



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 20, 2018 at 5:15 p.m.** in the Council Chambers at the Lloyd Andrews City Meeting Hall.

Present: Emery G. Doughtie, Mayor
Carl Ferebee, Mayor Pro Tem
Ernest C. Bobbitt)
Carol H. Cowen)
Suetta S. Scarbrough)
Wayne Smith)

Council Members

Joseph Scherer, MPA, MS, City Manager
Gilbert Chichester, City Attorney
Traci Storey, City Clerk
Kathy Kearney, Deputy City Clerk/Human Resources Manager
Leigh Etheridge, Finance Director
Chuck Hasty, Police Chief
Kelly Lasky, Planning & Development Director
John Simeon, Parks & Recreation Director
Larry Chalker, Public Works Director
Stacy Coggins, Fire Chief
Christina Caudle, Main Street Director

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

Adoption of Business Agenda

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

There being no conflicts, motion was made by Councilwoman Scarbrough, seconded by Mayor Pro Tem Ferebee and unanimously carried to adopt the business agenda for February 20, 2018 as presented.

Public Comment (Scheduled)

Princine Jefferies

Ms. Jefferies stated she currently resides in Littleton, but had lived in Roanoke Rapids just about her whole life. She said she was a member of the Roanoke Valley Southern Christian Leadership Conference. They meet in Roanoke Rapids and their president is Dr. Charles McCollum. She announced their organization will sponsor a community, non-violence awareness march in April; not a parade, but a march. They have crafted a theme, MLK 50 Non-Violence 365. The reason for that theme was Martin Luther King was a victim of violence and this year marks 50 years of his assassination. They want to carry on the legacy of promoting non-violence. She said they will begin the march at the Kirkwood Adams Civic Center, move to 12th Street onto Roanoke Avenue. They would be walking from 12th Street to Centennial Park. Once all the walkers get there, they will have speakers. Dr. McCollum was going to speak and they hoped to have members from law enforcement to speak as well. They have also invited the NC Food Bank to share boxed non-perishable food items that would be given to anyone who desires one. She stated she works with the food bank and they will come in, have the food there to distribute, clean it up and move on. This is a march that emphasizes strong, non-violence. She said they had the incident where the 2 year old was killed in Weldon, the couple in Enfield murdered and quite a few incidents in Roanoke Rapids; we want to stamp out violence - that was their goal. We are sick of it and do not want our children seeing all these incidents of violence. If violence is taking place, we are advocating to our families and children. Let's do something about it, we have a strong law enforcement; call, pick up the phone. We are going to have walkers, church groups, fraternities, sororities and anyone who wants to walk from 12th Street to Centennial Park; no violence at all. They will carry banners, there be not be any singing; it's just a quiet march to emphasize non-violence. They will have banners and signs saying who they are. They have a route the police department has looked at and altered for them because it was too long. She said they were thankful to Chief Hasty, Sheriff Wes Tripp and they have also talked with Michael Holder with NCDOT. They put their paperwork on file and they look forward to a beautiful time of non-violence. The date will be April 7, 2018 from 12 - 4 p.m.

Mayor Doughtie asked City Manager Scherer since the route was on a state road, will they need to inquire with the City or would that be with the NCDOT. City Manager Scherer replied they had already been in contact with the City and Chief Hasty provided the forms to them to complete and send in to the NCDOT.

Public Comment (Unscheduled)

Elijah Lee

Ten year old Elijah Lee stated he lives in Roanoke Rapids and he was here to talk to them about a march he has planned to bring awareness to child abuse. He said he believes child abuse is a very big problem they have in Roanoke Rapids that they need to stop. It is very violent towards kids and to others around us. He believes that when one of us falls, we all fall and when one of us rises, we all rise. If one of us gets abused in some sort of way, we all get abused. His school always tells him that each of us represents our family and each of us represents our nation. He announced he has prepared a march on Saturday, March 3, 2018. He stated he plans to have a few people there, but he was not sure how many because the numbers have been off and on. He checked with Chief Hasty and he has given him the permit and permission to hold the march. He reported about 700,000 kids yearly are abused simply because they cannot stand up and most are under the age of 4 years old. It was heart crushing to him because they are kids and they cannot exactly have a say in things. He said they didn't ask to be brought into the world and that was on their parents. Most of the time the parents are the ones that abuse them. He believes it's not only the parents' issue, it's not only the child's issue or the school's issue; it is society's issue. We need to stand up for those kids, we need to stand up for those people. In conclusion, he wanted ask for their permission and if there was any way they could support or sponsor him in this march.

Mayor Doughtie stated they don't normally take any action when they have public comment. He asked Mr. Lee if he had his route established. Mr. Lee replied yes, it was going right through Centennial Park and within that area.

Mayor Pro Tem Ferebee told Mr. Lee that it was a good presentation and to please leave his address, phone number and any other contact information.

Approval of Council Minutes

Motion was made by Councilwoman Cowen, seconded by Councilman Bobbitt and unanimously carried to approve the February 6, 2018 Regular Council Meeting Minutes as written.

