



Minutes of the Roanoke Rapids City Council

A regular meeting of the City Council of the City of Roanoke Rapids was held on **Wednesday, November 5, 2025, at 5:30 p.m.** in the Council Chambers at the Lloyd Andrews City Meeting Hall.

Present: Emery G. Doughtie, Mayor
Sandra W. Bryant, Mayor Pro Tem

W. Keith Bell)
Andy Jackson)
Rex Stainback)
Curtis Strickland)

Council Members

Kelly Traynham, City Manager
Geoffrey Davis, City Attorney
Traci Storey, City Clerk
Police Chief Lawrence Wiggins
Larry Chalker, Public Works Director
Christina Caudle, Human Resources Director
Ashley Thomas, Main Street Director
Kelly Daughtry, Parks & Recreation Director
Kenneth Hollowell, Interim Fire Chief
Richard Cook, Interim Fire Chief

Absent: Carmen Johnson, Finance Director
Kristyn Anderson, Planning & Development Director

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

Mayor Doughtie provided the invocation. The Pledge of Allegiance was recited.

Adoption of Business Agenda

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

There being no conflicts, motion was made by Councilman Bell, seconded by Councilman Stainback, and unanimously carried to adopt the business agenda as presented.

Special Recognitions

Retirement of Captain Jeffrey Baggett

Police Chief Wiggins stated tonight they would like to recognize retired Captain Jeffrey Baggett and award him with his service weapon and badge. Captain Baggett retired on November 1, 2025, after serving the Roanoke Rapids Police Department for 24 years. He also served in the military for 7 years. He requested that Captain Baggett be awarded his service side arm and badge in accordance with NCGS 17F-20 for \$1.00 which has been paid to the City Clerk.

Chief Wiggins presented Captain Baggett with his badge and sidearm. He also presented Captain Baggett a clock plaque for his 24 years of service and dedication with the City of Roanoke Rapids. He said the department recently held a small ceremony to honor Captain Baggett and stated since his time here, Captain Baggett provided him wise counsel and pulled him by the coattails if he felt he should reconsider something. He appreciated his time serving the Police Department and he will be missed.

Captain Baggett said he has always been lucky and surrounded by good people. It has been an honor.

Mayor Doughtie said when he thinks of Captain Baggett, he thinks back to a movie about a quiet man. He came to him several times and asked for advice; he was a good listener. When he had something to say, he said it. He would take things under advisement, and they would talk again about it. He appreciated Captain Baggett's contribution to the community and the Police Department and wished him well.

Councilman Jackson said he wanted to personally thank Captain Baggett. He told a story about one night when he and Captain Baggett were on foot patrol downtown in the 200 block of Madison Street. They spotted a suspect that had a warrant. The suspect ran into a mill house, and he ran in behind him. They got the suspect trapped on the side porch. He heard a voice say stop or I'll shoot. When he turned around it was Captain Baggett. He had covered the man standing behind him with a baseball bat getting ready to hit him. He has always credited Captain Baggett with saving his life. Thank you.

Motion was made by Councilman Stainback, seconded by Councilman Jackson, and unanimously carried to award Jeffrey Baggett 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.

Approval of City Council Minutes

Motion was made by Mayor Pro Tem Bryant, seconded by Councilman Jackson, and unanimously carried to approve the October 21, 2025, Regular City Council Meeting minutes as drafted.

New Business

Consideration of Professional Services Contracts for FY 2022 CDBG-NR Program

City Manager Traynham stated the City of Roanoke Rapids was awarded a FY2022 Community Development Block Grant – Neighborhood Revitalization Program Award. They have been going through the process associated with federal housing money which is filtered through the state agencies where guidelines must be followed in the disbursement of funds. The City has been awarded the grant and has also selected a grant administrator as required. The total grant amount is \$950,000 for the project. They have identified participation for homeowners so the next step in the grant process is to award professional services contracts for various services required for the housing rehabilitation of the applicants' homes.

