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**Roanoke Rapids City Council**

**October 21, 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

 Suetta S. Scarbrough)

 Ernest C. Bobbitt)

 Carol H. Cowen)

 Wayne Smith)

 Joseph Scherer, MPA, MS, City Manager

 Gilbert Chichester, City Attorney

 Lisa B. Vincent, MMC, NCCMC, City Clerk

 Kathy Kearney, Deputy City Clerk/Human Resources Manager

 Larry Chalker, Public Works Director

 John Simeon, Parks & Recreation Director

 Andy Jackson, Interim Police Chief

 Stacy Coggins, Fire Chief

 Kelly Lasky, Planning & Development Director

 Christina Caudle, Main Street/Development Director

 Carl Ferebee, Mayor Pro Tem

 MeLinda Hite, Finance Director

***Prior to the meeting, the Roanoke Rapids High School JROTC posted the Colors.***

Mayor Doughtie called the meeting to order and opened the meeting with prayer. He thanked the JROTC Cadets to whom he had presented City Seal lapel pins earlier, and also recognized Boy Scouts from Troop 238 in attendance working on their Citizenship in the Community Badge. He also presented City Seal lapel pins to the Scouts.

Mayor Doughtie announced that Mayor Pro Tem Ferebee is away on business and Finance Director Hite is out due to the loss of her husband last Friday. He stated we all send our condolences to Ms. Hite and her family, and look forward to her return.

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With no one indicating a conflict of interest with any of the items on the agenda, motion was made by ­­­­­­­­­­­Councilman Bobbitt, seconded by Councilman Smith and unanimously carried to adopt the business agenda for October 21, 2014 with an amendment to move Item 9 (b) “Consideration of Amendment to FY 2014-2015 Budget Ordinance for Aquatic Center Project” to be the next item considered.

Mayor Doughtie stated the Council took into consideration the extensive interest in the Aquatic Center Project and wanted to move the item up on the agenda as some may have questions and comments after the item is presented.

Councilwoman Scarbrough made a motion to spend up to $275,000.00 for the purchase and installation of a new dehumidifier unit for the Aquatic Center. She stated before the Mayor calls for a second to the motion, since there has been so much misunderstanding about the funding, she would like for the City Manager to explain how this appropriation process works.

City Manager Scherer stated since we work with taxpayer money, we are bound by many more restrictions. He explained that when we adopted the formal budget in July, we left the line item for the theater lease payments at zero since we did not have a formal lease in place at that time. He pointed out that once the budget is adopted, we cannot add additional line items. City Manager Scherer stated his recommendation was to take $220,000.00 out of reserves and put it in the theater line item as that was the only place he could put the money. He stressed that the City is not diverting theater money for this project. He stated it is only on paper for accounting purposes. City Manager Scherer stated this is a little hard to understand and joked that he sometimes gets a headache trying to figure out governmental accounting.

Councilman Bobbitt seconded the motion on the floor which carried unanimously to adopt the following budget amendment (Ordinance No. 2014.13):

**Ordinance No. 2014.13**

**CITY OF ROANOKE RAPIDS**

**BUDGET AMENDMENT**

**FISCAL YEAR 2014 - 2015 BUDGET ORDINANCE**

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**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 schedules:

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

Transfer to Capital Outlay $275,000.00

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

**GENERAL FUND OPERATING TOTAL $275,000.00**

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

Maintenance of Buildings (Aquatic Center Project) $275,000.00

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

**GENERAL FUND CAPITAL TOTAL $275,000.00**

**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 schedules:

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

Roanoke Rapids Theatre Lease Payment$220,000.00

Privilege Licenses $ 55,000.00

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

**GENERAL FUND OPERATING TOTAL $275,000.00**

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

Transfer from General Fund $275,000.00

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

**GENERAL FUND CAPITAL TOTAL**

 **$275,000.00**

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

Councilman Smith made a motion to reopen the Aquatic Center and for it to remain open until the repairs are complete, and that we require the parents of members of the swim teams and the School Systems to sign waivers that hold the City harmless against all claims.

Councilwoman Scarbrough seconded the motion which carried unanimously.

City Manager Scherer called on Parks & Recreation Director Simeon and Project Engineer Jim Miller to discuss the specifics of the repairs.

Parks & Recreation Director Simeon stated now that the budget amendment for the dehumidification system has been approved, he would like to discuss how we will proceed. He stated Mr. Miller will discuss the measures that need to be taken in order to keep the Aquatic Center open, especially with the changing temperatures.