Public Hearing

Consideration of Rezoning Request from Anthony R. Dickens to rezone a parcel located along Hwy. 125 from R-40 to B-4

Planning & Development Director Lasky reviewed the following report to City Council via a PowerPoint presentation:



**CITY OF ROANOKE RAPIDS
PLANNING & DEVELOPMENT DEPARTMENT**

1040 Roanoke Avenue, PO Box 38
Roanoke Rapids, NC 27870
Phone: 252-533-2844 Fax: 252-533-2870

MEMORANDUM

To: Joseph Scherer, City Manager

From: Kelly Lasky, Planning & Development Director

Re: **Rezoning Request (map attached) – Amendment to the Roanoke Rapids Zoning Map to rezone Halifax Co. Parcel 1200770 (a 6.5± acre property) from R-40 Residential District to B-4 Commercial District. The property is adjacent to the western right-of-way of NC Highway 125 and south of American Legion Road.**

Date: February 14, 2018

Summary Overview

<i>Subject Property</i>	<i>6.5 +/- acres of property with road frontage on the west side of NC HWY 125, approximately 1,000 feet south of American Legion Road.</i>
<i>Proposal</i>	<i>Rezone from R-40, Residential District to B-4, Commercial District</i>
<i>Applicant</i>	<i>Anthony R. Dickens</i>
<i>Property Owner</i>	<i>Same</i>
<i>Present Use</i>	<i>Forest</i>
<i>Proposed Use</i>	<i>Not stated</i>
<i>Staff Recommendation</i>	<i>Approve.</i>

WHEN EVALUATING A REZONING REQUEST, IT IS APPROPRIATE TO CONSIDER ALL PERMISSIBLE USES IN THE REQUESTED ZONING DISTRICT. CITY COUNCIL CANNOT SPECIFICALLY LIMIT WHICH USES ARE ALLOWED (OR NOT) AS A RESULT OF ANY REZONING CONSIDERATION.

CONSIDER IMPACT ON/FROM:

- POTENTIAL USES
- NEIGHBORS
- GENERAL PUBLIC
- TRAFFIC
- UTILITIES
- NEIGHBORHOOD CHARACTER
- SCHOOLS

OMIT FROM CONSIDERATION:

- ETHNICITY
- RELIGION
- INCOME
- RENT OR OWN

Analysis and Detail:

1. Applicant and Property Owner

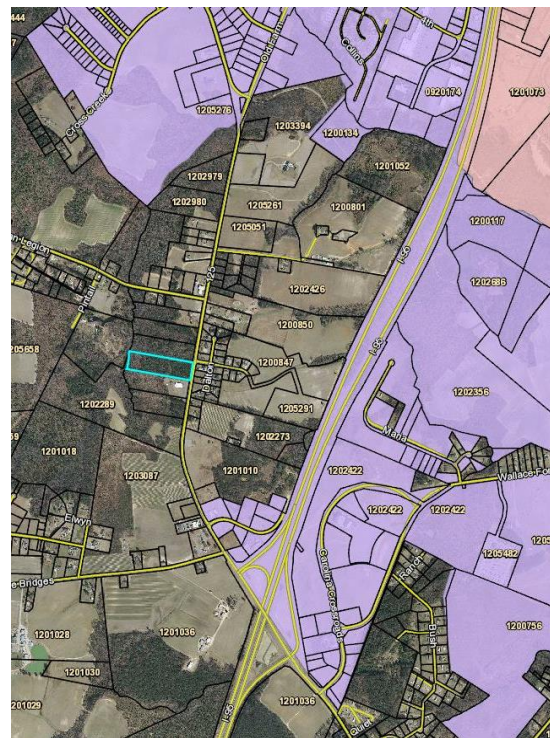
The applicant is the property owner Anthony R. Dickens, P.O. Box 632, Roanoke Rapids, NC 27870; (252) 308-2437. According to the Halifax County tax listing, George Adams is Trustee for this property. *(Application for Rezoning and Supplemental Information Attached)*

2. Location/Area Description

The 6.5 acre site proposed for rezoning is located on the west side of NC Hwy 125 outside the City Limits in the City's Planning & Zoning Jurisdiction, known as the Extraterritorial Jurisdiction (ETJ). *(See Figure 1)* The site is approximately 1/2 mile south of the City Limit corporate line at the intersection of NC Hwy 125 and Old Farm Road South, and 2000 feet north of another City boundary in the vicinity of the NC HWY 125 interchange with Interstate 95.

The 6.5acre property requested for rezoning is rectangular in shape with approximately 300 feet of HWY 125 road frontage, and a depth of nearly 1000 feet. The subject property, and most of the land on the same side of NC HWY 125, is undeveloped forest, with the exception of the adjacent lot to the south. This adjacent lot contains a commercial building of 7000 square feet built in 1970, which is apparently rented out as a multi-purpose meeting place. This adjacent lot and the next lot to its south has a zoning designation as B-4 commercial.

