of three (3) hours.***

**Chaloner Recreation Center Rental Fee:\*** \$40.00 per hour for Residents  
\$60.00 per hour for Non-Residents

***\*The Chaloner Recreation Center can be rented for after-hours use. Rental is for a minimum of two (2) hours.***

**Roanoke Canal Museum Fees:**

General Admission (All General Admission is for self-guided tours only.)

- \$2.00 Halifax County Residents
- \$4.00 for All Persons who Reside Outside of Halifax County
- Free for Children 8 and Under (exception of guided tours)

Guided Tour Admission

- \$2.00 per Person 4 and older, no additional discount, minimum of 10 persons or \$20.00 fee

**Aquatic Center:**

(Labor Day to Memorial Day)

Aquatic Center Open and Lap Swim

Residents	\$4.00
Non-Residents	\$8.00

Swimming Lessons

Toddler (Resident)	\$35.00
Toddler (Non-Resident)	\$70.00
Levels I – VII (Resident)	\$50.00
Levels I – VII (Non-Resident)	\$100.00
Individual Lessons:	
Resident	\$60.00
Non-Resident	\$120.00

Red Cross Lifeguard/CPR/WSI Classes:

Rate charged will be based on the cost of the class, set by the Red Cross

AQUACISE & ARTHRITIS FITNESS CLASSES

Resident	\$4.00
Non-Resident	\$8.00

Yearly Passes: (to be renewed yearly from the date issued)

Family Resident	\$450.00
Family Non-Resident	\$800.00
Individual Resident	\$250.00
Individual Non-Resident	\$450.00

Monthly Passes:

Family Resident	\$40.00
Family Non-Resident	\$70.00
Individual Resident	\$25.00
Individual Non-Resident	\$40.00

T. J. Davis Pool

Swimming Lessons (Same as Aquatic Center)

Outdoor Pools Open and Lap Swim

Residents	\$ 1.00
Non-Residents	\$ 2.00



Aquatic Center & T. J. Davis Pools Rental (Minimum of Two (2) Hours) Up to 25 participant's 26 to 50 participant's 51 to 75 participant's	<table border="0"> <tr> <td style="text-align: center;"><u>Resident</u></td> <td style="text-align: center;"><u>Non-Resident</u></td> </tr> <tr> <td style="text-align: center;">\$100.00/hr.</td> <td style="text-align: center;">\$120.00/hr.</td> </tr> <tr> <td style="text-align: center;">\$125.00/hr.</td> <td style="text-align: center;">\$150.00/hr.</td> </tr> <tr> <td style="text-align: center;">\$150.00/hr.</td> <td style="text-align: center;">\$185.00/hr.</td> </tr> </table>	<u>Resident</u>	<u>Non-Resident</u>	\$100.00/hr.	\$120.00/hr.	\$125.00/hr.	\$150.00/hr.	\$150.00/hr.	\$185.00/hr.
<u>Resident</u>	<u>Non-Resident</u>								
\$100.00/hr.	\$120.00/hr.								
\$125.00/hr.	\$150.00/hr.								
\$150.00/hr.	\$185.00/hr.								

Discount: A 10% discount will be given to groups, organizations and corporations that have 20 or more in attendance at one time

Westrock (monthly fee)	\$250.00
Halifax Academy Swim Team (per lane, per hour)	\$15.00

**Kirkwood F. Adams Community Center Fees:**

AREA	CAPACITY	RATES		
		RESIDENT	NON-RESIDENT	FOR-PROFIT
Entire Center	700 w/chairs only 500 w/tables & chairs	\$65.00/Hour	\$100.00/Hour	\$80.00/Hour Res \$115.00/Hour NR
Chair Set Up Fee	will be prorated for #s less than 100	\$50.00/100	\$50.00/100	\$50.00/100
Round Tables	29 available	\$6/table	\$6/table	\$6/table

**THE CENTER MUST BE RENTED FOR A MINIMUM OF THREE (3) HOURS.**

Non Refundable Reservation Deposit: \$100.00 per day

**MAXIMUM DAILY RATE: \$800.00 – Resident/\$1,000.00 – Non-Residents.**

Non-Profit Organizations sponsoring charitable fund raising events using the center for 24 hours or more will be given a 50% discount.

