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**Roanoke Rapids City Council**

**March 18, 2014**

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)

 Suetta S. Scarbrough)

 Carol H. Cowen)

 Wayne Smith)

 Lisa B. Vincent, MMC, City Clerk

 Gilbert Chichester, City Attorney

 Kathy Kearney, Deputy City Clerk/Human Resources Manager

 MeLinda Hite, Finance Director

 Tommy Hathaway, Police Chief

 John Simeon, Parks & Recreation Director

 Larry Chalker, Public Works Director

 Kelly Lasky, Planning & Development Director

 Stacy Coggins, Fire Chief

 Christina Caudle, Main Street/Development Director

 Joseph Scherer, MPA, MS, City Manager

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

With no one indicating a conflict of interest with any of the items on the agenda, motion was made by ­­­­­­­­­­­Councilwoman Cowen, seconded by Councilman Bobbitt and unanimously carried to adopt the business agenda for March 18, 2014 with an amendment to remove the Closed Session.

Mr. Matthew Stevens, Halifax County Horticultural Extension Agent and President of the Halifax/Northampton Beekeepers Association, stated he recently learned that the City’s ordinance prohibits beekeeping, and he would like for the City to amend the ordinance to allow beekeeping within the City limits. He stated this is not an issue unique to Roanoke Rapids. He stated it was a high profile issue in Cary about a year ago and the town changed their ordinance to allow beekeeping with certain restrictions.

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Mr. Stevens explained that honey bees are important in the production of our food. He stated one-third of our diet comes from honey bee pollinated plants which includes nuts, field crops, meat and dairy. He stated most ordinances prohibiting hives within city limits are enacted out of fear of stings. He stated the honey bee is much less aggressive than other bees, wasps and hornets. Mr. Stevens stated there are fewer than two deaths nationally each year from honey bee stings. He stated you have a greater chance of being killed by lightening while playing golf in Florida in the summer. He stated the population of honey bees has declined by 50 percent over the last 20 years which affects food and ecosystems as well as the State of North Carolina, which has the largest number of beekeeper associations in the country.

Mr. Stevens stated there are a number of things Council should consider if it chooses to amend the ordinance to allow beekeeping such as requiring beekeepers to keep a source of water on their property to regulate the temperature of the hive. He stated the hives would need to be placed in an area of the backyard and where they are not openly visible and kept away from property lines. Mr. Stevens stated the entrance of the hive should be pointed away from neighboring properties.

Mayor Doughtie thanked Mr. Stevens for his presentation and indicated the Council would take his request under advisement.

Councilman Bobbitt asked Mr. Stevens the range the honey bees would travel.

Mr. Stevens stated they will travel four to five miles in search of food or to nearest food source available.

Councilman Smith asked if it would be appropriate for Council to go ahead and discuss this issue further.

City Clerk Vincent stated staff would need to draft an ordinance for Council’s discussion. She stated we could have something ready for the next meeting.

Mr. Jay Hickey, partner with HSV Entertainment, stated he appreciates the support over the last 18 months. He stated the first seven years, the Theatre gained quite a bit of notoriety. He stated when HSV took over the lease 18 months ago, they faced some challenges and tried to make a successful business model. Mr. Hickey stated part of their business plan was to put in internet sweepstakes as a secondary use to the performances at the Theatre. He stated this plan worked well until a State Supreme

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Court ruling change the model. He stated they have made changes accordingly and are optimistic about the way the Theatre is going. He also stated public opinion has been positive. Mr. Hickey stated they booked 43 shows in the last 18 months and also a dozen other benefit shows. He stated he feels like they will continue to get better talent. He stated HSV has remitted to the City in a timely fashion over $300,000. He stated they have spent over $250,000 in advertising and paid some $347,000 in insurance and maintenance. He stated jobs and security expenditures have exceeded $1 million.

Mr. Hickey stated HSV Entertainment would like to request a 10-month extension on the lease for the Royal Palace Theatre. He stated they need this time to get a historical analysis of the business model since the Supreme Court ruling. He stated they also need to make sure they do their homework and math.

Mayor Doughtie thanked Mr. Hickey and his business for helping keep the facility open and viable. He stated the Theatre can be a hub to develop the property in the entertainment district.e

Motion was made by Councilwoman Scarbrough, seconded by Councilman Bobbitt and unanimously carried to approve the February 18, 2014 Council Minutes.

A ballot vote was taken and the Clerk announced that Artie Jones received the majority vote for appointment to the Recreation Advisory Committee.

