



# **Minutes of the Roanoke Rapids City Council**

A regular meeting of the City Council of the City of Roanoke Rapids was held on **Tuesday, March 15, 2022 at 5:30 p.m.** in the Council Chambers at the Lloyd Andrews City Meeting Hall.

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

## **Council Members**

Kelly Traynham, City Manager  
Geoffrey Davis, City Attorney  
Traci Storey, City Clerk  
Christina Caudle/Human Resources Director  
Tammy Fahey, Interim Finance Director  
Jason Patrick, Fire Chief  
Bobby Martin, Police Chief

\*Denotes joining via Zoom

Mayor Doughtie called the meeting to order and opened with an invocation.

## **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 Smith, seconded by Councilwoman Scarbrough and unanimously carried to adopt the agenda as presented.

## **Special Recognitions**

### **Retirement of Captain Charles Burnette**

Police Chief Martin recognized Captain Charles Burnette who retired on March 1, 2022 after serving the City of Roanoke Rapids and its citizens for 21 years.

Motion was made by Councilman Smith, seconded by Mayor Pro Tem Ferebee and unanimously carried to award Captain Charles Edward Burnette his service side arm and badge for and in consideration of the sum of \$1.00 received from him and upon his securing a permit as required by NCGS 14-402.

### **Public Comment (Unscheduled)**

#### **Kathleen Robinson**

Ms. Robinson stated they have had so much tragedy; its hit her family and other families in all different ways. She was organizing a prayer revival. The more they pray, the better things will get. They do not have enough police officers or fire fighters. There are parks that need help so families can get out and be mentally healthy. She stated she was sick and tired of guns, knives, fighting, break-ins and if they did not do something soon they were going to be the ones shut in. Last night there was shooting in her neighborhood. The officers got there in full force, but the shooting still happened. The man is still across the street from her even though the officers did the best they could. What was it going to take? Someone in her house getting shot and killed from him having a gun; another neighbor or a child. They needed to pray. She asked that everyone in the community come together and pray this curse off of Halifax County. She distributed a flyer announcing the Prayer Revival which will be held April 30<sup>th</sup> from 9 a.m. to 11 a.m. in Centennial Park.

### **Approval of City Council Minutes**

Motion was made by Councilwoman Bryant, seconded by Mayor Pro Tem Ferebee and unanimously carried to approve the February 15, 2022 Regular City Council meeting and March 1, 2022 Work Session minutes as drafted.

### **Public Hearing**

#### **Rezoning Request (by Tracy Story)**

Administrative Support Assistant Kristyn Anderson presented and summarized the following report:

#### **MEMORANDUM**

To: Kelly Traynham, City Manager/Interim Planning & Development Director

From: Kristyn Anderson, Administrative Support Assistant

Re: **Rezoning Request (map attached) – Amendment to the Roanoke Rapids Zoning Map to rezone Halifax Co. Parcel 0906202 (a 1.1004± acre property) from R-6 Residential District to B-2 Commercial District. The property is adjacent to the western right-of-way of Charlotte Street and is south of E. 10<sup>th</sup> street located behind Discount Tire.**

Date: March 1, 2022

**Summary Overview**

<i>Subject Property</i>	<i>47,933 sq. ft. of property with 80 feet of frontage located along Charlotte Street.</i>
<i>Proposal</i>	<i>Rezone from R-6 Residential to B-2, Commercial District</i>
<i>Applicant</i>	<i>Spartan Rentals, LLC/ Tracy Story</i>
<i>Property Owner</i>	<i>Spartan Rentals, LLC/ Tracy Story/Michael Davis</i>
<i>Present Use</i>	<i>Cleared, undeveloped land</i>
<i>Proposed Use</i>	<i>Mini Storage</i>
<i>Staff Recommendation</i>	<i>Approve.</i>

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

CONSIDER IMPACTS ON/FROM:

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

OMIT FROM CONSIDERATION:

- ETHNICITY
- RELIGION
- INCOME
- RENT OR OWN



Figure 1 Aerial Image of Subject Property

**Analysis and Detail:**

**1. Applicant and Property Owner**

The applicant is Spartan Rentals, LLC, 475 E 10<sup>th</sup> Street, Roanoke Rapids, NC 27870; contact: Tracy Story. According to the application and Halifax County tax listing, the property owners are Michael Davis, 1557 Aurelian Springs Rd., Roanoke Rapids, NC 27870. (*Application for Rezoning and Supplemental Information Attached*)

**2. Location/Area Description**

The site proposed for rezoning is located east of Charlotte Street and south of East 10<sup>th</sup> St. directly behind Discount Tire. (*See Figure 1: Aerial Photo*)

The property requested for rezoning is 1.1004 acre with 80 +/- feet of frontage on Charlotte Street. The property is undeveloped with few trees or shrubbery, along the north and the east side of the property.

The primary development pattern existing along this portion of East 10<sup>th</sup> Street on both sides is commercial. However, once you go away from East 10<sup>th</sup> Street along any street that intersects with it the primary uses are single-family residences.

### 3. Existing and Proposed Zoning

The Roanoke Rapids Zoning Map identifies the existing zoning classifications of the lot being considered for rezoning as R-6 Residential District and B-2 Commercial is requested. This area of East 10<sup>th</sup> Street has a B-2 Commercial designation on both sides of the street from Roanoke Avenue east to the back alley of Marshall Street. Property adjacent and west of the subject rezoning site is R-8, Residential District and B-2 Commercial. North to E. 10<sup>th</sup> Street the designation is B-4, Commercial District. East and southeast of the property to 11<sup>th</sup> and Marshall Street is I-2, Industrial. (See Figure 2, p 2).