Mr. Miller explained that a dehumidification system is necessary for pools of our size for two reasons: to continue to maintain a healthy environment in the facility and to move the air around in the facility. He explained about relative humidity and the water temperature needed. Mr. Miller stated two components of the current dehumidification system failed. He stated his concern was that we were doing fine during the summer months but if it gets cold enough, the air on the surface sweats and causes mold growth. Mr. Miller stated he feels that with the action taken by City Council tonight, we can move forward with the contractor and place a purchase order with the manufacturer. He stated Dectron, the firm we selected, is the largest firm in the United States and they do nothing but dehumidification systems. He stated he feels we got the best deal.

Parks & Recreation Director Simeon stated we will keep the pool temperature at 78 degrees until the new dehumidification system is up and running. He stated the Aquatic Center will remain open under its normal operating hours. He stated the swim teams will be able practice and the center will continue to offer lap swim and arthritis classes to the people that can handle the 78 degree water temperature.

Ms. Theresa Eileen Paglia of 404 Lake Pointe Drive, Roanoke Rapids, NC stated she had

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a very long speech prepared but most of it has already been covered. She stated she went to the Aquatic Center all summer long and even bought a wet suit and then suddenly, the center was closed. She stated they were told constantly that there was no funding for the new dehumidification system and she is in shock that a budget amendment was just approved. Ms. Paglia pointed out that many of the women cannot tolerate the 78 degree temperature. She asked how long it will take to get the new system put in. She asked why it took so long for this to be approved when everyone knew that the system was old and breaking down. Ms. Paglia asked if they are still getting the runaround. She stated when the Aquatic Center closed she joined the YMCA in Rocky Mount because she had to continue to exercise. She stated a lot of the people that went to the Aquatic Center joined the YMCA. Ms. Paglia pleaded with the City to get this done as quickly as possible so the Aquatic Center can get back to the way it should be. She stated Roanoke Rapids will go down without the Aquatic Center.

Parks & Recreation Director Simeon stated in March he made a presentation to Council that the dehumidification system would be a part of his budget request. He stated the amount of money projected for a new system was too high and we felt we could do better. He stated at that time, we lowered the pool temperature and asked Mr. Miller to come onboard and assist us with the engineering. Parks & Recreation Director Simeon stated it took time to create a bid package, receive quotes, analyze the quotes and make a recommendation to City Council. He stated they worked as hard as they could in order to make the best decision, especially in dealing with taxpayer money.

Mr. Miller stated he met with a Dectron representative who said it normally takes 12 to 13 weeks from the placement of the order. He stated we can let the manufacturer know our situation and try to get it sooner. He explained that once the order is placed, a contractor will be onsite to construct a concrete pad for the unit and do the necessary work to install the system. He stated the system will arrive on a truck and lifted out with a crane. He stated we have been told that it will take about one week from that time to be operational.

Ms. Lisa Peacock was not present due to a family medical emergency.

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Mr. Danny Price of 913 Ransome Street, Roanoke Rapids, NC stated he is here on behalf of his kids who are on the swim team. He thanked the City Council for the action they took earlier.

Mr. Patrick Quast of 625 E. 13th Street, Roanoke Rapids, NC stated his questions were answered fully. He stated he is a 7th Grade Social Studies Teacher at Chaloner Middle School, and the coach of the Roanoke Rapids High School Swim Team and the Roanoke Valley Swim Team. He stated the members are a wonderful group of kids that are dedicated. He stated in addition to the daily benefits of swimming, some have been able to obtain scholarships. Mr. Quast stated the Aquatic Center also helps the elderly and rehab patients. He stated he would like to say thank you to the City Council but also offer a potential solution. He stated he has contacted some of the corporations that build dehumidification systems and found one that may cost substantially less. Mr. Quast stated he will share this information with the Parks & Recreation Director.

Ms. Jenna Fromal of 530 Rapids Street, Roanoke Rapids, NC stated as a RRHS parent and Assistant Coach to Coach Quast, she has had the chance to meet a lot of kids. She stated the City Council just made these kids world wonderful and they are worth it. Ms. Fromal stated they are scholar athletes and hopefully will be stellar citizens that may one day sit in the position of Council Member. She stated she has two children in college and they were both on the swim team and were record holders. Ms. Fromal thanked the City Council for approving the system and keeping the Aquatic Center open.

Ms. Ruthie Gregory of 631 Arbutus Drive West, Roanoke Rapids, NC stated the swim team is wonderful but she is here from a different angle. She stated the warmth of the pool is important to her. She stated her doctor recommended the indoor pool for her medical condition and people have been amazed by how much it has helped her. She credited the therapy at the Aquatic Center with keeping her from having to use a wheelchair or cane. She mentioned meeting a woman at the Aquatic Center that was traveling on I-95 and stopped in Roanoke Rapids to swim at the Aquatic Center. Ms. Gregory stated the Aquatic Center has put Roanoke Rapids on the map, and she would

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like to see it continue and have heated water.