Figure 1 Aerial Location Image of Subject Property



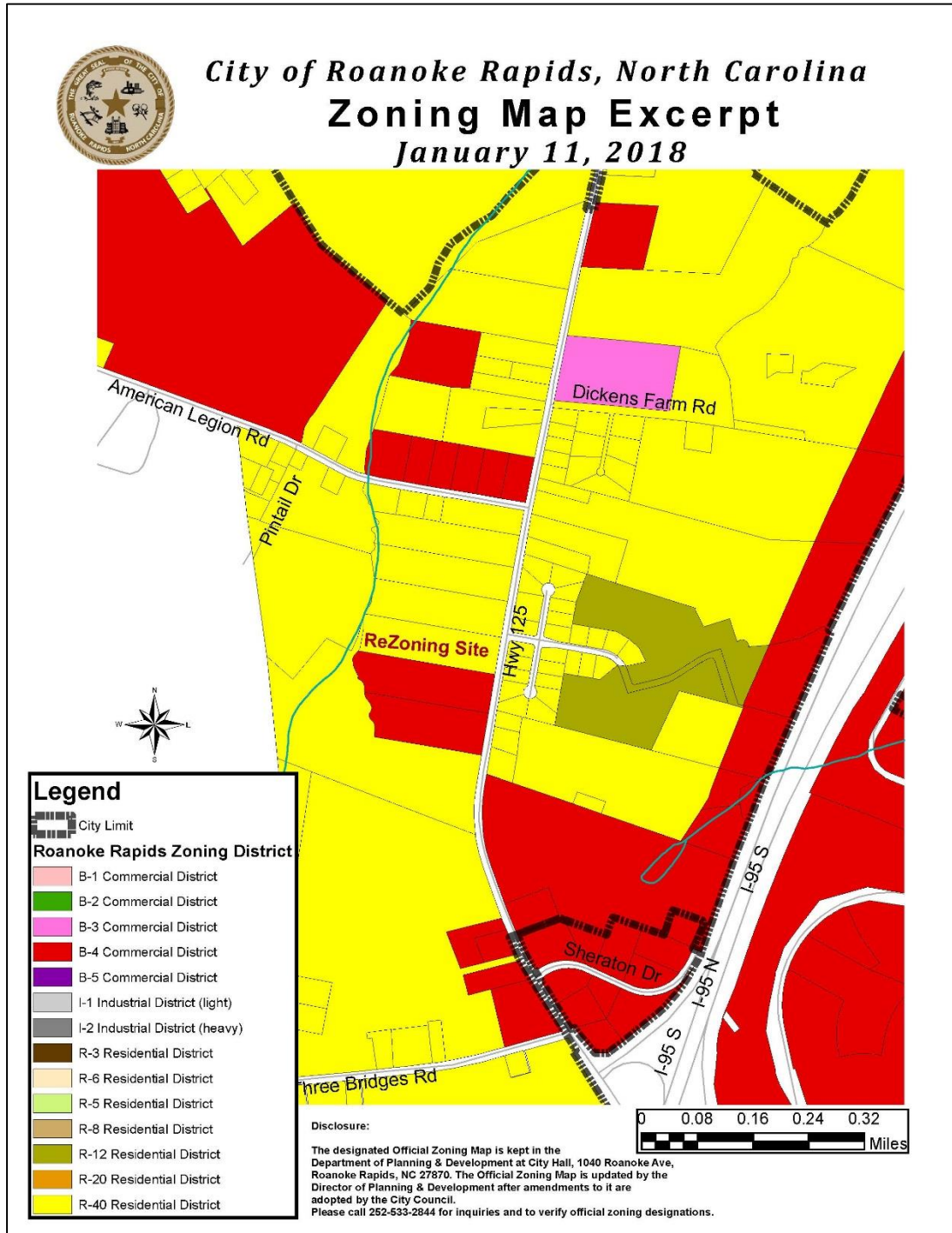
East across NC HWY 125 from the lot requested for rezoning is property subdivided into lots for a single-family subdivision. This subdivision of about 16 houses has a single street entry and exit via Natures Trail Drive. Lots adjacent to HWY 125 are accessed via short cul-de-sacs extending north and south off Natures Trail.

The site area is a transition zone from rural residential and agricultural to more urbanized highway development.

3. Existing and Proposed Zoning

The Roanoke Rapids Zoning Map identifies the existing zoning classifications of the area being considered for rezoning and the nearby parcels. The requested rezoning area is currently zoned R-40, Residential District. The requested zoning is B-4, Commercial District. To the west, north and east of the subject rezoning site the zoning is R-40, Residential District. To the south the zoning is B-4, Commercial District along NC Hwy 125. (See Figure 2)

Figure 2 Zoning Map Excerpt



The rezoning request is a change from R-40, Residential District to B-4, Commercial District.

The following provides general descriptions of the existing and proposed zoning districts:

B-4: *designed to accommodate the widest range of commercial activities with no minimum density (square footage) and a lot width of 70 feet. Setbacks from the street right-of-way property line are 20 feet and the distances from other property lines are determined by the rating of the exterior wall of construction.*

The subject property is currently zoned R-40, Residential District:

R-40: *intended to accommodate some types of uses that would be appropriate in more sparsely populated areas but would not be appropriate in more intensely developed residential zones. Single-family dwelling units and mobile homes used as single-family residences are permitted. The district is characterized for agricultural and woodland protection and production.*

Other commercial districts are as follows with purposes and objectives within each classification:

B-1: *designed to accommodate a wide variety of commercial activities (particularly pedestrian oriented) that will result in most intensive and attractive uses of the city's central business districts (Roanoke Avenue – Main Street class)*

B-2: *designed to accommodate a transition between B-1 and a residential zone or may provide for a smaller scale shopping center that primarily serves one neighborhood or area of the city (as opposed to a regional shopping center)*

B-3: *designed to accommodate a mixture of residential uses and uses that are primarily related to office, clerical, research and services, etc.). This district serves as a transition or buffer area between major roads and more intensively developed commercial areas and residential districts.*

B-5: *designed to accommodate the offices and clinics of physicians and those uses customarily associated with hospital patients or visitors.*

ANY PROPOSED CONSTRUCTION AND SITE PLANS ARE EVALUATED BY CITY STAFF AND THE DEVELOPMENT REVIEW COMMITTEE TO ENSURE A PROPER DESIGN. THE DEVELOPMENT REVIEW COMMITTEE INCLUDES THE SANITARY DISTRICT, NCDOT, PUBLIC WORKS, DOMINION ENERGY OR ROANOKE ELECTRIC, FIRE DEPARTMENT AND CODE ENFORCEMENT.