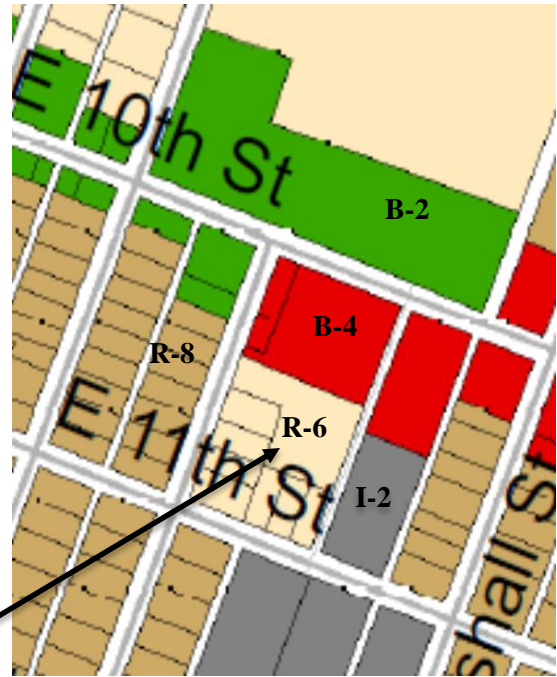


Figure 2 Roanoke Rapids Zoning Map Excerpt

**The rezoning request is a change from R-6, Residential District to B-2, Commercial District.**

The uses allowed in each zoning district are identified in Section 151-149 Table of Permitted Uses of the City of Roanoke Rapids Land Use Ordinance. (***Ordinance Excerpts Attached***)

*The following provides general descriptions of the existing and proposed zoning districts. The commercial districts are created to accomplish the purposes and serve the objectives within each classification:*

**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.

**(requested) 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)

**R-8:** designed to accommodate single family dwelling units and ... the density allowed as determined by the minimum lot size requirements set forth in Section 151-181.

*The subject property is currently zoned R-6, Residential District:*

**R-6:** designed to accommodate single family dwelling units and ... the density allowed as determined by the minimum lot size requirements set forth in Section 151-181.

**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, NC DOMINION ENERGY, FIRE DEPARTMENT AND CODE ENFORCEMENT.**

### 4. Traffic Considerations

All traffic considerations will be evaluated when a proposed use and a preliminary site development plan are 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 Engineer will review any proposed development

plans and would be responsible for approving 10<sup>th</sup> Street access to the subject site if proposed, Public Works issues driveway permits for City streets.

## 5. Utility Considerations

There are no specific utility considerations that should negatively impact this property, at the present time. The area is served by Dominion Energy and the Roanoke Rapids Sanitary District. All connections, extensions and responsibilities for services will be the responsibility of the 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 may require 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 extent is determined by use.

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 inside 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.1 Support infill development. Infill development is development or redevelopment of land that has been bypassed, remained vacant, undervalued and/or is underused as a result of the continuing urban development process. Generally, the areas and/or sites are not particularly of prime quality; however, they are usually served by or are readily accessible to the infrastructure (services and facilities). Use of such lands for new housing and/or other urban development is considered a more desirable alternative than to continue to extend the outer development pattern. The use of infill development, among others, promotes the best use of resources and also will tend to have a positive impact upon the tax and other fiscal policies.*

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

*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

The notice of request and Planning Board review meeting was advertised in the *Daily Herald* on March 1, 2022.



## 9. Staff Recommendation

The proposed request for rezoning is considered 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 characteristics of the site, and the existing development and zoning surrounding the site, makes the requested zoning change reasonable, and certainly not out of context in this neighborhood. 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.*** Planning staff recognizes that change from R-6 to B-2 represents a degree of difference, but several existing surrounding commercial lots with many similarities in permissible uses.

## 10. Planning Board Action

On Thursday, February 17<sup>th</sup>, 2022, the Roanoke Rapids Area Planning Board met to review the application for rezoning for the subject property. Following a brief discussion, the Planning Board determined the request to be consistent with the Comprehensive Land Use Plan and unanimously voted 8-0 to recommend approval of the request.

## 11. City Council Action

Following the public hearing, the City Council is requested to make a motion concerning the Statement of Consistency and a motion concerning approval or denial of the rezoning requests.

Statement of Consistency – *if City Council concurs with the approval of the Statement, the following motion is appropriate.*

***Requested Motion & Vote: Motion to approve and adopt the presented Statement of Consistency to amend the Zoning Map to a commercial district for Halifax Co. Parcel 0906202, described in the staff report dated March 15, 2022.***

Final Decision – *if City Council concurs with approval of the rezoning request, the following motion is appropriate.*

***Requested Motion & Vote: Motion to approve an amendment to the Roanoke Rapids Zoning Map to change the zoning classification of Halifax Co. Parcel 0906202 to B-2, Commercial District; the***

property is located on Charlotte Street and south of E. 10<sup>th</sup> Street and described in the staff report dated March 15, 2022.

Councilman Smith asked Ms. Anderson if she had received any comments from any of the neighbors. She replied yes from Ms. Pearson who said she planned to attend the meeting to speak.

Mayor Doughtie opened the public hearing and asked if there were any individuals wishing to come forward to speak.

Joanne Pearson stated she lived directly beside where this proposed mini-storage would be located. She showed City Council where her property was located on the map on the projector screen. She reported they had lived there for 12 years. When they purchased the property it was residential and it was understood to be residential and she understood that both properties on either side of hers was residential and could become a residential dwelling at any time. Where Mr. Story was proposing to put the mini-storage would be right in her backyard right at her property line. She asked City Council to consider while they were voting on this was the impact it would have on the neighborhood. At one point she heard through Facebook that there was a proposal for the property to be a park. Her major concerns as a woman and a mother that has lived in this area, was having people coming to and from the storage unit and being able to look into her backyard where her family will be and where her daughter and friends play. She was very concerned about having strangers come and go and being able to look into her yard. She was also concerned about bugs and rats that could come from storage facilities. No matter how clean you try to keep the facility, she has stored items before and when she went to retrieve the boxes, there were bugs in the boxes. She was concerned the bugs and rats were going to come over into her yard and into her house. That would be a concern for not just her but also the other houses in the neighborhood. The storage facility will not benefit anyone except for the person building it. Another major concern she had was about water. She had pictures of what it looks like after just a one-day rain on the property where he is proposing to build the storage facility. With a good one-day rain, it's a pond. With a two-day rain, they have actually seen people kayak there. If he was allowed to build the facility he will have to build the property up and all this water will come into her yard and the streets which has happened before. She asked they consider what that would do to them. Part of the property that he was proposing to build on will be right underneath her bedroom window; people coming and going. When they bought the property 12 years ago it was a residential area. If they had known it was commercial that would be different and they may not have purchased it. She asked they consider these concerns as they vote. She would not be the only person in the neighborhood that would be facing these issues, but she wanted to come speak for herself. She did have pictures she could show them of a 1, 2 or 3 day rain and how

much water the property takes in. She hopes they do not approve this, but if they do, at minimum they should require a ditch and a privacy fence to help protect their property.