Ms. Nancy Nicholson of 152 Dogwood Knoll, Henrico, NC thanked the Council for passing the budget amendment. She indicated that she wanted to impress upon the Council the importance of the Aquatic Center. She stated people come from Emporia, VA, Jackson, Seaboard, Littleton and Lake Gaston to use the indoor pool. Ms. Nicholson stated 78 degrees is cold when you have a lot of metal in your body. She stated it will be nice to get the temperature back up. She stated there is no other place around that has an indoor pool and a lot of medical doctors prescribe this type of therapy for their patients. Ms. Nicholson stated should it ever close, it will put a hardship on people. She stated she does go to the YMCA in Rocky Mount. She stated 330 people use the YMCA for medical reasons. She stated if those 330 people paid $6.00 at the City’s Aquatic Center, it would bring in over $100,000.00 in revenue in one year. She stated that would enable the City to take care of the maintenance issues.

Councilman Smith stated he knows that $100,000.00 is a lot of money but it takes $217,000.00 a year for salaries and utilities at the Aquatic Center. He stated the money would not help with the cost of running the facility. He stated he does appreciate everyone that pays the $6.00 but we cannot just set the money aside and hold it back.

Ms. Alicia Wills of 4974 US Highway 158, Roanoke Rapids, NC stated she appreciates that this City Council has had to deal with something left to it and has done an excellent job. She mentioned an article about why rich people lose their wealth which talked about the Vanderbilt family flaunting their wealth and leaving no inheritance, and about how this article could correlate with the Aquatic Center. She stated there should have been a plan for the Aquatic Center. Ms. Wills stated she grew up in Littleton and did not even know there was an Aquatic Center here until her son started swimming. She stated she gladly pays extra to use the facility. She stated the City needs to advertise the Aquatic Center. She stated there needs to be a line item on schedule in the budget for the maintenance of the building. Ms. Wills stated in the article, the family patriarch is partly to blame as is this City Council for the situation with the Aquatic Center. She stated all of this is a result of a lack of communication.

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Mr. Terry Buffaloe of 316 Chockoyotte Street, Roanoke Rapids, NC stated his comments do not relate to the pool but to main street development. He then read from the following which he distributed to the Council members:

**Economic Revitalization Plan**

**for**

**Small Town USA**

**Submitted by**

**Terry L. Buffaloe**

The crux of this proposal is to start with unused government owned property. Using the yearly tax projected income to set affordable rental rates, residential and commercial tenants would have an opportunity to thrive. If it is deemed feasible an additional revenue rate may be added, but not to exceed 30% over what would have been received on the tax revenue of each property.

Not just theoretically, with this plan more income is being received than when this property was unused or abandoned. With this plan a business owner is more able to remain in business as the economy recovers.

Other programs could be added to this plan such as solar energy savings that would be advantageous to business owners and residents alike.

The details can be discussed in each community to assure that particular concerns are addressed, giving ample attention for maximum success.

A collaborative effort with local government, businesses and community colleges is essential. This plan can have a major impact on the blight seen on Main Street USA starting here in Halifax County, North Carolina.

Please give this proposal your careful consideration.

Mayor Doughtie suggested Mr. Buffaloe make contact with Main Street/Development Director Caudle.

Dr. Sandeep Tiwari of 52 Anna Louise Lane, Roanoke Rapids, NC stated the Aquatic Center is a very important investment in the health of the community. He stated it is one

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of the City’s best resources. He asked if it would be possible to raise the temperature a couple of degrees and to adjust the temperature at non-peak times. Dr. Tiwari stated a lot of people have had joint replacement surgery.

Parks & Recreation Director Simeon stated unfortunately it is not feasible to adjust the temperature in that amount of time because of the quantity of water.

Dr. Tiwari asked about raising the temperature about 2 degrees during the winter months.

Mr. Miller stated it could be possible to gradually raise the temperature but he would be concerned about the condensation under the roof and on the walls. He stated without air moving, it would not work very well and could create contaminants in the water.

Councilwoman Scarbrough thanked everyone for coming. She stated she wishes the seats could be filled at every meeting—not just when there is a hot button issue. She stated citizens should be interested in every decision this Council makes about taxpayer money and should come and see what we do. Councilwoman Scarbrough stated she appreciates the support and hopes everyone will come back.