Motion was made by Councilwoman Cowen, seconded by Councilman Bobbitt and unanimously carried to appoint Artie Jones to the Recreation Advisory Committee.

Finance Director Hite stated staff recommends updating the First Citizens Bank signature cards to add City Manager Joseph Scherer and remove City Clerk Lisa Vincent.

Finance Director Hite explained that at the present time, the City Clerk, the Purchasing Agent and the Finance Director have banking authorization. She stated by adding the City Manager, it will enable him to conduct business concerning financing, interest

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rates, certificates of deposit and other banking transactions. She stated the action recommended will also ensure the City is compliant with banking and audit requirements. Ms. Hite stated First Citizens Bank requires approval by resolution and certified copies of minutes when adding or removing a signer from a bank account.

Motion was made by Councilman Bobbitt, seconded by Councilman Smith and unanimously carried to adopt the following resolution:

**RESOLUTION AUTHORIZING BANK SIGNATORIES**

**First Citizens Bank Checking Accounts**

 **WHEREAS,** with the appointment of a permanent City Manager, the City of Roanoke Rapids desires to update the First Citizens Bank signatories to add Joseph Scherer, City Manager, as a check signer and remove Lisa Vincent, City Clerk; and

 **WHEREAS**, this action will ensure that the City of Roanoke Rapids is compliant with banking and audit requirements by updating bank signatory information;

 **NOW, THEREFORE, BE IT RESOLVED THAT** the Roanoke Rapids City Council approves the following:

**DEPOSIT AND DEPOSIT-RELATED SERVICES RELATIONSHIP**

1. **Designation of Bank as a Depository.** That Bank is designated a depository of the Corporation (City of Roanoke Rapids). All such deposit accounts shall be subject to the rules of Bank as set forth in the First Citizens Bank Deposit Account Agreement, as amended from time to time. Bank is authorized:

**a.** To honor, receive or pay all checks, drafts, and all other instruments or orders for payment or withdrawal made on behalf of the Corporation and charge any deposit account with Bank, and to honor any authorization for the transfer of funds between different accounts, whether such orders are transmitted to Bank by telephone, computer, automated clearing house, wire transfer system or other means, for whatever purpose and to whomever payable, even though payment may create an overdraft, even though such items may be drawn or endorsed to the order of the signer for exchange or cashing or in payment of the individual obligation of such signer, or for deposit to such signer’s personal account, or for any other use or disposition, when signed by an original or facsimile signature of, or otherwise initiated by any ONE Authorized Signer, and Bank shall be not required under any obligation to insure as to the circumstances of the issuance or use of any such items or to the application or disposition of such item or the proceeds.

**b.** To honor the endorsement or any ONE Authorized Signer on checks, drafts, notes or all other types of instruments payable or belonging to the Corporation, whether such endorsement be made manually, by endorsement stamp, or otherwise, and whether for deposit, for collection, or otherwise, and/or to receive cash or part cash for same, or to make “less cash” deposits by

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receiving cash for part or all of the amount of such instruments and depositing the balance, if any, when such instruments are signed, accepted, or otherwise endorsed, whether by stamp, manual or facsimile signature, with the Corporation assuming full responsibility for any and all payments made by Bank in reliance upon the manual stamp or facsimile signature of an Authorized Signer and with the Corporation agreeing to indemnify and hold Bank harmless against any loss, cost, damage, or expense suffered or incurred by Bank arising out of the misuse or unlawful/unauthorized use by any person of such stamp or facsimile signature.

1. **Authorized Signers.** That for purposes of these regulations, the term “Authorized Signer” refers individually to each of the officers and other agents of the Corporation listed in an “X” in the column headed “Authority/Deposit/Authorized Signers” in the Certificate of Incumbency which is incorporated herewith. If no such person is so designated, the term “Authorized Signer” shall refer individually to each person from time to time holding the office of Chairman, President, Vice-President or Treasurer of the Corporation. Each Authorized Signer is authorized:

**a.** To open and close any deposit account with Bank.

**b.** To transact all business with respect to any such account, including, but not limited to, writing checks, drafts, notes and all other orders for payment or transfer or funds and endorsing checks, drafts, notes and all other types of instruments payable or belonging to the Corporation.

**c.** To authorize in any letter, form, signature card or notice other persons not listed in the Certificate of Incumbency with an “X” in the “Authority/Deposit/Authorized Signers” column as additional Authorized Signers who may execute a signature card on behalf of the Corporation and transact business on any such account.

