



Minutes of the Roanoke Rapids City Council

A regular meeting of the City Council of the City of Roanoke Rapids was held on **Tuesday, September 16, 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)
Rex Stainback)
W. Keith Bell)
Curtis Strickland)

Council Members

Kelly Traynham, City Manager
Geoffrey Davis, City Attorney
Traci Storey, City Clerk
Carmen Johnson, Finance Director
Lawrence Wiggins, Police Chief
Christina Caudle, Human Resources Director
Ashley Thomas, Main Street Director
Kristyn Anderson, Planning & Development Director
Kelly Daughtry, Parks & Recreation Director
Kenneth Hollowell, Interim Fire Chief
Richard Cook, Interim Fire Chief

Absent: Larry Chalker, Public Works Director

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

Mayor Doughtie provided the 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 Stainback, and unanimously carried to adopt the business agenda as presented.

Special Recognitions

Fire Department

Retired Fire Chief Jason Patrick recognized Firefighter **Dylan Clark**. He noted Mr. Clark left the department for three years but returned this past spring. He is assigned to C-Shift and is a certified Firefighter II, Rescue Technician and Emergency Medical Technician. His mother, Kathy Clark, pinned his badge.

Retired Fire Chief Patrick recognized the following promotions and awards:

Promotions

Vincent Mollicone has been promoted to Engineer. He is a certified Firefighter II, Medical Responder and recently obtained his Driver-Operator pumps and aerials. He is assigned to B-shift at Station 2 and the Engineer for Engine 142 (second newest truck). His wife, Taylor Mollicone, pinned his badge.

Currently serving as co-interim Fire Chief, **Kenneth Hollowell** was promoted to Fire Marshal. He has his Firefighter I and II certification, certified Rescue Tech, state certified EMT and Inspector. He also received his Fire Inspector III certification earlier this year which is a 3-year process. His son, Bryson, pinned his badge.

Firefighter **Jared Wood** was promoted to Engineer (not present).

Life Save Award

Engineer Sam Allen and **Firefighter Christopher Boykins** (not present) were awarded the Lifesaving Commendation for their actions on a call in March where a person collapsed in a parking lot off Premier Blvd.

Retirement of Fire Chief Jason Patrick

City Manager Traynham recognized Fire Chief Patrick for his retirement after 28 years (30 years of qualified service) with the City of Roanoke Rapids Fire Department. He officially retired on September 1, 2025. She presented him a plaque with a clock to commemorate his service from April 1, 1997 – August 31, 2025. He was also awarded his helmet and badge. She thanked him for his service on behalf of the Mayor, City Council and the City of Roanoke Rapids.

Retired Chief Patrick thanked the City for the opportunity to serve. He stated he was 48 years old and has been here for 28 years, so he has been here half of his life. He's enjoyed it and has worked with some great people, not only in the fire department, but some of them up there. He's worked alongside some of them in the street, police officers and firefighters. It's been some tough times for everybody, but overall, they've

done a great job; the City has done a great job. There have been some struggles and continue to have struggles, but that is life. Chief Coggins used to always say there are peaks and valleys and that is what it was all about, but it is what you do in those valleys that makes the difference in the end. He thanked them again for the opportunity and if there was anything he could do for the City he was here, and the fire department knows that as well.

Mayor Doughtie thanked him for his service and on behalf of the City Council wish him many years of enjoyable retirement and whatever he sought out in this next stage of his life.

Motion was made by Councilman Jackson, seconded by Mayor Pro Tem Bryant and unanimously carried to award retired Fire Chief Jason Patrick his helmet and badge for and in consideration of the sum of \$1.00 received as required by NCGS 160A-294.1.

Approval of City Council Minutes

Motion was made by Councilman Stainback, seconded by Councilman Bell, and unanimously carried to approve the September 2, 2025, Regular City Council Meeting minutes as drafted.

Committee Appointments/Reappointments

Senior Center Advisory Committee

City Clerk Storey stated the terms for William Mueller and Wilma White on the Senior Center Advisory Committee expired August 2, 2025. The City Clerk has contacted them, and they are willing to continue serving on the committee. Both Mr. Mueller and Mrs. White have served the maximum number of 2 consecutive terms allowed by City policy and City Council has the authority to waive this section of the policy. She reported a ballot vote was taken earlier and Mr. Mueller and Mrs. White received an unanimous vote to be reappointed.

Motion was made by Councilman Stainback, seconded by Councilman Jackson and unanimously carried to waive the City Policy and reappoint William Mueller and Wilma White to the Senior Center Advisory Committee.

City Clerk Storey noted there were some vacancies on the Senior Center Advisory Committee and invited anyone living within the city limits and interested in serving to contact her.

Public Hearing

Amendments to the Land Use Ordinance (FEMA Map Updates and Compliance with NFIP Standards)

Planning & Development Director Anderson reviewed the following memorandum with City Council:

MEMORANDUM

To: Roanoke Rapids City Council
From: Kristyn K. Anderson, Director of Planning & Development
Date: September 10, 2025
Subject: Recent FEMA Map Updates and Compliance with NFIP Standards

Overview

This memo is to inform you about the recent changes to the FEMA Flood Insurance Rate Map (FIRM) and its implications for our community's floodplain management regulations. These updates, effective September 19, 2025, are crucial for maintaining our community's eligibility in the National Flood Insurance Program (NFIP) and ensuring effective flood risk management.

