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**Roanoke Rapids City Council**

**July 9, 2013**

The regular meeting of the City Council of the City of Roanoke Rapids was held on the above date at 7:00 p.m. in the first floor conference room of the J. Reuben Daniel City Hall & Police Station.

Emery G. Doughtie, Mayor

Carl Ferebee, Mayor Pro Tem

Suetta S. Scarbrough)

Ernest C. Bobbitt)

Greg Lawson)

Carol H. Cowen)

Joseph Scherer, MPA, MS, City Manager

Lisa B. Vincent, MMC, City Clerk

Gilbert Chichester, City Attorney

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

Mayor Doughtie called Council’s attention to the Conflict of Interest statement in the agenda packet. He stated the following amendments to the agenda are needed: (1) move Item 3 (a) *“Presentation to Cummins”* to the August 13 Regular Agenda; (2) add a musical presentation by students from the Music School under *“Special Recognitions”* and (3) move Item 9 (g) to the beginning of *“New Business”*.

With no one indicating a conflict of interest with any of the items on the agenda, motion was made by Mayor Pro Tem Ferebee, seconded by Councilwoman Scarbrough and unanimously carried to adopt the business agenda for July 9, 2013 as amended.

Mayor Doughtie stated we have with us two students from the Music School across the street that will share their talents with us.

Ms. Lindsey Shaw and Ms. Ellen Draper of the Music School of Roanoke Rapids shared their musical talents.

City Clerk Vincent administered the Oath of Office to new Police Chief Thomas R. Hathaway, Jr., and following remarks by City Manager Scherer, his parents and children participated in the pinning ceremony.

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Ms. Sandra Moody of 1869 Spring Street, Roanoke Rapids, NC stated she is concerned about the dwelling she lives in. She stated there is a stream or ditch behind her house that causes problems when it rains. She stated water comes into her yard and runs in the vents under her house. Ms. Moody stated it is so bad that she cannot use her backyard. She stated a bigger pipe is needed. She stated when it rains, there is nowhere for the water to go so it stands in her yard until it goes into the vents under the house. Ms. Moody stated she needs someone to come out and look at this situation and do what needs to be done to correct the problem.

Mayor Doughtie explained that when items such as this are presented to Council during public comment, the Council does not take action but refers the matter to the City Manager for review. He assured Ms. Moody that someone will address this issue.

Ms. Moody stated she has photographs of her property if the Council would like to see them. *(The photos were distributed to Council and returned to Ms. Moody. Ms. Moody will have copies made for the City.)*

Mr. Alex Garner of 1869 Spring Street, Roanoke Rapids, NC stated that Ms. Sandra Moody recently became his wife and he lives with her on Spring Street. He stated he is here to support her claims. He stated it is a very bad situation. Mr. Garner stated whenever water comes from the stream it runs in the yard. He stated the stream is clogged up. He stated with the rains we have had over the last few weeks, you cannot even walk in the yard. Mr. Garner stated the water washes up debris and it smells bad. He stated it flows under the house and has caused red ants to appear. Mr. Garner stated someone had installed some type of pipe but it is now creating problems because it too is clogged up. He stated he feels this is a health hazard and it will only get worse. He stated he and his wife met with the City Manager about two weeks ago and he promised to have someone look at the situation. He stated he was true to his word and someone did call but due to being out of town, no one could come out and investigate. Mr. Garner stated they did say they would come and look at it. He stated he hopes something can be done to clear this matter up.

Motion was made by Councilwoman Cowen, seconded by Councilman Bobbitt and unanimously carried to approve Council Minutes dated June 4, 2013 *(Work Session)* andJune 11, 2013 *(Regular Meeting)*.

A ballot vote was taken and the Clerk announced that Julia Ann Fitts received the

unanimous vote for reappointment to the Roanoke Canal Commission.

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Motion was made by Mayor Pro Tem Ferebee, seconded by Councilman Bobbitt and unanimously carried to reappoint Julia Ann Fitts to the Roanoke Canal Commission.

Mayor Doughtie thanked Ms. Fitts, who was in the audience, for her service.

