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**Roanoke Rapids City Council**

**August 5, 2014**

The regular meeting of the City Council of the City of Roanoke Rapids was held on the above date at 5:15 p.m. at the Lloyd Andrews City Meeting Hall.

Emery G. Doughtie, Mayor

Carl Ferebee, Mayor Pro Tem

Suetta S. Scarbrough)

Carol H. Cowen)

Wayne Smith)

Joseph Scherer, MPA, MS, City Manager

Gilbert Chichester, City Attorney

Lisa B. Vincent, MMC, NCCMC, City Clerk

O. L. Morgan, Police Captain

Kathy Kearney, Deputy City Clerk/Human Resources Manager

MeLinda Hite, Finance Director

Larry Chalker, Public Works Director

John Simeon, Parks & Recreation Director

Stacy Coggins, Fire Chief

Christina Caudle, Main Street/Development Director

Ernest C. Bobbitt, Council Member

Kelly Lasky, Planning & Development Director

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

Mayor Doughtie stated two items [9 (b) & 9 (c)] need to be removed from the agenda.

With no one indicating a conflict of interest with any of the remaining items on the agenda, motion was made by ­­­­­­­­­­­Councilwoman Cowen, seconded by Councilman Smith and unanimously carried to adopt the business agenda for August 5, 2014 as amended.

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*Mayor Doughtie recognized former Mayor Lloyd Andrews and thanked him for his many years of service to our community.*

Public Works Director Chalker called on Herbert Crutchlow to come to the podium. He stated Herbert was hired on June 12, 1986, promoted to Garage Foreman on January 3, 1989 and promoted again on January 1, 1996 to Garage Superintendent. He stated we are losing a tremendous amount of knowledge with the retirement of Herbert.

Mayor Doughtie jokingly asked why anyone would need a clock (referring to the retirement clock/plaque) when they retire. He stated it is a beautiful clock/plaque. He stated Herbert and his wife Linda have been a part of his life for a long time. He explained that Herbert’s mother lived near his mother, and they would always inquire about each other’s mother. He stated that is the type of bonding you get when you live in a small town. He stated everyone knows each other. Mayor Doughtie stated with all of our problems, we have a lot of things to be thankful for.

Mayor Doughtie stated he appreciates Herbert’s faithful service to the City and his friendship over the years. He read and presented to Herbert a retirement clock/plaque.

Herbert thanked the City for letting him serve all these years.

Former Mayor Andrews stated he appreciates the City letting his neighbor retire. He stated he was the only retiree on the block and it was lonesome. He stated he and Herbert have a lot of things they want to do.

Mr. Gary Danek of 709 Raleigh Drive, Roanoke Rapids, NC presented his concerns about road safety and proper signage. He spoke about the need for a pedestrian crosswalk on Jackson Street between the Senior Center and the Andrews Building. He stated this is specifically needed for the elderly and disabled. He stated he and his wife volunteer at the Senior Center and one day a car almost hit his wife and another lady crossing Jackson Street.

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Mr. Danek stated the Public Works Department just needs a can of paint to take care of this situation that could be a liability to the City. He stated it is his understanding that this matter has been discussed by staff. He also mentioned the intersection of 9th and Madison Streets. He stated Madison Street is a one-way street for a block and there needs to be a “Do Not Enter” sign at 9th Street. Mr. Danek stated he also understands that this is being discussed by staff. He stated another safety hazard is at Jefferson and 10th Streets. He stated there is a house on the corner that is too close to the intersection and the owner parks a car in front of the house. He stated the left turn lane is not needed at this intersection. Mr. Danek stated the Public Works Department is putting the elderly and disabled behind high school students that are young and healthy (referring to the priority given to the lines being painted at the high school before school begins).

Mayor Doughtie thanked Mr. Danek for his comments, and stated it sounds like some of these concerns are being addressed.

Motion was made by Mayor Pro Tem Ferebee, seconded by Councilwoman Scarbrough and unanimously carried to approve the July 15, 2014 Council Minutes.