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. *Motion & Vote*

Key Changes & Requirements

1. **FIRM Updates:** The Flood Insurance Study (FIS) report and the revised FIRM panels will establish Base Flood Elevations (BFEs) and delineate Special Flood Hazard Areas (SFHAs). These updates aim to better reflect current flood risks.
2. **44 CFR Part 60.3(d) Standards:** All requisite standards specified under 44 CFR Part 60.3(d) must be integrated into our local regulations. This can be achieved by adopting or amending legally enforceable regulations to comply with these standards, which outline guidelines for floodplain management and minimize flood risks to new developments.
3. **Legal Enactment Requirements:** To preserve NFIP eligibility, we must incorporate revised standards into local ordinances:
 - Amend existing regulations or adopt new ones where necessary.
 - Ensure compliance with or exceed State and local requirements.

Summary of Ordinance Updates

Our current floodplain management ordinance has undergone revisions to align with the updated FEMA FIRM. Notable amendments include:

- Enhanced standards for areas with Base Flood Elevations but without established floodways or non-encroachment areas, ensuring that no development increases the water surface elevation of the base flood.
- Specifications for standards applicable to floodways and non-encroachment areas that focus on minimizing potential hazards from floodwaters.
- Guidelines for floodproofing methods and structure elevation to secure utilities and facilities from flood risks.

Map Action Summary

To maintain the FIRM, a Summary of Map Actions (SOMA) has been provided to reflect on previous Letters of Map Changes (LOMCs). This will ensure continuous documentation and validation of map modifications for accurate floodplain management.

Importance of Compliance

Non-compliance would lead to NFIP suspension, affecting federal flood insurance access, with subsequent impacts on mortgages and property values. Adhering to these updates ensures our community remains resilient against flood risks and has access to federal aid.

Next Steps

It is critical to review and adjust our floodplain management ordinances to align with the new FIRM and NFIP standards promptly. Coordination with relevant state and federal bodies will be maintained to ensure a seamless transition.

We appreciate your attention to these significant updates and look forward to your support in ensuring our community's continued safety and compliance.

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.

1.79 Continue to be actively involved in the NFIP Community Rating System.

1.87 Focus planning for open space corridors, greenways, and other low-intensity uses on areas within the 100-year floodplain.

Staff Recommendation

Staff recommends **APPROVAL** of the proposed text amendments.

Requested Action:

Please discuss the proposed amendments and consider the following actions by *Motion & Vote*:

1. **Consider adoption of the Statement of Consistency prepared by Staff; and,**
2. **Consider adoption of Ordinance Number 2025.30 approving the proposed text amendments related to FEMA Map Updates and Compliance with NFIP Standards.**

Mayor Doughtie opened the public hearing to receive public comments.

With no one wishing to speak, Mayor Doughtie closed the public hearing.

Mayor Doughtie called for a motion to adopt the Statement of Consistency.

Motion was made by Mayor Pro Tem Bryant, seconded by Councilman Stainback and unanimously carried to adopt the Statement of Consistency prepared by staff.

ORDINANCE NO: 2025.30

AMENDMENT TO LAND USE ORDINANCE

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

SECTION 1. Statutory Authorization, Findings of Fact, Purpose and Objectives

Sections 151-251; 151-254; 151-255; 151-256;. of Article XVI: Flood Damage Prevention of the Land Use Ordinance be amended to read as follows:

Section 151-251 Statutory Authorization.

Municipal: The Legislature of the State of North Carolina has in Part 6, Article 21 of Chapter 143; Article 6 of Chapter 153A; Article 8 of Chapter 160A; and Article 7, 9, and 11 of Chapter 160D of the North Carolina General Statutes, delegated to local governmental units the authority to adopt regulations designed to promote the public health, safety, and general welfare.

Section 151-254 Objectives. *addition of items 6-8*

- (6) Minimize damage to private and public property due to flooding;
- (7) Make flood insurance available to the community through the National Flood Insurance Program;
- (8) Maintain the natural and beneficial functions of floodplains;

Section 151-255 Definitions. to revise/include the following definitions...

“Flood-resistant material” means any building product [material, component or system] capable of withstanding direct and prolonged contact (minimum 72 hours) with floodwaters without sustaining damage that requires more than low-cost cosmetic repair. Any material that is water-soluble or is not resistant to alkali or acid in water, including normal adhesives for above-grade use, is not flood-resistant. Pressure-treated lumber or naturally decay-resistant lumbers are acceptable flooring materials. Sheet-type flooring coverings that restrict evaporation from below and materials that are impervious, but dimensionally unstable are not acceptable. Materials that absorb or retain water excessively after submergence are not flood-resistant. Please refer to Technical Bulletin 2, Flood Damage-Resistant Materials Requirements, and available from the FEMA. Class 4 and 5 materials, referenced therein, are acceptable flood-resistant materials.

“Letter of Map Change (LOMC)” means an official determination issued by FEMA that amends or revises an effective Flood Insurance Rate Map or Flood Insurance Study. Letters of Map Change include:

- a. Letter of Map Amendment (LOMA): An official amendment, by letter, to an effective National Flood Insurance Program map. A LOMA is based on technical data showing that a property had been inadvertently mapped as being in the floodplain, but is actually on natural high ground above the base flood elevation. A LOMA amends the

current effective Flood Insurance Rate Map and establishes that a specific property, portion of a property, or structure is not located in a special flood hazard area.

b. Letter of Map Revision (LOMR): A revision based on technical data that may show changes to flood zones, flood elevations, special flood hazard area boundaries and floodway delineations, and other planimetric features.

c. Letter of Map Revision Based on Fill (LOMR-F): A determination that a structure or parcel of land has been elevated by fill above the BFE and is, therefore, no longer located within the special flood hazard area. In order to qualify for this determination, the fill must have been permitted and placed in accordance with the community's floodplain management regulations.

d. Conditional Letter of Map Revision (CLOMR): A formal review and comment as to whether a proposed project complies with the minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective Flood Insurance Rate Map or Flood Insurance Study; upon submission and approval of certified as-built documentation, a Letter of Map Revision may be issued by FEMA to revise the effective FIRM.