1. **Additional Authority.** That each Authorized Signer is additionally authorized on behalf of the Corporation:

**a. Certificates of Deposit (CDs).** To purchase CDs, bonds and all other types of intangible personal property from Bank.

**b. ATM and Debit Cards.** To obtain from Bank and use an ATM or debit card to withdraw funds from any deposit account with Bank, and to designate other persons not so designated herein to use an ATM or debit card to withdraw funds from any of the Corporation’s accounts.

**c. Night Depository Agreements.** To execute night depository agreements, designate from time to time the agents empowered to act on behalf of the Corporation in connection with night deposit transactions, and revoke such designations.

**d. Safe Deposit Boxes.** To enter into safe deposit box agreements, designate deputies and other agents empowered to have access to any safe deposit box, revoke such designations, and terminate safe deposit box agreements.

**e. Other Deposit-Related Products and Services.** To enter into an agreement for the use of any other deposit-related products or services offered by Bank, including, but not limited to, electronic funds transfer services (e.g., wire transfer services and online/electronic banking services), and initiate and conduct transactions pursuant to such agreements.

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**BORROWING AND OTHER CREDIT RELATIONSHIPS**

1. **Authorized Representatives.** That for purpose of these resolution, the term “Authorized Representative” shall refer to each of the officers and other agents of the Corporation listed with an “X” in the column headed “Authority/Borrowing/Authorized Representatives” in the Certificate of Incumbency. If no such person is so designated, the term “Authorized Representative” shall refer individually to each person from time to time holding the office of Chairman, President, or Vice-President of the Corporation. The term “Authorized Representative” shall also include such additional individuals named as being so authorized in any letter, form or notice signed by any Authorized Representative named in this document.
2. **General Borrowing Authority.** That each Authorized Representative is authorized to borrow or otherwise obtain credit from Bank from time to time in such sums and upon such terms and conditions as to repayment, rate of interest, and security therefore as he or she may determine, and to execute and deliver in the name and on behalf of the Corporation applications, notes, credit agreements and any and all other agreements, evidences of indebtedness with respect to all sums so borrowed or credit otherwise obtained, and to obligate the Corporation to repay Bank the indebtedness and obligations so incurred. Each Authorized Representative is additionally authorized to:

**a.** Pledge, mortgage or otherwise create security interests in any property held by or belonging to the Corporation.

**b.** Execute and deliver deeds of trust, mortgages, security deeds, security agreements, and all other security instruments whether of obligation or hypothecation which they may determine necessary or appropriate to secure sums borrowed or credit obtained by the Corporation.

1. **Authority with Respect to Specific Credit Relationships.** That each Authorized Representative is authorized:

**a. Credit Cards.** To obtain credit from Bank by the use of a MasterCard©/Visa© Card or other credit card (collectively, “Credit Card”) issued by Bank, in such sums as may seem advisable to the Authorized Representative, and upon such terms as may be prescribed by Bank, and to designate other persons to use a Credit Card in the name of any on behalf of the Corporation, and to execute applications and agreements of any type in connection with a Credit Card.

**b. Revolving Lines of Credit.** To obtain credit from Bank under one or more other revolving lines of credit (including, but not limited to, lines of credit providing overdraft protection for deposit accounts) offered or issued by Bank, in such sums as may seem advisable to the Authorized Representative and upon such terms as may be prescribed by Bank, to sign, or designated other persons to sign checks or other items drawn on any checking account of the Corporation which may activate loans under such revolving lines of credit, to sign special (direct advance) checks or other instruments which activate loans under such revolving lines of credit and to execute applications and agreements of any type in connection lines of credit.

**c. Letters of Credit.** To apply for and receive letters of credit and, from time to time, increase the amount, extend the date of expiration or amend the terms of any outstanding letters of credit.

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1. **Payment of Proceeds.** The bank is authorized and directed to pay the proceeds of any such loans, lines of credit or other borrowings or credit arrangements as directed by an Authorized Representative whether or not to the order of said person in his or her individual capacity, for deposit to his or her individual credit, or to be applied or deposited in any matter for his or her individual credit, and Bank shall not be required to inquire as to the circumstances for the application or use of any such credit.

**ADDITIONAL STATEMENTS**

1. **Effectiveness.** The foregoing resolutions shall remain in full force and effect until written notice of their amendment or rescission has been received by Bank and that receipt of such notice shall not affect any action taken by Bank prior thereto.
2. **Previous Banking Resolutions.** Any and all previous banking resolutions relating to Bank that are in conflict with the foregoing resolutions are hereby superseded.
3. **Prior Transactions.** All prior transactions by any of the officers, employees, or other representatives of the Corporation, in its name and for its accounts or within the authority given by the foregoing resolutions if said authority had been in effect, are hereby approved and ratified.