Mayor Doughtie stated in response to Mr. Quast’s comments that the City does not want to spend any more money than it has to. He stated Ms. Wills talked about inheritance. He stated an inheritance is when you receive money and we did not receive any money for some of the things we have to work through. Mayor Doughtie stated people do not keep up with what the City Council has to deal with. He stated 300 plus people use the Aquatic Center and we need to work to expand that number but 15,000 plus people use other facilities that we also have to maintain. He stated we pay $1.8 million in debt service on the Theater each year. He stated the rental payments from HSV do not cover our payments to Bank of America. He stated there is a huge shortfall. Mayor Doughtie stated this City Council works very hard trying to expand our revenue stream. He stated we have talked about the possibility of getting some help from the other entities that use the Aquatic Center. He stated we are not up here just flipping a coin to make a decision. Mayor Doughtie stated this is a great facility voted on by the people 20 to 25 years ago but it does cost a sizeable amount of money to maintain. He stated if there is a sinkhole in a street or yard, we have to fix it. He stated some comments were made about the City waiting around and not taking action. He stated we were looking at all of the alternatives

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and we felt a strong sense of wanting to at least keep the Aquatic Center open. Mayor Doughtie, on behalf of the Council, thanked everyone for coming to the meeting.

An unidentified person in the audience asked when the dehumidification system would be ordered.

Parks & Recreation Director Simeon stated now that the budget amendment has been adopted, we will start the process tomorrow. He stated there are a few other items that he needs to discuss with Mr. Miller.

Councilwoman Cowen thanked everyone for coming. She stated she worked for the Roanoke Rapids Graded School District for 44 years and serves as the Council Liaison to the Recreation Advisory Committee. She stated she has spoken with many elderly people her age about the need for the Aquatic Center. Councilwoman Cowen stated the staff and Council have worked diligently on this matter and have not wasted time. She stated there were a lot of things to be considered and we do not have money set aside. She stated we cannot legally set aside money for certain purposes.

Councilman Smith thanked everyone for coming and also thanked the City Manager and City administration for working mighty hard to find the funds for the dehumidification system. He stated those that wrote the article about the City Manager and others should thank them for the job they did.

Ms. Paglia stated she was so taken by surprise by the vote to approve the budget amendment that she forgot to thank the City Council. She stated the Council has made her and everyone else very happy. She stated she hopes the Aquatic Center will be open very soon.

Parks & Recreation Director Simeon stated it will be open tomorrow.

Mayor Doughtie called for a brief recess after which the meeting was reconvened.

Motion was made by Councilwoman Cowen, seconded by Councilman Bobbitt and

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unanimously carried to approve the October 7, 2014 Council Minutes as presented.

Ms. Lori Medlin, President & CEO of the Halifax County Convention & Visitors Bureau, presented a short video on Destination Marketing Organizations and then presented a PowerPoint presentation of the FY 2013 - 2014 Annual Report highlighting the following:

* $88.9 million in direct visitor spending.
* 1.34% increase over last year.
* $1.99 million in local taxes.
* More than 1,000 jobs in Halifax County were directly and indirectly attributable to travel and tourism.
* $5.07 million in state taxes.
* Tourism saved each resident of Halifax County $131.43 in taxes.
* In 2013, visitors to Halifax County generated $7.06 million in state and local taxes.
* In 2013, Halifax County ranked 43rd in travel impact among North Carolina’s 100 Counties.
* Travel generated a $9.80 million payroll in 2013.
* Area attractions including Historic Halifax and the “First for Freedom” outdoor drama, Medoc Mountain State Park, the Roanoke Canal Museum & Trail and Sylvan Heights Bird Park.

Ms. Medlin also talked about the importance of online travel bookings. She also reviewed the new “Get Social” campaign and the Digital magazine.

Mayor Doughtie asked about the percentage of occupancy at area hotels.

Ms. Medlin stated it averages about 70% year-round.

Mayor Doughtie asked about the possibility of other hotels coming here.

Ms. Medlin stated what we need here is a hotel with meeting space. She stated we get a lot of requests for larger banquet/meeting facilities. She indicated that she will be working with a group from UNC to conduct a study on this.

Mayor Doughtie asked how our sales and occupancy taxes compare with other areas along the I-95 corridor.

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Ms. Medlin stated she does not know about the sales tax but our occupancy tax is on par.

Mayor Doughtie thanked Ms. Medlin for her presentation.

Ms. Medlin thanked the City for its support and particularly the support from Finance Director Hite.

City Manager Scherer stated the intent of this policy is to make uniform provisions for the reimbursement of necessary expenses of City employees or officials of the City who are required to travel in the performance of their duties and in the interest of City affairs.

City Manager Scherer stated the recommended changes to this policy include the reimbursement for meals and a new section titled “Cancellations”. He stated under the current Travel Policy, employees and officials are reimbursed actual expenses associated with meals. He stated this has been revised to be paid on a per diem basis at the current rate established by the Internal Revenue Service. City Manager Scherer stated the maximum statutory rate for meals is $41.00 per day which can be redistributed between breakfast, lunch and dinner. He stated “Cancellations” is a new section that has been added which outlines the procedures and the responsible party in the event that a cancellation is needed.

City Manager Scherer pointed out that there has been no evidence of abuse of the current policy. He stated staff simply wanted to update our policy and bring it more in line with what others are doing.