"Light Duty Truck" means any motor vehicle rated at 8,500 pounds Gross Vehicular Weight Rating or less which has a vehicular curb weight of 6,000 pounds or less and which has a basic vehicle frontal area of 45 square feet or less as defined in 40 CFR 86.082-2 and is:

- a. Designed primarily for purposes of transportation of property or is a derivation of such a vehicle, or
- b. Designed primarily for transportation of persons and has a capacity of more than 12 persons; or
- c. Available with special features enabling off-street or off-highway operation and use.

"Lowest Adjacent Grade (LAG)" means the lowest elevation of the ground, sidewalk or patio slab immediately next to the building, or deck support, after completion of the building.

Section 151-256 General Provisions. *to revise and amend* Basis for Establishing the Special Flood Hazard Areas.

The Special Flood Hazard Areas are those identified under the Cooperating Technical State (CTS) agreement between the State of North Carolina and FEMA in its FIS dated September 19, 2025 shown on FIS for Halifax County and associated DFIRM panels, including any digital data developed as part of the FIS, which are adopted by reference and declared a part of this ordinance, and all revisions thereto.

SECTION 2. Administration

Sections 151-263; 151-264; 151-268; 151-269; 151-270; 151-273; 151-274; & 151-275 of Article XVI: Flood Damage Prevention of the Land Use Ordinance be amended to read as follows.

Section 151-263 Designation of Floodplain Administrator. *To revise and amend the following paragraph.*

In instances where the Floodplain Administrator receives assistance from others to complete tasks to administer and implement this ordinance, the Floodplain Administrator shall be responsible for the coordination and community's overall compliance with the National Flood Insurance Program and the provisions of this ordinance.

Section 151-264 Floodplain Development Application, Permit and Certification Requirements. *To revise and include the following reference level and certificate.*

(1) Application Requirements

- (b)(i)** Elevation in relation to ~~mean sea level~~ NAVD88 of the proposed reference level (including basement) of all structures.

(c) If floodproofing, a Floodproofing Certificate ~~(FEMA Form 81-65)~~ (FEMA Form 086-0-34)

(2) Permit Requirements. *To add the following requirements:*

- (h) Limitations of below BFE enclosure uses (if applicable). (i.e., parking, building access and limited storage only).
- (i) A statement, that all materials below BFE/RFPE must be flood resistant materials.

(3) Certification Requirements. *To revise the following elevation certificate for and add language for Floodproofing certificate.*

a. Elevation Certificates

- (i) An Elevation Certificate ~~(FEMA Form 81-31)~~ (FEMA Form FF-206-FY-22-152)

b. Floodproofing Certificate

A final Finished Construction Floodproofing Certificate (FEMA Form 086-0-34), with supporting data, an operational plan, and an inspection and maintenance plan are required prior to the issuance of a Certificate of Compliance/Occupancy. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the floodproofed design elevation of the reference level and all attendant utilities, in relation to NAVD 1988. Floodproofing certificate shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. The Floodplain Administrator shall review the certificate data, the operational plan, and the inspection and maintenance plan. Deficiencies detected by such review shall be corrected by the applicant prior to Certificate of Occupancy. Failure to submit the certification or failure to make required corrections shall be cause to deny a Floodplain Development Permit. Failure to construct in accordance with the certified design shall be cause to deny a Certificate of Compliance/Occupancy

(4) Determinations for existing buildings and structures.

For applications for building permits to improve buildings and structures, including alterations, movement, enlargement, replacement, repair, change of occupancy, additions, rehabilitations, renovations, substantial improvements, repairs of substantial damage, and any other improvement of or work on such buildings and structures, the Floodplain Administrator, in coordination with the Building Official, shall:

- (a) Estimate the market value, or require the applicant to obtain an appraisal of the market value prepared by a qualified independent appraiser, of the building or structure before the start of construction of the proposed work; in the case of repair, the market value of the building or structure shall be the market value before the damage occurred and before any repairs are made;
- (b) Compare the cost to perform the improvement, the cost to repair a damaged building to its pre- damaged condition, or the combined costs of improvements and repairs, if applicable, to the market value of the building or structure;
- (c) Determine and document whether the proposed work constitutes substantial improvement or repair of substantial damage; and
- (d) Notify the applicant if it is determined that the work constitutes substantial improvement or repair of substantial damage and that compliance with the flood resistant construction requirements of the NC Building Code and this ordinance is required.

Section 151-268 General Standards: *amended to add the following*

(4)(a) Replacements part of a substantial improvement, electrical, heating, ventilation, plumbing, air conditioning equipment, and other service equipment shall also meet the above provisions.

(b) Replacements that are for maintenance and not part of a substantial improvement, may be installed at the original location provided the addition and/or improvements only comply with the standards for new construction consistent with the code and requirements for the original structure.

