**17126**

**Roanoke Rapids City Council**

**November 19, 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. at the Lloyd Andrews City Meeting Hall.

 Emery G. Doughtie, Mayor

 Carl Ferebee, Mayor Pro Tem

 Ernest C. Bobbitt)

 Greg Lawson)

 Suetta S. Scarbrough)

 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.

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 Cowen and unanimously carried to adopt the business agenda for November 19, 2013.

Planning & Development Director Lasky stated the Halifax-Northampton Habitat for Humanity is very active in the Roanoke Rapids community. She stated they recently relocated their Restore from Roanoke Avenue to the intersection of NC 48 and Smith Church Road. Ms. Lasky stated Ms. Rochelle King, Executive Director of the Halifax-Northampton Habitat for Humanity, is present tonight to recognize Code Enforcement Supervisor Brian Duhadaway for going above and beyond in giving back to the community. She stated Brian has a heart as big as he is and he and his family contributed to help Habitat with a project.

Ms. King thanked Ms. Lasky and her staff for all of their help with the relocation of the Restore. She stated it was a tremendous effort. She invited everyone to come by and visit the store. She stated the organization is run by volunteers and all of the proceeds from the Restore help to build homes for people in need. Ms. King pointed out that the people that are getting a house must participate.

**17127**

**Roanoke Rapids City Council**

**November 19, 2013**

Ms. King stated when she heard the story of Brian helping with repairs to a home, it really touched her heart. She stated it reminded her of the story of the Good Samaritan in the Bible. She stated Habitat receives a number of calls daily regarding housing repairs but their ministry is strictly for constructing new homes. Ms. King stated Brian helped one of the Habitat Board Members with repairs to a home and not only did he help but he also gave of his money. She presented Brian with a Certificate of Appreciation and a Habitat pin he can wear to let people know he supports the organization.

Ms. King stated she also has brochures about the organization that she will leave for those that want one. She stated they are always looking for new partners to build homes. She pointed out that they are currently building a four bedroom home on Dickens Street.

Mayor Doughtie thanked Brian. He stated it always makes the City proud to have employees go above and beyond the call of duty.

Motion was made by Councilman Bobbitt, seconded by Councilwoman Cowen and unanimously carried to approve the October 15, 2013 Council Minutes.

A ballot vote was taken and the Clerk announced that Janet Moore received the unanimous vote for appointment to the Library Advisory Committee.

Motion was made by Mayor Pro Tem Ferebee, seconded by Councilwoman Scarbrough and unanimously carried to appoint Janet Moore to the Library Advisory Committee.

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: **PUBLIC HEARING TO CLOSE OUT COMMUNITY DEVELOPMENT BLOCK GRANT SMALL BUSINESS AND ENTREPRENEURIAL ASSISTANCE PROGRAM (11-C-2337) TO THE NORTH CAROLINA DIVISION OF COMMUNITY INVESTMENT AND ASSISTANCE**

**17128**

**Roanoke Rapids City Council**

**November 19, 2013**

DATE: November 13, 2013

**Background**

The North Carolina Division of Community Investment and Assistance requires a public hearing to close out the grant process. The purpose of this public hearing is to review the budget and activities that have been accomplished through Community Development Block Grant Small Business and Entrepreneurial Assistance Program (SBEA) (Grant Number 11-C2337) and to receive public comments concerning the closeout of the grant to the North Carolina Division of Community Investment and Assistance. As required, notice of this public hearing was published on November 6, 2013 in the *Roanoke Rapids Daily Herald*.

The City of Roanoke Rapids received $250,000 in CDBG funds from the North Carolina Department of Commerce for its SBEA Program. The overall goal of this project is to support the growth and expansion of existing small businesses, specifically White’s Auto, LLC, located at 175 Old Farm Road in Roanoke Rapids, NC. Through the SBEA Program, funds were used to renovate and upfit existing facilities owned to accommodate the company’s growth. Specifically, the company is renovating and upfitting the existing Ford Showroom and service facilities to improve customer service and accommodate the company’s increased demand for automotive sales and services. As a result of the expansion project, the company created 10 new jobs at wages above the average weekly wage for Halifax County.

