



# Minutes of the Roanoke Rapids City Council

A regular meeting of the City Council of the City of Roanoke Rapids was held on **Tuesday, February 18, 2025, at 5:30 p.m.** in the Council Chambers at the Lloyd Andrews City Meeting Hall.

**Present:** Emery G. Doughtie, Mayor  
Sandra W. Bryant, Mayor Pro Tem

Andy Jackson)  
Curtis Strickland)  
Rex Stainback)  
W. Keith Bell)

## Council Members

Kelly Traynham, City Manager  
Geoffrey Davis, City Attorney  
Traci Storey, City Clerk  
Carmen Johnson, Finance Director  
Harold Phillips, Interim Police Chief  
Kristyn Anderson, Planning & Development Director  
Larry Chalker, Public Works Director  
Jason Patrick, Fire Chief

**Absent:** Christina Caudle, Human Resources Director  
Kelly Daughtry, Parks & Recreation Director

Mayor Doughtie called the meeting to order at 5:30 p.m.

Mayor Doughtie provided an invocation. 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 Bell, seconded by Councilman Jackson, and unanimously carried to adopt the business agenda as presented.

## Special Recognitions

### **Fire Department**

Fire Chief Patrick introduced the following new hires:

- *Wade Jenkins* – badge pinned by his girlfriend, Reagan Saunders
- *Alex Clark* – badge pinned by his father, Josh Clark
- *Nick Johnson* – badge pinned by his girlfriend, Harley Strickland

Fire Chief Patrick recognized the following for saving a life on November 11, 2024, and presented them with a certificate of commendation:

- *Firefighter Colby Edwards*
- *Lt. Bryan Hollowell* (not present)

Fire Chief Patrick recognized the following for saving a life on December 30, 2024, and presented them with a certificate of commendation:

- *Lt. Brandon Shearin*
- *Firefighter Nick Johnson*

Chief Patrick reminded the public to take proper safety measures when using space heaters with the impending winter weather. If they lose electricity, make sure generators are placed outside in a well-ventilated area and not up close to house where fumes could come inside.

### **Police Department**

Interim Police Chief Phillips introduced newly hired Officer Todd Stephenson. He is from Northampton County with four years' active service. He was hired a few months ago and is almost finished with his field training.

Interim Chief Phillips advised the public that with the forecasted winter storm coming in to please stay home and not be out on the roads unless they absolutely had to be. They would be putting themselves and others in danger plus the first responders that respond to wrecks, house fires, etc. If they have to go out, use extreme caution. He reported Halifax County was setting up bedding for 911 telecommunicators at the Central Communications Center to ensure around the clock help.

Mayor Doughtie said on behalf of the City Council, they appreciate the new hires deciding to come to the City of Roanoke Rapids to begin their careers. They need their families support because a police officer and firefighter are strenuous jobs. There are

probably many times they need someone to talk to and encourage them. When the City invests its time, money and energy in training these young people, they hope they will stay here and make Roanoke Rapids their home and work a long time of their career here. He said they appreciate everything they do.

**Approval of City Council Minutes**

Motion was made by Councilman Stainback, seconded by Mayor Pro Tem Bryant, and unanimously carried to approve the February 4, 2025, Regular City Council Meeting minutes as drafted.

**New Business**

**Consideration of Budget Amendment (Parks & Recreation General Purpose Grant)**

Finance Director Johnson said the Senior Center received \$14,800 for a General Purpose Grant. They typically receive this earlier and initially budgeted \$8,000, therefore a budget amendment is needed in the amount of \$6,800. She presented the following budget ordinance for their consideration:

**Ordinance No. 2025.04  
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, 2024 and ending June 30, 2025, according to the following schedule:

**SCHEDULE A – PROJECT FUND REVENUES**

Fund Balance – P&R – General Purpose Grant	
<b>Project Revenues - P&amp;R – General Purpose Grant</b>	<b>\$6,800.00</b>
	<hr/>
<b>FUND PROJECT TOTAL</b>	<b>\$6,800.00</b>

**SECTION 2.** The following additional revenues and reductions in appropriations are available for the fiscal year beginning July 1, 2024 and ending June 30, 2025, in order to meet the foregoing appropriations, according to the following schedule:

**SCHEDULE B – PROJECT FUND EXPENDITURES**

Funding to General Fund – P&R – General Purpose Grant	
<b>Project Expenditures - P&amp;R – General Purpose Grant</b>	<b>\$6,800.00</b>
	<hr/>
<b>FUND PROJECT TOTAL</b>	<b>\$6,800.00</b>

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

---

Emery G. Doughtie, Mayor

Motion was made by Councilman Bell, seconded by Councilman Jackson and unanimously carried to adopt Ordinance No. 2025.04 in the amount of \$6,800 to increase the FY2024-2025 budget for the General Purpose Grant for the Parks & Recreation Department.