A ballot vote was taken and City Clerk Vincent announced that Mike Ferguson received the unanimous vote for reappointment to the Canal Museum Advisory Committee; Annette Stallings received the unanimous vote and Ruthie Gregory received the majority vote for reappointment to the Beautification Committee; Sandra Clements received the unanimous vote for reappointment to the Senior Center Advisory Committee and Sherry Hux received the unanimous vote for appointment to the Roanoke Rapids Area Planning Board/Board of Adjustment.

Motion was made by Councilwoman Scarbrough, seconded by Councilwoman Cowen and unanimously carried to reappoint Mike Ferguson to the Canal Museum Advisory Committee;

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to reappoint Annette Stallings and Ruthie Gregory to the Beautification Committee; to reappoint Sandra Clements to the Senior Center Advisory Committee and to appoint Sherry Hux to the Roanoke Rapids Area Planning Board/Board of Adjustment.

Finance Director Hite stated that during the July 15 Council meeting, Parks & Recreation Director Simeon presented to Council the concept for a Skateboard Park. She stated included in Council’s agenda packet is a Budget Amendment (Ordinance No. 2014.09) which totals $25,000.00. She stated staff was informed this morning that the committed funds have surpassed this amount so we are now recommending adoption of a revised Budget Amendment for $40,000.00, a copy of which has been provided to Council.

Finance Director Hite pointed out that this project will be solely funded by donations and sponsorships. She stated this appropriation will allow staff to move forward with implementing this project.

Mayor Doughtie stated there is no money coming out of the City coffers for this project.

City Manager Scherer stated that is correct. He stated this Budget Amendment simply creates a line item within the budget for the donated funds.

Parks & Recreation Director Simeon stated he would like to correct one thing stated by Finance Director Hite. He stated we are quickly approaching the $25,000.00 amount and we could potentially reach $40,000.00.

Motion was made by Mayor Pro Tem Ferebee, seconded by Councilwoman Cowen 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 additional amounts are hereby appropriated for the operation of City Government and its activities for the fiscal year beginning July 1, 2014 and ending June 30, 2015, according to the following schedule:

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

Skateboard & BMX Park (Parks & Recreation) $40,000.00

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

**GENERAL FUND TOTAL $40,000.00**

**SECTION 2.** The following additional revenues and reductions in appropriations are available for the fiscal year beginning July 1, 2014 and ending June 30, 2015, in order to meet the foregoing appropriations, according to the following schedule:

**SCHEDULE B – GENERAL FUND OPERATING (Revenues)**

Skateboard & BMX Park (Donations & Sponsorships) $40,000.00

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

**GENERAL FUND TOTAL $40,000.00**

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

Finance Director Hite stated on July 1, 2001 City Council approved the implementation of a cafeteria plan which has not been modified or rescinded. She stated a cafeteria plan is a type of employee benefit plan offered pursuant to Section 125 of the Internal Revenue Code. She stated currently our benefit package includes health, dental, vision and cancer. She stated this amendment includes flexible spending and health reimbursement accounts which are pre-taxed. She stated there is no cost to the City for the flexible spending account. She stated the health reimbursement account is a $2,000.00 reimbursement to employees to help with the deductible associated with our health insurance plan.

Finance Director Hite stated Council has been provided Resolution No. 2014.08 amending the plan document.

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Motion was made by Councilman Smith, seconded by Mayor Pro Tem Ferebee and unanimously carried to adopt the following resolution and authorize Finance Director Hite to execute the Cafeteria Plan Adoption Agreement (copy on file in the Clerk’s Office):

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROANOKE RAPIDS**

**AMENDING SECTION 125 CAFETERIA PLAN TO INCLUDE**

**FLEXIBLE SPENDING ACCOUNTS**

**AND**

**HEALTH REIMBURSEMENT ACCOUNTS**

**WHEREAS,** the City Council approved the implementation of a Cafeteria Plan effective July 1, 2001, and that such resolutions have not been modified or rescinded as the date hereof; and

**WHEREAS,** the City Council desires to amend the Cafeteria Plan to include flexible spending accounts and health reimbursement accounts; and

**WHEREAS,** the Health Care Flexible Spending Account (FSA) is an employer sponsored benefit that enables employees to set aside pre-tax dollars out of their paycheck to pay for eligible health care expenses. Monies put into the plan avoid both Federal Income Tax and FICA; and