4. Traffic Considerations

All traffic considerations will be evaluated when development is proposed, and a preliminary site development plan officially submitted for review by a future developer. The North Carolina Department of Transportation (NCDOT) regulates placement of access and driveway permitting for properties on state roads. NCDOT Highway Division 4, District 1 District Engineers would be responsible for granting NC Hwy 125 access to the subject site. District Engineer Ronald Keeter previously submitted comments received on 03-04-2016 in response to a request for comment concerning the nearby Mid- Atlantic Eye rezoning: *Access would be granted to this property. It is a good size lot. If there were multiple businesses on the parcel, NCDOT would require access to be provided through on single driveway located as far away from American Legion Road as possible. There may be required roadway improvements to be done by the development/ developer. There is an existing TIP project for NC 125 to be widened to a multi-lane section along this property. You may want to note future improvements in your staff report.*

It is to be noted that NCDOT has announced that planning for improvements to Highway 125 began in 2017, with the road north from the I-95 interchange to Old Farm Road to become a divided four lane road.

The Applicant has not stated an intended use of the property, not any proposed development plan. At such time as a development proposal is presented, such development review would include NCDOT review for traffic concerns.

5. Utility Considerations

There are no specific utility considerations that should negatively impact this property at the present time. The area is served by Roanoke Electric. The nearest Roanoke Rapids Sanitary District sewer line is about ½ mile. Halifax County has a water line that serves houses in the subdivision across HWY 125 in front of this parcel, and also serves the adjacent commercial building. The Developer would need to determine if there is adequate flow, pressure and quality to support any proposed development. All connections, extensions and responsibilities for services will be the responsibility of a developer.

6. Other Considerations

Future development of the site will be evaluated for appropriate **screening, drainage, stormwater retention/detention** and other items during the site plan and/or construction plan review process by the Development Review Committee. Opaque screening between potential commercial uses and existing residential uses will be required at the burden of the commercial developer. The ordinance requires opaque screening from the ground to a height of at least eight feet, which may be a wall, fence, landscaped earth berm, planted vegetation or existing vegetation.

The subject property is located in the District of the Rheasville Volunteer Fire Department, the primary responding agency for the site. Per request, the City of Roanoke Rapids Fire Department may respond for mutual aid. Future development of the site will be evaluated for adequate water supply for firefighting operations and that driveways meet the requirements for apparatus ingress/egress.

7. Comprehensive Development Plan

The property is located outside City Limits and within the Planning & Zoning Jurisdiction. The following implementing strategies may be considered from the City of Roanoke Rapids Comprehensive Plan, adopted by City Council on June 17, 2014:

I.7 Provide effective buffering and/or landscaping where commercial development adjoins existing or planned residential uses.

I.10 Encourage office and institutional development to be located as a transitional land use between activities of higher intensity and those of lower intensity.

I.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.

I.20 Encourage developers to utilize thoroughfares and natural topographic features to define the boundaries of a neighborhood and concentrate higher intensity uses at the outer boundaries of the neighborhood.

I.32 Protect, enhance, and encourage a high quality of life, image, and cultural amenities as an effective approach to economic development.

I.33 Economic development efforts should encourage the revitalization and reuse of currently unused or underutilized structures, sites, and infrastructure in appropriately located areas.

8. Public Response to Notice

Public Hearing Notification letters were sent to owners of property within 100-feet of the requested rezoning on February 12, 2018. The notice of request and City Council Public Hearing was advertised in the *Daily Herald* on February 4, February 11, and February 18 of 2018.

9. Staff Recommendation

The proposed request for rezoning is considered to be reasonable. Reasonableness is determined by considering the size and nature of the tract, any special conditions or factors regarding the area, the consistency of the zoning with the land use plan, the degree of the change in the zoning, the degree it allows uses different from the surrounding area, and the relative benefits and/or detriments for the owner, the neighbors, and the surrounding community.

The Planning and Development Staff recommends in favor of the petitioner's request. The staff finds the proposed rezoning request to be consistent with the area land uses and supported by the Comprehensive Plan. Staff requests that the rezoning be recommended to the City Council for approval.

The courts have established the following factors to determine the reasonableness of spot zoning:

1. ***The size and nature of the tract.*** Planning Staff has determined that the size and characteristics of the site make it more likely to be reasonable to zone. The site is a large parcel having significant street frontage along a state road providing access to Interstate 95. The site has access to utilities and a relatively flat topography.
2. ***Compatibility with existing plans.*** The Land Use Ordinance sets forth the requirements for the various zoning districts. The Comprehensive Plan adopted by the City Council June 17, 2014 proposes and supports mixed uses in the subject area. Buffering or separation between uses is encouraged to minimize impact and provide a transition between lower and higher density land uses.
3. ***The impact of the zoning decision on the landowner, the immediate neighbors, and the surrounding community.*** The degree of change from R-40 to B-4 represents an increase in potential land use intensity. The specific potential benefits to the owner and the specific potential impacts to the neighbors are unknown at this time. However, evaluation of the site access, surrounding rural uses, nearby commercially zoned property, and sparse population makes the proposed request more reasonable.
4. ***The relationship between the newly allowed uses in a spot rezoning and the previously allowed uses.*** Planning Staff has evaluated and compared the permitted uses in the B-4 and R-40 District. The Table of Permissible Uses (Section 141-49) includes all permissible uses for all zoning districts. Therefore, Staff has determined that the relationships between the uses in the current zoning classification and the uses in the proposed classification support the reasonableness of the petitioner's request.

10. Planning Board Recommendation

The Roanoke Rapids Area Planning Board held a public meeting on Thursday, February 15, 2018 to review the subject application. The Board's recommendation will be presented to the Council at the

hearing and under separate cover (due to submittal deadline for staff memorandum prior to Planning Board meeting).