Non-Profit Organizations sponsoring weekday-daytime workshops or meetings for public benefit will be given a 50% discount.

The following organizations are fee exempt for two (2) nighttime or weekend activities each year: (1) *Rescue Squad*, (2) *Bloodmobile & City Sponsored Senior Citizens Groups*.

(3)

Main Street RR is fee exempt for four (4) nighttime or weekend activities each year for Main Street RR sponsored events.

Main Street RR is fee exempt for use of the plaza for Main Street RR sponsored events.

◆ If the Center is not left in acceptable condition, a fee of \$15.00/per man-hour for cleaning shall be charged.

◆ If anything is left in the Center overnight, there will be a \$25.00 storage fee.

◆ Roanoke Rapids City Schools Events: \$225.00

◆ Chamber of Commerce is a partner of the City of Roanoke Rapids. They have the right to schedule events before the month is available to the public. They are treated as a City department in terms of scheduling the facility. \$400 flat rate per event

**Planning & Development**

Rezoning Petition	\$375.00 Over two acres \$25 extra per acre
Rezoning + Conditional Zoning Petition	\$450.00
Voluntary Annexation Petition	\$300.00
Zoning Compliance Certification Letters	\$55.00 per individual site
Special Use Permit	\$375.00
Special Event Permit	\$60.00
Special Event Permit (events designed to attract 5,000 or more spectators or participants)	\$350.00
Ordinance Text Amendment Petition	\$400.00
Variance Petition	\$400.00
Appeal Petition	\$400.00
Land Use Violation	\$75.00 per day
Land Use Permit	\$100.00
Business Use Permit	\$100.00

Temporary Power	\$75.00
Processing Fee for petitioner withdrawal of Variance Petition, Conditional Use Permit or Rezoning Petition	\$400.00
Site Plan Review	\$300.00per site plan review*
	<30,000 ft2 of impervious surface
	\$800.00 per site plan review
	>30,000 ft2 of impervious surface

***\*This fee shall increase to \$700.00 whenever the services of an outside engineering firm is necessary and retained by the City to evaluate a specific drainage problem area outside of the expertise of the City Public Works Director. This is to be determined on a case by case basis upon review of proposed development site plans.***

Halifax County Plan Review Fee*	\$ 250.00
Roanoke Rapids Sanitary District Plan Review Fee*	\$ 50.00

***\*All plans determined by Planning staff to require review by the Halifax County Building Inspections Department, shall be subject to this fee prior to review.***

Commercial Building (Preliminary Plan, Construction Plan) Review:	
Additional Charge per review for failure to satisfy review comments	\$175.00
Technical Review and Fee (based on square footage of project)	
<b>Square Footage of Project Area/Site</b>	<b>Fee</b>
Less than 10,000 SF	\$200.00
10,000 SF – 29,999 SF	\$315.00
30,000 SF – 49,999 SF	\$465.00
50,000 SF – 69,999 SF	\$590.00
70,000 SF or greater	\$790.00
Street Closing Petition	\$750.00
Final Subdivision Plat	
Minor Subdivision	\$105.00
Major Subdivision	
With Improvements	\$175.00 plus \$100.00/lot
Without Improvements	\$150.00 plus \$90.00/lot