Councilman Bobbitt asked the current mileage reimbursement rate.

City Manager Scherer stated 56 cents per mile.

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

**TRAVEL POLICY**

**Purpose**

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The purpose of this policy is to establish a formal document, which regulates the City of Roanoke Rapids employees travel and travel expense reimbursement. This policy is to help ensure that travel is for legitimate City business, serves a public purpose and reimbursement is made for authorized expenses.

**Applicability**

This policy applies to employees, departments or entities who are responsible to the City of Roanoke Rapids and submit claim requests for reimbursement of travel expenses which must be approved by the Finance Director.

**Administration**

The City Manager or his/her designee is authorized to administer this travel policy. City Council may amend this policy as necessary to ensure City travel funds are expended in a fiscally accountable and responsible manner.

**Definitions**

***Authorizing party*** shall mean an individual authorized by this policy to approve or disapprove request for travel, cash advances, travel reimbursements, etc. (Department Head, Finance Director or City Manager)

***Employee’s duty station*** shall mean the job location at which the employee spends the majority of his or her working hours.

***Requesting party*** shall mean the person who will be reimbursed for travel costs incurred as stated in this policy while conducting City business.

***Subsistence*** shall mean the costs directly related to lodging, meals and gratuities thereon.

***Transportation and travel expenses*** shall include costs such as personal automobile, taxi, bus, train, airplane, auto rentals, tolls and parking fees, registration and luggage handling.

**Policy**

It shall be the policy of the City of Roanoke Rapids that transportation, travel, and subsistence costs incurred while traveling to conduct City business shall be paid or reimbursed as outlined below (upon the submission of proper receipts) by the City of Roanoke Rapids.

Each employee or council member traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excessive costs, unnecessarily long travel routes, luxury accommodations, and services unnecessary or unjustified in the performance of official business are not acceptable under this standard

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and will not be reimbursed. Employees and council members will be responsible for any additional expenses incurred for personal preference or convenience. Expenses shall be paid according to the following:

***Registration fees*** may be requested in advance by completing a request for travel advance form (Attachment A), or may be paid by the employee and then reimbursed by the City. All advance registrations will be paid directly to the event sponsor. A receipt shall be required of the requesting party.

***Lodging costs*** may be requested in advance by completing a request for travel advance form (Attachment A), or may be paid by the employee and then reimbursed by the City. All advance lodging payments will be paid directly to the hotel/motel. A receipt (invoice) from the motel/hotel shall be required of the requesting party. (Attachment C)

***Transportation by bus, train, or airplane*** shall be paid directly to the third-party provider upon the submission of an invoice. Employees shall use City assigned vehicles when one is available unless the authorizing party deems such use is not practical. Personal automobile usage shall be reimbursed at the **current rate established by the Internal Revenue Service**. Auto rentals, taxis, luggage handling, tolls and parking fees shall be paid on a reimbursement basis, with a receipt required if the cost exceeds $10. In the event employee’s car pool in a personal vehicle, only one employee will be reimbursed for mileage.

***Meals*** shall be paid on a per diem basis at the current rate established by the Internal Revenue Service with itemized original receipts required. The maximum allowable statutory rate for meals is $41.00 per day which can be redistributed between breakfast, lunch and dinner. The costs of meals included in other related activities (registration fees, conference costs, lodging etc.) may not be duplicated in reimbursement requests. Time of departure and arrival shall dictate which meals are reimbursable. (Attachment D)

Breakfast $ 7.00

Lunch $11.00

Dinner $23.00

Any additional amount will be at the employees’ expense. Travel to a metropolitan area may result in meal reimbursements at a higher rate subject to approval by City Manager or his/her designee.

Optional or personal entertainment while on City business will not be reimbursed. (i.e. tournaments, movies, alcohol, etc.) Expenses incurred by the employee’s family members are not eligible to be reimbursed by the City.

***Advances*** – Employees and officials of the City should not be expected to endure a financial hardship, even for short period of time, in order to conduct City business. In those rare cases, with the recommendation of the Department Head and the approval of the Finance Director, requesting parties may be advanced up to $25 per day of travel.

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A requesting party will complete a reimbursement form (Attachment B), attach original itemized/detailed receipts for expenses requiring them, and submit it to the authorizing party no later than five (5) working days after returning from travel. If the authorizing party approves the request, he/she will submit it to the Finance Director for approval and payment. Advances will be deducted from reimbursable costs.

**Cancellations** of travel reservations (including airline, hotel/motel, or other travel reservations and conference registration) shall be the department’s obligation if the employee’s travel has been approved in advance and the cancellation or change is made at the direction of and/or for the convenience of the department. If the cancellation or change is made for the personal benefit of the employee, it shall be the employee’s obligation to pay the penalties and charges. However, in the event of accidents, serious illness, or death within the employee’s immediate family or other critical circumstances beyond the control of the employee, the department may pay the penalties and charges.