Mayor Doughtie asked if anyone else was present who wished to speak for or against.

Tracy Story, owner/applicant, stated a lot of what Ms. Pearson said was true. There are a lot of water issues and obviously they will have to do something with the land so she does not have those issues. He was more than happy to work with anyone in the community to make it as good as they can make it for them. He was not here to upset anybody or doing this to upset anyone. I understand it is their home and that was the last thing he wanted to do. The park idea was to have some park equipment for handicap children that the city does not have currently. He was not giving up on that. He was more than happy to do whatever it takes to make the neighbors comfortable. He does not want someone looking in their bedroom window.

Councilman Stainback asked Mr. Story if he would consider the privacy stripping. Mr. Story replied absolutely. He would do whatever it takes with their input for the project.

City Manager Traynham stated the Land Use Ordinance sets forth screening and separation requirements between residential and commercial uses, depending on their intensity. Self-storage types of businesses would be required to have at least an 8-foot opaque screening. That is a condition of the development approval that would be required.

Mr. Story said there were multiple storage units in the city that have residential right beside it. He was not trying to create problems. It will be a nice facility.

Mayor Doughtie stated a person cannot put water on someone else's property. He said public works or some other City department has to review the plans to make sure that doesn't happen. Even if Mr. Story were to build up this property, he has to contain that water.

City Manager Traynham added that prior to any development approvals, the stormwater management plan would have to be written and designed with calculations provided by a licensed civil engineer.

Mayor Pro Tem Ferebee asked what were the 0905072 and 0900569 properties facing 10<sup>th</sup> Street. City Manager Traynham replied 0905072 was the Mr. Story's Discount Tire business and 0900569 is also owned by Mr. Story. Ms. Anderson stated it was



City Electric on the corner.

Mayor Pro Tem Ferebee asked in reference to the required buffer, after this meeting can it be altered or can it be stated in the meeting minutes that a certain buffer go there. City Manager Traynham said unfortunately they could not make it a condition of zoning approval, but the Land Use Ordinance and how the development goes through the next process, it would be a condition of approval. They cannot conditional zone a project.

With nobody else wishing to speak, Mayor Doughtie closed the public hearing.

Mayor Doughtie called for City Council to make a motion concerning the Statement of Consistency.

### **Recommendation of Consistency with Plans to Amend the Official Zoning Map**

**Reference: Amendment to the Roanoke Rapids Zoning Map to rezone Halifax Co. Parcel 0906202 (a 1.1004 ± acre property) from R-6 Residential District to B-2 Commercial District. The property is west of right-of-way of Charlotte Street and is south of E.10<sup>th</sup> Street.**

The Roanoke Rapids City Council met on Tuesday, March 15, 2022 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:

**ADOPTED BY THE ROANOKE RAPIDS PLANNING BOARD ON THE 15TH DAY OF MARCH 2022.**

***I.1** Support infill development. Infill development is development or redevelopment of land that has been bypassed, remained vacant, undervalued and/or is underused as a result of the continuing urban development process. Generally, the areas and/or sites are not particularly of prime quality; however, they are usually served by or are readily accessible to the infrastructure (services and facilities). Use of such lands for new housing and/or other urban development is considered a more desirable alternative than to continue to extend the outer development pattern. The use of infill development, among others, promotes the best use of resources and also will tend to have a positive impact upon the tax and other fiscal policies.*

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

***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: March 15, 2022

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Mayor or Mayor Pro-Tem

Motion was made by Councilman Smith, seconded by Councilman Stainback to approve the presented Statement of Consistency to amend the Zoning Map to a commercial district for Halifax Co. Parcel 0906202, described in the staff report dated March 15, 2022. Councilman Smith, Councilman Stainback, Mayor Pro Tem Ferebee and Councilwoman Bryant voted in favor; Councilwoman Scarbrough voted against. Motion carried.

### **Final Decision**

Motion was made by Councilman Smith, seconded by Councilman Stainback to approve an amendment to the Roanoke Rapids Zoning Map to change the zoning classification of Halifax Co. Parcel 0906202 to B-2, Commercial District; the property is located on Charlotte Street and south of E. 10<sup>th</sup> Street and described in the staff report dated March 15, 2022. Councilman Smith, Councilman Stainback, Mayor Pro Tem Ferebee and Councilwoman Bryant voted in favor; Councilwoman Scarbrough voted against. Motion carried.

<h2><b>New Business</b></h2>
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### **Designation of Voting Delegate for 2022-23 NCLM Board of Directors**

City Manager Traynham stated it was that time of year when City Council nominates a voting delegate for NC League of Municipalities Board of Directors for the upcoming conference in Wilmington the end of April where a business meeting will be held. Mayor Pro Tem Ferebee has served as the delegate in the past and is willing to serve in this capacity again.

Motion was made by Councilman Stainback, seconded by Councilman Smith and unanimously carried to designate Mayor Pro Tem Ferebee as the City's voting delegate for the 2022-2023 NC League Board of Directors electronic election.

### **Consideration of Unsafe Building Order (Ordinance No. 2022.03)**

Code Enforcement Officer Roger Bell stated he wanted to request an ordinance to demolish an unsafe building at 1302-1304 Roanoke Avenue. The matter came to their attention in November 2021 shortly before the Christmas parade. The Chief Building Inspector noticed the front end of the building seemed to be bowing out more than it

already had been so staff started the formal process. The hearing was held in December and the owner, Mr. Horton, attended the hearing. He informed City Council that Mr. Horton was in attendance tonight. He also noted that Mr. Horton had been very easy to work with although they disagree on the condition of the property.