***Note: The petitioner is responsible for all associated advertising expenses.***

Maps	\$20.00 per sheet
Land Use Ordinance (to recover actual per copy duplicating costs)	\$140.00
Comprehensive Development Plan	\$200.00
Zoning Maps (Color)	
Small	\$40.00
Large	\$50.00
Electrical Inspection of Existing Structure Requested by Power Company	\$75.00
Issuance of Certificate of Compliance	
Major Renovations (More than \$30,000.00)	\$200.00
Minor Renovations (\$30,000.00 or less)	\$150.00
Failure to Call for Proper Inspection	\$200.00
Removal of a Notice of List Pending	\$100.00

Home Occupation Permit	\$80.00
Recombination Plat	\$100.00

Supplement plan review fees for wireless communication facilities shall be charged in addition to a City processing fee as follows:

	<u>Review</u>	<u>City Processing</u>	<u>3<sup>rd</sup> Party Supp.</u>
Regulations	(1) Concealed Attached WCF	\$100.00	\$500.00   No Change Fed
Regulations	(2) Collocated or Combined WCF	\$100.00	\$500.00   No Change Fed
Regulations	(3) Freestanding Concealed WCF	\$100.00	\$500.00   No Change Fed
Regulations	(4) Non-concealed Freestanding WCF	\$100.00	\$500.00   No Change Fed

**Code Enforcement Division Fees:**

ABC Permit Application Inspection Fee \$175.00 per inspection

***Building Permit:***

(A) A permit to demolish or remove any size structure shall be issued upon proper application. Fees for such demolition or removal are as follows:

(1) Moving of an approved structure	\$170.00
(2) Demolish structure	\$225.00

(B) A permit to modify, construct and/or erect advertising signs shall be issued, upon proper application, in accordance with the following schedule:

<b><i>Type of Sign and Work</i></b>	<b><i>Fee per Sign Face</i></b>
Erection of outdoor advertising (off-premises) sign	\$250.00
Erection of principal use signs:	
Fifty (50) sq. ft. or less	\$80.00
More than fifty (50) sq. ft.	\$165.00
Erection of commercial accessory signs	\$55.00
Erection of temporary signs	\$52.00
Modification of existing signs	\$52.00

(C) City building inspection fees for new construction, additions, and alterations of all structures shall be the greater of sixty dollars (\$60.00) or the applicable amount based upon a schedule of eight dollars (\$8.00) per one thousand dollars (\$1,000.00) of construction value. For the purposes of this subsection, construction value shall be the greater of the value derived utilizing either the Southern Building Code Congress International, Inc., *Building Valuation Data* or the sum of all building related costs for the project.

(D) In addition to any other fees established by the provisions of this section, whenever a general contractor applies for the issuance of a permit for the construction of any single-family residential dwelling unit, the general contractor shall pay a fee in the amount of ten dollars (\$10.00) for each dwelling unit to be constructed or altered under the permit.

**Plumbing Permit:**

- (A) A plumbing permit shall be issued, upon proper application, for a fee of sixty dollars (\$60.00) plus seven dollars (\$7.00) per fixture.

**Heating, Air Conditioning, Refrigeration and Ventilation Permit:**

- (A) Permit fees for installation or replacement of the following shall be sixty dollars (\$60.00) plus the applicable amount in accordance with Schedule I:
  - (1) Each boiler or furnace, including duct distribution system thereof when covered by the same permit, or duct distribution system thereof only.
  - (2) Each floor furnace, wall circulator or heater, circulating heater, direct-fired unit heater, gas radiator, blast furnace, rotary dryer, annealing furnace and duct heater industrial oven.
  - (3) Conversion or replacement of mechanical firing equipment.

**SCHEDULE I**

<i><b>Fossil Fuel (BTU/HR)</b></i>	<i><b>Fee</b></i>
50,000 or less	\$25.00
50,001 to 100,000	\$30.00
100,001 to 200,000	\$35.00
Above 200,000	\$40.00

- (B) Permit fees for installation or replacement of the following shall be fifty-five dollars (\$55.00) plus the applicable amount in accordance with Schedule II. Each air conditioning or heat pump system, including major components and duct distribution system thereof when covered by same permit, or duct distribution system thereof only, or major component only.