**CERTIFICATE OF INCUMBENCY**

I hereby certify to Bank that the following are the names, titles and official signatures of the present officers of the Corporation, and the names and titles of other individuals who have been granted Deposit and/or Borrowing authority for the Corporation. Authority is indicated by the applicable boxes checked.

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Name** | **Signature** | **Authority** **Deposit Borrowing**Authorized Authorized  Signers Representatives |
| City Manager | Joseph Scherer |  | X | X |
| Finance Director | MeLinda Hite |  | X | X |
| Purchasing Agent | Lynn Rooker |  | X |  |

 **ADOPTED** this 18th day of March, 2014.

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 Emery G. Doughtie, Mayor

ATTEST:

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 Lisa B. Vincent, City Clerk

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Mayor Doughtie announced that the City Manager is away at a continuing education class.

Finance Director Hite reported that as we close the books for February 28, 2014, the net result of operations shows revenues exceeded expenditures by $465,419.69. She reported that YTD revenues are $11,122,965.62 (represents 71.5% of estimated revenues) and YTD expenses are $10,657,545.93 (represents 68.4% of budgeted expenses).

Finance Director Hite reported that sales and use tax receipts YTD are $912,968.31 (represents 45.2% of budgeted revenues). She stated this is a 2.9% increase compared to July 2012 – February 2013.

Finance Director Hite reported that Public Works Director Chalker and his staff did an excellent job on the last GovDeals electronic auction. She stated we have received $17,926.00 to date from that auction. Ms. Hite stated this is the best one we have had.

 Human Resources Manager Kearney reported that she is currently advertising for Police Officer, Code Enforcement Officer and Part-Time Lifeguards. She reported that the City hired three new employees during the month of February: *Christina Caudle, Main Street/Development Director, Charles Ryan Cross, Police Officer* and *Joshua Andrew Langley, Police Officer.*

Human Resources Manager Kearney reported that she is working on getting new insurance rates from Blue Cross Blue Shield.

 Police Chief Hathaway reported that his monthly report which now features color graphics and photographs is included in the Council agenda packets.

 Police Chief Hathaway stated he would like to note that during snow and ice events, they usually average between 50 and 60 accidents. He stated we are

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 down to 35 due most likely to the excellent job of Public Works Director Chalker and his men in clearing the streets.

 Mayor Doughtie stated he appreciates the job Chief Hathaway and his department does for the City.

 Planning & Development Director Lasky reported that the Planning Board will meet this Thursday to hear a rezoning request for 20 acres in the Cross Creek Subdivision. She stated this item will be coming to Council on April 15.

 Planning & Development Director Lasky also reported on the monitoring visits for the close-out of the Henry Street CDBG and the White Motors SBEA projects.

 Planning & Development Director Lasky reported that her department has received plans for a warehouse building at Kapstone and a Zaxby’s restaurant on Julian Allsbrook Highway. She stated they are still advertising for the Code Enforcement Officer position and hope to fill it sooner than later to help with the development plans coming in.

 Councilwoman Scarbrough asked about the status of Sheetz.

 Planning & Development Director Lasky reported that site plans have been approved and the next step will be for them to submit building plans. She stated they continue to assure us that they are still coming.

 Mayor Doughtie asked if the Sheetz will be located on the site of the old Ryan’s building or if it will encompass a larger area.

 Planning & Development Director Lasky stated the plans show it located on the Ryan’s parcel. She stated the company is looking at a shared driveway with the ABC store.

 Parks & Recreation Director Simeon reported on the canal half marathon. He stated it was a very successful event even though the weather did not cooperate. He reported that they had 300 runners representing eight states. He stated this event had a great economic impact on our area. He recognized the Police Department, Fire Department and the Public Works Department for their help with this event.

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 Parks & Recreation Director Simeon reminded everyone of the County Recreation Master Plan Workshop to be held this Thursday at 6:00 p.m. here in the Andrews Building. He stated they hope to have a good turnout. He indicated that the other municipalities in the County averaged between 50 and 100 attendees.