Planning & Development Director Lasky reviewed the following staff report with Council:

**MEMORANDUM**

TO: Joseph Scherer, City Manager

FROM: Kelly Lasky, Planning & Development Director/s/

RE: **Proposed Amendments to Update the City of Roanoke Rapids Land Use Ordinance to Ensure**

**Consistency of the Ordinance with Current North Carolina State Statutes which Address**

**Local Municipal Land Use Regulation**

DATE: June 17, 2013

**Background:**

The City of Roanoke Rapids Planning & Development Department solicited proposals for the provision of planning consulting services to assist the City’s staff with an update of the City’s Land Use Ordinance. The City selected Holland Consulting Planners to assist in this effort.

The purpose of the update is to ensure consistency of the ordinance with current North Carolina State Statutes which address local municipal land use regulations. Planning staff aided in the identification of deficiencies and provided review and comments on the proposed changes.

Dale Holland presented the recommendations to the Planning Board on May 16, 2013, and the Board voted unanimously to forward a favorable recommendation to City Council for the adoption of the proposed revisions.

**Proposed Amendments:**

The proposed amendments accomplish the following changes to the Land Use Ordinance:

* Provides definitions to clarify permissible land uses which are consistent with general statute definitions;
* Revises the Table of Permissible
* Replaces the letter “Z” with a “P” for Permitted Uses requiring a Zoning Permit.
* Deletes references to “Special Use Permit” and amends the Table of Permissible Uses to make all “S” (uses requiring a Special Use Permit) to “C” (uses requiring a Conditional Use Permit); therefore ALL Special/Conditional Use Permits will be reviewed by the Planning Board prior to consideration for approval by City Council. *Currently, the Ordinance requires that the Planning Board review Conditional Use Permits – only and Special Use Permits are presented to City Council without Planning Board recommendation. Planning & Development staff recommend that all Special/Conditional Use Permits be reviewed for recommendation by the Planning Board.*
* Addition of a “Reference” column to provide a Section reference for guidance on listed uses.
* Provides definitions and regulations of Solar Energy Systems and Wind Farms;
* Provides for guidance on Legislative/Quasi-Judicial Procedures for rezoning procedures and ordinance amendments.

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* Deletes the Article concerning Parallel Conditional Use Districts.
* Amendments Wireless Communication Facilities to comply with and be consistent with the United States Telecommunication Act of 1996 and clarifies the approval process.

**Planning & Development Staff Recommendation:**

Staff recommends adoption of the proposed amendments to update the City of Roanoke Rapids Land Use Ordinance as presented.

**Planning Board Recommendation:**

On Thursday, May 16, 2013, the Roanoke Rapids Area Planning Board reviewed the proposed updates to the Land Use Ordinance and unanimously voted to forward a **favorable** recommendation to City Council for the adoption of the proposed revisions.

**Requested City Council Action:**

*Motion & Vote: Motion to adopt the Statement of Consistency concerning the adoption of the updated Land Use Ordinance.*

*Motion & Vote: Motion to adopt the updated Land Use Ordinance as presented.*

A public hearing having been advertised and proper notices having been given according to law, Mayor Doughtie opened the public hearing for comments.

There being no one to speak, Mayor Doughtie declared the public hearing closed.

Motion was made by Councilwoman Scarbrough, seconded by Councilman Bobbitt and unanimously carried to adopt the following Statement of Consistency:

**STATEMENT OF CONSISTENCY WITH PLANS TO AMEND LAND USE ORDINANCE**

**Reference: Amendments to Update the City of Roanoke Rapids Land Use Ordinance to Ensure Consistency of the Ordinance with Current North Carolina State Statutes which Address Local Municipal Land Use Regulation.**

The Roanoke Rapids City Council met on Tuesday, July 9, 2013 at 7:00 p.m. and determined that the above mentioned request is consistent with the following Roanoke Rapids Comprehensive Development Plan policies and with the Roanoke Rapids Land Use Ordinance.

*Comprehensive Development Plan Policies:*

ADOPTED BY THE ROANOKE RAPIDS CITY COUNCIL ON THE 25TH DAY OF JULY, 2006.

1.1 Coordinated intergovernmental planning for land use, transportation, utilities, environmental quality, community appearance, historic preservation and economic development shall be encouraged.

1.4 Plans, policies, public investments and regulatory tools shall be coordinated as appropriate with those of adjacent counties, and municipalities, and with those of other governmental levels.