City Manager Traynham added that although Mr. Bell stated the issued came up in November, the department had been looking at this building and working with Mr. Horton for a number of years. Unfortunately as time progressed, the building continued to deteriorate to a condition where they had no other option than bring to City Council.

Mr. Bell presented a report dated March 15, 2022 (On file in Clerk's Office) providing a chronological order of events concerning the property and gave a PowerPoint presentation showing photos of the condition of the building. As he explained the photos he stated the new owner of 1300 Roanoke Avenue has reported bricks were falling off of Mr. Horton's property onto their property. He has not been able to identify that with his own eyes.

Mayor Doughtie asked Mr. Horton if he would like to speak.

Mr. Horton said he had been looking for folks that may be interested in the building. He talked to one today and another guy that was interested. They are trying to decide and asked to give him a month to make something out of it. He said the building had gotten too big for his pockets.

Mayor Doughtie confirmed that he was saying someone may be interested in purchasing the building and cleaning it up and doing something with it. He added the City's issue is that it is unsafe. He asked Mr. Horton if he felt in a month they would know one way or another. Mr. Horton replied yes. Mayor Doughtie stated from the pictures Mr. Bell presented, it doesn't appear to be much there except the walls holding up the two buildings. Mr. Horton said and the trusses.

Councilman Smith asked Attorney Davis if City Council gives him permission to issue this order, even if it is a month later Mr. Horton can still have someone buy it. Attorney Davis replied that was correct because it is not going to happen overnight. The court system does not work that fast. Even if City Council took the requested action tonight and someone came in to purchase it then that could solve the problem.

City Manager Traynham stated that the primary issue here is the unsafe structure and concern for structural collapse especially onto Roanoke Avenue, a state highway. As part of the process, transactions in ownership do not make much difference because it has more to do with the actual property. Even if the property were to change

hands in 30 days, it does not alleviate the safety concern. Once enacted, if approved tonight, it would take some additional time. Before City Council would take any action on it to follow through with the order, they would have to have the funds in place. So there are several other tasks at hand that would perhaps enable time for a new owner to take possession of the property. If City Council does not approve the order tonight they may be here in 30-60 days asking for the same thing. Those are some things they should consider. Public safety is the primary concern.

Mayor Doughtie stated it was not the intent of the City to demolish properties; they get tax money off of properties that are improved. It is obvious this project has been going on for a long period of time. He asked City Manager Traynham if City Council were to approve the order tonight, Mr. Horton could still continue to try and sell the property. And if he did sell to someone, they would need to come before City Council with a plan to clean it up or do something to stop the City from continuing to move forward with demolition. She replied yes, the next step once the ordinance was approved, the City Attorney would have the appropriate documents for the action to be approved by a judge. Typically, the judge will give an additional timeframe for compliance. The ultimate result would be the City would have to demolish and remove the unsafe conditions at their expense. Sometime during the process if a willing and able person tried to take over and do so themselves, the City would work with them to help facilitate it. She reminded City Council it had been since 2009 that the City had been working with the owner for some improvements and unfortunately the conditions are not getting any better.

Attorney Davis said if the building had to be demolished and remediated at the City's expense, that would go as a lien against the property like a tax lien and depending on the context potentially all property owned by Mr. Horton in the City of Roanoke Rapids.

Mayor Doughtie asked Mr. Horton if he understood what they had discussed. Mr. Horton replied he did.

Mayor Pro Tem Ferebee asked Mr. Horton how long he had owned the property. Mr. Horton replied he bought it in 2008.

Motion was made by Mayor Pro Tem Ferebee, seconded by Councilwoman Bryant and unanimously carried to adopt Ordinance No. 2022.02 directing the City Attorney to petition the General Court of Justice for an order requiring the owner of the property located at 1302-04 Roanoke Avenue to comply with the order of the Building Inspector to repair or demolish and remove the structure.

**ORDINANCE 2022.02**

ORDINANCE DIRECTING THE CODE ENFORCEMENT OFFICER TO DEMOLISH AND REMOVE PROPERTY AS AN UNSAFE BUILDING AND DIRECTING THAT A NOTICE BE PLACED THEREON THAT THE SAME MAY NOT BE OCCUPIED:

**1302-04 Roanoke Avenue, Roanoke Rapids, NC      Halifax County PIN: 0901466**

WHEREAS, the City Council of the City of Roanoke Rapids finds that the building described herein is dilapidated and unsafe under the provisions of the Building Code, and that all of the procedures of the Code of the City of Roanoke Rapids, North Carolina, have been complied with; and

WHEREAS, this building should be removed or demolished, as directed by the Code Enforcement Official, and should be placarded by placing thereon a notice prohibiting the use for occupation, in that the costs of repairs needed to bring it into compliance with the unsafe building code exceeds **50%** of the current value of the dwelling; and

WHEREAS, the owner of this building has been given a reasonable opportunity to bring the building up to the standards of the Building Code pursuant to an Order issued by the Code Enforcement Official and the owner has failed to comply with the lawful Order of the Code Enforcement Official to repair or demolish the property within the time therein described; and

WHEREAS, G. S. 160A-443 (5) and Chapter 152 of the Code of the City of Roanoke Rapids, North Carolina, empowers the City of Roanoke Rapids to have its Code Enforcement Official to remove or demolish a building when an Order of the Code Enforcement Official has not been complied with;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Roanoke

Rapids that:

Section 1. The Code Enforcement Official is hereby authorized and directed to place a placard containing the legend:

“This building is unsafe; the use or occupation of this building is prohibited and unlawful.”

on the building located at **1302-04 Roanoke Avenue**, in the City of Roanoke Rapids, North Carolina.