Section 151-269 Specific Standards: *amended to add the following definitions and requirements*

(9) Tanks. When gas and liquid storage tanks are to be placed within a Special Flood Hazard Area, the following criteria shall be met:

- (a) Underground tanks. *Underground tanks in flood hazard areas shall be anchored to prevent flotation, collapse or lateral movement resulting from hydrodynamic and hydrostatic loads during conditions of the design flood, including the effects of buoyancy assuming the tank is empty;*
- (b) Above-ground tanks, elevated. *Above-ground tanks in flood hazard areas shall be elevated to or above the Regulatory Flood Protection Elevation on a supporting structure that is designed to prevent flotation, collapse or lateral movement during conditions of the design flood. Tank-supporting structures shall meet the foundation requirements of the applicable flood hazard area;*
- (c) Above-ground tanks, not elevated. *Above-ground tanks that do not meet the elevation requirements of Section B (2) of this ordinance shall be permitted in flood hazard areas provided the tanks are designed, constructed, installed, and anchored to resist all flood-related and other loads, including the effects of buoyancy, during conditions of the design flood and without release of contents in the floodwaters or infiltration by floodwaters into the tanks. Tanks shall be designed, constructed, installed, and anchored to resist the potential buoyant and other flood forces acting on an empty tank during design flood conditions.*
- d) Tank inlets and vents. *Tank inlets, fill openings, outlets and vents shall be:*
 - i. At or above the Regulatory Flood Protection Elevation or fitted with covers designed to prevent the inflow of floodwater or outflow of the contents of the tanks during conditions of the design flood; and
 - i. Anchored to prevent lateral movement resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, during conditions of the design flood.

(10) Other Development.

- a) Fences in regulated floodways and NEAs that have the potential to block the passage of floodwaters, such as stockade fences and wire mesh fences, shall meet the limitations of Article 5, Section F of this ordinance.
- b) Retaining walls, sidewalks and driveways in regulated floodways and NEAs. Retaining walls and sidewalks and driveways that involve the placement of fill in regulated floodways shall meet the limitations of Article 5, Section F of this ordinance.
- c) Roads and watercourse crossings in regulated floodways and NEAs. Roads and watercourse crossings, including roads, bridges, culverts, low-water crossings and similar means for vehicles or pedestrians to travel from one side of a watercourse to the other side, that encroach into regulated floodways shall meet the limitations of Article 5, Section F of this ordinance.
- d) Commercial storage facilities are not considered "limited storage" as noted in this ordinance, and shall be protected to the Regulatory Flood Protection Elevation as required for commercial structures.

Section 151-270 Standards for Floodplains Without Established Base Flood Elevations. *Amended to include:*

(b) When floodway or non-encroachment data is available from a Federal, State, or other source, all new construction and substantial improvements within floodway and non-encroachment areas shall also comply with the requirements of Article 5, Sections B and F.

Section 151-273 Standards for Areas of Shallow Flooding (Zone AO). Amended to include:

(4) Located within the Special Flood Hazard Areas established in Article 3, Section B, are areas designated as shallow flooding areas. These areas are subject to inundation by 1-percent-annual-chance shallow flooding (usually areas of ponding) where average depths are one (1) to three (3) feet. Base Flood Elevations are derived from detailed hydraulic analyses are shown in this zone. In addition to Article 5, Sections A and B, all new construction and substantial improvements shall meet the following requirements:

(a) Adequate drainage paths shall be provided around structures on slopes, to guide floodwaters around and away from proposed structures.

Section 151-274 Legal Status Provisions.

C. SEVERABILITY. -Revised/amended to state the following:

If any section, clause, sentence, or phrase of the Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of this Ordinance.

Section 151-275 Adoption Certification. -revised to include the amended ordinance date.

I hereby certify that this is a true and correct copy of the flood damage prevention ordinance as adopted by the City Council of Roanoke Rapids, North Carolina, on the 26th day of June, 2007, amended on the 16th day of September, 2025.

SECTION 3. This Ordinance shall become effective upon adoption.

Emery G. Doughtie, Mayor

Motion was made by Councilman Stainback, seconded by Councilman Bell, and unanimously carried to adopt Ordinance No. 2025.30 approving the proposed text amendments related to FEMA Map Updates and Compliance with NFIP Standards.

New Business

Consideration of Ordinance Declaring Use of Road for Christmas on the Avenue

Police Chief Wiggins stated NCDOT has requested the City acquire a permit for the use of Roanoke Avenue to have hayrides during the City's annual Christmas on the Avenue scheduled Friday, December 5, 2025, from 5:30 p.m. – 9:30 p.m.

ORDINANCE NO. 2025.31

**AN ORDINANCE DECLARING USE OF A ROAD FOR SLOW MOVING TRAFFIC
ASSOCIATED WITH CHRISTMAS ON THE AVENUE**

WHEREAS, the City Council of the City of Roanoke Rapids acknowledges a tradition of providing an annual Christmas tree lighting and events for the pleasure of its citizens; and

WHEREAS, the City Council of the City of Roanoke Rapids acknowledges its citizens realize a financial benefit from holding an annual Christmas parade; and

WHEREAS, the City Council of the City of Roanoke Rapids acknowledges this type of event requires approximately four (4) hours of slow moving traffic, such as Hayrides, traveling from 600 Roanoke Avenue to 1026 Roanoke Avenue;

NOW, THEREFORE BE IT ORDAINED by the City Council of the City of Roanoke Rapids pursuant to the authority granted by G.S. 20-169 that they do hereby declare use of a road for slow moving vehicles associated with Christmas on the Avenue during the day(s) and times set forth below on the following described portion of a State Highway System route:

Date(s):	Friday, December 5, 2025
Times:	5:30 p.m. to 9:30 p.m.
Route Description:	Roanoke Avenue (NC 48) between 11 th Street and Jarman Street

This ordinance will become effective when signs are erected giving notice of the limits and times of the parade, and implementation of adequate traffic control to guide through vehicles around the parade route.

ADOPTED this 16th day of September 2025.