Attachments

1. Statement of Consistency

11. City Council Action

A simple majority of all voting members is required to adopt a zoning amendment. City Council is required by NC Law to vote on a Statement of Consistency with the City's Plans & Policies, then follow that with a motion and vote for a final decision to the rezoning request. **If a motion is made for the denial of Statement of Consistency and/or Rezoning Request, then state the reason(s).**

Motion & Vote: *Motion for adoption of the Statement of Consistency prepared by Staff*

Motion & Vote: *Motion to adopt the Zoning Map Amendment to Rezone the Subject Property on NC Hwy 125 to a B-4 Commercial District Zoning Classification;*

Mayor Pro Tem Ferebee asked if there had been any comments to the rezoning. Planning & Development Director Lasky replied there had not been any comments. She added the adjoining property owners had received several letters because the original Planning Board meeting was supposed to be in January, but the winter storm occurred so they received three (3) notifications about the Planning Board meeting and public hearing.

Mayor Pro Tem Ferebee asked her to go back to the list of uses in the B-4 District again. He asked if there were any indications of what use would be put there. Planning & Development Director Lasky replied there were no indications and as part of a rezoning consideration they must look at all of the uses.

Mayor Doughtie said she had made comment in her report that this property up to American Legion Road would be satisfactory as B-4; would it be legal or proper to rezone all of it now. Planning & Development Director Lasky replied it would not tonight because the Council could not consider additional properties that had not been properly advertised, but it could be referred back to the Planning Board to consider the remaining properties.

Mayor Doughtie opened the public hearing. He asked if anyone wished to come forward to speak for or against or to make comments or ask questions concerning the information Planning & Development Director Lasky presented.

Mr. Anthony Dickens (owner/applicant) requested City Council rezone his property located on Hwy. 125 from a residential to a commercial zone.

Mayor Pro Tem Ferebee stated although it was not required, he asked Mr. Dickens what his plans were for the property. Mr. Dickens replied he would love to say he was not at liberty to say, but it was not that. He stated with all the positive energy that was occurring in that area, he believed it would put the property in a better light as far as attracting growth in that area to rezone it to commercial.

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

Adoption of Statement of Consistency

Motion was made by Mayor Pro Tem Ferebee, seconded by Councilman Smith and unanimously carried that the property rezoning is consistent with Comprehensive Development Plan and to adopt the following Statement of Consistency:

Statement of Consistency with Plans to Amend the Official Zoning Map

Reference: Amendment to the Roanoke Rapids Zoning Map to rezone Halifax Co. Parcel 1200770 (a 6.5± acre property) from R-40 Residential District to B-4 Commercial District. The property is adjacent to the western right-of-way of NC Highway 125 and south of American Legion Road.

The Roanoke Rapids City Council met on Tuesday, February 20, 2018 at 5:15 p.m. and determined that the above mentioned request is consistent with the Roanoke Rapids Comprehensive Plan, adopted by City Council June 17, 2014, and with the Roanoke Rapids Land Use Ordinance. Comprehensive Development Plan Policies:

I.7 Provide effective buffering and/or landscaping where commercial development adjoins existing or planned residential uses.

I.10 Encourage office and institutional development to located as a transitional land use between activities of higher intensity and those of lower intensity.

I.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.

I.20 Encourage developers to utilize thoroughfares and natural topographic features to define the boundaries of a neighborhood and concentrate higher intensity uses at the outer boundaries of the neighborhood.

I.32 Protect, enhance, and encourage a high quality of life, image, and cultural amenities as an effective approach to economic development.

I.33 Economic development efforts should encourage the revitalization and reuse of currently unused or underutilized structures, sites, and infrastructure in appropriately located areas.

Upon review of the request, it is the City Council's determination that the above mentioned request is reasonable and in the public interest of the City of Roanoke Rapids in that it provides for the organized commercial growth that will help to ensure the health, safety, and general welfare of the citizens of Roanoke Rapids.

ADOPTED BY THE ROANOKE RAPIDS CITY COUNCIL ON THE 20th DAY OF FEBRUARY 2018.

Emery Doughtie, Mayor

Final Decision for Rezoning Request

Motion was made by Mayor Pro Tem Ferebee, seconded by Councilwoman Scarbrough and unanimously carried to adopt the zoning map amendment to rezone the subject property on Hwy. 125 to a B-4, commercial district zoning classification.

New Business

Consideration of Resolution Adopting the North Carolina Deferred Compensation Plan

Human Resources Manager Kearney stated at the present time the City has 401k through the state of North Carolina (Prudential) and also deferred compensation which is a 457 plan (Nationwide). She was requesting that by the adoption of this resolution the City switch over to the state. She reported the City has employees that have deferred compensation through Nationwide and they will be given the opportunity to stay with Nationwide or move over to the state 457 plan. She said the difference between the plans is that the state's plan charges fewer fees to the employees. The people with the Prudential through the state will meet with them one on one to let them make that decision. She said they have about 24 people who have that plan. The City does match on the deferred comp just like the other and it also matches 401k.

Councilman Smith asked if the employee wants to stay with Nationwide they can. Human Resources Manager Kearney replied yes they can, but the fees are higher.

Councilman Smith asked if she had reviewed this with the employees yet. She said no they have not met with the employees, but it has been mentioned in staff meetings. She stated the employees she had spoken to have expressed that they would switch over to the state plan because the fees are lower. She added the retirement was through the state of North Carolina. This would take everything (retirement, 401k and 457 plans) and put it under one umbrella.

Human Resources Manager Kearney stated that if the resolution is approved, any employee that is hired from this point forward will automatically be under Prudential, but anyone before that will have the option.

Councilman Smith asked if she or the Finance Director administers this plan. She replied it is a deduction that is taken out per period and sent directly to the state. This plan is administered by Prudential for the NC Treasurer's Office.

Mayor Pro Tem Ferebee asked if any employee wanted to keep what they have in Nationwide but start with the new state plan, do they have that option. Human Resources Manager Kearney replied yes they do.