Section 2. The Code Enforcement Official is hereby authorized and directed to vacate the building of all occupants and to remove or demolish the building, said building being located at **1302-04 Roanoke Avenue** in the City of Roanoke Rapids North Carolina, and owned by **Harold Lee Horton**. In accordance with the Order of the Code Enforcement Official issued pursuant to the Minimum Housing Ordinance contained in Chapter 152 of the Code of the City of Roanoke Rapids, North Carolina.

Section 3. (a) The cost of removal or demolition shall constitute a lien against the real property upon which the cost was incurred. The lien shall be filed in the office of the City Tax Collector, and shall have the same priority and be collected in the same manner as the lien for special assessments in Article 10 of G. S. Chapter 160A.

- (b) Upon completion of the required removal or demolition, the Building Inspector shall sell the materials of the dwelling and credit the proceeds against the cost of removal or demolition. The Code Enforcement Official shall certify the remaining balance to the Tax Collector. If a surplus remains after sale of the materials and satisfaction of the cost of removal or demolition, the Code Enforcement Official shall deposit the surplus in the Superior Court where it shall be secured and disbursed in the manner provided by G. S. 160A-443 (6).

Section 4. It shall be unlawful for any person to remove or cause to be removed the placard from any building to which it is affixed. It shall likewise be unlawful for any person to occupy or to permit the occupancy of any building therein declared to be unsafe.

Section 5. If the owner of the property should either demolish the dwelling at his own expense, or if, in the opinion of the code enforcement officer, the owner has rehabilitated the dwelling to the extent that it meets or exceeds the requirements of the unsafe building code prior to the time scheduled for demolition under this ordinance, then the City Manager is authorized to rescind this demolition order without further action by the City Council.

Section 6. This Ordinance shall become effective **immediately** after its adoption.

Mayor Doughtie suggested to Mr. Horton to keep in communication with the City about his property.

### **Consideration of State Directed Grant Project Ordinance No. 2022.03 (\$3.5M)**

City Manager Traynham stated she was presenting grant project ordinance resulting from the North Carolina Operations Appropriations Act, Session Law (S.L.) 2021-180, as amended by S.L. 2021-189. She presented Ordinance No. 2022.03 in the amount of \$3,500,000 which was allocated to the City of Roanoke Rapids from the State of North Carolina. The Office of State Budget and Management (OSBM) is the agency responsible for administrative oversight of the grant. At prior City Council meetings they have discussed various uses of the funds but the primary use of the funds being to pay off the current debt obligation under the 2017B bond with Bank of America which was used to restructure some of debt for the construction of the Roanoke Rapids Theatre and district area. The ordinance would allow the City for move forward with spending the money. The City has received the full amount of the grant funds. The project ordinance would officially give them direction to move that money from the bank account to appropriate the revenues into the budget to complete the activities found within the scope of work attached to the contract with the OSBM.

City Manager Traynham noted that some of the activities in addition to paying off the 2017B debt note would be:



- Improvements to City Facilities including City Hall (replacement of elevator)
- Improvements to Kirkwood Adams (replacement of roof, fire alarm system, carpet and other cosmetic improvements)
- Chaloner Park (swing sets and preliminary site work for new bath house to be installed as part of the CDBG grant)
- Development of long-term Strategic & Planning Policy documents to guide elected officials and administration
- Demolition and blight activities for unsafe and dilapidated structures

She requested Council adopt Ordinance No. 2022.03, which is necessary to proceed with the grant project within the terms of the grant documents, the rules and regulations of the North Carolina Office of State Budget and Management, and the budget.

**ORDINANCE NO. 2022.03**  
**STATE DIRECTED GRANT FOR THE CITY OF ROANOKE RAPIDS**  
**GRANT PROJECT ORDINANCE**

**BE IT ORDAINED** by the City Council of the City of Roanoke Rapids, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

**SECTION 1:** This ordinance is to establish a budget for a project to be funded for purposes referenced in the Current Operations Appropriations Act, Session Law (S.L.) 2021-180, as amended by S.L. 2021-189 and described in the scope of work contained in the grant agreement between the City of Roanoke Rapids and the North Carolina Office of State Budget and Management (Contract # FY22-DG-0018). This project is more familiarly known as the State Directed Grant Program. The City of Roanoke Rapids (City) has received grant funds in the amount of \$3,500,000 from the State of North Carolina.

**SECTION 2:** Roanoke Rapids staff is hereby directed to proceed with the grant project within the terms of the grant document(s), the rules and regulations of the North Carolina Office of State Budget and Management, and the budget contained herein.

**SECTION 3:** The following revenues and resources are available to complete the project activities:

<u>State Directed Grant Project FY22-DG-0018</u>	\$3,500,000
<b>Total Project Resources</b>	<b>\$3,500,000</b>

**SECTION 4:** The following revenues are appropriated to complete the project:

<u>State Directed Grant Project FY22-DG-0018</u>	\$3,500,000
<b>Total Project Appropriations</b>	<b>\$3,500,000</b>

**SECTION 5:** The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreement, and federal and state regulations.

**SECTION 6:** The City Manager shall be authorized to reallocate appropriations within the various line items of this project as deemed necessary.

**SECTION 7:** The Finance Officer is hereby directed to report the financial status of the project to the governing board on a quarterly basis and to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission made to this council.

**SECTION 8:** Copies of this grant project ordinance shall be furnished to the Finance Officer and to the Clerk to City Council for direction in carrying out this project.

**ADOPTED** this 15<sup>th</sup> day of March 2022.

ATTEST:

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Emery G. Doughtie, Mayor

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Traci V. Storey, City Clerk

Motion was made by Councilman Smith, seconded by Mayor Pro Tem Ferebee and unanimously carried to adopt Ordinance No. 2022.03.

**Consideration of State Directed Grant Project Ordinance No. 2022.04 (\$250K)**

City Manager Traynham presented Grant Project Ordinance 2022.04 for the grant funds directed toward downtown revitalization in the amount of \$250,000. The NC Department of Commerce Rural Economic Development Division is responsible for the administration of those grant funds. The Roanoke Rapids Main Street organization has met and created a scope of work for those activities. That information is included in their packet to be completed within the upcoming year. She stated the ordinance is necessary to proceed with the grant project within the terms of the grant documents, the rules and regulations of the NC Department of Commerce.