 Parks & Recreation Director Simeon reported on two major maintenance issues: (1) the 1929 boiler at the Senior Center and (2) the 1992 dehumidifier at the Aquatic Center. He explained that the boiler did not pass State inspection and needs to be replaced. He stated they are doing the best they can with space heaters. Mr. Simeon explained that the dehumidifier will be difficult and expensive to relocate but it needs to be relocated from the roof. He indicated that the Aquatic Center in Little Washington has the same blueprint and they had to relocate their unit from the roof to the outside of the building. He stated both of these items will not be quick fixes and they will be addressed during the budget sessions.

 Parks & Recreation Director Simeon stated the new PA system for this building has been ordered and they hope to have it set up before the next Council meeting.

 Mayor Pro Tem Ferebee asked about a time frame and the cost to relocate the dehumidifier unit.

 Parks & Recreation Director Simeon stated they are in the process of contacting companies regarding our best option. He stated several years ago we were told the cost would be around $250,000.

 Parks & Recreation Director Simeon stated they are still trying to gather information on the boiler since asbestos is involved.

 Councilman Bobbitt stated the last time the dehumidifier had problems, there was discussion about putting it outside. He asked if there was any research done at that time.

 Parks & Recreation Director Simeon stated yes but technology has probably gotten better since then.

 Councilman Smith asked if there was anything in the works for the restrooms and dressing rooms at the Aquatic Center.

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 Parks & Recreation Director Simeon stated they are now replacing the lockers. He stated some of them were damaged when they came in. He stated they are looking at replacing the tile at the entrance and in the locker room. He stated they will be doing a thorough redo of the locker room because of mold. Mr. Simeon stated they are confident that the School System will give us some funds to help with this.

 Councilman Bobbitt suggested switching to the auto-flush in the bathrooms. He stated it would help to keep the facility more sanitized.

 Mayor Doughtie asked if there were any possible grant funds to help with these items.

 Parks & Recreation Director Simeon stated they are looking at some possible grants.

 Public Works Director Chalker reported on the storm water project at 4th and Marshall Streets. He stated the project has been completed except for paving. He stated resurfacing will begin once the Roanoke Rapids Sanitary District has completed work on a service line.

 Public Works Director Chalker reported on the new badges issued for the new door controls at City Hall. He stated this will give us better control of who has access to the building.

Public Works Director Chalker reported that our property maintenance crew created a new Human Resources complex in the basement for Kathy. He stated doing this has provided better space for meeting with employees and the public, and it has also allowed for the first time ever for all HR files to be located in the same place. Mr. Chalker stated they remained under budget on this project by using property maintenance employees.

 Public Works Director Chalker also reported that they are starting to reconfigure the HVAC system in the Planning & Tax Departments. He stated currently the thermostat is located in the Police Department. He stated this is another thing being done to make our buildings more energy efficient.

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 Fire Chief Coggins reported that his department responded to 153 calls for service during the month of February. He stated the total damages incurred amounted to $94,500 and the total estimated value of property, contents and vehicles protected was $482,000.

 Fire Chief Coggins also reported on various training activities which included a total of 677 man-hours.

 Main Street/Development Director Caudle thanked Council for their support of the new partnership between the City and RABA which she indicated is a perfect mix.

 Main Street/Development Director Caudle reported that she is in the process of soliciting bids for the façade grant program. She explained that the grant program will match $1,000, and the application deadline is April 15. She stated they have a total of $5,000 for this program.

 Main Street/Development Director Caudle also reported that with the Arts Council grant, Napoleon Hill will be painting four more art window panels.

 Main Street/Development Director Caudle reported that she is currently fielding a couple of new businesses.

 Main Street/Development Director Caudle reported on a Chamber event she and City Manager Scherer attended that was presented by the North Carolina Military Business Center (NCMBC) on how to do business with the Military. She explained that the mission of the NCMBC is to leverage military and other federal business opportunities to expand the economy, grow jobs and improve the quality of life in North Carolina. Ms. Caudle stated the Department of Defense spends over $270 billion in procurement each year.

 Main Street/Development Director Caudle reported on the following upcoming events: *(1) State Main Street Conference (March 31 – April 1) Attendees: Carol Moseley, Sherry Hux & Christina Caudle; (2) Music in the Park Series beginning the last Friday in June; (3) 301 Endless Yard Sale* and *(4) major fundraiser being planned by RABA.*

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 Councilwoman Scarbrough stated she would like to have Ms. Caudle’s written reported included in the Council’s agenda packet.

 Mayor Doughtie thanked Carol Moseley, Kim Simpson and Sherry Hux for their support.

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

 

 April 1, 2014