1.5     City land use and development policies shall be designed to encourage innovation, flexibility, and adaptability such that development in the city and surrounding area is encouraged and accommodated, while protecting the city’s quality of life.

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1.7 The City recognizes the responsibility and duty of the City’s Planning Board and planning staff to review and recommend sound planning decisions. The City also recognizes the responsibility of City Council to consider all factors and variables, in addition to planning recommendations, when considering land use and development issues. The City recognizes this planning process and mutual responsibilities as being healthy for good decision-making, not conflictive.

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 location and review of land development regulations that will help to ensure the health, safety, and general welfare of the citizens of Roanoke Rapids.

Adopted: July 9, 2013

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emery G. Doughtie, Mayor

Motion was made by Councilwoman Scarbrough, seconded by Councilman Bobbitt and unanimously carried to adopt the following Ordinance:

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

**SECTION 1.** That the Updated Roanoke Rapids Land Use Ordinance dated July 9, 2013 be adopted.

**SECTION 2.** This Ordinance shall become effective upon adoption.

Ms. Dia Denton, Halifax County Assistant Manager of Operations, stated she is here tonight as the Administrator of the Halifax-Northampton Regional Airport Authority. She stated the Airport Authority is requesting Council’s approval of a long-term lease of 25 years which must be treated like a sale under North Carolina General Statutes. She explained that the three supporting entities of the Authority—City of Roanoke Rapids, Halifax County and Northampton County—must approve the lease. Ms. Denton pointed out that this lease is for Geenex, LLC to locate a solar power plant on property located at the new Airport. She stated, as discussed earlier with City Manager Scherer, that Halifax County has a similar lease with Geenex, LLC for their operations at the old Airport. Ms. Denton stated this lease with the Authority is for approximately 172 acres for $125.00 per acre which is $21,500 per year. Ms. Denton stated this area is currently being farmed and the revenues from that is approximately $6,000 per year. She stated this will be a nice increase for the Authority. Ms. Denton pointed out that they still have to submit this to the FAA for their approval and historically, such approvals have moved very slowly. She stated they will also have to get environmental approval from the FAA but they do not expect any issues with these approvals.

Councilman Lawson asked if revenues generated from the lease will go back to the Airport Authority.

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Ms. Denton stated yes. She stated the Authority very much appreciates the City’s contributions over the years.

Councilman Bobbitt asked if down the road, these revenues would help to reduce the amount contributed to the Authority.

Ms. Denton stated ideally as the Airport gets larger and fuel sales continue to increase, they would hope to become self-sustaining.

Councilman Bobbitt asked Ms. Denton about the selling of power to the power company.

Ms. Denton stated that is covered in the lease agreement but the Airport Authority would not get any additional revenue from that.

Mayor Doughtie asked what would happen if the company decides to leave after a few years.

Ms. Denton stated there are provisions in the lease agreement for that. She pointed out that Mr. Tom Wellman is the Attorney for the Airport Authority, and he and the County Attorney have been over this lease agreement.

Motion was made by Councilman Bobbitt, seconded by Councilman Lawson and unanimously carried to approve the land lease and easement agreement between the Halifax-Northampton Regional Airport Authority and Geenex, LLC. *(A copy is on file in the Office of the City Clerk.)*

Public Works Director Chalker stated he is requesting consideration of an amendment to Section 5 “Fee Schedule” of the FY 2013-2014 Budget Ordinance to incorporate fees for the newly created Sections L and O in the Cedarwood Cemetery.

Motion was made by Councilman Lawson, seconded by Councilwoman Cowen and unanimously carried to adopt the following ordinance:

**AN ORDINANCE TO AMEND SECTION 5 “FEE SCHEDULE” OF THE FY 2013-2014 BUDGET ORDINANCE.**

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROANOKE RAPIDS, NORTH CAROLINA, that:**

**SECTION 1.** Section 5 “Fee Schedule” of the FY 2013-2014 Budget Ordinance, under the *Public Works* *Department Fees*, be amended to read as follows:

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**Cemetery Fees**

Resident

Sections A-E: $1,000 per 4 Grave Plot

Section G: $800 per Site

Section H: $250 per Space

Section I: $500 per Space

Section J: $1,000 per 2 Grave Companion Plot

Section K: $2,000 per 4 Grave Plot

Section L: $1,200 per 2 Grave Companion Plot

Section O: $500 per Space

Non-Resident

Sections A-E: $2,000 per 4 Grave Plot

Section G: $1,600 per Site

Section H: $500 per Space

Section I: $1,000 per Space

Section J: $2,000 per 2 Grave Companion Plot

Section K: $4,000 per 4 Grave Plot

Section L: $2,400 per 2 Grave Companion Plot

Section O: $1,000 per Space

**SECTION 2.** This Ordinance shall become effective upon adoption.

Planning & Development Director Lasky reviewed the following staff report with Council:

**MEMORANDUM**

TO: Joseph Scherer, City Manager

FROM: Kelly Lasky, Planning & Development Director/s/

RE: **Comprehensive Land Use Plan and Healthcare Plan Steering Committee**

DATE: July 3, 2013

The Plan’s Steering Committee will oversee the preparation of a draft Comprehensive Plan by receiving copies of the draft plan and providing feedback to City Staff and the professional consultant throughout the course of the plan development. We anticipate approximately 3 meetings. The first meeting is scheduled for Thursday, July 25th at 5:30 PM at City Hall. This meeting will be to review existing conditions. The second meeting (TBD) will be to develop preliminary recommendations and the third (TBD) will be to review the draft plan prior to presentation to City Council. All meetings will be advertised and open to the public. At each meeting, time will be allocated for public comments and/or questions.

The Steering Committee will be involved in the following goals and objectives for the Plan:

• Develop a vision for the future of Roanoke Rapids Urban Area

• Consider how the City will develop, in what direction, and at what pace

• To recommend policies on Future Growth/Development, Environment, Housing, Water, Sewer, Health Care, Public Safety, Economic Development, Government Services.

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**Recommended Plan Steering Committee:**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **ORGANIZATION** | **PHONE** | **EMAIL** |
| Nick Rightmyer/  Bill Dreitzler | DM2 Engineering | (252) 532-2364 (Nick)  (919) 818-2235 (Bill) | [nsrightm@yahoo.com](mailto:nsrightm@yahoo.com)  [bill.dreitzler@yahoo.com](mailto:bill.dreitzler@yahoo.com) |
| Sherry Hux | RABA | (252) 533-2838 | [director@roanokeavenue.com](mailto:director@roanokeavenue.com) |
| Betty Harris | Wilkie Real Estate | (252)578-9012 | [bettyharris@realtor.com](mailto:bettyharris@realtor.com) |
| Justin Blackmon\* | RR Sanitary District | (252)885-0556  (252) 537-9137 | [jblackmon@rrsd.org](mailto:jblackmon@rrsd.org) |
| Cathy A. Scott\* | Halifax Co. Economic Development Commission | (252)519-2630 | [cathyscott@halifaxdevelopment.com](mailto:cathyscott@halifaxdevelopment.com) |
| Doug Miller | RR Graded School District | (252) 410-1536 | [Miller.co@rrgsd.org](mailto:Miller.co@rrgsd.org) |
| Connie Hill | Planning Board | (252)535-3634 | [Chill535@embarqmail.com](mailto:Chill535@embarqmail.com) |
| Wayne Smith | Resident/Recreation Board | (252)532-0609 | [Gloege0609@gmail.com](mailto:Gloege0609@gmail.com) |
| Christopher Cain\* | Resident |  | [chris.cain86@rocketmail.com](mailto:chris.cain86@rocketmail.com) |
| Victoria Chetty\* | Visions, Inc./ Beautification Committee | (252)535-9085 | [Vechetty23@gmail.com](mailto:Vechetty23@gmail.com) |
| Gavin Coombs | Halifax County Community Transformation Catalyst | (919)741-7969 | [Gavin.coombs@ncphf.org](mailto:Gavin.coombs@ncphf.org) |
| E.B. Odom | Halifax Health Dept. | (252)583-5021 x.270 | [odome@halifaxnc.com](mailto:odome@halifaxnc.com) |

\**awaiting final confirmation of participation*

*Ex Officio Members:*

Suetta Scarbrough, City Council

Kelly Lasky, Planning & Development Director

Larry Chalker, Public Works Director

John Simeon, Parks & Recreation Director

Ms. Lasky indicated that one more name is recommended—Bruce Robistow of Halifax Regional Medical Center. She stated Mr. Robistow has a public health background.