**WHEREAS,** the Health Reimbursement Accounts is an employer sponsored benefit that enables employees to be reimbursed an approved amount towards the deductible of the City’s Health Plan; and

**WHEREAS,** adoption of a Section 125 plan provides the mechanism for the changes in benefits described above;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ROANOKE RAPIDS HEREBY RESOLVES AS FOLLOWS:**

**Section 1.** The form of Cafeteria Plan including Flexible Spending Accounts and Health Reimbursement Accounts effective July 1, 2014, is hereby approved and adopted and that the duly authorized agents of the Employer are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

**Section 2.** The Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

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**Section 3.** The duly authorized agents of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the Cafeteria Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description, which form is hereby approved. Exhibits A and B, respectively attached to this resolution, are true copies of the City of Roanoke Rapids Cafeteria Plan and the Summary Plan Description approved and adopted in this resolution.

**ADOPTED** this 5th day of August, 2014.

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

Emery G. Doughtie, Mayor

ATTEST:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Lisa B. Vincent, City Clerk

Public Works Director Chalker stated we have discussed in two or three different meetings the topic of the Community Waste Reduction & Recycling Grant. He stated he is asking Council tonight to approve Grant Contract No. 5914 included in the Council’s agenda packet and to authorize the Mayor to execute the contract.

Public Works Director Chalker stated he will summarize this quite lengthy contract. He stated this grant seeks to improve and increase the amount of solid waste that is recycled at City buildings and parks by purchasing and placing roll-out carts at all City major buildings and parks. He stated this will include 12 City buildings such as City Hall, recreation centers, fire stations, the Senior Center, the Civic Center and Canal Museum. He stated they will also be placed at 5 parks with a number of highly visited athletic and picnic facilities. Public Works Director Chalker stated the City also provides roll-out cart service to over 200 small businesses for solid waste pickup. He stated with assistance from this grant program, the City plans to place recycling roll-out carts at these businesses to help divert solid waste from going to the landfill by encouraging recycling. He stated this grant will help establish this program.

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Public Works Director Chalker stated in order to make this program successful, Roanoke Rapids plans to have strong promotional and outreach efforts. He stated the education and outreach materials will be combined with Mercury Grant and Cart Grant efforts to introduce all programs at one time. He stated the targeted group for education and outreach will be in the school systems.

Public Works Director Chalker also reviewed the following Project Budget:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **State Grant**  **Award** | **Applicant**  **Cash Match** | **Project**  **Total** |
| Carts for City Buildings, Parks & Small Businesses | $11,880 | $2,970 | $14,850 |
| Program Education & Outreach | $2,000 | $500 | $2,500 |
| **TOTAL** | **$13,880** | **$3,470** | **$17,350** |

Councilman Smith stated the project description says that the City has applied for $75,000.00 to implement a curbside recycling program.

Public Works Director Chalker stated that was turned down by Council but it is still listed as all three of the grants were written at the same time. He stated the State is aware that we are not moving forward with the curbside recycling program at this time.

Motion was made by Councilwoman Cowen, seconded by Councilwoman Scarbrough and unanimously carried to approve Grant No. 5914 between the NC Department of Environment and Natural Resources and the City of Roanoke Rapids for a Community Waste Reduction & Recycling Grant, and to authorize the Mayor to execute same (copy of agreement on file in the Clerk’s Office).

City Manager Scherer reported on the following Public Works Department activities: (1) completed the paving of roads designated as critical; (2) installed the new fountain at the Cemetery; (3) working with property owners on drainage issues in the 200 block of Roanoke Avenue and (4) installed better surge protection on the tower outside of City Hall.

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City Manager Scherer reported that he is advertising the Police Chief position on several School of Government Listservs as well as on the City’s webpage. He stated the application deadline is September 2.

City Manager Scherer reported that tonight is National Night Out from 6:00 to 9:00 p.m. at Doyle Field. He stated the Halifax County Sheriff’s Office, the Roanoke Rapids Police Department and the Roanoke Rapids Fire Department coordinated this event. He encouraged everyone to attend.

City Manager Scherer reported that the Police Department is continuing to evaluate the different types of body cameras before making a recommendation.