Councilman Smith asked for an explanation of Item No. 3 – “Selfie-Stations.” Human Resources Director/Acting Main Street Director replied the selfie-station outdoor public art program is a trendy thing they are seeing in communities all across the nation. It probably started in City of Nashville, TN with the angel wings and with the birth of everyone using social media and hashtags. It became a trendy thing for people to seek out. These types of art installations where you take pictures with hashtags gives communities an organic way to promote themselves. The City/Main Street has tried this out with the JOY sign for Christmas and it did bring a lot of additional foot traffic into the Main Street District and got a lot of organic promotion (things they are not paying for to get advertising) through social media sites. When they were talking about ways they could improve the public art within the district and that was an idea that came up. They wanted to find ways to install permanent art features that would attract people of all ages to come out and use the Main Street hashtag and give the community some additional free advertising plus bring more people into the district.

The plan of program would be to spend about \$25,000 of the \$250,000 of the State Directed Grant. The first thing they would do is put in a call for artists. The area has a lot of very talented local people that would be qualified to apply. They would not limit it to just local individuals. The hope is to install up to five public art selfie-stations throughout the district that hopefully by the summer that would be complete.

Councilman Smith asked where did they plan to put five art selfie-stations. Human Resources Director Caudle replied they have some tentative locations, but do not have any confirmed yet. Some locations that would be a good fit are the side of Dixon Law Firm building which is in the 900 block of Roanoke Avenue; ideas of using 1026 Roanoke Avenue space and in the 200 block of Roanoke Avenue there are several buildings exposed. They are starting those conversations with property owners now and need to have them agree to it. Their concept for the artists is to paint on boards not directly on the building. This way if the building changes ownership and the new owner doesn't want it on the building they can easily put the art somewhere else. They hope each installation will cost \$5,000 and will allow them to complete five art projects. Depending on price, that number could change.

City Manager Traynham added it was a quick way of creating a destination space and an affordable way to increase foot traffic in the district.

Motion was made by Councilman Stainback, seconded by Councilman Smith and unanimously carried adopt Ordinance No. 2022.04.

**ORDINANCE NO. 2022.04**  
**DOWNTOWN REVITALIZATION FOR THE CITY OF ROANOKE RAPIDS**  
**LEGISLATIVELY DIRECTED GRANT PROJECT ORDINANCE**

**BE IT ORDAINED** by the City Council of the City of Roanoke Rapids, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

**SECTION 1:** This ordinance is to establish a budget for a project to be funded for purposes referenced in the State Appropriations Act, as amended by Session Law (S.L.) 2021-189 and described in the scope of work contained in the grant agreement between the City of Roanoke Rapids and the North Carolina Department of Commerce (Reference No. 2022-061-1257-1913). This project is more familiarly known as the "Downtown Revitalization Project 2022." The City of Roanoke Rapids (City) has been awarded grant funds in the amount of \$250,000 from the State of North Carolina and the Rural Economic Development Division (REDD) is the agency responsible for administrative oversight of the grant.

**SECTION 2:** Roanoke Rapids staff is hereby directed to proceed with the grant project within the terms of the grant document(s), the rules and regulations of the North Carolina Department of Commerce, and the budget contained herein.

**SECTION 3:** The following revenues and resources are available to complete the project activities:

<u>Downtown Revitalization Project 2022</u>	<u>\$250,000</u>
<b>Total Project Resources</b>	<b>\$250,000</b>

**SECTION 4:** The following revenues are appropriated to complete the project:

<u>Downtown Revitalization Project 2022</u>	<u>\$250,000</u>
<b>Total Project Appropriations</b>	<b>\$250,000</b>

**SECTION 5:** The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreement, and federal and state regulations.

**SECTION 6:** The City Manager shall be authorized to reallocate appropriations within the various line items of this project as deemed necessary.

**SECTION 7:** The Finance Officer is hereby directed to report the financial status of the project to the governing board on a quarterly basis and to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission made to this council.

**SECTION 8:** Copies of this grant project ordinance shall be furnished to the Finance Officer and to the Clerk to City Council for direction in carrying out this project.

**ADOPTED** this 15<sup>th</sup> day of March 2022.

ATTEST:

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

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

**Consideration of Fiscal Year 2021-2022 Budget Amendment/Ordinance No. 2022.05**

City Manager Traynham said presented a budget amendment to increase the funds appropriated for some expenses for the remainder of the current fiscal year. Ordinance Number 2022.05 appropriates additional contingency funds for fuel supplies. The cost of gas has significantly increased and is at record breaking highs. The City has enacted some measures as far as conservation is concerned. They are proposing an additional \$100,000.

She reported the second item for the additional \$71,497 would go towards the allocation to cover the remaining fees for the E-911 System funds that were appropriated using a contract amount that was not approved. She has reviewed the budget and has not found another source to move funds from one place to another. A budget amendment is required in order for the City to make the fourth quarter payment next month.

Councilman Smith asked if they had put any restrictions on out of town officers driving the vehicles outside the city home at night. City Manager Traynham replied they have looked at some of these options. They do not have much travel out of town planned. They are trying to eliminate the idling of vehicles. The City's budget for gasoline were based upon gas prices for half of the amount it is priced currently. They may not use the total amount, but wanted to have a contingency amount set up.

Police Chief Martin added more than half of the department's staff live outside the city limits of Roanoke Rapids. If they chose to stop the travel of the patrol vehicles to and from where they live, he believed it would be detrimental to the department. They have enacted other measures. If officers get out of cars, they turn them off and they have also increased foot patrols. These other measures in place are being very effective at this point in time.

Motion was made by Mayor Pro Tem Ferebee, seconded by Councilman Smith and unanimously carried adopt Ordinance No. 2022.05.