Councilwoman Cowen asked Ms. Lasky if she felt this could be done in three meetings. She stated this is a very large task.

Ms. Lasky stated yes.

Mayor Pro Tem Ferebee stated he would reiterate Councilwoman Cowen’s concern about the number of meetings. He stated this is a large task. He stated he remembers his days on the Planning Board when the Land Use Ordinance was revised, and they got into a lot of discussions. Mayor Pro Tem Ferebee stated Councilwoman Scarbrough is on the committee and he is sure she, along with Ms. Lasky, will keep the Council informed but he too is concerned that three meetings might not be sufficient.

Ms. Lasky stated the three meetings will be designed to get the work done. She stated these meeting will also be open to the public and plans are to hold an open house. Ms. Lasky stated they could have more meetings but they are on a small budget and the more meetings we have with the consultant, the higher the cost will be.

Councilman Lawson stated it could take months to get information compiled. He stated the meetings would be spread out over several months.

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Ms. Lasky stated that is correct. She stated they anticipate it will take about six months to complete, and it will probably be several months in between meetings. Ms. Lasky stated they will provide an opportunity for all types of involvement.

City Manager Scherer stated the key to any successful meeting is to have an agenda and focus on that agenda. He stated he feels Ms. Lasky’s staff can accomplish this task.

Motion was made by Councilman Lawson, seconded by Councilman Bobbitt and unanimously carried to appoint the following Comprehensive Land Use Plan and Healthcare Plan Steering Committee:

|  |  |
| --- | --- |
| **Name** | **Organization** |
| Nick Rightmyer/Bill Dreitzler | DM2 Engineering |
| Sherry Hux | RABA |
| Betty Harris | Wilkie Real Estate |
| Justin Blackmon | Roanoke Rapids Sanitary District |
| Cathy A. Scott | Halifax County Economic Development Commission |
| Doug Miller | Roanoke Rapids Graded School District |
| Connie Hill | Roanoke Rapids Area Planning Board |
| Wayne Smith | Resident/Recreation Advisory Committee |
| Christopher Cain | Resident |
| Victoria Chetty | Visions, Inc./Beautification Committee |
| Gavin Coombs | Halifax County Community Transformation Catalyst |
| E. B. Odom | Halifax County Health Department |
| Bruce Robistow | Halifax Regional Medical Center |

***Ex Officio Members:***

Suetta Scarbrough, City Council

Kelly Lasky, Planning & Development Director

Larry Chalker, Public Works Director

John Simeon, Parks & Recreation Director

Finance Director Hite stated this Project Ordinance Amendment is to transfer $51,164.00 from the acquisition line item to the rehabilitation and clearance line items in order to accomplish those activities. She stated all expenditures should be completed on this project by August 30.

Motion was made by Councilwoman Cowen, seconded by Councilwoman Scarbrough and unanimously carried to adopt the following 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 is hereby amended for the FY10 Community Development Block Grant approved by Council on June 5, 2012.

**SECTION 1.** The project authorized and being amended is as described in the work statement contained in the grant agreement (#10-C-2226) between the City of Roanoke Rapids and the North Carolina Department of Commerce. This project is more familiarly known as the Henry Street Revitalization Project. The Project

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Ordinance Amendment was approved by the Department of Commerce on June 18, 2013. The budget revision consists of a $51,164 transfer from the ‘Acquisition’ account to the ‘Clearance and Rehabilitation’ accounts.

**SECTION 2.** The City of Roanoke Rapids staff is hereby directed to proceed with the amendment to the grant project pursuant to the grant agreements, the rules and regulations of the North Carolina Department of Commerce.

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

CDBG Grant $ 600,000

**Total Project Resources $ 600,000**

**SECTION 4.** The following amounts are appropriated for the project activities:

Current **Proposed** Total Revised

Budget **Change**  Budget

Acquisition $230,000 $(51,164) $ 178,836

Clearance Activities $ 50,000 $ 17,000 $ 67,000

Rehabilitation of privately owned dwellings $260,000 $ 34,164 $ 294,164

Administration $ 60,000 $ 00 $ 60,000

**Total Project Appropriations $ 600,000**

**SECTION 5.** The Finance Director is hereby directed to maintain and provide within the Grant Project Fund sufficient specific detailed accounting records for reporting purposes to the North Carolina Department of Commerce as required by the grant agreement(s) and federal and state regulations.

