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**Roanoke Rapids City Council**

**July 15, 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)

Joseph Scherer, MPA, MS, City Manager

Lisa B. Vincent, MMC, City Clerk

Tommy Hathaway, Police Chief

Larry Chalker, Public Works Director

John Simeon, Parks & Recreation Director

Kelly Lasky, Planning & Development Director

Stacy Coggins, Fire Chief

Christina Caudle, Main Street/Development Director

Wayne Smith, Council Member

Gilbert Chichester, City Attorney

Kathy Kearney, Deputy City Clerk/Human Resources Manager

MeLinda Hite, Finance Director

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

Mayor Doughtie stated the agenda needs to be amended to remove Item 3 (a) “Special Recognitions”.

With no one indicating a conflict of interest with any of the items on the agenda, motion was made by ­­­­­­­­­­­Councilman Bobbitt, seconded by Councilwoman Scarbrough and unanimously carried to adopt the business agenda for July 15, 2014 as amended.

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Motion was made by Mayor Pro Tem Ferebee, seconded by Councilwoman Cowen and unanimously carried to approve the July 1, 2014 Council Minutes.

City Manager Scherer stated one of the items considered for a capital purchase is a new rear loading refuse collection truck. He stated the City has served the required notice of its intention to waive competitive bidding and use the piggyback procedures set out in NCGS 143-129(g). He stated this was done in order to take advantage of the prices and terms set forth in a bid opened by the City of Thomasville, NC on November 19, 2013 for the purchase of a rear loading refuse collection truck from Carolina Environmental Systems, Inc. of Kernersville, NC for a net price of $169,791.00. He stated the original estimate for this truck was $195,000 so this is a savings of about $25,000. City Manager Scherer pointed out that the Council approved using this same procedure for the purchase of the knuckleboom in October of 2012.

*The following correspondence between Carolina Environmental Systems, Inc. and the City of Roanoke Rapids was included in the Council’s Agenda:*

June 11, 2014

City of Roanoke Rapids

1313 Hinson Street

Roanoke Rapids, NC 27870

Attn: Mr. Larry Chalker

Dear Mr. Chalker:

Carolina Environmental Systems, Inc. hereby proposes to the City of Roanoke Rapids the opportunity to “piggyback” the City of Thomasville, NC bid for one (1) Rear Loading Refuse Collection Truck that was awarded to our company on November 19, 2013, reference enclosed purchase order number 003962.

All bid documents have been enclosed for your review and inspection.

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If you have any questions or need any additional information, just let me know and I will be happy to provide you with whatever you need.

We sincerely appreciate the opportunity to submit the enclosed proposal to the City of Roanoke Rapids and we hope to hear from you soon.

Sincerely,

Maxwell Taylor/s/

June 11, 2014

City of Roanoke Rapids

1313 Hinson Street

Roanoke Rapids, NC 27870

Attn: Mr. Larry Chalker

Dear Mr. Chalker:

One (1) Heil Dura Pack 5000 - 25 cubic yard heavy duty high compaction rear loading refuse body complete with all standard specifications and with the following options:

* Front mount vane pump system
* Peterson light system with fully body LED lighting
* Dual front of body strobe lights
* Dual rear driver signal buzzers
* Dual factory cart tipper hydraulic system with two (2) Diamondback Products model 500 cart dumpers with “Tuckaway” feature
* Heavy duty rear hopper package
* Streetside body access door
* Tool box - 18" x 18" x 36" frame mounted
* Broom and shovel rack
* 5 gallon Igloo cooler and bracket
* CES rear vision camera system with 7" flat screen color monitor

All, as per the above, factory mounted on one (1) 2015 Freightliner model 108SD complete as per the enclosed specifications including five (5) year engine and transmission warranty, two (2) year towing coverage and parts and service manuals on CD.

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**Thomasville Bid Summary**

Base Bid Price: $171,391.00

\*Deduct for 25 yd. body: (800.00)

\*Deduct for 40,000 lb. rear axle: (800.00)

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

Net Roanoke Rapids Price: $169,791.00

\*Deducts as shown on options page submitted with formal bid documents. 40,000 lb. rear axle is specified to accommodate 25 cubic yard body.

**Please note:**

CES stock truck currently on order complete as per the City of Thomasville bid specifications with the variation being a 25 cubic yard body instead of a 27 cubic yard body as bid at the City of Thomasville. Also, the rear axle is 40,000 lbs. versus 44,000 lbs. with a 6.14 ratio to match up with the 25 cubic yard body. This unit should be available for delivery in August, 2014, and is subject to prior sale.