Any employee or official knowingly submitting a falsified reimbursement form will be subject to disciplinary action or criminal prosecution pursuant to G.S. 159-181(a). Violations of the City of Roanoke Rapids’ travel policy may result in dismissal from City employment.

Attachments: A) Request for Travel Advance

 B) Expense Reconciliation (Reimbursement Form)

 C) Example of motel/hotel receipt

 D) Example of itemized meal receipt

This policy shall become effective upon adoption.

**ADOPTED BY THE ROANOKE RAPIDS CITY COUNCIL, THIS 21ST DAY OF OCTOBER, 2014.**

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

 **Emery G. Doughtie, Mayor**

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**Roanoke Rapids City Council**

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**ATTACHMENT A**

**CITY OF ROANOKE RAPIDS**

**Request for Travel Advance**

Employee Name  Dates of Travel

Destination/Purpose

 Account Number to Charge

I certify that the following is a correct statement of necessary expenses incurred while traveling to conduct official business of the City of Roanoke Rapids. I will provide the Finance Director a receipt for each advance received **no later than five (5) working days** after returning from travel.

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

 Employee Name Department Head Signature

**Make check payable to (give name and address for each check requested):**

**Registration: $ Lodging: $ Other (explain): $**

 **Confirmation#**

**Check to be mailed Check to be mailed Check to be mailed**

**Yes No Yes No Yes No**

**Instructions: Attach any registration forms to be mailed with your check.**

 **Keep a photocopy of this form to submit with your receipts.**

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**ATTACHMENT B**

**CITY OF ROANOKE RAPIDS**

**Expense Reconciliation**

Employee Name  Dates of Travel

Destination/Purpose

 Account Number to Charge

I certify that the following is a correct statement of necessary expenses incurred while traveling to conduct official business of the City of Roanoke Rapids.

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

 Employee Name Department Head Signature

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DATE**  | **BREAKFAST** |  **LUNCH** | **DINNER** | **LODGING** | **TOTAL** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Use of personal vehicle: Miles @ cents per mile\* Other expenses (attach receipts and explain)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Total expenses\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Less: funds advanced\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Balance due employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |
|  |
|  |
|  |
|  |

This report is due in the office of the **Finance Director** **no later than five working days** after returning from travel. Receipts must be attached in order to receive reimbursement.

\*Business standard mileage rate set by the Internal Revenue Service will be paid.

**Revised September 2014**

**17453**

**Roanoke Rapids City Council**

**October 21, 2014**

**ATTACHMENT C**

*Page No 1*

*Blockade Runner Resort*

*275 Waynick Boulevard*

*Wrightsville Beach, NC 28480*

*Tel: 910.256.2251*

*Fax: 910.256.2251*

Guest Name: XXXXXXXXX Room #: 635

 NC Assn of Municipal XXXXXXXX Folio #: R3E7A - 1

 Roanoke Rapids, NC 27870 USA Group #: 6711

 Guests: 2

 Clerk:

Arrive: 08/21/14 Time: 02:28 PM Depart: 08/24/14 Time: 03:43:02 Status: FOL

Date Description Reference Comment Charges Credits

01/27/2014 DEP VISA 01278040 \*\*\*\*\*\*\*\*\*\*\*8673 44571C $0.00 ($179.67)

07/04/2014 DEP CHECK 07048010 Check #122487 $0.00 ($359.34)

08/21/2014 ROOM CHARGE 635 $159.00 $0.00

08/21/2014 STATE TAX 635t STATE SALES TAX $11.13 $0.00

08/21/2014 OCC TAX 635t OCCUPANCY TAX $9.54 $0.00

08/22/2014 ROOM CHARGE 635 $159.00 $0.00

08/22/2014 STATE TAX 635t STATE SALES TAX $11.13 $0.00

08/22/2014 OCC TAX 635t OCCUPANCY TAX $9.54 $0.00

08/23/2014 ROOM CHARGE 635 $159.00 $0.00

08/23/2014 STATE TAX 635t STATE SALES TAX $11.13 $0.00

08/23/2014 OCC TAX 635t OCCUPANCY TAX $9.54 $0.00

Folio Balance: $0.00

Signature:

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

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**ATTACHMENT D**

 8/21/2014 11:58

 =================================

 Pool Bar

 Check: 44241 Table: 4

 Server: Nicole Guests: 2

 Terminal: 4

 =================================

 Regular Check

 1 Block Burger 14.00

 1 Block Burger 14.00

 1 Sweet Tea 2.00

 1 Sweet Tea 2.00

 Subtotal 32.00

 Tax 2.24

 Total 34.24 1/2

 =================================

 Payments

 Visa 34.24

 XXXXXXXXXXXX8673

 XXXXXXXXXX

 Total Payments 34.24

 Remaining Balance 0.00

 Check Fully Authorized

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

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**Roanoke Rapids City Council**

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City Manager Scherer stated November 4 is Election Day and the Lloyd Andrews City Meeting Hall is a polling precinct. He stated since the auditor is already scheduled to present the Annual Audit Report at this meeting, staff is recommending that the location of the meeting be changed to the J. Reuben Daniel City Hall & Police Station.