Human Resources Manager Kearney said it can be confusing because some employees do not know if they have Nationwide or Prudential and it is two separate things. She stated 401k is a totally separate animal from a deferred comp. Deferred comp can be taken out before 59-1/2 years old but with 401k you have to be 59-1/2 years old.

Councilman Smith asked if the state can get out of this whenever they wish. She replied that was correct. He asked if they did, would the City have to take over the administration of it. She said she was not sure about that but would get clarification if he wanted it. She said it was set up the same way it was now. City Manager Scherer said whether it was Nationwide or Prudential, it would be the same situation.

Human Resources Manager Kearney said employees have the opportunity to have either the 401k or deferred comp or both. The City matches one or the other or either it can be split by 1-1/2% on each one instead of doing 3% on one.

Councilman Smith said he understood that part, his question was if the state decided they did not like the plan Prudential was doing for them and got out of it,

then that leaves the City employees dealing directly with Prudential, is that correct. Human Resources Manager Kearney said she believed that was correct. City Manager Scherer agreed and said in that six month time period, the City would have to figure out what their options were and how they were going to do this; he could check and find out. Human Resources Manager Kearney said the 401k was also through Prudential and it was all through the state.

Attorney Chichester said he did not know the answer, but like City Manager Scherer said they can find out and get an answer.

Councilman Smith said he did not want the employees left hanging. City Manager Scherer said none of them do, but most of them make the presumption that these companies are financial solvent enough and the state has enough oversight to not be in a position to say they were leaving in six months.

Mayor Doughtie agreed with her that it was very confusing. If she was the initial point of contact for these matters, when someone has a question, they need to know they can contact someone with Prudential. Human Resources Manager Kearney said they have a representative from Nationwide and with 401k, who will also be the representative for the 457 deferred comp through the state; it is Diane Swindell.

Motion was made by Councilman Smith, seconded by Mayor Pro Tem Ferebee to approve the following Resolution 2018.02 adopting the North Carolina Deferred Compensation Plan. Councilwoman Scarbrough, Councilman Smith, Councilman Bobbitt and Mayor Pro Tem Ferebee voted in favor, Councilwoman Cowen voted against. Motion carried by a 4-1 vote.

Resolution No. 2018.02

Resolution Adopting the North Carolina Public Employee Deferred Compensation Plan

WHEREAS, the City of Roanoke Rapids wishes to provide a qualified defined contribution plan to the employees of the City of Roanoke Rapids.

AND WHEREAS, the State of North Carolina has established the North Carolina Public Employee Deferred Compensation Plan, a qualified governmental Deferred Compensation Plan under Internal Revenue Code § 457(b) for public employees of North Carolina.

THEREFORE, be it resolved that the City of Roanoke Rapids has adopted the North Carolina Public Employee Deferred Compensation Plan also known as NC Deferred Comp.

under the terms of the Plan Document and the Third-Party Administrator Agreement. All employees shall become eligible to defer compensation immediately.

Signed this 20th day of February, 2018.

Emery G. Doughtie, Mayor

Date

City Manager's Report

City Manager Scherer reported in light of the recent events in Parkland, Florida, Dr. Butler and Chief Hasty have reviewed and discussed current District plans for a response to an active shooter. Their plan meets the basic requirements to address serious concerns like alternate assembly areas for student/parents, teacher actions, overall responsibility responding to an active shooter and other topics. The RRGSD and the Police Department are planning to conduct an active shooter drill to test the District's plans.

At a recent meeting he and Councilman Bobbitt attended, NCDOT announced the following upcoming projects:

- I-95 Welcome Center-building upgrades, ramp improvements, new guardrails.
- Bridge replacements in Halifax County.
- The turn lane extension project at Exit 173 for I-95 North traffic.
- The Premier Boulevard extension and Highway 125 widening projects.
- Roanoke Avenue resurfacing (contract should be let next month).

He said the Police Department arrested the two suspects for the robbery of the Shell station across from the Canal Museum. One of them did fire a shot into the ceiling when they entered the station. One of the suspects was 16 and the other was 27. The robbery occurred on the 9th and the final suspect was arrested on the 15th. He recognized the Police Department, especially Investigator Gordon Williams, for their efficient work in apprehending the two suspect for the robbery.

There has been a great deal of discussion recently regarding the Opportunity Zone Program created through the Federal Tax Cuts and Jobs Act, which seeks to bring investment to distressed communities across the United States. The Opportunity Zone program would provide investors with a tax benefit for investing in 'Opportunity Funds' that would direct capital to businesses and real estate development in our nation's most economically challenged communities. Governors of each state have until March 22, 2018 to identify their states' Opportunity Zones. The zones will then be certified by the US Department of Treasury and will remain in effect for ten years. Each state can choose up to 25% of that state's eligible low income census tracts (same definition as for New Markets Tax Credits) to become Opportunity Zones. Ms. Cathy Scott has been in touch with the NC Department of Commerce regarding the program and informed them that a team has been assigned to identify the eligible areas in the state to recommend to the US Department of Treasury. We will reach out to Governor Cooper's office and request that the eligible areas within Halifax County be included in the State's recommended zones. The City has three such eligible census tracts. The County has seven to eight of those tracts.

Finance Director's Report

Finance Director Etheridge presented the January 2018 Financial Report. She reported during the month of January, the Finance Department issued 80 purchase orders, 76 payroll checks, 337 direct deposit vouchers and 242 accounts payable checks.

She reported for the month of January the General Fund year-to-date receipts totaled \$8,927,356.34. The percentage of actual monies collected of adopted budgeted figures stands at 57.0%. She said the General Fund year-to-date expenditures totaled \$9,312,057.00. The percentage of actual monies expended of adopted budgeted figures stands at 59.5%.