Emery G. Doughtie, Mayor

ATTEST:

Traci V. Storey, City Clerk

Motion was made by Councilman Bell, seconded by Councilman Jackson, and unanimously carried to adopt Ordinance No. 2025.31 declaring use of a road for slow moving traffic associated with Christmas on the Avenue on December 5, 2025.

Consideration of Ordinance Declaring a Temporary Road Closure for the Christmas Parade

Police Chief Wiggins stated in recent years, NCDOT has made changes regarding closures of state roads for special events, it is necessary to adopt an ordinance in order to temporarily close Roanoke Avenue (NC 48) for the Roanoke Rapids Christmas Parade on December 7, 2025.

ORDINANCE NO. 2025.32

**AN ORDINANCE DECLARING A TEMPORARY ROAD CLOSURE
FOR A CHRISTMAS PARADE**

WHEREAS, the City Council of the City of Roanoke Rapids acknowledges a long tradition of providing an annual Christmas parade for the pleasure of its citizens; and

WHEREAS, the City Council of the City of Roanoke Rapids acknowledges its citizens realize a financial benefit from holding an annual Christmas parade; and

WHEREAS, the City Council of the City of Roanoke Rapids acknowledges a parade requires approximately two (2) hours to install signing and traffic control, and also requires approximately two (2) hours for removing signs, traffic control and litter;

NOW, THEREFORE BE IT ORDAINED by the City Council of the City of Roanoke Rapids pursuant to the authority granted by G.S. 20-169 that they do hereby declare a temporary road closure during the day(s) and times set forth below on the following described portion of a State Highway System route:

Date(s):	Sunday, December 7, 2025
Times:	1:30 p.m. to 4:00 p.m.
Route Description:	Roanoke Avenue (NC 48) between 14 th Street and 1 st Street

This ordinance will become effective when signs are erected giving notice of the limits and times of the parade, and implementation of adequate traffic control to guide through vehicles around the parade route.

ADOPTED this 16th day of September 2025.

Emery G. Doughtie, Mayor

ATTEST:

Traci V. Storey, City Clerk

Motion was made by Councilman Strickland, seconded by Mayor Pro Tem Bryant, and unanimously carried to adopt Ordinance No. 2025.32 declaring a temporary road closure for the Christmas Parade on December 7, 2025.

Consideration of Budget Amendment (VIPER Radios per SRO Agreement)

Finance Director Johnson said City Council approved a new SRO agreement between the City and the Roanoke Rapids Graded School District in the last City Council meeting on Tuesday, September 2, 2025. Per the agreement the City will purchase four (4) VIPER Radios intended to be issued to SROs and the RRGSD will reimburse the City for 50% (half) the costs.

Ordinance No. 2025.33
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, 2025, and ending June 30, 2026, according to the following schedule:

SCHEDULE A – PROJECT FUND REVENUES

Fund Balance – Police – Viper Radios for SRO Agreement	
Project Revenues – Viper Radios for SRO Agreement	\$17,593.50
FUND PROJECT TOTAL	\$17,593.50

SECTION 2. The following additional revenues and reductions in appropriations are available for the fiscal year beginning July 1, 2025, and ending June 30, 2026, in order to meet the foregoing appropriations, according to the following schedule:

SCHEDULE B – PROJECT FUND EXPENDITURES

Funding to General Fund – Police – Viper Radios for SRO Agreement	
Project Expenditures – Viper Radios for SRO Agreement	\$17,593.50
FUND PROJECT TOTAL	\$17,593.50

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 Budget Amendment (Ordinance No. 2025.33) in the amount of \$17,593.50 for VIPER radios per the SRO agreement.

Consideration of Resolution of Support (Halifax Co. Business Horizons Local Economic Development Grant Program)

City Manager Traynham announced Halifax County Business Horizons is offering local economic development grants to municipalities within Halifax County including Halifax County itself. There are certain criteria that proposed projects must meet in addition to a deadline for project completion by April 30, 2026. Grants range from \$15,000 to \$50,000 for projects that support and strengthen your community's economic vitality through site development, building improvements, business district improvements, and other eligible activities.

She reported that the City of Roanoke Rapids proposes a Main Street District Safety & Vibrancy Initiative which is intended to strengthen public safety and encourage economic vitality in the Main Street District. She noted the City's Main Street District is rather large; they have the second largest historic district in the state. The project includes four (4) emergency and community information towers; A geo-targeted media campaign for downtown safety and commerce; Matching mini grants for seven Main

Street businesses to fund visible and impactful improvements.

City Manager Traynham acknowledge Main Street Director Thomas and Police Chief Wiggins for their collaboration on this grant application along with Public Works Director Chalker who has offered in-kind labor to help see this project through if approved for funding. The grant application is due by October 1, 2025 and as a condition of the application, a resolution or letter of support is required by the governing board. Tonight, they were requesting City Council's approval of the project and adoption of Resolution No. 2025.09. She asked Main Street Director Thomas to give them more information on the proposed project.

Main Street Director Thomas provided an overview of the Halifax Horizons grant proposal and how it would directly support the Main Street District. She explained the grant request has three parts. They are proposing four emergency and community information towers in the amount of \$40,000. She noted it was the largest portion of the request. The towers will enhance communication and safety and feature a dual button system. One is for 911 communication, and the other is an info line. The info line is a voicemail-based call system where visitors, community members and the like can access information about local resources, events and updates as well as sponsored messages from main street businesses and organizations. The towers will enhance both public safety and community engagement. Upon approval, placement will be finalized in coordination with main street, law enforcement and public works to ensure optimal coverage and accessibility.