**SECTION 6.**  Funds may be advanced from the General Funds for the purpose of making payments as due. Reimbursement requests should be made to the North Carolina Department of Commerce in an orderly and timely manner.

**SECTION 7.** The City Manager shall be authorized to reallocate appropriations within the various line items of this project as he deems necessary.

**SECTION 8.** Copies of this project ordinance shall be made available to the Finance Director for direction in carrying out this project.

**ADOPTED** this 9th day of July, 2013.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emery G. Doughtie, Mayor

ATTEST:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lisa B. Vincent, City Clerk

Finance Director Hite stated the City’s Purchasing Policy, which was last amended on June 2, 2003, was reviewed by staff and revisions are recommended to reflect current North

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Carolina General Statutes and to update outdated terminology in the policy. She pointed out that the major revisions can be found on pages 6.1 through 6.5 which is an insert included as a “quick reference guide” that City Manager Scherer received at one of his classes. She stated they also included on-line auctions which we have been using since joining GovDeals.com. Ms. Hite pointed out that there are no recommended changes to the purchasing process or procedures.

Motion was made by Councilman Bobbitt, seconded by Mayor Pro Tem Ferebee and unanimously carried to adopt the Revised Purchasing Policy dated July 9, 2013, a copy of which is on file in the Clerk’s Office and hereby made a part of these minutes by reference.

Finance Director Hite reviewed the following staff report with Council:

**MEMORANDUM**

TO: Joseph Scherer, City Manager

FROM: MeLinda Hite, Finance Director/s/

**RE: Installment Financing – Police Vehicles**

DATE: July 2, 2013

**Background:**

On June 26, 2013 a request for proposal (RFP) was sent to three (3) local financial institutions in order to secure installment financing for the police vehicles which have an estimated delivery date of Friday, July 5. Bid opening was held on July 2, three (3) responses were received, of which two (2) were valid bids.

**Bid Results:**

The lowest responsive bidder was First Citizens Bank. The interest rate is 1.85% for five (5) years, annual in arrears, loan amount $155,400. The annual payment is $32,826.02. Attached are the bid tabulation sheet and also the amortization schedule from First Citizens Bank.

**Recommendation:**

Staff recommends that financing be awarded to First Citizens Bank. As always, I will be happy to answer any questions that you may have.

**Installment Financing Bid Tab Sheet – Police Vehicles**

**July 2, 2013 – 4:00 PM Bid Opening**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Bidder** | **Financed**  **Amount** | **Rate** | **Term** | **Notes** | **Annual**  **Payment** |
| First Citizens Bank | $155,400 | 1.85% | 5 Years | No Fees | $32,826.02 |
| BB&T | $155,400 | 2.02% | 5 Years | No Fees | $32,988.55 |
| Southern Bank**\*** | $155,400 |  |  |  |  |

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**Attendance:**

*Lynn Rooker, Purchasing Agent*

*Kenny DeLoatch, First Citizens Bank*

*MeLinda Hite, Finance Director*

**\*Disqualified Bid – documentation was not included in bid packet as outlined in the Request for Proposal.**

**Amortization Schedule**

Amount: $155,400.00

Rate: 1.85%

Term (Years): 5

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Payment Number** | **Payment**  **Date** | **Payment** | **Principal** | **Interest** | **Balance** |
| 1 | 2014 | $32,826.02 | $29,951.12 | $2,874.90 | $125,448.88 |
| 2 | 2015 | $32,826.02 | $30,505.21 | $2,320.80 | $94,943.67 |
| 3 | 2016 | $32,826.02 | $31,069.56 | $1,756.46 | $63,874.11 |
| 4 | 2017 | $32,826.02 | $31,644.35 | $1,181.67 | $32,229.77 |
| 5 | 2018 | $32,826.02 | $32,229.77 | $596.25 | - |
| **Total** |  | **$164,130.08** | **$155,400.00** | **$8,730.08** |  |

Motion was made by Councilman Bobbitt, seconded by Councilwoman Scarbrough and unanimously carried to award the installment financing to First Citizens Bank for the purchase of police vehicles.