City Manager Scherer reported that the Parks & Recreation Department will hold a meeting Thursday evening regarding the proposed Skateboard/BMX Park.

City Manager Scherer reported that the construction engineer has requested proposals from five different companies for the replacement of the dehumidifier at the Aquatic Center. He stated once the proposals have been reviewed, he will prepare a recommendation to City Council.

City Manager Scherer recognized City Clerk Vincent for receiving the prestigious designation of “North Carolina Certified Municipal Clerk” (NCMMC) from the North Carolina Association of Municipal Clerks, along with the School of Government of the University of North Carolina at Chapel Hill for achieving its high educational, experience, and service requirements. He stated Lisa is a dedicated professional who thrives on new challenges and responsibility. He stated her sustained superior performance has been an inspiration to each member of the City’s work force.

City Manager Scherer reported that the Finance Department is working on closing out FY 2013 - 2014 and the auditors are expected to be here the first week in September.

City Manager Scherer reported that Main Street/Development Director Caudle is working with County Economic Development Director Scott and Sonrise Reclamations, LLC (owner

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of the former WestPoint Stevens facility) to develop a master plan for the property. He stated a Phase I Environmental Assessment is underway.

City Manager Scherer reported that he and Main Street Director Caudle are reviewing a proposal from a retail recruitment group. He stated Ms. Caudle is also working on completing a database of vacant buildings in the business district.

City Manager Scherer reported that he has met with a representative from a commercial development company regarding selling or developing the Theatre.

City Manager Scherer reported that the State Legislature completed the budget and deleted historic tax credits. He stated they also passed legislation to require moped owners to register with the DMV although they are not required to carry insurance.

City Manager Scherer reported that Charter is still not applying the senior citizens discount. He stated he has again contacted our governmental representative and he indicated that it is a work in progress.

City Manager Scherer reported that upon reviewing the proposals for the installment financing, which was removed from the agenda, and in the interest of transparency of government, he has called for a public hearing for August 18 at 6:00 p.m. to obtain public input before holding a final vote. He stated our plans are to take care of the building maintenance issues with funds from Undesignated Fund Balance.

City Manager Scherer reported that the Geenex Solar Project Kickoff will be held next Thursday from 11:30 a.m. to 1:00 p.m. at the Kirkwood Adams Community Center.

Mayor Doughtie also commended City Clerk Vincent on her recent award. He stated she does a very good job and will be another person hard to replace. Mayor Doughtie stated he hopes we will not be presenting her with a clock/plaque anytime soon.

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Finance Director Hite reported that included in Council’s agenda packet is the preliminary Finance Report as of June 30, 2014. She stated this report was prepared on July 8, 2014 and provides an informational snapshot of the General Fund revenues and expenditures.

Finance Director Hite reported that as we prepare to close the books for June 30, 2014, year-to-date revenues are $14,292,173.35 (92.0% of budgeted revenues) and year-to-date expenses are $14,729,773.77 (95.0% of budgeted expenses).

Finance Director Hite reported that as shown on the Preliminary Operating Statement, year-to-date expenditures exceeded revenues by $437,600.42; yearend entries for June 30, expenditures and revenues will continue to be processed through August 15.

Finance Director Hite highlighted the following revenues accounts:

* Privilege license year-to-date generated $447,041.78 which includes payments received from the June billing for FY 2014 - 2015.
* Other revenues year-to-date generated $1,568,437.44 which is $395,044.00 more than the appropriation. With the implementation of the NC Tag & Tax program, this has provided additional funds in a timelier manner.
* Outstanding revenues for the month of June include property taxes, solid waste fees, and sales tax for May and June.

Finance Director Hite reported that Sales and Use Tax receipts year-to-date are $1,606,935.76 (79.6% of budgeted revenues). She stated this is flat compared to July 2013 - June 2014.

Finance Director Hite stated as we bring the fiscal year to a close, she is forecasting that we will be on target with revenues and expenditures.

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Mayor Pro Tem Ferebee asked about having to take money from Fund Balance to make up the $437,600.00.

Finance Director Hite stated the way she sees it now, that will not be necessary.

Mr. Jerry McDaniel commented that he called City Hall one day and Ms. Vincent made him feel just as important as the Mayor.

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



8/19/14