She continued with the second portion of the proposal which is the geo-targeted marketing for \$3,000. This will fund a digital outreach that specifically targets folks that are already in or near Roanoke Rapids. It is a cost-effective way to promote businesses, events and main street opportunities to residents and visitors at the right time and the right place. Data was provided by the NC Department of Commerce via the platform Placer.ai. that shows approximately 90,000 unique visitors pass through the main street district each month. Geo-targeting would allow them to send targeted information to their devices promoting businesses, parks and community spaces.

Main Street Director Thomas stated the third portion of the grant would be for the mini-façade grants for \$7,000. This program would provide \$1,000 matching grants or a 1:1 matching grant to seven businesses and property owners for small scale exterior improvements. With the match, each project could total \$2,000 or more if the businesses choses to invest more. Examples could be fresh paint, new signage, awning repair, window/door enhancements, lighting for store fronts etc. These improvements collectively can make a big impact by boosting curb appeal, supporting local pride and encouraging private investment around town.

She said in summary, this is \$50,000 for the Business Horizons grant proposal. It provides safety, communication, marketing, and immediate improvements through the façade grant.

Mayor Doughtie asked for more information about the location of the emergency and communication towers. She replied the placement of the towers would be within the main street district. They are looking at several different spaces. She is working directly with public works and law enforcement to determine where they would be best positioned so they can have the most impact. A couple of places being considered are the library or urban green space. Once they can move forward with the proposal, they will be able to obtain more information on where exactly, but they will be spaced out through the district.

Mayor Doughtie asked what the difference was in using the towers versus calling 911 if someone was having an emergency. She replied once you press the button, they will be connected to 911 services, and it will also act as a deterrent for crime. She gave example of when someone sees a police car, their instinct is to hit the brakes. She said these towers will have that secondary effect as well.

City Manager Traynham added they have not committed to a specific product through a vendor yet, but they have conducted some research on various vendors. They usually include the blue light on top. They have the option to have cameras on them. It does create an environment of safety and reassurance. They have discussed placing one near the Canal Museum that could benefit users of the Canal Trail. Although many people have cellular devices on them, you never know if you are going to drop it or in an emergency the cell phone may not be accessible. She said they feel this is a viable project that meets the criteria of the grant award. Some other solicited ideas either did not meet the criteria or exceeded the available funding. The next step for City Council would be to approve the resolution supporting the application. Once the application is submitted to Halifax Horizons by October 1st, they will review the applications during their October 8th board meeting. They may choose to fund part of the application, or they may choose to fund none of it. She feels the City has a strong proposal that has been developed by staff and one that can be achieved in the 6-month time frame.

Councilman Strickland asked how they would determine which seven businesses would be selected for the mini-façade grants. Main Street Director Thomas replied there would be an application process.

City Manager Traynham said first they would like City Council to approve the proposed project and secondly, if the grant application is approved, they can move

forward to the next step. They could even bring the matching grant applications to them for approval. They want to make sure it is fair and equitable and make those determinations based on specific criteria.

Mayor Doughtie asked if the grant is approved, would City Council have any input into where the towers would be located. City Manager Traynham replied they would be glad to have their input.

Mayor Doughtie said they would want to consider strategic placement of the towers. City Manager Traynham said they were considering things as far as utility locations and connectivity. Installation appears to be pretty basic. They would want to place them in areas where there is already existing pedestrian foot traffic such as this particular block area where there is a post office and several events take place at Centennial Park. They were looking at property the City owns first rather than having to make an agreement with private property owners. If approved, this could be a start to other safety enhancements. At the Canal Museum, there are a lot of people that use the Canal Trail on foot on a regular basis. They would be pleased to have City Council participate in those recommendations.

RESOLUTION NO. 2025.09

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROANOKE RAPIDS, SUPPORTING THE APPLICATION FOR A GRANT FROM HALIFAX COUNTY BUSINESS HORIZONS, INC. FOR THE MAIN STREET DISTRICT SAFETY AND VIBRANCY INITIATIVE PROJECT

WHEREAS, the City Council of the City of Roanoke Rapids desires to support the development and improvement of the community; and

WHEREAS, the City of Roanoke Rapids is preparing to submit an application to the Halifax County Business Horizons, Inc. for the Local Economic Development Grant Program for the purpose of purchasing and installing emergency and community information towers, a geo-targeted media campaign, and providing matching grants for façade improvements in the amount of up to \$50,000; and

WHEREAS, the proposed project, Main Street District Safety and Vibrancy Initiative, will address the high priority need to help create a safer, more vibrant, and economically thriving downtown/uptown historic district within the City of Roanoke Rapids; and

WHEREAS, the City Council fully supports the goals and objectives of the Main Street District Safety and Vibrancy Initiative project and its potential benefits to the community.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROANOKE RAPIDS THAT:

Section 1. The City Council hereby supports the application by the City of Roanoke Rapids to Halifax County Business Horizons, Inc. for funding for the Main Street District Safety and Vibrancy Initiative project.

Section 2. The City Council hereby authorizes the expenditure of any necessary local matching funds and/or in-kind services, as outlined in the application, to meet the terms and obligations of the grant agreement should the grant be awarded.

Section 3. The City Manager is appointed as the official agent of the City of Roanoke Rapids to act on all matters relating to this grant application and to execute and submit any necessary documents.

Section 4. This resolution shall take effect immediately upon its adoption.

ADOPTED this the 16th day of September 2025.

Emery G. Doughtie, Mayor

ATTEST:

Traci V. Storey, City Clerk

Motion was made by Councilman Stainback, seconded by Councilman Jackson, and unanimously carried to adopt Resolution No. 2025.09 supporting an application for a grant through Halifax County Business Horizons.