**Planning & Development Staff Recommendation**

It is the staff’s recommendation that the public hearing be held as required.

**Requested Action**

1. Open and conduct the public hearing on a request to receive public comments concerning the closeout of the Community Development Block Grant Small Business and Entrepreneurial Assistance Program (11-C-2337) to the North Carolina Division of Community Investment and Assistance.

2. Receive comments from the public.

3. Motion to close out the Community Development Block Grant Small Business and Entrepreneurial Assistance Program (11-C-2337) to the North Carolina Division of Community Investment and Assistance.

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

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

Mayor Doughtie stated this grant project enabled White Motors to expand its business and create 10 new jobs. He stated we are limited in ways to create revenue but this is one way we can expand our tax base. Mayor Doughtie thanked Ms. Lasky for her help in making this happen.

Motion was made by Councilman Bobbitt, seconded by Mayor Pro Tem Ferebee and unanimously carried to close out the FY 2011 CDBG-Small Business and Entrepreneurial Assistance (SBEA) Program (Project 11-C-2337) to the North Carolina Division of Community Investment and Assistance.

**17129**

**Roanoke Rapids City Council**

**November 19, 2013**

Mr. Gregory T. Redman, CPA, presented the Fiscal Year 2012 – 2013 Audit Report *(a copy of which is on file in the Finance Director’s Office)*. He noted that the City ended the fiscal year with an undesignated fund balance of $5.2 million which is an increase of right at $1 million from last year. He stated there were three findings from last year which were corrected and no findings in this audit. Mr. Redman indicated the Audit Report has been approved by the Local Government Commission (LGC).

Mayor Doughtie thanked Finance Director Hite and all of the City’s employees that made this possible even with our limited resources.

Motion was made by Mayor Pro Tem Ferebee, seconded by Councilman Bobbitt and unanimously carried to accept the Fiscal Year 2012 – 2013 Audit Report.

Ms. Lori Medlin, President/CEO of the Halifax County Convention & Visitors Bureau, presented a PowerPoint presentation of the Bureau’s 2012-2013 Annual Report to Council and reviewed the highlights of the report.

*A copy of the report is on file in the Clerk’s Office.*

Ms. Medlin thanked the City and its departments for helping with events such as the Shriner’s Fall Ceremonial this past weekend.

Mayor Doughtie thanked Ms. Medlin for her report.

Ms. Sherry Hux, RABA Director, presented a PowerPoint presentation on the Main Street program and RABA’s achievements since the award designation in January of 2010, which includes:

* $1.2 million in public/private investment
* Over 27 buildings renovated
* Over 25 façade improvements
* Over 36 businesses net gain
* Volunteers hours – 2,767

*For the calendar year 2011 – 2012, 54% of all business use permits issued by the City of Roanoke Rapids were issued in the Avenue Business District and reflects an increase of 19% from when the program began in Roanoke Rapids.*

*A copy of the entire presentation is on file in the Clerk’s Office.*

**17130**

**Roanoke Rapids City Council**

**November 19, 2013**

Councilman Scarbrough asked Ms. Hux about the volunteers she referred to in her presentation. She asked who they are and what they do.

Ms. Hux stated they are the Board of Directors and the four committees that represent the four points of the Main Street program. She stated they also have volunteers that help with special events.

There was discussion with the City Attorney about liability for volunteers that may want to get together and make improvements in the business district.

Ms. Hux indicated that RABA does have insurance.

Councilwoman Cowen asked about the percentage of businesses on the Avenue that contribute to RABA.

Ms. Hux stated they currently receive about 15% of their budget from the businesses along the Avenue. She stated they do not have a tax district in place but do send out letters every year asking for voluntary donations.

Mayor Doughtie thanked Ms. Hux for her report.

Finance Director Hite stated Public Works Director Chalker met with her and the City Manager in reference to the intersection at 4th and Marshall Streets. She stated the flooding that occurred in August of 2012 severely damaged the east side of this three-way intersection causing severe erosion. She stated the existing storm drainage pipes are compromised and separated, and the natural gas service line for this neighborhood remains exposed.

