



Minutes of the Roanoke Rapids City Council

A regular meeting of the City Council of the City of Roanoke Rapids was held on **Tuesday, October 18, 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)
Tommy Daughtry)
Wayne Smith)
Rex Stainback)

Council Members

Kelly Traynham, City Manager
Geoffrey Davis, City Attorney
Traci Storey, City Clerk
Carmen Johnson, Finance Director
Bobby Martin, Police Chief
David Wise, Planning & Development Director
John Simeon, Parks & Recreation Director
Larry Chalker, Public Works Director*
Jason Patrick, Fire Chief
Tony Hall, Main Street Development Director

Absent: Christina Caudle, Human Resources Director

**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 Mayor Pro Tem Ferebee, seconded by Councilwoman Bryant and unanimously carried to adopt the agenda as presented.

Special Recognitions

Fire Department

Fire Chief Patrick recognized Lt. Gordon Pearson and presented him with a plaque for his retirement after 16 years of service with the City of Roanoke Rapids from November 27, 2006 – August 31, 2022.

Fire Chief Patrick also recognized Lt. Chad Turner and Engineer Darrel Sanders for two life saves that occurred in December 2021. On December 30, 2021 they were dispatched to a call on Hamilton Street where they believed the victim was possibly having a seizure. Upon arrival, they found the victim was in cardiac arrest and not breathing. They performed life-saving techniques and were able to bring the victim back with help from EMS. On December 21, 2021 they were dispatched to a call on 13th Street where the victim was not breathing. Upon arrival, they found the victim was in cardiac arrest. Along with EMS they performed life-saving techniques and the victim regained a strong pulse and was transported to Vidant Health. Chief Patrick read and presented them with a Certificate of Commendation for each save.

He recognized Engineer Darrel Sanders, Hunter Whitmire and Ramah Long (not present) who responded to the parking lot of a medical facility on July 15, 2022, where a victim was unresponsive. Along with EMS, they administered CPR and other life-saving techniques to help save the victim's life. Chief Patrick read and presented them with a Certificate of Commendation.

Public Comment (Unscheduled)

Jerry McDaniel

Mr. McDaniel stated he only had two sentences. He had something to share with the mayor. Quote: "That's the reason I looked you up, the rest of the conversation was a freebie. I will go no further except I will be more vigilant for upcoming civil events. I otherwise will represent the Roanoke Rapids Sanitary District, Rightmyer Machine Rentals and generally help Mayor Doughtie with his purchases." This was a letter he received from a city attorney. He also read, after we discussed the environmental issues and property ownership issues I had reason to pause. This was him speaking this time especially when I asked you if you thought I needed legal representation. You said, due to the names of the persons that arose during this conversation that I would more likely be recommended out of town representation.

He said so in case we aren't talking we may not be talking except through attorneys. I thought I would bring you up to speed. You hadn't stopped by and I didn't know

what it was, but we'll find out.

Approval of City Council Minutes

Motion was made by Councilwoman Bryant, seconded by Councilman Smith and unanimously carried to approve the September 20, 2022 City Council Regular Meeting and October 4, 2022 Special Meeting minutes as drafted.

Old Business

Restroom Facility Building at Chaloner Recreation Park Update

Parks & Recreation Director Simeon said in the meeting on October 4th, he had brought in some bids for Council to consider. Since then, Council requested bids for a two-stall and four-stall men's and women's restroom.

He reviewed and summarized the materials and bids presented to City Council. (On file in Clerk's Office.) He reported two quotes have been submitted. The first one for the two-stall Multi-User male and female restroom is from Smith-Midland for \$98,686, the second from CXT is pending and the third is from Public Restroom Company for \$205,000. He noted the reason for changing vendors from CorWorth is because they do not manufacture that floorplan.

Parks & Recreation Director Simeon stated the quotes submitted for the four-stall Multi-User male and female restroom is from Smith-Midland for \$169,290; CXT quote is pending and Public Restroom Company is \$375,000.

He reported the CDBG funding for the restroom facility is \$100,000. There is \$60,000 available for sitework and grading through the State Grant funds.

He said since they did not have the third quote tonight and in order to keep things moving, he requested City Council to consider a motion to authorize the City Manager select the lowest qualified bid for a two-stall restroom facility at Chaloner Recreation Center.

City Manager Traynham said the reason for the request is because the City is required to have three bids for the competitive bid process. They have only received two, but are expecting one more. Rather than having to bring it back to City Council, they were asking them to authorize the City Manager to select and contract with the lowest qualified bidder.

Councilman Smith asked if they set a time limit on these people to give them a bid.

City Manager Traynham replied it was an informal bid process and they have asked for information to be returned as quickly as possible.

Councilman Smith stated everyone tells them as quick as possible, but he asked if they set a timeline on when the City wanted the bid. Parks & Recreation Director Simeon said he discussed with them that they had a City Council meeting on Tuesday and he would appreciate all bids in by Tuesday.

Councilman Smith asked Attorney Davis if since they told the vendors to have the bids in by Tuesday, did the City still need to get a third bid. Attorney Davis replied yes, to meet the competitive bid process requirements.

Councilman Smith said they keep putting this project off and asked what if it takes them two weeks to receive the third bid. City Manager Traynham replied she hopes it does not, but by law, the City's purchasing policy and State guidelines, the City needs three bids.