**SCHEDULE II**

<i><b>Air Conditioning Compressor Rating (Nominal) - Tons</b></i>	<i><b>Fee</b></i>
5 or less	\$25.00
5.1 to 15	\$30.00
15.1 to 50	\$40.00
Above 50	\$55.00

*An additional six dollars (\$6.00) fee for split systems.*

- (C) Permit fees for installation or replacement of the following shall be fifty-five dollars (\$55.00) plus the applicable amount in accordance with Schedule III. Each refrigeration system includes major component only.

**SCHEDULE III**

<i><b>Refrigeration Compressor Rating (Nominal) - Tons</b></i>	<i><b>Fee</b></i>
5 or less	\$25.00
5.1 to 15	\$30.00
Above 15	\$35.00

- (D) Permit fees for installation or replacement of the following shall be sixty dollars (\$60.00) plus the applicable amount in accordance with Schedule IV. Each hood over cooking ranges (in other than residences and multi-family houses), candy kettles, cruller furnaces and appliances for frying, barbecuing, broiling and bakery (baking) of foods, including exhaust duct system thereof when covered by the same permit, or exhaust duct system thereof only.

**SCHEDULE IV**

	<i>Fee</i>
10 or less	\$25.00
10.1 to 50	\$30.00
50.1 to 100	\$35.00
Above 100	\$40.00

- (E) Permit fees for the installation or replacement of any blower or fan in other than residences installed for ventilation or removal of dust, gases, fumes and vapors shall be sixty dollars (\$60.00) each.
- (F) Permit fees for the modification, repair or replacement of duct systems shall be sixty dollars (\$60.00) each.
- (G) Permit fees for the installation or replacement of gas appliances and piping shall be sixty dollars (\$60.00). No permit shall be required for the replacement of a gas appliance where the piping is not altered.

**Electrical Permit:**

- (A) An electrical permit shall be issued, upon proper application, for a fee of sixty dollars (\$60.00) plus the applicable amount in accordance with the following schedule:
- |                      |        |  |
|----------------------|--------|--|
| (1) Outlets:         |        |  |
| Each 220-volt outlet | \$5.00 |  |
| Each 110-volt outlet | \$2.00 |  |
| (2) Motors:          |        |  |
| Each motor           | \$7.00 |  |
- (B) Electrical change of service greater than 400 amp:           \$125.00

**Mobile Home Permit:**

A mobile home permit shall be issued upon proper application for a fee of one hundred fifty dollars (\$150.00).

**Fire Sprinkler System Permit:**

A fire sprinkler system permit shall be issued upon proper application for a fee of seventy dollars (\$70.00) plus ten cents (\$.10) per square foot of protected area.

**Insulation Permit:**

An insulation permit shall be issued upon proper application for a fee of sixty dollars (\$60.00) plus ten cents (\$.10) per square foot of floor area.

**Re-Inspections:**

The above fees entitle the applicant to one inspection. For each extra inspection made necessary through the failure of any person in charge of work to install in the proper manner or to otherwise create conditions making such additional inspection or trip necessary, there will be an additional charge of fifty-five dollars (\$55.00). If a 2nd re-inspection is required fee would increase to \$55/\$70 and increase by \$15. for every subsequent visit. When a third-party inspection agency is involved, there will be an additional charge of ninety dollars (\$90.00).