**Ordinance No. 2022.05**  
**CITY OF ROANOKE RAPIDS**  
**BUDGET AMENDMENT**

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

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

**SCHEDULE A – PROJECT FUND REVENUES**

Fund Balance – To Fund Automotive Supplies-Fuels	\$100,000.00
Fund Balance – To Fund E-911 System Cost	<u>\$ 71,497.00</u>
<b>Project Revenues – To Fund Increases for Budget Deficits</b>	<b>\$171,497.00</b>
<b>FUND PROJECT TOTAL</b>	<b>\$171,497.00</b>

**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 – Automotive Supplies-Fuels	\$100,000.00
Funding to General Fund – E-911 System Costs	<u>\$71,497.00</u>
<b>Project Expenditures - To Fund Budget Expenditures</b>	<b>\$171,497.00</b>

**FUND PROJECT TOTAL**

**\$171,497.00**

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

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Emery G. Doughtie, Mayor

**Consideration of Increase in Salaries for Law Enforcement Services**

Chief Martin requested City Council consider a motion to increase the police officer pay and provide direction to the City Manager.

He stated in September 2021, the police officer starting salary went to \$38,000 and there was an across the board for everyone of \$3,000. Since that has taken place, he has reached out to other agencies in regards to other salaries within the general area due to recruitment difficulties they've had. They do not have a large line of individuals seeking to be police officers in this time. He found even with the salaries being moved up to \$38,000 they are still anywhere from \$3,000 to \$3,500 below what surrounding agencies were offering. Those agencies offer sign on bonuses and other items like that. They know this is an issue because recently the Halifax County Sheriff Office increased theirs.

Chief Martin stated police officers wear many hats while they are on duty. They are social workers, marriage counselors, guidance counselors, life savers, mentors and sometimes even the bad guy when they have to lock people up. It said police officers need more training; that's what they've done with the Roanoke Rapids Police Department. He felt they've hired one of the most diverse police departments they've had in many years. He believes increasing the starting salary to \$41,000 is necessary along with an increase for officers currently employed so they do not have wide span between salaries that could cause morale issues. They believe well-trained officers react to situations in a proper way. They take pride in themselves for having well-trained officers. They go out every day, 24 hours a day not knowing what they are going to see or find and they deal with it because they took a solemn oath to protect and serve the citizens of Roanoke Rapids and even Halifax County.

He said at the end of the day it is, was and always will be up to law enforcement to keep the peace. They are in this together; not us against them or them against us. It is just us, the community. They have officers from Nashville, NC, Ahoskie, Rich Square and transplants from Warren County. For what these officers do, they are deserving and they want to continue recruiting solid officers. He knows there are other needs for the City. He was not trying to be selfish with the request. They are at a point where they need help because officers are continuously working extra shifts. They try to recruit and retain. They lost six officers in the last year or so for a total combined 66 years of total experience.



Chief Martin asked for City Council to consider the request to raise the starting salary to \$41,000 and to allow remaining officers to be compensated so there would be no disparity in salaries.

Mayor Doughtie called upon City Manager Traynham to give her thoughts on this since City Council just approved a budget amendment for \$171,000.

City Manager Traynham said she and Chief Martin have had some conversations about this in the last week or so. They do recognize the Halifax County Commissioners recently approved some salary adjustments into the grade and pay of the deputies and some of the employees of the jail. Unfortunately, just due to the nature of the business and looking at the work of the police officers locally, nationally and state-wide, law enforcement officers are under constant scrutiny for doing their jobs. A lot of the things they do can be very helpful and rewarding, but it's the stories of misfortune and whatever else that bring about cause for changing. There are more needs for programing and other aspects of policing. There are shortages across the board not just locally, but state-wide. Police departments are short staffed and they are working extra shifts. It is exhausting work. She has listened to her radio, gone on ride alongs and they never know what they are going to come across.

She stated when Chief Martin brought this up and wanted to start talking about this need. She recognizes they are going into the City's budget prep for the upcoming fiscal year. She told Chief Martin she appreciated him submitting the proposal and they can talk about this. The City's personnel policy does set forth a process for revising the salaries and position classification and pay plan. Part of that says the City Manager with assistance of the Human Resources Director are responsible for the administration of the pay plan. The salary schedule that gives the minimum and maximum salary ranges and the process for that. She stated they consider this the start of that process. She and Human Resources Director Caudle are currently reviewing some other potential proposals they would like City Council to consider.

City Manager Traynham reported City services across the board experience issues with hiring and recruitment. They want to look out for the best for everyone involved. She and Human Resources Director Caudle have some work to do in looking at the pages of salaries and grades where any adjustments may be needed and will bring those to City Council for approval in a forthcoming meeting.

She stated they had one proposal before them tonight from Chief Martin. She asked for some more time for consideration of additional proposal matters that City Council may have some other options to consider.

Mayor Pro Tem Ferebee asked City Manager Traynham when she thought they could get that done. She replied they were working on it right now and plan to bring something back at the next business meeting for City Council that is scheduled for April 19<sup>th</sup>.

Councilwoman Bryant stated it sounded like City Manager Traynham and Human Resources Director Caudle were looking at doing a salary study and asked if that was just for the police department or all departments. City Manager Traynham replied as part of the upcoming budget process, they were looking at all positions and considerations because of COLA adjustments, inflation and things are impacting everyone. The police department is here right now and they are gathering that available data. They would like to come up with some proposals for consideration.

Mayor Pro Tem Ferebee asked if they were talking about the salary survey for all departments or the start of the survey would be the police department on April 19<sup>th</sup>. City Manager Traynham replied it was hard to say, but they had to start somewhere. They can follow up in the Work Session in April with a progress report. A true salary position study is one they do not have the capacity in staff but they can look at it. They have already identified some areas within the current salary schedule that needs some adjustments.

Mayor Pro Tem Ferebee stated they had asked for this previously when former City Manager Scherer was on board and former Human Resources Manager Kearney was here. He did not know where that was. He suggested they locate it and would be a good place to start. He stated he knows all the City's departments are in need. He fully recognizes that in the information that was presented about the patrol officers and the experience there. They have 16 positions with a total of 25 years of experience at an average of 1.5 years of experience so creates some concern.