Motion was made by Councilman Bobbitt, seconded by Councilwoman Scarbrough and unanimously carried to change the location of the November 4 Council meeting to the J. Reuben Daniel City Hall & Police Station.

City Manager Scherer stated since Halloween is coming up, he would like to emphasize safety. He reminded motorists to watch out for children darting out into the streets, and reminded children to wear reflective clothing and carry flashlights.

City Manager Scherer reported that early voting will be held at the City’s Neighborhood Resource Center from October 29 to November 1.

City Manager Scherer reported that Sheriff Tripp is working to create a county-wide Gang Task Force and the City will fully cooperate to help us address any potential gang activity.

 Human Resources Manager Kearney, on behalf of MeLinda, thanked everyone for the cards, visits, and food following the loss of her husband.

 Human Resources Manager Kearney reported that the following two employees were hired last month: ***Patricia Jenkins, Part-Time Library Assistant*** and ***Cynthia Lee, Part-Time Library Assistant.***

 Human Resources Manager Kearney reported that she coordinated the annual flu shot clinic for active and retired City employees.

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 Human Resources Manager Kearney reminded everyone of the BARC BBQ Fundraiser to be held on October 29 at Pro-Build from 11:00 a.m. to 1:30 p.m. She stated tickets are $5.00 each and can be purchased from any BARC member.

 Interim Police Chief Jackson reported that it is a very busy time for the Police Department. He reported on the various activities of Safety Pup, the department’s newest community outreach program, which included a “walk to school day”, appearance at the CUE Center for Missing Persons held at Tractor Supply and a visit to the Gingerbread House, a local day care center.

 Interim Police Chief Jackson also reported on an anti-bullying program at Belmont Elementary School and a self-defense course held at the Chamber earlier today. He stated they will also be participating in an anti-gang presentation at KIPP next week. He stated KIPP not only serves the County but also the City.

 Interim Police Chief Jackson reported that the annual Veterans Day March of Patriots will be held on Sunday, November 9 from 2:00 - 5:00 p.m.

 Interim Police Chief Jackson reported that trick-or-treating will be observed on Halloween, October 31 from 6:00 - 8:00 p.m.

 Interim Police Chief Jackson reported that the annual “Christmas for Kids” fundraiser will be held on November 7.

 Interim Police Chief Jackson reported on statistical information included in the written report.

 Planning & Development Director Lasky reported that her department has approved site plans for Zaxby’s on Julian Allsbrook Highway and the commercial development of Sleepy’s Mattress Store and US Cellular on Premier Boulevard.

 Planning & Development Director Lasky reported that a Certificate of Occupancy (CO) has been issued to KapStone for their new warehouse.

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**October 21, 2014**

 Planning & Development Director Lasky reported that her department is reviewing plans for a gymnasium building and associated parking lot at First Pentecostal Holiness Church on Clearfield Drive.

 Planning & Development Director Lasky reported that her department is soliciting demolition bids for the property at 1026 Roanoke Avenue.

 Planning & Development Director Lasky reported that the Board of Adjustment met on October 16 to consider a variance for the Brass Monkey on Julian Allsbrook Highway to allow an electronic gaming operation within 250 feet of a residence. She stated the Board denied the request.

 Councilwoman Scarbrough asked about 1026 Roanoke Avenue.

 Planning & Development Director Lasky indicated that years ago, it was Roanoke Restaurant. She stated several years ago, the City Council adopted a demolition order which was filed with the court.

 Councilman Smith stated the Brass Monkey is advertising BINGO.

 Planning & Development Director Lasky stated they did receive the necessary permit for that use.

 Parks & Recreation Director Simeon reported that the HVAC system has been installed here at the Andrews Building which replaces the original 1986 system. He stated they are working at the Senior Center to replace the boiler system that will no longer pass inspections. He stated they do not anticipate any interruptions in services or programs.

 Parks & Recreation Director Simeon reported that the Haunted Woods, the same event held at the Canal Trail in the past, will be held on October 24 and October 25. He stated this is their most popular event which close to 600 attended last year. He also reported that the annual Halloween Carnival and Haunted House will be held on October 31 from 6:00 - 8:30 p.m. at T. J. Davis Recreation Center.