General Miscellaneous Permit Refund Processing Fee	\$50.00
Fee for Issuance of Certificate of Occupancy (C.O.)	\$125.00

**Penalty:**

An additional charge equal to one-half (1/2) the required permit fee (minimum fee \$225.00) shall be added to the permit fees previously set forth for failure to initially secure a permit prior to starting a job or commencing any work on a building or service system before obtaining the necessary permit.501

**Section 6. Levy of Taxes**

There is hereby levied for the Fiscal Year 2024 – 2025 an Ad Valorem Tax Rate of \$.641 per One Hundred Dollars (\$100.00) valuation of taxable property as listed for taxes as of January 1, 2024, for the purpose of raising the revenue from current taxes as set forth in the foregoing estimates of revenues, and in order to finance the foregoing applicable appropriations. This rate of tax is based on an estimated valuation of \$1,524,807,826. **Taxpayers who pay their bill in July or August will receive a two percent (2%) discount.**

**Section 7. Summary of Items included in the capital budget.**

None

**Section 8. Special Authorizations – Budget Officer**

- A. The Budget Officer or his designee shall be authorized to reallocate appropriations within departments, and among the various line accounts not organized by departments, as he deems necessary.
- B. The Budget Officer or his designee shall be authorized to execute interdepartmental transfers, within the same fund, not to exceed ten percent (10%) of the appropriated monies for the department whose allocation is reduced.
- C. Interfund transfers, established in the Budget Ordinance, may be accomplished without additional approval from the City Council.
- D. The Budget Officer or his designee shall be authorized to make releases and refunds of property taxes less than \$100.00 which have been levied or collected in error. The Budget Officer shall report in writing monthly to the City Council in regard to releases and refunds made.
- E. The Mayor or City Manager shall be authorized to execute contractual agreements in the following specified areas: Consultant, Professional, Maintenance/Service Agreements and Acceptance of State and Federal Grant Funds.

**Section 9. Restrictions – Budget Officer**

- A. Interfund and interdepartmental transfer of monies, except as noted in Section 8, shall be accomplished by City Council authorizations only.

B. Utilization of appropriations contained in Contingencies may be accomplished only with specific approval of the City Council.

**Section 10. Billing and Collecting of Solid Waste Collection & Disposal Fees Under NCGS 160A-314.1**

The residential solid waste collection and disposal fee shall be billed with property taxes, shall be payable in the same manner as property taxes, and, in the case of non-payment, shall be collected in any manner by which delinquent personal or real property taxes can be collected. The fees are a lien on the real property described on the bill that includes the fee. The Residential Solid Waste Fee is \$285.00 per residential unit per year and the Business Solid Waste User Fee and Disposal Fee is \$40.00 per container per month.

**Section 11. Cost of Living Adjustment/Bonus Pay**

As part of FY 2024-2025 Budget, City Manager Traynham proposed a balanced budget that included a 3% cost-of-living-adjustment (COLA) for all City employees.

**Section 12. Supplemental Retirement Plan Contributions**

The city will make an employer contribution to a supplemental retirement plan for non-law enforcement employees during Fiscal Year 2024 – 2025. If employees contribute to the supplemental retirement plan, the City will match dollar for dollar up to a maximum of three percent (3%).

**Section 13. Offering of City's Health Insurance in lieu of Council Member Stipend**

The City approved a motion at its June 2, 2020, Regular Meeting, to allow City Council members the option for the City of Roanoke Rapids to pay for their health insurance as all or a portion of their compensation as long as it does not exceed the allowed compensation. The city continues this action into the FY 2024-25 budget year.

**Section 14. Utilization of Budget Ordinance**

This Ordinance shall be the basis of the financial plan for the City of Roanoke Rapids municipal government during the 2024 – 2025 fiscal year. The Budget Officer shall administer the Budget and he shall ensure that operating officials are provided guidance and sufficient details to implement their appropriate portion of the Budget. The Finance Department shall establish and maintain all records which are in consonance with this Budget Ordinance, and the appropriate Statutes of the State of North Carolina.

**ADOPTED** this 18<sup>th</sup> day of June 2024.

ATTEST:

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**Emery G. Doughtie, Mayor**

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**Traci V. Storey, City Clerk**

**Approved as to form:**

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**Geoffrey P. Davis, City Attorney**

Motion was made by Councilman Stainback, seconded by Councilwoman Bryant and unanimously carried to adopt the Fiscal Year 2024-2025 Budget Ordinance (Ordinance No. 2024.15).