Councilman Smith asked if there was another company they could contact. Parks & Recreation Director Simeon said he could look, but generally these were the three companies. He did have some conversation with the gentleman from CXT today and was told he would have the bids wrapped up by tomorrow.

Mayor Pro Tem Ferebee said he would like to see this in operation by the time the kids are ready to use the facility next summer. He would like to see it completed by May 31, 2023 which would give them seven months. He was pleased to see they were entertaining the two restrooms rather than the single and it appears the City will have enough funding to cover it. He thanked everyone who had been involved in this and now the next part is the execution.

Councilman Smith asked if \$160,000 would include the shelter that needed to be put there too. Parks & Recreation Director Simeon replied yes.

Councilwoman Bryant asked if the restrooms would include the baby changing station. Parks & Recreation Director Simeon replied yes, it would. She agreed with Mayor Pro Tem Ferebee's statement about having the project completed by the time school ends so the children have full access to it during the summer.

Motion was made by Mayor Pro Tem Ferebee, seconded by Councilman Smith and unanimously carried to authorize the City Manager to select the lowest qualified bid for a two-stall restroom facility at Chaloner Recreation Park with a target date of May 31, 2023.

New Business

Consideration of Budget Ordinance No. 2022.22 – ALA COVID Library Relief

Finance Director Johnson reported the City received a grant through the American Library Association in the amount of \$20,000. It is relief funds to assist public, school, academic, and trial libraries across the United States that have experienced substantial economic hardship due to the coronavirus pandemic, which has impacted their ability to serve their community, especially traditionally underserved populations. She presented the following Budget Ordinance for their consideration:

**Ordinance No. 2022.22
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, 2022 and ending June 30, 2023, according to the following schedule:

SCHEDULE A – PROJECT FUND REVENUES

ALA COVID Library Relief

Project Revenues – Library	\$20,000.00
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FUND PROJECT TOTAL	\$20,000.00
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SECTION 2. The following additional revenues and reductions in appropriations are available

for the fiscal year beginning July 1, 2022 and ending June 30, 2023, in order to meet the foregoing appropriations, according to the following schedule:

SCHEDULE B – PROJECT FUND EXPENDITURES

ALA COVID Library Relief

Project Expenditures – Library	\$20,000.00
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FUND PROJECT TOTAL	\$20,000.00
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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. 2022.22 in order to increase the FY 2022-2023 Budget in the amount of \$20,000.

City Manager's Report

City Manager Traynham announced early voting will begin October 20, 2022 and run through November 5, 2022. The early voting location is at the Kirkwood Adams Community Center, not at the New Resources Building this year.

She said the City has planned several Halloween events for children and families to enjoy. The Parks & Recreation Department is partnering with the Police, Fire and Public Works Departments along with Main Street. She called upon Police Chief Martin to state the hours of Trick-or-Treating. Chief Martin announced the hours would be from 5:00 p.m. – 9:00 p.m. on Monday, October 31st.

She reported October is Fire Prevention Month. The Fire Department has been busy giving presentations and puppet shows to school groups and other groups thus sharing important information about fire prevention.

City Manager Traynham said due to the tropical weather earlier this month, the Canal Half Marathon and 5K was rescheduled to Saturday, November 5, 2022. All registrations were updated to the new date.

She stated City Council is gearing up for a strategic planning retreat on October 31, 2022. At the last meeting she distributed a handout for Council to review and complete.

She reported the Flu Shot Clinic was held earlier this month. She also stated they will share other upcoming holiday events in November and December soon.

City Manager Traynham announced the new restaurant, Biscuitville will open on October 25th.

Finance Director's Report

Finance Director Johnson presented the financial report for the period ending September 30, 2022. The General Fund year to date receipts totaled \$7,380,954 which represents 37.5% of the adopted budget. This is a normal trend as in past years for the month of September since the City receives its material allotments of Ad Valorem, Sales & Use and Utility Franchise taxes. She noted that the City also

received the first allotment of Powell Bill funds. She said General Fund year to date expenditures totaled \$4,898,890 which represents 24.9% of the adopted budget.

Finance Director stated spending is approximately \$1M more than last year due the ARPA funds and expending the capital funds City Council approved.

She reported as of today, the auditor has completed his initial field work and he will present the audit report to City Council once it is approved by the Local Government Commission.

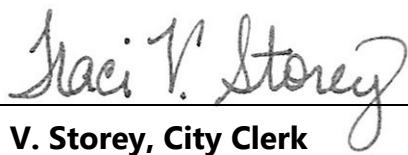
Councilman Smith asked when the City expected the rest of the Powell Bill funds because he sees they are running behind on that. Finance Director Johnson replied they just received the first allotment for \$240,000. She was not sure when they would receive the next allotment.

Mayor Pro Tem Ferebee asked why the first allotment amount of Powell Bill was 1.9% less than State estimates. Finance Director Johnson replied she was not sure, but would find out.

Adjournment

On behalf of the Roanoke Rapids High School Alumni Association, Councilman Stainback thanked the Public Works, Police and Fire Departments for their massive amount of help with the fireworks show last Friday night for Homecoming.

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 6:07 p.m.



Traci V. Storey, City Clerk

Approved by Council Action on: November 15, 2022