City Manager Traynham asked if City Council wanted to prioritize one department over another due to their limited resources.

Mayor Pro Tem Ferebee stated he believed they needed to do the full survey, but even with a full survey they have to start somewhere. Since this is before them, they should look at it first. He feels there is a need to get started on this.

Councilwoman Bryant stated even if it means hiring an outside consultant which is probably going to be required, to help with salary survey for all employees. That way everybody will be brought up to maximum minimum starting salary is and go from there. She did not like to piece milling from one department then go to another. She feels it is time to do the salary study. It seems like they have a little extra money that

they can hire a consultant to lead this and it would be so much easier going forth when COLA and adjustments are needed.

City Manager Traynham said the current personnel policy states when they hire someone in a position they look at the salary range depending on their experience. If hiring someone with no experience, you hire them at the minimum. Right now the minimum for a police officer is \$38,000. Given any additional funds in the budget and working room doesn't mean they cannot make adjustments within that line item without changing the salary schedule. There are other options and she would like more time to be able to present those options.

Mayor Pro Tem Ferebee asked if they had a midpoint in the salary schedule. City Manager Traynham said they have a minimum and maximum. This is a salary schedule that City Council has adopted as part of the personnel policy.

Mayor Doughtie echoes the feelings of this City Council to provide competitive pay and offer compelling benefits because they want to keep them here (addressing police officers present). He stated they value all the City employees and they all want to look at the salary schedule and analyze where they are. Fortunately, they are in a position where they can do some things to help everyone across the board. He did not want them to get in a position where 2-3 years from now they would have to take a step backward. He was trying to be optimistic. He would like to see Council direct the City Manager to move forward with the request to actively pursue what other municipalities are doing as far as salaries and benefits to make people want to come to work at Roanoke Rapids and stay here. He stated he feels safe here when he lies down at night and thanked the officers for what they do.

Mayor Doughtie asked for a motion to continue or table this agenda item pending the procedural review at the recommendation of the Human Resources Director and City Manager in accordance to City of Roanoke Rapids Personnel Policy. He asked that the City Manager try to bring back this information by the next City Council meeting.

Mayor Pro Tem Ferebee stated he was sure the City Manager would find there were other options out there such as bonuses rather than sustainable items. City Manager Traynham agreed and was why she was asking for more time to bring back proposal options for recruitment and retainment given the short time frame of the item being added to the agenda, but she wanted to get the conversation started.

Motion was made by Mayor Pro Tem Ferebee, seconded by Councilwoman Scarbrough and unanimously carried to table the matter until the April 19<sup>th</sup> meeting when the

City Manager can bring something back to City Council regarding the increase in police officer pay and provide them to what that may be.

Councilman Smith asked if the officers that were being called in being paid and are not just getting time off. City Manager Traynham stated they were getting paid although comp time is an option. Overtime salary budgets are getting slim but she told Chief Martin that she fully supports the use of overtime funds in lieu of comp time for these circumstances. It is a high stress job and the officers do not have the ability take the time off that would be earned through comp time.

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

City Manager Traynham updated City Council on the State allocated funds. She and staff have been working on quotes and contracts.

She reminded City Council of the Halifax County Intergovernmental Meeting next Wednesday night, March 23<sup>rd</sup> at 6:30 p.m. at the Kirkwood Adams Community Center hosted by the City of Roanoke Rapids.

She reported that she and the City Clerk have discussed options for meetings between City Council and the department heads for budget. They will be contacting City Council to confirm dates for next week and the week after for the individual budget meetings to hear their needs.

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

Interim Finance Director Fahey presented the financial operations for the City of Roanoke Rapids for the period ending February 28, 2022. General Fund year to date receipts totaled \$12,522,991. (The percentage of actual money collected of adopted budgeted figures is 75%. General Fund year to date expenditures totaled \$10,743,422. (The percentage of actual monies expended of adopted budgeted figures is 64.3%) Revenues are favorable at eight months year to date and expenditures are consistent to budget. Year-To-Date Revenues exceeded Expenditures by \$1,779,569. However, they still have March payments to make to the Bank of America 2017A note, the E-911 payment and the loan for six vehicles (5 patrol vehicles and fire department pick up truck).

She reported the collections for the month were for Ad Valorem Tax, Sales & Use Tax and Motor Vehicle Tax.

Mayor Pro Tem Ferebee asked if they had any capital items coming due. Interim Finance Director Fahey replied they did pay off a note in this budget year. City

Manager Traynham added they had one coming up for one of the fire station debts either this year or the end of next year. She said this was the last year of the Economic Development incentive for Carolina Chips that was \$125,000.

Councilman Smith asked if they had a Theatre payment due. Interim Finance Director Fahey said yes, the quarterly payment is due May 1<sup>st</sup> for the 2017A in the amount of \$238,034.

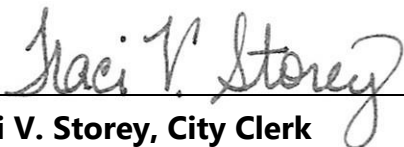
City Manager Traynham stated the 2017A series bonds are able to be renegotiated after May 1<sup>st</sup>. She had a phone meeting yesterday afternoon and again tomorrow afternoon with representatives of Bank of American and with the finance consultant about potential renegotiations. 2017A is the longer term and the principal is down close to \$11M and 2017B series bonds will be paid out with the State Directed grant funds.

Mayor Doughtie confirmed that the payoff of the 2017B bonds will relieve the City of a \$300,000 per year payment. Interim Finance Director Fahey replied that was correct. The payment was \$75,089 per quarter.

Councilman Smith thanked City Manager Traynham for the work she did on the \$3.5M and how she was able to work with the State to get the funds in one lump sum.

<p style="text-align: center;"><b>Adjournment</b></p>
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There being no further business, motion was made by Mayor Pro Tem Ferebee, seconded by Councilman Stainback and unanimously carried to adjourn. The meeting adjourned at 7:08 p.m.

  
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**Traci V. Storey, City Clerk**

**Approved by Council Action on: April 19, 2022**