She said after the month of January, 58.38% of the budget has been completed. As a result, the year-to-date expenditures exceeded revenues by \$(384,700.66).

Finance Director Etheridge said the following revenues were received during the month of January:

- Ad Valorem & Solid Waste Taxes: \$1,082,074
- Sales & Use Tax for month of November: \$254,157
- Motor Vehicle Tax: \$52,581

She and City Manager Scherer will soon be starting the Fiscal Year 2018-2019 budget planning process. Budget guidance will be forthcoming for staff.

She said they continue to watch expenditures carefully as January also closes with a higher than usual expenditure month. January recognized another quarterly payment due for theatre bonds 2017A and 2017B, economic incentive payment, salt and supplies for two winter storms, demolition, and higher utilities as a result of the cold temperatures. The City also remitted its third quarterly allotment for the Halifax County E-911 center support during the month of January.

Mayor Pro Tem Ferebee asked if the expenditures exceeding the revenues was normal and if we project it turning around and being what in the end. Finance Director Etheridge replied at the present time she did expect to see a more favorable February because they will see the last allotment of ad valorem tax which is substantial.

Councilman Smith asked how much was the payment for E-911. She replied it was paid quarterly and it is \$280,000 annually for this fiscal year.

Departmental Reports

Human Resources

Human Resources Manager Kearney stated they only have one opening at this time which is the PT Aqua Zumba Instructor. It is a very hard position to fill because they have to be certified. She reported during the month of January, the department received 5 applications and hired a Property Maintenance Worker, an Intern who works in the Parks & Recreation department part-time and a fire fighter.

Police

Police Chief Hasty presented his January report. He introduced a new employee, Heather Pleasant who came from the 911 Center. She is the Administrative Assistant and will be the first person they see when they come in the door. She has a lot of qualifications that is needed to handle the business up front.

He reported there were recent social media threats about school shootings in Virginia which was confirmed as well as in Wilson and Pitt counties. He reported a 14 year old girl was arrested in Pitt County for making those threats down that way through social media. He said he saw a lot on social media about things going on in this county, but there has been no threat made in the RRGSD or any other

district within the county that could be substantiated. He has been in contact with the school on a regular basis; he talks with Dr. Butler once a week if not more. They both concur that the safety of the students are the number one priority while they are there on the property of the district. In March they will be meeting with the RRGSD, Emergency Management, EMS, Fire and Public Works to discuss plans that they already have in place, make any corrections, review and input, and see what they can do better. They will also schedule an active shooter drill this summer when school is out for the new Manning school.

Chief Hasty said he will be going to Elizabeth City tomorrow to assist the Police Department there with interviewing for the position of Deputy Chief; he will be sitting on the interview board.

He said they held their first Halifax County Law Enforcement Information Sharing meeting this past week. They are getting together to share information on what is going on such as who they have on a watch list, who is a wanted suspect or cases that have grown old. They can share information and ideas to solve old crimes, new crimes and continue that effort of working together. The next meeting will be April 19th. He said in that meeting, Chief Avens received information about the skimmers that had been placed on the ATM. All of the attendees joined together and apprehended the two guys from Venezuela that had been putting the skimmers all over the state stealing information.

Planning & Development

Planning & Development Director Lasky reported during the month of January they completed the inspections of Manning School and they now have a clear Certificate of Occupancy. They were originally given a temporary occupancy permit so the students could return to school.

She said they have been in talks with the developer of the Sonic property. They are waiting for a set of revised plans so the comments will be incorporated. A building permit will be issued once they receive the plans subject to those comments.

Planning & Development Director Lasky announced the following two new businesses opened in January:

- Yuppy Puppy – 601 Julian Allsbrook Hwy.
- Sarah's Beauty Supply – 1802 E. 10th Street

They have been heavily involved with Minimum Housing Issues, some having to do with fire damaged properties. One of the successful demolitions was 106 E. 11th Street. She said 103 Love Street was a fire damaged structure that they are in the process of a hearing for an inspection that has been scheduled for next month, March 21, 2018. They are required to give a 30 day notice and have that advertised in the newspaper. Other fire damaged properties on their list include: Church Street, Harris Street and Franklin Street. They are having some owner compliance with demolition.

She reported other activities include demolition of the old Manning School. For such a large property it has required a lot of staff time and help in assisting with demolition applications and paperwork that was required for their files as well as the state.

Planning & Development Director Lasky stated any day now she will be receiving the Census 2020 updates. They be sending out electronic files and maps for staff to go through and verify the number of dwelling units within the city. They will have 120 days to complete that review so the Census Bureau can send out surveys to the residents to count heads. It will be a fairly intense project, but the benefits should be great for the community because it helps with the amount of grants funds we are eligible for.

She reported the City received grant funds from the Water Quality Planning Program with the NC Department of Environmental Quality. These grants funds are from the US EPA to be used for mapping the storm water infrastructure and do an educational program. She said the City's storm water infrastructure is vital to help keep water moving and manage flood control and water quality in our area, especially in the Roanoke River basin. The mapping project will include culverts, pipes and the sizes of them, the flow of the water and catch basins. Part of that will have an educational program as well as a review of the City's Storm Water Ordinance. She reported the consultants will begin work next month where they will be looking for all the storm water pipes and doing digital maps. This work which will take place until the fall. Within the year, she hopes the project will be completed and they will have an electronic and a book form of the City's storm water infrastructure.

Mayor Pro Tem Ferebee asked if there was a timeframe on the Church Street property. She replied they have indications that the owner is moving forward with voluntary demolition. An asbestos contractor contacted the office last week asking for the City's inspector, Donald Tart, to meet him at the property. It appears the owner is moving forward with demolition rather than the City having to do it.