Consideration of Collegiate Summer Baseball League

City Manager Traynham stated back in the summer of 2024, City administration was approached by Alec Allred, President/CEO of The Players League. This organization has several baseball leagues within its corporation. The summer leagues they host are for college players; it is a collegiate wood bat league. They have been very interested the past couple of years in establishing a team in the Roanoke Rapids area. The Players League has seven of these collegiate leagues across multiple states. The league that is part of this area is called the Old North State League (ONSL). There are four divisions within the ONSL and this area is part of the Tidewater Division. If the City were to participate in hosting a team, the Tidewater Division includes a team from New Bern, Edenton, Elizabeth City, Tarboro and then Roanoke Rapids. One of the main requirements is that they need to accommodate 30 days within a 90 day time frame between May 15 – August 15 for joint-use of Doyle Field which is located behind the Aquatic Center. She said the Parks & Rec staff looked at the calendar and it is possible the City can get 30 days in, although it does not mean the baseball team would need all 30 days. The 30 days would be representative of certain needs. Half of that time would be for home baseball games and other dates may be for clinics or instructional camps offered to the community.

She said the first step in bringing a collegiate team to Roanoke Rapids would be the development of a lease agreement. The City would propose a lease to The Players League with certain terms that would be considered for their use in establishing a team here. The next step would be to find a team owner, which would be a franchise agreement between The Players League organization. She stated time is of the essence in some ways because The Players League releases their ONSL summer league schedule by late October. Subject to City Council's guidance tonight, if directed, staff would move forward with drafting a lease to come before City Council during the

October 7, 2025 regular meeting for their approval. This would be an initial lease until a team owner is developed. The long-term option is requested to be no more than 9 years and no less than 5 years initially. She has reviewed several different leases that are offered at various municipalities within their leagues. There are various scales of charges depending on the types of events. A majority of the communities have found that this type of agreement has provided for opportunities to have field facility improvements through shared costs or other fundraising opportunities as well. It also increases visitors to the area. The other towns mentioned are at most two to three hours away so hosting games here would bring visitors to Roanoke Rapids.

City Manager Traynham stated the players themselves are not paid. They are current players on collegiate teams. The key point they should focus on is a joint-use of Doyle Field. It is the current home of the Roanoke Rapids High School baseball team as well as the Youth Baseball League (13, 14, 15 years old). She's had conversations with representatives from the Youth Baseball Association who have expressed interest in learning more. Their biggest concern is they do not want to see the youth age groups be forced out. She stated that was not the intended goal. The intended goal is to provide an opportunity for joint-use so the youth teams would still have use through this. If approved, the City would know the dates well in advance of their seasons, that would be possible game opportunities. The league game entry fees are no more than \$10 and are usually \$5-\$8. They make their revenues off concessions, marketing materials and promotional items.

She said she felt this appropriate to bring before City Council for direction before staff went too far into it and she would like to offer a meeting with Mr. Allred with The Players League subject to their interest. It is a level effort to get a draft lease between now and the meeting on October 7th. She would like some guidance from City Council in the form of a motion to direct the City Manager and administration to move forward with drafting a lease agreement for Doyle Field.

City Manager Traynham stated that this partnership has the potential to be mutually beneficial to all involved. This program is designed because it wants to motivate the youth in the community to want to go to college to play and come back to play on their home fields again. She emphasized again it would be a joint use with the other users of the field. Also, if they did authorize staff to move forward, it does not mean they have to approve a lease. It is only a few weeks to draft a lease and if they do not have any interest in moving forward then they can revisit this in the future if it comes up again.

Mayor Pro Tem Bryant asked about the joint-use agreement and if they were willing to pay the City for the use of the field.

City Manager Traynham replied yes. One example she had seen was where they paid \$3,000 for one season plus certain fees for games, clinics etc. It is a negotiation tool at this point. If City Council directs staff to move forward, she would like to have meetings with the baseball association and high school about their use of the field as well as Parks & Recreation staff who manage the field to come up with a plan. If the City preps the field that is something they can offer and charge for. It is a negotiation tool that can be developed for a long-term commitment but also with flexibility. She explained in staff's research they found one jurisdiction was in a long-term commitment and after a couple of years the team owner decided they wanted to do something else, so the team dissolved, but they still owed the municipality for the number of years of rent in accordance with the lease. There are opportunities to increase revenues, but they also want to cover themselves so not to lose out.

City Manager Traynham also mentioned that between the school district and baseball league, they have held fundraisers to help pay for facility improvements. It is important to note the City wants to preserve and make sure the field is viable for all.

Mayor Doughtie asked if it would be feasible to reach out to one or two of the other teams to see if they would be willing to share any revenue statements. He did not believe anyone on City Council was looking to get a windfall of profit, but they do not want to get into something that would be a loss for them every year. He has talked with a couple of people that had been involved with this in other cities, and it was a social thing as much as it was a baseball game. He thinks it would be good. He was under the impression when they talked with someone a while back that the City would get some money off the concessions, but maybe he misunderstood.

City Manager Traynham stated it is a customized lease. One thing they did discourage was charging \$1, for example, per ticket sale. They make their money off concession sales and merchandise. If the City Council approves a lease, that is used as a marketing tool to solicit a team owner to a franchise through The Players League. They also involve the public in the naming of the team. They would generate public support by holding contests to name the team. It is very community focused. There are also opportunities for host families to host a baseball player.

Motion was made by Councilman Bell, seconded by Councilman Jackson, and unanimously carried to authorize the City Manager to negotiate a lease with Alec Allred, President/CEO of The Players League for joint use of Doyle Field and to present a draft lease for consideration by Council at its next regularly scheduled meeting on October 7, 2025.