Ms. Hite stated a request for a budget transfer has been prepared for Council’s review. She indicated that the City was required by USDA to maintain reserve accounts on the three loans that were recently refinanced. She stated refinancing allows the City to transfer the $65,000 appropriation to fund this project. She stated a quote has been received from a local vendor showing an estimated cost of $64,335 to complete this project.

Councilman Bobbitt asked Public Works Director Chalker how long it would take to repair this intersection.

Mr. Chalker stated at least two months. He stated it is a pretty major job.

**17131**

**Roanoke Rapids City Council**

**November 19, 2013**

Councilman Bobbitt stated the intersection will be closed.

Mr. Chalker stated yes. He stated they will put up blockades in all three directions.

Councilman Bobbitt asked Mr. Chalker which of the 10 remaining sinkholes he would classify as critical.

Mr. Chalker stated he would have to say all of them but probably at the top would be the outfall pipe at the Rochelle Pond Dam. He stated they have just identified a project on 2nd Street which is estimated to cost around $100,000. Mr. Chalker explained that their normal storm drainage budget is depleted and they are now in the hole.

City Manager Scherer stated he was waiting for the final report on the audit regarding the undesignated fund balance and had planned if it was favorable, to recommend that Council consider appropriating funds for some of these storm drainage improvements. He pointed out that we applied for $480,000 in funding from the Golden LEAF Foundation and have identified potential funding from the USDA and the Department of Natural Resources.

Councilman Bobbitt asked the cost to repair the remaining sinkholes.

Mr. Chalker stated $333,031 which does not include the intersection at 4th and Marshall Streets.

City Manager Scherer stated he realizes that some of these projects will not allow us to wait for grant funding.

Mayor Pro Tem Ferebee asked about the chances of the Golden LEAF project being funded.

City Manager Scherer stated 50/50. He stated they will meet in February for the first review and then meet again in March for another review. He stated the final award will take place in June.

Motion was made by Councilman Bobbitt, 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:**

**SECTION 1.** The following budget transfer is made to the annual budget for the fiscal year ending June 30, 2014. Transfer appropriations within the General Fund Budget are necessary to fund a storm water drainage project on 4th and Marshall Streets, according to the following schedules:

**17132**

**Roanoke Rapids City Council**

**November 19, 2013**

**SCHEDULE A – GENERAL FUND (OPERATING)**

 Transfer to Capital Outlay $65,000.00

 Reserve USDA ($65,000.00)

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

 **GENERAL FUND OPERATING TOTAL $ .00**

**SCHEDULE B – GENERAL FUND (CAPITAL)**

Storm Water Drainage Project (4th and Marshall Streets) $65,000.00

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

 **GENERAL FUND CAPITAL TOTAL $65,000.00**

**SECTION 2.** The following additional revenues and reductions in appropriations are available for the fiscal year beginning July 1, 2013 and ending June 30, 2014, in order to meet the foregoing appropriations, according to the following schedule:

**SCHEDULE C – GENERAL FUND (CAPITAL)**

 Transfer from General Fund $65,000.00

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

 **GENERAL FUND CAPITAL TOTAL $65,000.00**

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

Finance Director Hite stated on behalf of the City Manager, a recommendation is being made to establish a new position/classification with the job title, “Main Street/Development Director.” She stated this position would be an employee of the City of Roanoke Rapids. Ms. Hite stated the purpose of this position is to manage the City’s uptown/down revitalization program with emphasis being placed on development, fundraising and the strategies of the Roanoke Avenue Business Alliance.

Ms. Hite stated a job description has been defined by the City Manager which details the full range of duties and the general description for this position. She stated this employee would report directly to the City Manager. She stated the salary range would be $35,000 to $40,000 annually. She also stated that attendance will be required for staff, Council and other meetings as directed. Ms. Hite stated the City follows the recruitment and employment guidelines as outlined in Article IV of the Personnel Policy which provides for: (1) the position to be advertised; (2) interview conducted (interview committee) and (3) City Manager to make final decision on appointment. She stated an employee appointed to a permanent position shall serve a 6-month or 12-month probationary period. She

**17133**

**Roanoke Rapids City Council**

**November 19, 2013**

explained that before the end of the probationary period, the supervisor shall conduct a performance evaluation.