Parks & Recreation

Parks & Recreation Director Simeon updated City Council on several projects. The Kate B. Reynolds grant application was successful submitted on February 13, 2018 and he is currently working on the PARTF grant which is due May 1, 2018. They are moving forward with both grants for funding the Chaloner Recreation Center.

He reported the Jo Story Senior Center is replacing the building's fire alarm system. The new system will bring it up to current standards. The Senior Operations Grant money is funding this project.

He stated the Aquatic Center pool heater has been down for a couple of weeks. The temperature of the water is very cold at this point. He said it is scheduled to be repaired this Friday.

Parks & Recreation Director Simeon said the Chockoyotte Concession stand work has begun; the foundation has been poured at Chockoyotte Park. The project is scheduled to be completed by the start of the girl's youth softball season which starts April 15th.

He said the Doyle Field backstop project is very close to completion. They need to hang the nets on the two side wings of the backstop. He said this was a great project between the RRGSD, the Roanoke Valley Youth Baseball Association and the Parks & Recreation Department.

He announced they are starting a new mobile printing service at the library. Now patrons can print directly from a laptop or tablet while in the library or they can print from home. He believes this service will be very beneficial to all the residents that use the library. Currently, patrons have to use one of the public computers at the library to print. They will begin to market the new service this week once they get an icon placed on the webpage which should be completed by the end of the week.

Councilwoman Scarbrough asked when he anticipated hearing back from the Kate B. Reynolds Foundation. Parks & Recreation Director Simeon replied they should hear back May 1st and the PARTF would be August 1st.

Public Works

Public Works Director Chalker presented the January report. He said they had already reported the department's work with the two significant snow events in the

month of January. He wanted to say how very proud he was of the employees because they work very hard especially during targeted events like this to ensure the public's safety and the make sure the City's streets remain open. They amaze him with the limited equipment they have to work with; they do a phenomenal job. He said between these two storms they put within 50 gallons of same amount of brine on the streets; they have the brine program dialed in pretty well. They were getting comfortable with the amount it will take to pre-treat the streets for snow. He reported there was a big difference in the amount of salt they used. The first storm in January, they had almost a historical cold snap so when it is cold like that it takes more sand and salt on the roads after the event.

He said they were nearing the end of leaf season which ends this month. They are in the alley system now where they wait until the end of the season to pick up leaves. He said as leaf season ends, grass season begins.

Public Works Director Chalker thanked City Council for approving the funds for the department to purchase wheeler loader last meeting. The wheeler loader is at Public Works and the payment will be made this week.

He reported they continue to work at 1026 Roanoke Avenue. They have been waiting for a water tap to be installed.

He said the new city phone system is working very well. They are in the process of finding how many other phone lines we have and what all these phone bills mean. As they can disconnect unused phone lines, they continue to do so. They remain committed in order to realize the savings that the new phone system is going to give us.

Fire

Fire Chief Coggins reported the Fire Department responded to 193 calls of service during the month of January with an average response time just over 5 minutes. He said in effort to reduce unnecessary calls, they deferred 7 calls and remained in standby status.

He said firefighters were engaged in 641 man-hours of training covering various topics. He stated the Inspections Division conducted 19 fire inspections and completed 4 plan reviews for proposed new and/or renovated businesses within the district.

Fire Chief Coggins said this past month the department was able to utilize the old Manning School to perform ventilation training. The entire department took a tour of the new Manning School to cover safety features as well as the sprinkler system. He met with two minority high school students that are junior fire fighters at area departments about possible future employment. The department completed their recent ISO Inspection.

He said the grant committee completed and submitted for the AFG Grant to purchase and replace the entire radio system. The grant would be worth \$198,000 with the City matching 5%.

Fire Chief Coggins reported they had several meetings with Klaussner Lumber Company in the hopes of purchasing shipping containers to build a training center.

Main Street

Main Street Director Caudle stated last month she spoke briefly about the National Accreditation report that they do each year. She announced the Roanoke Rapids Main Street program has earned National Accreditation again this year for the fourth year in a row. They met or exceeded all criteria. She reported about 50% of the state Main Street programs and less than 1,000 programs across the United States actually earn this accreditation each year so that is quite an accomplishment for our program.

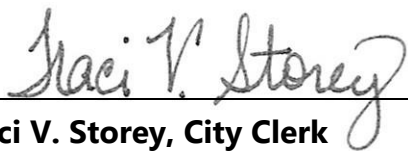
She said the Avenue Streetscape Committee that they put together in January met again in February and plans to meet in March. She said we have the design master plan and at the time City Council approved the plan, we did not have cost estimates because we were not sure when we would be able to execute that plan. Now that we know NCDOT is coming with certainty, we are trying to get cost estimates to do some of the design pieces, primarily the ones NCDOT would impact like cross walks and curb and gutter. They are in the process of assigning costs to each one of these design features so they can find a way to potentially fund some of this through grants or some means while NCDOT is here repaving.

She reported they are working on a Roanoke Rapids Wayfinding Signage project in conjunction with Halifax County Tourism. She and Planning & Development Director Lasky met with Lori Medlin last month and came up with a plan on how to design and fund this project. They are looking at about ten (10) signs that Halifax Tourism would fund for us across the city starting at Exit 173 moving in to the center city. She said they plan to meet again tomorrow to look at some designs and

if that meeting goes well, they hope to bring a plan to present to City Council in one of the March meetings.

Other Business

There being no further business, motion was made by Mayor Pro Tem Ferebee, seconded by Councilman Bobbitt and unanimously carried to adjourn. The meeting adjourned at 6:25 p.m.



Traci V. Storey, City Clerk

Approved by Council Action on: March 6, 2018