City Manager's Report

City Manager Traynham asked City Council to let her know if they could attend a meeting on September 23rd at TJ Davis beginning at 10 a.m. with representatives of the NC Land & Water Fund concerning conservation easements within certain City properties and parks. They will discuss some things they noted in an annual inspection that was conducted last spring. She reminded them of the HCIA meeting hosted by the Sanitary District on September 24th.

She announced the following events:

- Roanoke Rapids High School Homecoming – Friday, September 19th
- Twilight Festival in Centennial Park – Saturday, September 20th, 2 -9 p.m.
- SAFEKIDS Seat Check - Saturday, September 27th
- Annual Police Club Cornhole Tournament – September 27th
- Battle of the Badges Blook Drive at Kirkwood Adams – Wednesday, October 1st
- Lynyrd Skynyrd at Carolina Crossroads Amphitheater – Friday, October 3rd

City Manager Traynham announced the NEOGOV – Government Human Resources Information System will be implemented on Sunday, September 21st. Other solutions with the system are underway which include performance management, employee onboarding and training. This past week Human Resource Director Caudle conducted several training sessions with employees. It will be an adjustment but will be a positive user experience.

She stated effective October 1, 2025 a new state law (Session Law 2025-16) goes into effect which requires all applicants with the City that work with children in any capacity to submit to a criminal history records check conducted by the NC State Bureau of Investigation (SBI). She noted the City's practice is to run background checks on employees, but anyone who may have the capacity to work with children will be required to undergo additional background checks through the SBI. This is mandatory for any offer of employment made on or after October 1, 2025. The timing on this is critical because you cannot require someone to undergo a SBI check prior to offering them a position. This could have some time implications for hiring, but they do not know yet until it really starts. They have made some adjustments for fingerprinting and a consent form as well as any other additional information required by the State and National Repositories of Criminal Histories and the SBI.

City Manager Traynham reported the following activities and events:

- Roanoke Canal 5k was held Saturday, September 13th with a patriotic theme celebrating the upcoming America's 250th and Halifax Resolves with 109 participants.

- A representative from Congressman Don Davis's Office will be available at the Senior Center from 10 a.m. – 12 p.m. tomorrow, Wednesday, September 17th to take any questions or concerns from the community.
- Independent auditor, Greg Redman, will be on site to review the City's fiscal year 2025 financial statements.
- Site work is underway at the Emry Park Skate Park. MJ Price Construction has started the removal of a portion of the existing tennis courts to accommodate the space for the proposed skate park realized through fundraising, contribution by the City and other local grants.
- Online registration for Parks & Recreation programs is underway. The online registration and payment platform, RecDesk at rrparksandrec.recdesk.com is where you can sign up and manage activities, rent a facility (park or pickleball). They are currently taking registrations for youth basketball. It is intended to help give better access and move away from paper forms. She explained how to create an account and the ease to register for athletics, programs, reserve facilities and find information on current and upcoming programs.
- Pickleball instruction – September 24th from 1 – 3 p.m. at the Senior Center.
- Digital Skills Information Sessions will be held at the public library during the month of October. Online Safety and Privacy – October 13th 11 a.m. – 1 p.m.; Using Healthcare Online – October 20th 11 a.m. – 1 p.m.; Smartphones Intermediate – October 27th 11 a.m. – 1 p.m.
- Take a Child Outside Week (T.A.C.O.) – Parks & Rec will host event on September 25th at the Roanoke Canal Museum.

Mayor Pro Tem Bryant stated she was impressed with the online registration for Parks & Recreation.

City Manager Traynham said it is very helpful, especially for working parents. For example, the deadline for youth basketball is October 31st and while the department is preparing for Trunk or Treat and Halloween activities, they've also had a line of people to submit and pay for registration. Now people can submit a registration any time of day, 24/7 access. Once your account is created, you don't have to enter the information each time. TJ Davis and Aquatic Center passes can also be managed through the platform.

Finance Director's Report

Finance Director Johnson presented the financial report for the period ending August 31, 2025. During the month of August, General Fund year-to-date receipts totaled \$259,806.69. General Fund year to date expenditures totaled \$3,807,265.44. As a

result, Year-To-Date Expenditures exceeded Revenues by (\$3,547,458.75). After the month of August, 19.1% of the appropriated budget has been expensed.

She noted this was typical until they receive the first large allotment of ad valorem tax revenue. They just received July Sales & Use Tax and Utility Tax payments in September.

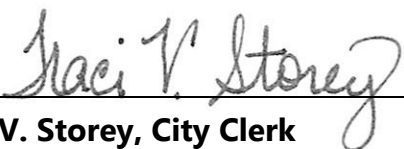
Councilman Bell clarified the reason for seeing the current ad valorem and prior year ad valorem tax in red is because they have not received any. Finance Director Johnson replied yes, they have not received any payments so far. She understands that Halifax County had some trouble with their system. Halifax County Tax Collector Doris Hawkins has been in communication with them, and they should see it soon. She also noted it is like this in July and August because the City pays all the upfront costs such as insurance, workers comp insurance, etc.

Finance Director Johnson reported for the month of August they did receive solid waste fees and interest, which is still doing well. They are living off the City's Cash Management funds, but it will all go back in. They should receive their first allotment of Powell Bill in September as well.

City Manager Traynham reminded City Council that this report reflects the status as of the end of August. September is when the City typically receives its first round of significant funding.

Adjournment

There being no further business, motion was made by Councilman Bell, seconded by Councilman Stainback, and unanimously carried to adjourn. The meeting adjourned at 6:40 p.m.



Traci V. Storey, City Clerk

Approved by Council Action on: October 7, 2025