Mayor Doughtie stated he did not have a problem with the dollars they were spending. He does have some issues with the way they are being spent. He was more concerned that the citizens seemed to be overlooked in some of the issues such as safety; a lot of physical capital needs they have. They spoke earlier in the meeting about some things that might come to this community that would be kind of a windfall for the City like they received the COVID money and federal money. Some of the other things presented in the revenue schedule show that sales tax was decreasing, and license and motor vehicle tags were decreasing. People buying cemetery lots were decreasing, and the population was decreasing. It concerns him that they may be spending money on things they want but they maybe cannot afford. They all have to deal with that in their daily lives. This was just his opinion.

### City Manager's Report

City Manager Traynham thanked City Council for adoption of the budget ordinance for the upcoming fiscal year.

She recognized the local organization, Feed a Family First for their donation. They have provided snacks and drinks for the City's summer camp programs. The Parks & Recreation Department is facilitating twelve different programs throughout the summer for various ages of children.

She announced this week the educational signage along the Roanoke Canal Trail will be updated and replaced. There will be approximately thirty original signs that will be replaced by a local vendor.

City Manager Traynham reported the Planning and Development Department continues to look at various upcoming development requests. Site plans for Stateside Landing, which is the 64-unit apartment complex are approved pending submittal of the final set of plans. They are moving along well. She added there is a nearby property subject to a rezoning request next month. The department is also reviewing plans for a townhome development within the Villages of Crosscreek. The developer intends to develop 70 townhomes that would complement the existing development in the subdivision off of Hwy. 125. Also, an express oil change has submitted plans for review for a new auto service center that would have nine bays, three for oil change and six for service. It would be located on Wheeler Street behind Kentucky Fried Chicken on Premier Blvd.

She said there were other upcoming special events in the community. Tomorrow, June 19<sup>th</sup> or Juneteenth, a special event permit has been provided to applicant Kathleen Robinson in Centennial Park from 4 – 9 p.m. On Friday, June 21<sup>st</sup> from 6-9



p.m. in Centennial Park, the Roanoke Valley Chamber of Commerce will have its Music in the Park series. According to the flyer it will be a Motown/Beach band called The Seventh Hour. This is a free event. On July 26<sup>th</sup>, karaoke will return with DJ's Unlimited.

She announced tomorrow was Councilman Bell's birthday and wished him a happy birthday.

City Manager Traynham stated during the June 4<sup>th</sup> City Council meeting Mayor Doughtie requested an update on the nuisance violations being processed through the Public Works Department. She called upon Public Works Director Chalker to provide City Council with this information.

Public Works Director Chalker distributed a handout entitled 2024 grass and junk abatement update. (On file in Clerk's Office). He explained that at the top of page one, there are 21 properties the department has communicated with or enforced already for having too much junk or stuff in their yard. Some of the properties they could have gone to more than once. The next section has 62 properties that the department has constantly and for multiple years cut the grass. Many are recurring addresses, but it is a moving target because it changes every day. For example, the department had to go to Henry Street Apartments, now known as Carriage Hill Apartments, to cut the grass for the residents there because it was knee high. The people that own the apartments are not paying the vendor to cut the grass. On the second page, it shows the regular city-owned property locations the department cuts with its property maintenance employees. There is five and at times maybe six people cutting all this grass every day. The same people cutting this grass are the ones cutting all the other grass. They are never without grass to cut.

He stated for the junk lots or nuisance abatement, they typically address those in the fall when grass season slows down a little bit unless something is really bad or dangerous. This report gives them an idea of how many addresses they deal with. He said there are some they are looking at that are not quite as big. If they get a chance or forego a week of grass cutting, they may pick four or five properties that are manageable with five or six people and remove things from those lots. If they were to manage it any better than they do right now, they would need to add more staff.