If you have questions or need additional information, please do not hesitate to contact me.

Sincerely,

Maxwell Taylor/s/

Mayor Doughtie asked where the money would come from to pay for this truck.

City Manager Scherer explained that staff will have installment loan bids for Council’s consideration at the next meeting.

Motion was made by Councilman Bobbitt, seconded by Councilwoman Cowen and unanimously carried to waive competitive bidding under NCGS 143-129(g) in order to take advantage of the piggyback procedures for the purchase of one (1) Rear Loading Refuse Collection Truck from Carolina Environmental Systems, Inc. of Kernersville, NC for a net price of $169,791.00.

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Public Works Director Chalker stated that, as he did last year, he is requesting consideration of an extension of the current sweeping agreement with NCDOT. He explained that we sweep the Gaston bridge once a week and bill NCDOT up to the amount of $10,000 per year.

Councilman Bobbitt stated at one time we had an agreement for NCDOT to perform other services such as traffic markings.

Public Works Director Chalker stated we have a separate agreement (Powell Bill Reimbursement Agreement) that covers those services.

Councilman Bobbitt asked if those services are done at DOT’s discretion.

Public Works Director Chalker stated they are done at his request.

Motion was made by Councilman Bobbitt, seconded by Mayor Pro Tem Ferebee and unanimously carried to extend the Sweeping Agreement (Agreement No. 3193) with the North Carolina Department of Transportation for a period of one year (through June 1, 2015), and to authorize Mayor Doughtie to execute the following letter:

July 9, 2014

Ms. Lisa Vincent, City Clerk

City of Roanoke Rapids

P. O. Box 38

Roanoke Rapids, NC 27870

SUBJECT: Sweeping Agreement - City of Roanoke Rapids

WBS 4B.104211

Agreement No. 3193

Purchase Order #5900009952

Dear Ms. Vincent:

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This letter is in reference to the subject agreement. In accordance with the agreement, the North Carolina Department of Transportation is exercising its option to extend this agreement for an additional period of one year. All other terms and conditions of the agreement will remain the same.

Your authorized agent’s signature in the designated space below will be evidence of your acceptance of these terms.

If you accept this extension, the agreement will remain in effect from June 1, 2014 through June 1, 2015.

If you have any questions, or if I can be of any further assistance, please advise.

Respectfully,

Jerry P. Page, PE/s/

Division Four Project Manager

JPP/

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Authorized Agent Date

City of Roanoke Rapids

City Manager Scherer reported that it was brought to his attention that one of the provisions in the City’s Cable Franchise with Charter is that the Franchisee agrees to provide a senior citizen rate discount of 10% to senior citizens that receive and show proof of an Annual Entitlement Letter from the Social Security Administration. He stated it was mentioned at the last meeting that the local Charter office was not honoring this discount. City Manager Scherer stated he spoke with Charter’s Governmental Representative about this and he will be instructing the local office about this matter. He stated he also spoke with Greg Browning, Regional Manager of the Social Security Administration, and confirmed that seniors can obtain this Annual Entitlement Letter by going on the Social Security website or stopping by the local Social Security office. He stated he also agreed to put fliers at the Charter office.

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City Manager Scherer stated Finance Director Hite had a minor medical procedure this afternoon and has asked that she be allowed to present the Finance Report at the next meeting.

City Manager Scherer reported that people are beginning to leave items around gravesites which is causing problems with maintenance and mowing. He stated the Cemetery personnel will start to enforce the policy regarding this.

Police Chief Hathaway reported that his written report is included in the Council’s agenda packet, and he will be glad to answer any questions.

Councilwoman Scarbrough asked Chief Hathaway to expand on item #4 in the report from Sgt. White which she read as follows:

4 - Worked with Interstate Storage and Mr. Blackmon to hopefully resolve some of the issues with the trucks coming and going at Interstate Storage.

Councilwoman Scarbrough stated the most consistent complaint she receives is that the trucks are blocking Fifth Street. She stated she has been told that sometimes it takes these trucks three tries to back up into the Interstate Storage property. She stated it is very irritating to people, and she would like to be able to tell them something.

Chief Hathaway explained that he sent Sgt. White to investigate this situation and he was able to take some enforcement action and also spoke with Mr. Blackmon about his concerns. He stated Sgt. White also spoke with Mr. Braxton Brown and Mr. David King with Interstate Storage, and they indicated they would try to get the trucks to load and unload later in the evening. Chief Hathaway stated they are trying to address this issue. He stated Mr. King also put out a notice about securing the doors on the trucks.