She reported the services needed are for land surveying, legal services, asbestos inspections, and lead-based paint inspection services. In accordance with the federal and state guidelines, the grant administrator conducted a procurement process. He received a few different proposals which are listed in the attached memorandum in their packets. (*Memorandum dated October 30, 2025 from Insight Consultants*). The requests for services were sent out to individual firms as well as advertised in the local newspapers and other areas. All the compliance requirements were met. She noted these services are all covered under the grant and no City funds are involved.

Motion was made by Councilman Bell, seconded by Mayor Pro Tem Bryant, and unanimously carried to authorize the City Manager to negotiate and execute CDBG-NR Professional Services Contracts hereby awarded to the most qualified vendors based on proposal evaluation and scoring completed by the grant administrator.

Consideration of Appointments to Main Street Advisory Committee

Main Street Director Thomas stated on October 7, 2025, City Council approved the creation of the volunteer Main Street Advisory Committee to help guide the goals and initiatives of the City's nationally recognized and locally powered Main Street program. Immediately following approval, the program opened a call for applications which remained open until October 28th. They received a total of 19 applications representing a cross-section of the community. She thanked everyone who shared the

announcement or the press release and especially the ones who took the time to apply. Because of the strong response, not all applicants could be selected at this time. Those not appointed will be kept on file for future consideration or in the event that a member is unable to fulfill their duties. Additionally, the student position remains open until filled. That role is available to a student in grades 9-12 with parental permission and provides a meaningful opportunity for a young person to participate in civic leadership and community development. Applications are available at www.mainstreetroanokerapids.com/apply or by emailing her at athomas@roanokerapidsnc.com.

She reported as a result of this process, she presented a well-qualified and balanced slate of appointees for City Council's consideration. Approximately 90% of recommended appointees live, work or own a business within the district. Collectively this group brings experience in small business ownership, mixed-use property development, multi-tenant operations, non-profit leadership, faith-based service, health, marketing, events and beautification.

Main Street Director Thomas referred to the recommended appointments list provided to City Council and asked for their consideration and approval. (List on File in Clerk's Office).

Mayor Pro Tem Bryant asked if there were term limits. Main Street Director Thomas replied there are, and they plan to discuss it during the committee's first meeting. They will follow the typical appointment schedule the City has on file.

City Manager Traynham added the term limits and other things will be recommended to City Council for consideration. They are trying to get the program set up at a city-run level so they will have more information about the committee in reference to by-laws and membership for them later.

Mayor Doughtie asked if they would have all the meetings online; he noticed the one on the calendar was online. Main Street Director Thomas replied the first meeting on the calendar will be online in hopes of having that discussion with the members. She expects half or greater would be in person.

Motion was made by Councilman Strickland, seconded by Councilman Bell, and unanimously carried to approve the recommended appointments to the Main Street Advisory Committee.

City Manager's Report

City Manager Traynham announced the next City Council meeting will be November 18th followed by December 2nd and December 16th.

She reported they were moving into the holiday season after wrapping up a weekend of Halloween activities where hundreds of kids participated in various trunk or treats, parties and all had a safe Halloween experience.

She announced the following upcoming holidays and City business office closures:

- Veterans Day – Tuesday, November 11th
- Thanksgiving (2 days) – Thursday, November 27th and Friday November 28th
- Christmas (3 days) – Wednesday, December 24th – Friday, December 26th

City Manager Traynham announced multiple holiday events:

- Christmas on the Avenue – Friday, December 5th, 6-9 pm
- Christmas on the Canal – Saturday, December 6th, 10 am – 2 pm
- Christmas Parade – Sunday, December 7th at 2 pm
- Grinchy Christmas Party at Library – Tuesday, December 16th, 4 – 5:30 p.m.