Police Chief Hathaway stated we have an antiquated “Ten Minute Parking” sign on West Tenth Street near Oscar’s Restaurant. He stated this sign was installed many years ago when the UPS store was located in that area. He stated the business owners in the area have asked that this sign be changed back to “Two Hour Parking” which is consistent with the other parking spaces in front of Oscar’s and the adjacent businesses.

Motion was made by Councilwoman Cowen, seconded by Councilman Bobbitt and unanimously carried to adopt the following Ordinance:

**AN ORDINANCE TO AMEND THE TRAFFIC CODE OF THE CITY OF ROANOKE RAPIDS, NORTH CAROLINA.**

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROANOKE RAPIDS, NORTH CAROLINA, that:**

**SECTION 1.** The Roanoke Rapids Traffic Code is amended to:

(1) remove the “Ten Minute Parking” sign on the north side of West Tenth Street

between Jackson Street and the alley west of Jackson Street; and

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(2) install a “Two Hour Parking” sign on the north side of West Tenth Street

Between Jackson Street and the alley west of Jackson Street.

**SECTION 2.** This Ordinance shall become effective upon the removal and installation of the appropriate signage.

City Manager Scherer stated he, Finance Director Hite and City Attorney Chichester had a phone conversation last week with the Local Government Commission and they recommended we move forward with the proposal presented by Davenport & Company at the May 7 work session for refinancing the loan debt on the Theatre. He stated he would like to get a consensus from Council to move forward with approaching financial institutions about the possible refinancing. Mr. Scherer stated once we get the proposals, we can then decide if we want to proceed.

Mayor Doughtie asked if we would be soliciting proposals from institutions other than Bank of America.

City Manager Scherer stated yes.

Mayor Doughtie asked if we would be under any financial obligation by just soliciting the proposals.

City Manager Scherer stated no.

Councilwoman Scarbrough asked City Manager Scherer if he anticipates a penalty for refinancing.

City Manager Scherer stated yes, and if we reach that point, we would negotiate that fee.

Mayor Pro Tem Ferebee asked City Manager Scherer if he felt the lower interest rate would be worth the penalty.

City Manager Scherer stated yes but our concern right now is that interest rates are inching upwards.

It was the consensus of Council to move forward with soliciting proposals from financial institutions to refinance the Theatre Loan Debt.

City Manager Scherer reported that the refinancing of the USDA loans for Fire Station No. 2 and the Neighborhood Resource Center have been approved by the Local Government Commission. He stated we are finalizing the agreements with First Citizens Bank.

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**July 9, 2013**

City Manager Scherer stated he would like to recognize Larry Chalker for establishing a recycling center at the Public Works Complex for residents to take their co-mingled items. He stated citizens will have 24-hour access to the facility. Mr. Scherer pointed out that this was done in coordination with Waste Industries.

City Manager Scherer stated the Public Works Department continues to be occupied with storm drainage and road repairs. He stated they recently repaired a sinkhole in the 500 block of Cedar Street, and work on a new cap for the pipe in Rochelle Pond should be completed soon. Mr. Scherer also reported that the street sweeper has been repaired and should be back in operation soon.

City Manager Scherer stated summer camps at the T. J. Davis Recreation Center are going well. He stated they still have openings in a few of the camps. He reported that the pool at the Chaloner Recreation Center is open and is being heavily utilized.

City Manager Scherer reminded Council that the next HCIA meeting will be held on Wednesday, July 24 at the Chockoyotte Country Club. He stated the Town of Weldon is hosting the meeting, and those planning to attend should let City Clerk Vincent know by July 18.

City Manager Scherer reported that the next Fridays in the Park concert will be held on July 26.

City Manager Scherer reported that the auditors will be here the first week of August.

City Manager Scherer stated he asked Council members several weeks ago about changing to two regular Council meetings each month. He stated most responses were favorable. He stated staff will move forward with preparing an Ordinance for adoption at the August 13 meeting to change the meeting schedule for two regular meetings each month—the first Tuesday of each month at 5:15 p.m. at the Andrews Building and the third Tuesday of each month at 7:00 p.m. at the Andrews Building. Mr. Scherer stated if approved, we would begin the new schedule in September.

There being no further business, motion was made by Councilman Lawson, seconded by Mayor Pro Tem Ferebee and unanimously carried to adjourn.

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