



Minutes of the Roanoke Rapids City Council

A Special Meeting of the City Council of the City of Roanoke Rapids was held on **Tuesday, August 3, 2021** the Council Chambers at the Lloyd Andrews City Meeting Hall.

Present: Emery G. Doughtie, Mayor
Carl Ferebee, Mayor Pro Tem
Sandra Bryant)
Suetta S. Scarbrough)
Wayne Smith)

Council Members

Kelly Traynham, Interim City Manager/Planning & Development Director
Geoffrey Davis, City Attorney
Leigh Etheridge, Finance Director
Traci Storey, City Clerk
Kathy Kearney, Deputy City Clerk/Human Resources Manager
Bobby Martin, Police Chief
Christina Caudle, Main Street Director
Larry Chalker, Public Works Director
Jason Patrick, Fire Chief
John Simeon, Parks & Recreation Director

Absent: Ernest Bobbitt, Councilmember

Mayor Doughtie called the meeting to order immediately following the Work Session at 7:05 p.m.

Consideration of Budget Amendment (COLA Salaries & Benefits)

Finance Director Etheridge stated that in the July 20, 2021 Regular City Council meeting, City Council voted to give City employees a Cost of Living Adjustment (COLA) increase using a portion of surplus funds recognized from fiscal year ending June 30, 2021.

She presented the following Budget Ordinance (Ordinance No. 2021.11) in order to appropriate the funds for the salary increases.

**Ordinance No. 2021.11
CITY OF ROANOKE RAPIDS
BUDGET AMENDMENT**

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

SECTION 1. The following additional amounts are hereby appropriated for the operation of City Government and its activities for the fiscal year beginning July 1, 2021 and ending June 30, 2022, according to the following schedule:

SCHEDULE A – PROJECT FUND REVENUES

Fund Balance – To Fund Salaries & Benefits	
Project Revenues – To Fund Salaries & Benefits	\$612,100
(Offset with 20-21 revenue surplus to fund balance)	
FUND PROJECT TOTAL	\$612,100

SECTION 2. The following additional revenues and reductions in appropriations are available for the fiscal year beginning July 1, 2021 and ending June 30, 2022, in order to meet the foregoing appropriations, according to the following schedule:

SCHEDULE B – PROJECT FUND EXPENDITURES

Funding to General Fund – COLA Salaries & Benefits for City Employees	
Project Expenditures	\$612,100
FUND PROJECT TOTAL	\$612,100

SECTION 3. This ordinance shall become effective upon adoption.

Emery G. Doughtie, Mayor

Motion was made by Mayor Pro Tem Ferebee, seconded by Councilman Smith and unanimously carried to adopt Budget Ordinance No. 2021.11.

Consideration of Old Fire Station No. 2 Roof Repair

Interim City Manager Traynham stated further to discussion in the Work Session, City Council has received three estimates with the description of work. City Council does not need to approve a budget amendment for this because monies have already been appropriated. She said if City Council desires for those monies to be spent for the roof repairs, a motion would need to be made to authorize staff to move forward and award the roof repair contract to the lowest bidder which is Todd's Roofing.

Motion was made by Councilwoman Bryant, seconded by Mayor Pro Tem Ferebee to make the repairs to the roof of old Fire Station No. 2 and authorize the Interim City Manager to award the lowest and best repair bid.

Councilman Smith stated he had some concerns about it. He would like to know if the two sheets of plywood were going to fix the roof or if they would have to come back for additional funds. He would like to know what mil they were going to put up there.

Fire Chief Patrick said he could not answer that right now, but could find out.

Mayor Doughtie asked if City Council could pass the motion with the understanding that the information Chief Patrick learned would be satisfactory based on the mill.

Councilman Smith thought there would have to be conditions on the motion and if it was over the amount they approved then it would not need to be done. He has concerns about it and asked Public Works Director Chalker if he had been on top of the roof.

Public Works Director Chalker replied he had not personally been on the roof but some of his employees had. He has not been part of the quote process with the different roofing companies so he does not understand the number of sheets of plywood in the lowest bid that was included in the agenda packet. He believes the contractors have been on the roof so they have quoted what they believe they need. There are some weak spots but not to the point of caving in. They are leaking badly because they have been leaking for a while.

Councilman Smith stated he would hate to put a mil up there on the rubber that's not going to hold. It says ten years, but that's not long in city government.

Public Works Director Chalker stated that one quote gave a 10 year warranty while the other lowest quote gave a 15 year warranty, but only one mentioned the thickness of plywood.

Interim City Manager Traynham said the primary reason they were requesting this was because City Council has looked at issue and taken action concerning disposing of the building. There are funds within the current budget to repair the roof, but they would like City Council's direction in whether to move forward with the repairs or not. The estimates have been provided to make the basic repairs. It is typical with any construction job to have contingencies come up. They believe the proposals would solve the problems of the current leak.

Attorney Davis said he felt it would be appropriate with the motion made by Councilwoman Bryant for the lowest and best bid that city staff could reach out to

Todd's Roofing to get some clarity on what mil they would be using and use that to determine which one is the best bid; if the motion was passed.

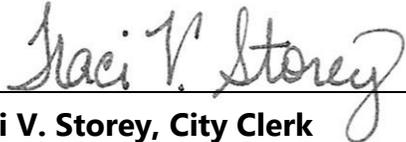
Chief Patrick said he would call in the morning to check on the mil and the plywood.

Attorney Davis said the motion was to give the Interim City Manager the authorization to enter into the agreement. He feels Chief Patrick and Interim City Manager Traynham will ensure the best bid is chosen.

Mayor Doughtie called for a vote on the motion. All voted in favor; motion carried.

Adjournment

There being no further business, motion was made by Councilman Smith, seconded by Mayor Pro Tem Ferebee and unanimously carried to adjourn. The meeting adjourned at 7:15 p.m.



Traci V. Storey, City Clerk

Approved by Council Action on: September 21, 2021