She said as of October 31, 2025, she received a report from Michael Hurt (Hurt, LLC) for the McCrory Building at 1000 Roanoke Avenue. He indicated the project funding is in negotiations with two different financial institutions. Hurt remains committed to completely restoring the building. The construction drawings are completed and approved by the State and Federal Historic tax credit process. Goal is to start the renovation in Spring/Summer of 2026. Also, a request to submit a ledger on invoices paid on the project expenditures to the City by December 1st.

City Manager Traynham reported the following:

- Leasing office for Stateside Landing Multifamily Apartments is in the Thanos Building at 730 Roanoke Avenue.
- Interviews for position of Fire Chief will be completed on Thursday, November 6th.
- Policy Research Project: A Tax Rate and Debt Capacity Study is underway by a class of graduate students of the Master of Public Administration (MPA) Program at East Carolina University. This information will help to locate the City's current tax rates and debt position to other comparable locations.

- Public Works is assisting with a decorative brick sidewalk project in front of RRHS as part of a fundraiser.
- As of November 1st, it is officially loose-leaf collection season. Leaves will be collected from streets; alleys are collected at end of season which is in February.
- Backyard fire pits are permissible, do not burn trash or personal waste.
- The Police Department is fundraising for Christmas for Kids charitable event to be held on 12/6. Toughbooks are programmed and issued to officers, noting positive responses in the implementation of work.
- Parks & Rec –The RecDesk online program provides 24/7 access for participant registration and payments making it convenient for parents/guardians to complete. <https://rrparksandrec.recdesk.com> For example: Youth basketball registration closed at 11:59 PM on 10/31 with a total of 167 participants and 40% of applications completed registration within the last 60 minutes of deadline. Parade Entry Registration is also available via RecDesk “Programs”, closing 11/21, Sponsors include Roseburg and Riverside Savings Bank.
- Employment Opportunities
 - Full Time
 - Fire Chief
 - Police Support Specialist (Administrative, non-sworn position)
 - Police Officer – NC Certified
 - Part-Time
 - Part-time School Crossing Guard (Traffic Control Officer)
 - Lifeguard
 - Building Supervisor (parks & rec facilities)

Mayor Doughtie asked if the Police Department was looking for a Traffic Control Officer. City Manager Traynham replied they have a part-time opportunity for a School Crossing Guard.

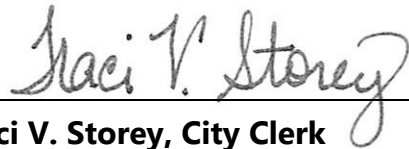
Mayor Doughtie stated the reason he asked was because he has received comments/complaints about traffic almost more than crime. He understands the officers have emergencies they have to respond to and sometimes a call about something that is less important that doesn't get resolved as quickly as citizens think it should so they will call and they are not really happy. Maybe they could look at having some officers that serve as traffic police officers.

City Manager Traynham said the department has one position that is specifically for traffic enforcement. That position was temporarily vacated but they have another employee in that position now in the NC Governor's Highway Safety Program. That one position focuses on that, and they report statistics to the program on a routine basis. The City pays a small portion of the 3 years of that position.

Other Business/Adjournment

Mayor Doughtie congratulated Councilman Jackson and Councilman Strickland for their re-election to City Council. He appreciates all the people that participated in the election whether they were running for an office or volunteering to help with the voting process. Voting did not show up in the numbers this time because less than 15% of people voted. When people are critical about things in the community such as the hospital, school system, City Council or anything they want to criticize, he asks them how they would feel if they didn't have it. He says the same thing about the voting. They may say the voting is rigged or crooked, but if they could not vote it would be a much different way of life. They need to appreciate being able to vote. He knows they all encourage people to get out and vote, but sometimes if it does not directly affect them, they do not feel the need to take that few minutes to vote.

There being no further business, motion was made by Councilman Stainback, seconded by Councilman Bell, and unanimously carried to adjourn. The meeting adjourned at 6:00 p.m.


Traci V. Storey, City Clerk

Approved by Council Action on: November 18, 2025