Councilman Bell asked if the City was receiving any of the funds that they were billing. Public Works Director Chalker replied they do. When they send a resident a 10-day notice based on the ordinance, something brought their attention to that property. It could have been a phone call, somebody stopping by or telling staff or City staff could have let them know. If it is out of compliance, the department sends a letter to the

address on the Halifax County's tax record. In 10 days if nobody has taken action, by ordinance they can start enforcing it. At that point, they will send a City invoice to the registered address. If they do not hear or receive anything from them, it will be converted into a tax lien against the property by ordinance.

Attorney Davis added that some of the properties listed on the first page cycles in and out. Many of these properties are owned by the same individuals or corporations. He sees some addresses on the list that he knows have recently been paid. Sometimes people will get delinquent. The City will have to go out, cut the grass and attach the liens. Then as it gets close to those liens getting executed upon by tax foreclosure or other means, the property owner will go pay it and the City will receive that revenue. He said they have had discussions with Halifax County recently about trying to streamline this process as far as collecting on those liens through their foreclosure process. There was a period in the past where the County may have been skeptical about collecting grass-cutting liens. The City's position has always been when they do a nuisance abatement lien, when that lien attaches, it has the same dignity as a lien for unpaid taxes. If someone doesn't pay their taxes and they have a bunch of liens attached to their property, the taxes are going to get paid first if the property gets foreclosed on. Again, the City's position is these types of liens are of the same dignity and he believes they are at that place with the County now. They are going to streamline the process and make it easier to be collected in a foreclosure rather than spending a lot of time doing it. There has been situations in the past where someone buys a property in a tax foreclosure and the grass cutting liens were never included.

Public Works Director Chalker noted at the bottom of page one it states 308 ordinance violations letters have been sent out this year to date. Total billed this calendar year to date for lot abatement is \$43,425.50. Whatever is not paid will be assessed as a tax lien. There are 23 more properties pending billing at the time of this report. He added that once they get the OpenGov software for the Finance Department established, there will be a dashboard with this type of information they can all look at and not have to manually collect it. That would be very valuable. He also wanted to reiterate that they will go with them to each individual property to talk about things or answer questions about them. He added that when they are at the point where they have the manpower to go to a property for an abatement, and if they get there and someone is loading things on a dump truck or hauling stuff away, they will give them a few extra days. They will not forget about it, but if they see they are trying to work to their property to get it into compliance, they are going to be fair about it.

Councilman Strickland asked what the collection rate for these funds. Public Works Director Chalker replied he was not sure he had that information. He guessed it would

be 40-60. He knows that if some people get a bill, they are going to pay it. Some people know if they don't pay it, then somewhere way down the road when somebody else has to deal with the property whether selling it or foreclosure, it can be dealt with then.

Attorney Davis stated that the lien is not going away. When that property is sold or goes through a Halifax County tax foreclosure, it gets paid through that.

Councilman Stainback stated he knows this type of thing is aggravating to do and thanked Public Works Director Chalker for staying on top of it. It is desperately needed in this town.

Public Works Director Chalker commended his staff and employees. If anyone was outside today around 2:00 p.m. the heat level was pretty good and is only going to get worse the rest of the week. They work really hard every day in this heat to perform this task. They do the work, not him. He was here representing them.

Councilwoman Bryant asked if they adjust their hours for the summer. Public Works Director Chalker said during the summertime when there are heat index warnings, they make on-the-go adjustments. They may decide to pull crews inside to be trained to get them out of the heat. Sanitation crews start earlier. They are starting at 6:00 a.m. and getting off at 2:00 p.m.

Mayor Doughtie said obviously there are quite a few properties on the list under the heading for multiple years that are contained to eight to ten streets. He agreed with Councilman Stainback that it was good they were doing it, but if they could get those houses foreclosed on and if the people that own them don't want them and they go up for sale maybe somebody would buy them that would pay the taxes and pay the lot cutting fee. They could then renovate the houses or tear them down and something new built. It feels like it is a never-ending sequence.