Ms. Hite stated funding for this position will require an appropriation to undesignated fund balance. She stated the funds needed for salaries and benefits total $33,425. She pointed out that this figure has been prorated based on the hire date of January 1, 2014.

Mayor Doughtie stated this will fund the position from January 1 to June 30, 2014.

Councilman Lawson stated some of us went to the meeting held with the State’s Main Street Director Liz Parham. He stated it was very informative, and he left with a sense of urgency with regards to the sustainability of RABA. He stated he does have to commend the group for what they have been able to do over the last four years. Councilman Lawson stated Ms. Parham commented on the amount of work they have been able to do with a minimum amount of money. He stated RABA wants to be a partner with the City. He stated he believes it is time for an attitude adjustment. He stated we need to give some stability to this program and to economic development, which is something we have been preaching about.

Councilman Bobbitt asked if this would include economic development.

City Manager Scherer stated yes, it would include economic development for Roanoke Rapids and the position will work closely with Cathy Scott.

Mayor Doughtie stated he believes this whole concept offers us a way to reach out to people that want to have their own business. He stated most cannot afford to be in Premier Landing. He stated this will not only include the Avenue but the side streets such as 11th Street across from City Hall. Mayor Doughtie stated we have a wide diversity of people in those buildings. He stated if we do this, it is an opportunity to grow that part of the culture. He stated if we let it go away, people will leave our community. He stated we attract people off of the interstate to shop but we need it all. Mayor Doughtie stated we need to set ourselves apart and believes the Main Street concept will not only help businesses but be a great tool to increase our tax base.

Councilman Lawson stated we need to look at what they have been able to accomplish. He stated RABA has helped locate 36 sustainable businesses to the business district. He stated if they did not have to focus on fundraising just imagine what more they could have done. Councilman Lawson stated this is important and it is key that we work with Tourism, the Chamber and RABA. He stated it will go a long way to show people that we are serious about economic growth in the City. He stated we need to find our own niche. Councilman Lawson

**17134**

**Roanoke Rapids City Council**

**November 19, 2013**

stated this goes beyond the Avenue. He stated it is far reaching. He stated the numbers presented to us are facts, the same facts of which Ms. Parham spoke so highly. He stated we have a lot of property owners that do not live in the community but we need to reach out to them. He stated people need to see results. Councilman Lawson stated the hearts of the RABA members are in this and the momentum is set to do something great. He stated if someone had asked him about this four years ago, he would have said something much different. He stated we have sent the City Manager to courses for economic development. He stated there are so many opportunities out there. Councilman Lawson stated this is his last official meeting. He stated he has studied this and feels like it is important.

Motion was made by Councilman Lawson to move forward with this as recommended by the City Manager.

There being no second to the motion, Mayor Doughtie announced that the motion died for lack of a second.

Motion was made by Mayor Pro Tem Ferebee to table this matter for further discussion.

Mayor Pro Tem Ferebee stated he has been in support of this program from day one but feels that we need to look at this further.

Councilwoman Scarbrough seconded the motion on the floor.

Councilman Bobbitt asked how long this matter would be tabled.

Mayor Pro Tem Ferebee stated he did not indicate. He stated it could be tabled until later this evening. He stated he feels we do need to discuss the actual position and salary.

Upon being put to a vote, Mayor Pro Tem Ferebee, Councilwoman Scarbrough, Councilwoman Cowen and Councilman Bobbitt voted in favor of the motion. Councilman Lawson voted against the motion. Mayor Doughtie announced the motion carried by a 4 to 1 vote.

Motion was made by Mayor Pro Tem Ferebee and seconded by Councilwoman Scarbrough to go into closed session, after the last item on the agenda, to discuss a personnel matter.

At the objection of a member of the press, Mr. Lance Martin of rrspin.com, City Attorney Chichester stated the agenda was voted on and approved at the beginning of the meeting. He stated Council would have to amend the agenda to include a

**17135**

**Roanoke Rapids City Council**

**November 19, 2013**

closed session.