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Councilwoman Scarbrough stated although she is concerned about Mr. Blackmon’s issue, her biggest concern is the blocking of Fifth Street.

Police Chief Hathaway thanked the Council for approving $8,000 for the purchase of the body cameras. He stated each shift has been able to try the camera and the City Manager has seen the video. He stated it is amazing what you can see. He reported that some local businesses donated $8,000 to purchase the remainder of the cameras.

Police Chief Hathaway reported on the National Night Out to be held on Tuesday, August 5.

Planning & Development Director Lasky reported her department has been busy with inspections of on-going projects (Family Dollar, Little Caesars, KapStone warehouse). She stated they have approved site plans for the Family Life Center at Calvary Baptist Church and they are reviewing plans for the expansion of the Dialysis Center on Smith Church Road.

Planning & Development Director Lasky also reported that new inspector Kris Jordan who transferred from the Police Department has been doing really well.

Planning & Development Director Lasky reported that she has completed several annual surveys due to the State which show some increases in development over the last several years.

Planning & Development Director Lasky reported that she is working with the Council of Governments on a phase 1 environmental assessment as part of a Brownfields Grant Program.

Mayor Doughtie asked about the status of Sheetz.

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Planning & Development Director Lasky reported that the building plans have been approved.

Councilman Bobbitt asked about a time frame for the KapStone warehouse project.

Planning & Development Director Lasky stated she does not know.

Mayor Doughtie stated the report lists building permits and the valuations. He asked if it would be possible to get information on what these permits are for and how they compare to past months.

Planning & Development Director Lasky stated they have a new software program and she will work on a table that will provide that information.

Parks & Recreation Director Simeon reported on the status of the replacement of the dehumidifier unit for the Aquatic Center. He stated they continue to work with the contractor and engineer to determine the best option for us. He pointed out that this is a very technical replacement. He stated they hope to have some firm numbers within the next four to six weeks. Parks & Recreation Director Simeon reported on a visit this past Friday to Rocky Mount where they looked at a system but found that it was not adequate for what we need, according to our engineer.

Parks & Recreation Director Simeon reported that he continues to work with the Chaloner Alumni Association and the Hodgestown-Southgate Neighborhood Association on a walking path.

Parks & Recreation Director Simeon reported that the Chairman of the Recreation Advisory Committee has called a meeting for next Monday to discuss converting the sand volleyball court into a skateboard and BMX park. He stated this is something he has been working on with the Police Department.

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Parks & Recreation Director Simeon stated the kids need a safe place for this activity, and at the master plan workshops, parents were very vocal about the need for this type of facility. He reported that about 75% of the money needed to make this change has already been raised. He stated little or no tax dollars will be spent on this change. Parks & Recreation Director Simeon pointed out that our liability insurance agent has no issues with the proposed skate park.

Councilwoman Scarbrough stated she believes it will be very popular.

Mayor Doughtie asked the total cost of the project. He also asked if the facility would be open at all times.

Parks & Recreation Director Simeon stated between $20,000 and $25,000. He stated the facility will be open when the Recreation Department is open. He stated there will be a fence around the facility.

Councilman Bobbitt asked if the facility would have a staff person.

Parks & Recreation Director Simeon stated we would indirectly supervise the facility on the advice of our insurance agent. He stated staff would be at the Recreation Center when the facility is open.

Mayor Doughtie stated it would be indirectly supervised like the fitness center.

Parks & Recreation Director Simeon stated that is correct.

Parks & Recreation Director Simeon reported that staff has been busy with 13 summer camps including the very popular summer reading program. He stated they have served over 300 children at these camps.

Parks & Recreation Director Simeon also reported that they continue to work with the Roanoke Rapids Graded School District on the free summer lunch program. He stated they average 20 to 25 children at each site.

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Councilwoman Scarbrough asked if the Aquatic Center is open.

Parks & Recreation Director Simeon stated yes but very little. He stated the temperature is about 78 degrees which is extremely cold for exercise therapy.

Mayor Pro Tem Ferebee asked how the community is being made aware of the free lunch program.

Parks & Recreation Director Simeon stated the Roanoke Rapids Graded School District handles the advertising of the program but the department utilizes social media to get the word out.

Councilwoman Cowen stated she wants to personally thank Parks & Recreation Director Simeon for his extra efforts on the Aquatic Center. She stated she has received many calls from people that have medical issues that miss it.