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 Parks & Recreation Director Simeon reported that the annual Christmas Tree Lighting Ceremony will be held on December 4 with refreshments at 6:00 p.m. here at the Andrews Building and the ceremony at 6:30 p.m. at Veteran’s Park. He stated they are also working on the Christmas Parade scheduled for December 7.

 Parks & Recreation Director Simeon reported that now is probably one of the busiest times of the year for athletic fields. He stated they currently have soccer teams, three midget football teams and fall baseball and softball teams using the fields. He pointed out that it is hard to schedule practice times for all of these teams.

 Public Works Director Chalker stated he will highlight some of the activities from his written report. He reported that they are currently trimming the Holly trees on the Avenue to get ready for the Christmas season. He stated they are also getting ready to get the big Cedar tree next to the Post Office in shape for the Christmas Tree Lighting Ceremony mentioned earlier.

 Public Works Director Chalker stated the most asked question at Public Works is when leaf season will start. He stated it will start on November 1 and they are getting all of the vehicles and equipment ready.

 Public Works Director Chalker stated they are also beginning very early preparation for ice and snow.

 Fire Chief Coggins reported that during the month of September, the Fire Department responded to 158 calls, 102 of them being first responder calls with an average response time of 3.97 minutes. He indicated the total damages incurred amounted to $23,400.00 and the total estimated value of property, contents and vehicles protected was $13,155.00. He reported that the firefighters engaged in a total of 543 man-hours of training on various topics. He indicated 34 fire prevention inspections and/or re-inspections were conducted and 10 plan reviews

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 were completed. Fire Chief Coggins reported that the Fire Marshal also attended the pre-construction meeting at Sheetz. He also reported on several classes attended by him and other members of the department.

 Fire Chief Coggins reported that they have been very busy with Fire Prevention Month. He stated they will have seen over 2,500 children and adults by the end of October.

 City Manager Scherer stated some of our departments are finding ways to work smarter. He stated the Fire Department has put together an Active 911 program that will allow them to utilize a GPS on each ladder truck to determine building layouts and a wide variety of other information.

 Fire Chief Coggins stated their goal is to have a layout of every business. He stated he plans to demonstrate this program at the next meeting.

 Main Street/Development Director Caudle stated she would like to piggyback on what Lori Medlin said about the importance of getting social. She stated the non- profit has approved a new website for Main Street. She stated the company is Lancaster Media and they are trying to attract a younger group of investors—those born in the 1980s. She stated Main Street is doing lots of things to get on the technology train.

 Main Street/Development Director Caudle reported that Pepper & Doughtie’s Antiques & Gifts is the first recipient of the $1,000.00 façade grant award. She stated the business will restore and repaint the back exterior of their building as a lot of customers use the back entrance.

 Main Street/Development Director Caudle thanked everyone involved with the CycleNC/Festival of the Roanoke event on October 1. She stated the uptown restaurants did really well.

 Main Street/Development Director Caudle reported on her presentations on “How

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 to attract Millennials to your Downtown” at various meetings and conferences.

 Main Street/Development Director Caudle reported on new businesses on the Avenue:

* “Lakeside Vapors”, located in the 1000 block, is continuing to do well since their grand opening this past August.
* In the 100 block of Roanoke Avenue, plans are underway for a Laundromat and two additional retail spaces. Project is in the beginning stages and opening is still to be determined.
* One new business (financial service office) is scheduled to open by the end of the year at 24 E. 10th Street. Building renovations will begin soon.
* Two potential new businesses (1 professional services and 1 retailer) are actively seeking rental space on the Avenue.
* One non-profit is actively seeking rental space on the Avenue or another strip center.

 Main Street/Development Director Caudle reported that they are planning a corporate Christmas tree decorating contest in which the public will vote. She stated this is scheduled to coincide with the Christmas Tree Lighting Ceremony on December 4. She stated they are also working with the Arts Council to have a free, family-friendly Christmas event on Saturday, December 6. She stated the event will have free crafts and a special visit from Santa Claus.

Motion was made by Councilwoman Scarbrough, seconded by Councilman Bobbitt and unanimously carried to go into closed session to discuss a legal matter as allowed by NCGS 143-318.11(a)(3).

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

**Minute Book Pages 17461 and 17462 contain Minutes and General Account of a Closed Session which have been sealed until such time as public inspection of those minutes would not frustrate the purpose of the Closed Session.**

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Motion was made by Councilwoman Cowen, seconded by Councilman Bobbitt and unanimously carried to return to open session.

Mayor Doughtie called the meeting to order in open session.

City Council discussed with City Attorney Chichester a legal matter in closed session. No action was taken.

There being no further business, motion was made by Councilman Bobbitt, seconded by Councilman Smith and unanimously carried to adjourn.

 

 11/4/14