**Note:** No vote was taken on the motion on the floor; however, a motion was made by Councilwoman Scarbrough and seconded by Mayor Pro Tem Ferebee to amend the agenda for this meeting to include a closed session to discuss a personnel matter as allowed by NCGS 143-318.11(a)(6).

Councilman Lawson asked the City Attorney if Council was doing this right.

City Attorney Chichester stated yes, the motion should be to amend the agenda to include a closed session.

Upon being put to a vote, the motion carried unanimously.

Mr. Martin asked how the Council could go into closed session when there is no individual in the position. He stated this matter involves creating a position and not a particular person. He stated he objects to this as he does not believe a closed session is the proper venue to discuss this matter.

City Attorney Chichester stated closed sessions are needed to discuss personnel matters that are confidential.

City Manager Scherer recognized Lori Medlin’s efforts this past weekend with the Shriner’s event as well as John and Kelly and their staff at the Parks & Recreation Department. He also recognized Larry, Tommy and Stacy, as well as others that worked so well together to make this event successful. City Manager Scherer also commended Mike Manning for mowing the grass on Saturday at the Senior Center to make sure it looked nice for an event on Sunday. He recognized Kelly Lasky for becoming a 2013 Local Government Federal Credit Union Fellow. He stated this is a very comprehensive program which identifies emerging leaders. He stated over 200 applicants applied for the program and only 50 were selected.

City Manager Scherer reminded Council of the HCIA meeting tomorrow evening. He stated draft legislative goals will be discussed. He stated we will submit last year’s commons goals with the addition of adding a City goal of requesting help with marketing and reuse of the WestPoint Stevens site.

City Manager Scherer stated he would be attending the Economic Development Committee meeting Thursday night. He stated the committee will be establishing new economic development goals, and we need to be a very important partner at the table.

**17136**

**Roanoke Rapids City Council**

**November 19, 2013**

City Manager Scherer stated, as discussed earlier, we continue to have storm water issues.

City Manager Scherer reminded everyone of the Rotary Club’s annual pancake sale on December 2. He stated he will be serving breakfast, lunch and supper, and tickets are $7.00 each.

City Manager Scherer reminded everyone that municipal offices will be closed next Thursday and Friday for Thanksgiving.

Mayor Doughtie stated he appreciates all of the City Manager’s extracurricular activities. He stated he hears often from those that have heard him speak at various functions.

Finance Director Hite reported that as we close the books on October 31, 2013, year-to-date revenues were $5,698,754.76 (38.0% of budgeted revenues) and year-to-date expenses are $6,355,900.29 (43.0% of budgeted expenses). She reported that the sales and use tax receipts year-to-date are $308,584.60 (-5.6% from this time last year). She stated total expenditures exceed revenues by $657,145.53.

Finance Director Hite reported that discussions are continuing with the refinancing of the 2007 Series Bonds. She stated the Davenport Group has initiated discussions with a “non-traditional funding source” as a potential partner in the refinancing. She stated “traditional funding sources” (financial institutions) have declined to submit a formal proposal mainly due to the uncertainty of the sale of the theatre. She stated she and the City Manager will keep Council informed as we move forward.

Finance Director Hite reported that the software conversion process is now taking place for Finance/Tax and HR Departments. She stated training was completed November 12 – 15 and retrieval and verification of data is scheduled for November 20 – 27. She stated staff will “go live” with the software on December 3.

Councilman Bobbitt asked about the status of funding for the digital radios for the police vehicles. He stated they are in bad shape.

City Manager Scherer stated he is looking at reallocating money for the radios.

**17137**

**Roanoke Rapids City Council**

**November 19, 2013**

 Police Chief Hathaway stated a report including statistical information is included in the Council’s packet.

 Police Chief Hathaway reported that there are several events this weekend to benefit the “Christmas for Kids” program which is something he is passionate about. He stated there will be a fish fry on Friday from 11:00 a.m. to 2:00 p.m. at Pro Build, and the annual Turkey Bowl football game on Saturday evening at 6:00 p.m. at Hoyle Field. He stated the County declined to play us this year so the City team will be playing KapStone. Chief Hathaway stated the City has a very heated softball rivalry with KapStone.