**Consideration of Budget Amendment (Drug Forfeiture Funds)**

Finance Director Johnson reported the Police Department received DOJ Drug Forfeiture funds for case# 21-DEA-671304 in the amount of \$13,985.72. She presented the following budget ordinance for their consideration:

**Ordinance No. 2025.05  
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, 2024 and ending June 30, 2025, according to the following schedule:

**SCHEDULE A – PROJECT FUND REVENUES**

Fund Balance – Police – Drug Forfeiture DOJ 21-DEA-671304	
<b>Project Revenues – Police – Drug Forfeiture DOJ 21-DEA-671304</b>	<b>\$13,985.72</b>
	<hr/>
<b>FUND PROJECT TOTAL</b>	<b>\$13,985.72</b>

**SECTION 2.** The following additional revenues and reductions in appropriations are available for the fiscal year beginning July 1, 2024 and ending June 30, 2025, in order to meet the foregoing appropriations, according to the following schedule:

**SCHEDULE B – PROJECT FUND EXPENDITURES**

Funding to General Fund – Police – Drug Forfeiture DOJ 21-DEA-671304	
<b>Project Expenditures - Police – Drug Forfeiture DOJ 21-DEA-671304</b>	<b>\$13,985.72</b>
	<hr/>
<b>FUND PROJECT TOTAL</b>	<b>\$13,985.72</b>

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

---

Emery G. Doughtie, Mayor

Motion was made by Councilman Strickland, seconded by Councilman Stainback and unanimously carried to adopt Ordinance No. 2025.05 in the amount of \$13,985.72 for drug forfeiture funds for the Police Department.

**Consideration of Budget Amendment (SHIIP Grant)**

Finance Director Johnson said the Senior Center has been awarded the Seniors' Health Insurance Information Program (SHIIP) Grant from the county. The City had budgeted some funds, but they were awarded additional funds in the amount of \$5,600. She presented the following budget ordinance for their consideration:

**Ordinance No. 2025.06  
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, 2024 and ending June 30, 2025, according to the following schedule:

**SCHEDULE A – PROJECT FUND REVENUES**

Fund Balance – SHIIP Grant for Jo Story Senior Center	
<b>Project Revenues – SHIIP Grant for Jo Story Senior Center</b>	<b>\$5,600.00</b>
	<hr/>
<b>FUND PROJECT TOTAL</b>	<b>\$5,600.00</b>

**SECTION 2.** The following additional revenues and reductions in appropriations are available for the fiscal year beginning July 1, 2024 and ending June 30, 2025, in order to meet the foregoing appropriations, according to the following schedule:

**SCHEDULE B – PROJECT FUND EXPENDITURES**

Funding to General Fund – SHIIP Grant for Jo Story Senior Center	
<b>Project Expenditures – SHIIP Grant for Jo Story Senior Center</b>	<b>\$5,600.00</b>
	<hr/>
<b>FUND PROJECT TOTAL</b>	<b>\$5,600.00</b>

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

---

Emery G. Doughtie, Mayor

Motion was made by Mayor Pro Tem Bryant, seconded by Councilman Bell, and unanimously carried to adopt Ordinance No. 2025.06 in the amount of \$5,600 for the SHIIP Grant for the Jo Story Senior Center.

### **Consideration of Fiscal Year 2025-2026 Budget Calendar**

City Manager Traynham presented the proposed FY2025-2026 Budget Calendar. (On file in Clerk's Office). She stated department heads are currently preparing their budget requests and gathering data for wants, needs and must haves. After they submit their request to her and Finance Director Johnson by March 3<sup>rd</sup>, they will have one-on-one meetings with each of the departments. They will develop the budget and make some recommendations to submit the proposed budget to City Council. During the month of April, they plan to schedule meetings with the City Council and Department Heads to review their proposed budgets. Those dates, times and locations will be determined shortly.

She stated they intend to present a copy of the recommended budget and budget message to City Council during the May 6, 2025, City Council meeting and make it available for public viewing. She proposes having the public hearing on the budget on May 20, 2025, during their regular meeting. June 3, 2025, is the tentative date for the presentation of the budget ordinance for adoption by City Council and should additional time be needed or modifications, they have June 17, 2025 as an alternative date.