Attorney Davis said there is a churn here with some of these properties. The City can go out and execute on its liens meaning they could foreclose on the lien and essentially sell the property to try to satisfy the lien. There is a cost to that. The City does not want to end up with these pieces of property; they want them to be in the hands of private owners. Many times, the City will go out to cut the grass several times and the liens will accrue as well as accrue tax liens. The County will foreclose on them and the City will get their grass cutting liens through that. That saves the City the cost of paying him to go follow through that process and the risk of going through the foreclosure process by not having the resources the County has to be able to do that. He said the staff in the Halifax County attorney's office do a lot of work to track down and make sure they give notice to everyone. When dealing with a piece of heir property

there may be 10-12 people or even more. Real property is unique in every situation. In some of those situations, the cost of doing that is going to cost a lot more than the lien they would be attaching. He feels they are getting towards a better system than they've had in the past.

### **Finance Director's Report**

Finance Director Johnson reported for the period ending May 31, 2024, general fund year-to-date receipts totaled \$16,524,494.84. Year-to-date expenditures totaled \$16,144,189.85. As a result, general fund year-to-date revenues exceeded expenditures by \$380,304.99. After the month of May, 83.1% of the budget year has been completed.

She reported the City still has revenues to collect for FY 2023-2024, which have not been received, which include:

- Ad Valorem Tax for May & June
- Motor Vehicle Tax for May & June
- Sales & Use Tax for April – June (Just received April \$436,000)
- Hold Harmless Tax for April – June
- Utility Franchise Tax Quarterly Payment in June
- Residential and Commercial Solid Waste Fees for May & June

Finance Director Johnson stated they were on schedule and should exceed what was originally budgeted for revenue.

### **Other Business**

Mayor Doughtie stated he had one piece of information he received upon his arrival tonight. He does not take any joy in giving it to them, but it is with great joy that he has celebrated the last 11-12 years with Mayor Pro Tem Smith. He has served this Council very graciously and has been very active in his duty since he has been here. He has always had good conversations with people. He did not wait for people to call. He would reach out to them anytime there was something he felt like he could do and serve his community better. He read the letter from Mayor Pro Tem Smith:

June, 18, 2024

Dear Mayor Doughtie,

Please allow this letter to serve as notice of my resignation from Roanoke Rapids City Council. I submit this notice with mixed emotions. While it has been a great honor to serve the people of Roanoke Rapids, I know that the best thing for me is to retire as a council member. During my tenure, I have appreciated your support and the support of my fellow council members.

This month's meeting will be my last as a member. I wish nothing but the best for this City Council and the city of Roanoke Rapids.

Sincerely,

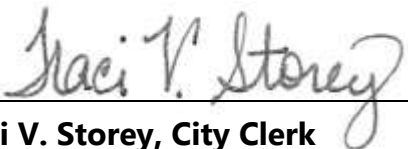
K. Wayne Smith

Mayor Doughtie stated they have been aware that Mayor Pro Tem Smith has some health issues. He has made a remarkable recovery, and he is still continuing to recover. He said it was a lot different sitting out there in those seats than it is sitting up here in these seats. They all have things they have to deal with, but sometimes these things they deal with up here are real special and it weighs on their mind a lot. He was sure Mr. Smith feels that his health is of utmost concern to him. Mayor Doughtie wished him Godspeed and he was sure he will continue to get better and looks forward to seeing him again.

Mayor Pro Tem Smith received a standing ovation.

<b>Adjournment</b>
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There being no further business, motion was made by Councilman Bell, seconded by Councilman Stainback and unanimously carried to adjourn. The meeting was adjourned at 7:22 p.m.

  
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**Traci V. Storey, City Clerk**

**Approved by Council Action on: July 16, 2024**