 Police Chief Hathaway stated the Police Department is still accepting coats for children. He stated we have a full box and hope to fill another. He stated these coats will be distributed before the children get out of school for winter break.

 City Manager Scherer asked how much Crime Stoppers raised with the golf tournament.

 Police Chief Hathaway stated the last figure he received was $2,300.

 Planning & Development Director Lasky reported that Dunham’s Sports opened last week. She also reported that the Habitat for Humanity Restore moved into their new building. She stated Popeyes is under construction and anticipates opening by the end of the year. Planning & Development Director Lasky stated Sheetz is still planning to build here.

 Planning & Development Director Lasky stated that two CDBG grant programs are in the close-out process.

 Planning & Development Director Lasky reported that development in the City is continuing and things are looking positive. She stated Code Enforcement is reviewing upfit plans for a Petsense store in the old Blockbuster building.

 Parks & Recreation Director Simeon pointed out that Kelly Manning was also out there this past Saturday helping Mike Manning spruce up the outside of the Jo Story Senior Center. He stated the Progressive Senior Citizens Club hosted a nice celebration there on Sunday to honor their members that have

**17138**

**Roanoke Rapids City Council**

**November 19, 2013**

 achieved their 90th and over birthdays. Parks & Recreation Director Simeon also stated that last Thursday, the Friends of the Library hosted an open house to showcase the new Roanoke Valley Collection. He stated local author Jan Wicker was there for a book signing. He stated several Council members attended both events and it means a lot to City staff for members to come out and support events.

 Parks & Recreation Director Simeon reported on the Kate B. Reynolds Charitable Trust Grant for the playground equipment at Ledgerwood Park. He stated they hope to have it open and available before Christmas. He thanked Mr. Chalker and his staff for helping with this project.

 Parks & Recreation Director Simeon reported that they are applying for another grant to replace playground equipment at Emry Park. He stated this will be through the KaBOOM Grant which is part of the Kate B. Reynolds Charitable Trust. He pointed out that the amount of the grant is $15,000 which we would need to match.

 Parks & Recreation Director Simeon reported that they are on track for the Christmas Parade on December 2. He also reported that youth basketball has started.

 Human Resources Manager Kearney reported that we have two positions open at this time: Code Enforcement Officer and Police Officer. She stated during the month of October, we received 24 applications. She pointed out that we have several employees that have retired and returned to work part- time for the City. She stated the following employees were hired during the month of October:

 **Name Position Department**

 Noland Coles Police Officer Police

 Robert Ward Part Time Street Worker Public Works

 Angela Cooke Part Time Library Assistant Parks & Recreation

 Charles Timothy Parks, Jr. Part Time Police Officer Police

 James D. Warren, Sr. Part Time Police Officer Police

 Gregory J. Cotton Part Time Historic Interpreter Parks & Recreation (Museum)

 Human Resources Manager Kearney stated she has compiled and completed the 2013 NCLM Annual Survey of Municipal Salaries.

 Human Resources Manager Kearney thanked, on behalf of all City employees, for budgeting for the $25 Thanksgiving gift card which will be distributed on Friday.

**17139**

**Roanoke Rapids City Council**

**November 19, 2013**

 Fire Chief Coggins thanked Councilman Lawson for serving on the Council for the past four years. He also congratulated Councilman-Elect Smith on winning the election. Fire Chief Coggins also thanked everyone for the thoughts and prayers at the passing of his father.

 Fire Chief Coggins stated they were busy last month with Fire Prevention activities.

 Fire Chief Coggins reported that they are waiting to hear something about the SAFER Grant they applied for to fund two firefighters for two years. He stated they have also applied for an AFG Grant for air packs.

 Fire Chief Coggins reported that work on the Fire Prevention vehicle finished this week. He indicated that the vehicle was donated by Dominion and Davis Body Shop painted it as well as other vehicles for free. He stated the Senior Center also contributed funds for work on the vehicle.

 Fire Chief Coggins reported that Wes Hux will be the new Assistant Fire Marshal. He also reported that they have nine applicants in the hiring pool.

 Fire Chief Coggins indicated that he will be attending the National Fire Academy next week. He pointed out that there is no cost except for meals.