Parks & Recreation Director Simeon stated they are doing everything they can to come back to Council with the best approach to take. He stated the Parks & Recreation Director listserv through the School of Government is a wonderful resource that connects recreation directors from all over the state. He stated he has posted questions regarding this issue and hopes to get a number of responses.

Mayor Doughtie stated he wants to thank Parks & Recreation Director Simeon and all those that have contributed to the proposed development of the skate park. He stated he remembers this need being discussed at the master plan meetings.

Parks & Recreation Director Simeon stated the Police Department has also been very instrumental in this.

City Manager Scherer reported that the County’s Recreation Master Plan will hopefully be out by September, and we will be able to use it to apply for PARTF

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monies if the State funds the program.

Public Works Director Chalker commented on the value of the listserv. He stated the Clerks, Finance Directors and Parks & Recreation Directors have one. He stated Public Works Directors are still waiting. He stated he has asked City Clerk Vincent to post questions on the Clerk listserv and it is very helpful to have this tool available.

Public Works Director Chalker reported that during the month of June, Cemetery staff performed 12 openings and closings and collected $9,087.50. He reported that 103 letters were sent out to property owners for code violations and 44 lots were cut by City forces in the amount of $15,373.00.

Public Works Director Chalker reported that they continue to do maintenance at Rochelle Pond when they have time. He reported that they have performed a tremendous amount of outside maintenance at the Theatre. He stated the stucco needs to be washed once a year and it looks like a brand new building.

Public Works Director Chalker reported on the widening and resurfacing of Virginia Avenue at Chaloner Middle School and also reported on street resurfacing projects on Carter Street and portions of Park Avenue and Cedar Street. He reported that they had to totally redo a storm drainage system on Hill Street.

Public Works Director Chalker reported that the installation of the fountain in the middle of the lake at Cedarwood Cemetery should be completed in about two weeks. He stated the Beautification Committee purchased this fountain.

Public Works Director Chalker reported that Nick Rightmyer with DM2 is here tonight. He stated he has been working on our Powell Bill map which will be submitted this week.

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Public Works Director Chalker reported that the individual that purchased the old police station has donated back to the City the 110 foot tower located on the property. He stated it will be moved to Public Works. He stated he appreciates Chief Coggins’ efforts to make this happen.

Fire Chief Coggins reported that the Fire Department responded to 166 calls with 105 being First Responder calls. He pointed out that the department’s Tahoe is being used to respond to the majority of the First Responder calls.

Fire Chief Coggins reported that the department has completed hydrant testing.

Fire Chief Coggins reported that with the retirement of two firefighters, two new firefighters have been hired--Ramah Long and Matthew Dube.

Fire Chief Coggins reported that the department will be helping Angel’s Closet with their annual bag sale and will be given half of the proceeds to be used for the department’s Christmas dinner.

Fire Chief Coggins reported that his department is hosting the Annual Firefighters Association meeting tonight. He stated our new Color Guard will be presenting the colors. He stated he is hoping to have them present at a future Council meeting.

Main Street/Development Director Caudle reported on two successful events in June--the 301 Endless Yardsale and the Friday’s in the Park concert featuring The Nine Pound Hammers. She reported that the next concert will be held on July 25 featuring The Gospel Sensations.

Main Street/Development Director Caudle reported that the Main Street Roanoke Rapids Annual meeting will be held next Tuesday, July 22 at 8:30 a.m. at The 1020 Restaurant & Pub. She stated the meeting will be open to the public

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and the cost is $8.00 for breakfast.

Main Street/Development Director Caudle reported that Napoleon Hill has recently completed four new panels for the Avenue. She stated the panels will be on display at the annual meeting and then at the old McCrory’s building.

Main Street/Development Director Caudle reported that they are still working on the awarding of the Façade Grant Program. She stated the potential project must comply with guidelines of the State’s Historic Preservation Office and we are also still waiting to find out about the State’s tax credits.

Main Street/Development Director Caudle reported on a meeting she and City Manager Scherer had this afternoon with a retail strategist that specializes in retail analysis of local governments. She stated they plan to take the information provided and do some further research. She stated they will also be contacting other cities that have partnered with the group.

Main Street/Development Director Caudle reported that she will be attending a four day economic development workshop at UNC from July 28 to July 31.

There being no further business, motion was made by Councilwoman Cowen, seconded by Councilwoman Scarbrough and unanimously carried to adjourn.



8/5/14