City Manager Traynham said in accordance with state law, they are required to have a draft budget and budget message presented to City Council by June 1<sup>st</sup> and adoption of a new budget in place for the upcoming fiscal year prior to July 1<sup>st</sup>. This calendar sets forth that course to ensure the City complies with the general statute and have the organized development of the FY2026 budget.

Motion was made by Councilman Jackson, seconded by Councilman Strickland, and unanimously carried to accept the Fiscal Year 2025-2026 budget calendar.

### **City Manager's Report**

City Manager Traynham stated unfortunately the Strategic Planning & Economic Development Workshop that was scheduled for tomorrow will be rescheduled. She will reach out to City Council with some dates. They will try for the date to correspond with a City Council regular meeting date for optimal attendance. She reported they can still start the project. She spoke with Hayes Group Consulting and there is some work they can be doing in the background. There will be a public engagement portion of it, and it is approximately a five-month long project; they anticipate completion by July. It will be a good opportunity to set forth a work plan toward a shared vision and accomplishing tasks and duties. It can be a communication tool with the public and amongst each other. She reminded City Council this planning project is funded through the RC2 Grant award and no City funds are budgeted for it.

She reported the Fire Department on Monday conducted one live burn training at the training facility on Hinson Street. The next one will be Monday and in early March they will have another one during business hours. Starting this week, the EMT certification course will begin. There are 14 people registered, and the course will be completed in June.

City Manager Traynham said the occupancy tax funds have been used to purchase new scoreboards at Ledgerwood. They are in production, and they anticipate them to be up in the next month or two prior to the spring sports season. Wood carving classes were due to start this week, but will be postponed due to the inclement winter weather. Bingo on Wednesday has also been cancelled because of the weather. There are six teams participating in the Industrial Basketball League and those games begin tonight. There is a display set up in the library in honor of Black History Month for the month of February. Story time on Wednesdays and Build with Legos on Tuesdays at the library. Other Parks & Recreation programming includes Aqua Zumba on Wednesdays and Aqua Toddler Time on Tuesdays at the pool. She announced the annual Easter Egg Hunt is scheduled for April 12<sup>th</sup>.

She reported the City Administration received notice from the office of US Congressman Don Davis of his intent to hold a brief speaking engagement this Friday at 10:00 a.m. The original intent was to hold it at the Sarah Keys Evans Plaza in Martin Luther King Park, but with the likelihood of snow being on the ground, the speaking engagement will be moved to City Hall. The purpose of this speaking engagement will be for Congressman Davis to discuss his proposed legislation honoring Sarah Keys Evans into the United States Congress. She urged attendees to exercise extreme caution when making plans to come due to the expected inclement conditions on Friday morning.

City Manager Traynham announced with the winter weather expected to arrive late tomorrow morning, City offices and non-essential facilities will close at 12 noon tomorrow and based on the forecast, they plan for non-essential services to be closed on Thursday as well. They will reassess conditions on Thursday afternoon for Friday operations. The Public Works Department is continuing to brine and preparing to plow streets. The City has 100 miles of local streets, not including state streets, so there is a lot of area to cover. Safety is the City's top priority. She echoed Interim Chief Phillips advice for people to stay off the roads, but if travel is necessary, to allow additional time and be mindful of the conditions. The City's Police and Fire Departments are trained and ready to assist. There are plans in place to handle emergencies around the clock. Public Works crews are prepared for the storm and plan to restore conditions as normal and quickly as possible. The City asks for the public's cooperation and patience as they work together to ensure community safety during these winter storms.

She noted the city school system is likely to go online and some City staff have remote capabilities so government business will go on. For example, the permitting system remains online so citizens can apply for permits 24/7.

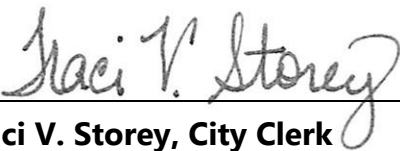
### Finance Report

Finance Director Johnson reported for the month of January 2025, General Fund year-to-date receipts totaled \$13,389,991.09. General Fund year-to-date expenditures totaled \$11,597,449.48. As a result, year-to-date revenues exceeded expenditures by \$1,792,541.61. After the month of January, 56.3% of the budget year has been completed.

She stated the month of January is the City's last large check for Ad Valorem Tax collections. It remains critical to hold as much year-to-date earnings as possible for operations as this is one of their last substantial revenue sources for the fiscal year.

### Adjournment

There being no further business, motion was made by Councilman Stainback, seconded by Councilman Strickland, and unanimously carried to adjourn. The meeting adjourned at 6:00 p.m.

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

**Approved by Council Action on: March 4, 2025**