 Before concluding his report, Fire Chief Coggins gave some fire prevention tips.

 Public Works Director Chalker stated in 2002 he started his own business and Councilman Lawson, along with former Police Chief Hinton and former Public Works Director Parnell brought him on as a vendor for the City. He stated he has had a close relationship with Greg since then. He stated he appreciates his service to the City.

 Public Works Director Chalker stated they are right in the heat of leaf season. He stated they received 75 calls today. He pointed out that they do not have a set time for when they will be at certain locations. He stated that they start in the morning and keep going until the truck is full and dumped, and then start again. He did indicate that they have one truck broken down at this time, and asked the citizens to bear with them.

**17140**

**Roanoke Rapids City Council**

**November 19, 2013**

 Public Works Director Chalker stated they are doing a tremendous amount of dredging in Rochelle Pond and it is a messy job. He indicated that they are talking with a vendor about grinding limbs, etc.

 Public Works Director Chalker stated his department is working with other departments to form better relationships. He stated they have a safety meeting this month and have invited the School’s maintenance department to attend.

 Public Works Director Chalker reported on the new Christmas decorations that will adorn the new street lamps in the 200 and 1000 blocks of the Avenue. He stated Dominion has had a problem with the receptacles but we are hoping to have them ready for the official tree lighting ceremony.

Motion was made by Councilwoman Scarbrough, seconded by Mayor Pro Tem Ferebee and unanimously carried to go into closed session as allowed by NCGS 143-318.11(a)(6) to discuss a personnel matter.

**[Remainder of page intentionally left blank.]**

**17141**

**Roanoke Rapids City Council**

**November 19, 2013**

 Emery G. Doughtie, Mayor

 Carl Ferebee, Mayor Pro Tem

 Ernest C. Bobbitt)

 Greg Lawson)

 Suetta S. Scarbrough)

 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 in closed session.

Some Council members had questions about the proposed new position [Tabled Item 9(e)].

City Attorney Chichester stated he was not aware that this particular item was the subject of the closed session. He explained that NCGS 143-318.11(a) does not allow this type of discussion in closed session, and advised that these questions should be addressed in open session.

**[Remainder of page intentionally left blank.]**

**17142**

**Roanoke Rapids City Council**

**November 19, 2013**

On the advice of legal counsel, motion was made by Councilman Lawson, seconded by Councilwoman Scarbrough and unanimously carried to return to open session to discuss the tabled Item 9(e).

Mayor Pro Tem Ferebee asked the City Manager to brief Council on the full range of duties listed in the job description for the proposed position of Main Street/Development Director.

City Manager Scherer stated the primary duties would include providing day-to-day management of the Main Street Program in addition to economic development duties. He stated this would include meeting with Cathy Scott and others regarding commercial and business development.

Mayor Pro Tem Ferebee stated we do not have a tax district at this time. He asked if this person would look at trying to implement one.

City Manager Scherer stated he would recommend that City Council consider that as a funding vehicle for the Main Street Program.

Mayor Pro Tem Ferebee asked if the position would report directly to the City Manager.

City Manager Scherer stated yes.

Councilman Lawson stated this would be a quasi-public/private partnership as Ms. Hux spoke about in her presentation.

City Manager Scherer stated that is correct. He stated we would have a performance contract stipulating what the City will do and what RABA will do.

Councilwoman Cowen stated what she does not understand is that we have been told that some businesses pay and some do not.

City Manager Scherer stated at this time, they have no formal funding vehicle. He stated they rely on voluntary donations from the businesses.

Councilman Lawson stated they are all volunteers.

**17143**

**Roanoke Rapids City Council**

**November 19, 2013**

City Manager Scherer stated there are no dues and their only funding source is from fundraising.

Councilwoman Cowen asked why the City should put money in if the businesses are not willing to put money in.

City Manager Scherer stated the Main Street Program is a very important part of economic development and in order to keep it going, we need to make it better. He stated the group has tried to raise money but one of the problems is that if they are focused on fundraising, nothing is being done for the business district. He pointed out that creating this position and implementing a municipal tax district are two separate items.

Mayor Pro Tem Ferebee stated if there is a contract, he would hope it would be long term and be a segment of the City. He stated it reads that this is just a six-month position.

Councilwoman Scarbrough stated that Finance Director Hite reported earlier that in six months the position would be evaluated.

City Manager Scherer explained that we are requesting that the position be funded beginning January 1, 2014 for the remainder of the fiscal year. He stated we would then look at appropriating money for the next fiscal year.

Mayor Doughtie stated this is essentially what we do with all items and positions in the budget.

Mayor Pro Tem Ferebee stated he understands that but was talking about this position as a whole. He stated we need to get someone that will stay.

There was some discussion regarding the figures in the proposed budget amendment, and it was determined that those numbers would need to be corrected to fund the position from January 1, 2014 to June 30, 2014.

Councilman Lawson stated we have had a couple of directors that did not stay in the position long. He stated he believes that was due to the uncertainty of the funding. He stated this will stabilize that funding.

Councilman Bobbitt asked if the City would still donate money to RABA if we take over the position.

City Manager Scherer stated that will be addressed in the contract.

**17144**

**Roanoke Rapids City Council**

**November 19, 2013**

Councilwoman Scarbrough stated it is encouraging that this position will be the Main Street/Development Director. She stated this means that the focus will not be just on the Avenue but will encompass more.

Councilman Bobbitt asked how long it would take to get a tax district set up.

City Manager Scherer stated we would have to hold several public hearings. He stated he would guess three to four months.

Councilman Lawson stated Ms. Parham said it would take about six months.

Councilman Bobbitt asked if we would move forward if, for example, 6% did not buy in.

Councilwoman Cowen stated she would like to know how many would support this. She stated it would not take long to conduct a survey to find out. She stated it seems we are putting the cart before the horse.

City Manager Scherer stated we are talking about two separate issues. He stated if we believe RABA is important to economic development, we need to support it.

Councilman Bobbitt stated we will have to do a good sales job to get the merchants on board with the tax district.

City Manager Scherer stated they need to see the value of the information.

Mayor Doughtie stated Ms. Hux did not apply for the job she has now. She took it over to keep the effort going. He stated while she has been the director, she has been focused on selling raffle tickets and coordinating roasts. Mayor Doughtie stated RABA has not had a fair chance to make this work.

Motion was made by Councilwoman Scarbrough and seconded by Councilman Bobbitt to create the position of Main Street/Development Director with an annual salary of $40,000 plus benefits.

Upon being put to a vote, Councilwoman Scarbrough, Councilman Bobbitt, Mayor Pro Tem Ferebee and Councilman Lawson voted in favor of the motion. Councilwoman Cowen voted against the motion. Mayor Doughtie announced the motion carried by a 4 to 1 vote.

Motion was made by Councilman Lawson and seconded by Mayor Pro Tem Ferebee to adopt the budget amendment with the corrections to show the appropriate salary *(the following being the corrected ordinance):*

**17145**

**Roanoke Rapids City Council**

**November 19, 2013**

**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, 2013 and ending June 30, 2014, according to the following schedule:

**SCHEDULE A – GENERAL FUND OPERATING**

 Salary (hire date 01/01/14) $21,538.58

 FICA (7.65%) $ 1,647.71

 Retirement (7.07%) $ 1,522.78

 Group Insurance $ 3,811.18

 3% Employer Match 401k $ 554.00

 Workers Compensation $ 342.26

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

 **GENERAL FUND TOTAL $29,416.51**

**SECTION 2.** The following additional revenues and reductions in appropriations are available for the fiscal year beginning July 1, 2013 and ending June 30, 2014 in order to meet the foregoing appropriations, according to the following schedule:

**SCHEDULE B – GENERAL FUND OPERATING**

 Fund Balance – Regular $29,416.51

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

 **GENERAL FUND TOTAL $29,416.51**

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

Upon being put to a vote, Councilman Lawson, Mayor Pro Tem Ferebee, Councilwoman Scarbrough and Councilman Bobbitt voted in favor of the motion. Councilwoman Cowen voted against the motion. Mayor Doughtie announced the motion carried by a 4 to 1 vote.

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

 ****

 12/3/13