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**Minutes of the Roanoke Rapids City Council**

A regular meeting of the City Council of the City of Roanoke Rapids was held on Tuesday, December 15, 2015 at 5:15 p.m. in the Council Chambers at the Lloyd Andrews City Meeting Hall.

**Present:** Emery G. Doughtie, Mayor

 Carl Ferebee, Mayor Pro Tem

 Ernest C. Bobbitt)

 Suetta S. Scarbrough)

**Council Members**

 Carol H. Cowen)

 Wayne Smith)

 Gilbert Chichester, City Attorney

 Lisa B. Vincent, MMC, NCCMC, City Clerk

 Kathy Kearney, Deputy City Clerk/Human Resources Manager

 Leigh Etheridge, Finance Director

 Larry Chalker, Public Works Director

 John Simeon, Parks & Recreation Director

 Kelly Lasky, Planning & Development Director

Stacy Coggins, Fire Chief

 Chuck Hasty, Police Chief

Christina Caudle, Main Street Director

**Absent:** Joseph Scherer, MPA, MS, City Manager

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

**Adoption of Business Agenda**

There being no conflict of interest with any of the items on the agenda, motion was made by Councilman Smith, seconded by Councilman Bobbitt and unanimously carried to adopt the business agenda for December 15, 2015 with an amendment to remove Item 12 “Departmental Reports” as the written reports are included in the Council agenda packets.

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**Special Recognitions**

***Awarding of Service Side Arm & Badge to Retired CID Captain Ozzie Morgan***

Following remarks by Chief Hasty and presentation of a retirement/clock plaque to Retired CID Captain Ozzie Morgan, motion was made by Councilman Smith, seconded by Councilwoman Scarbrough and unanimously carried to award Mr. Morgan his service side arm and badge for and in consideration of the sum of One and No/100 Dollars ($1.00) received from him and upon his securing a permit as required by NCGS 14-402. ***(Note: The sum of One and No/100 Dollars ($1.00) was paid by Chief Hasty to Finance Director Etheridge.)***

Ozzie thanked the City Council and Police Department. He stated he had a good 30-year career, and misses it and the guys. Ozzie pointed out that when he first came to work at the Police Department, Councilman Bobbitt was his Lieutenant. He stated it seems like yesterday.

***Presentation of Advanced Law Enforcement Certificate to CID Lieutenant Charles Vaught***

Following remarks by Chief Hasty, CID Lieutenant Charles Vaught was presented his Advanced Law Enforcement Certificate.

***Introduction of New Police Officer Alex Green***

Chief Hasty introduced Officer Alex Green, the department’s newest Police Officer. He stated Alex was raised in Hollister and is a member of the Haliwa-Saponi Indian Tribe. He stated Alex has eight years of experience having worked for the State Capitol Police and the Town of Nashville. He stated Alex is also a volunteer Firefighter and EMT, and is the father of a five-year old little girl named Princess.

Mayor Doughtie thanked Ozzie for his many years of dedicated service. He also thanked Charles for his hard work to further his law enforcement career. Mayor Doughtie welcomed Alex and indicated that the Council looks forward to working with him.

**Approval of Council Minutes**

Motion was made by Mayor Pro Tem Ferebee, seconded by Councilman Bobbitt and unanimously carried to approve the December 1, 2015 Council Minutes.

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**New Business**

***Acceptance of Street Dedication***

Public Works Director Chalker indicated that Mr. Fred Israel, owner of The RV Resort at Carolina Crossroads, has requested that the City accept the 60' right-of-way known as “RV Resort Drive”. He indicated that this road is located off of Wallace Fork Road and that the copy of a map showing this road that was included in the agenda packet was previously filed and signed in 2007. Public Works Director Chalker stated all of the paperwork appears to be appropriate but action was never taken to officially accept the street. He pointed out that our engineer looked at the street and noted a few minor issues but nothing that would prohibit us from accepting the street.

Public Works Director Chalker pointed out that City Council closed Barrett Street several months ago but with the acceptance of RV Resort Drive, we can replace that lost mileage on our Powell Bill Map.

Motion was made by Councilman Smith, seconded by Councilman Bobbitt and unanimously carried to accept “RV Resort Drive” as a City street.

***Appointment & Reappointment to the Halifax-Northampton Regional Airport Authority***

City Clerk Vincent indicated that due to a misunderstanding between her office and the County office that administers the Airport and Airport Authority, the action taken by City Council at the November 17 meeting to recommend appointment of Mr. Chris Canady to fill the unexpired term of Mr. David King should have been action to appoint Mr. Canady.

City Clerk Vincent indicated that the County has also advised that Mr. Calvin Potter, the City’s other representative on the Airport Authority, needs to be reappointed. She pointed out that the County has contacted Mr. Potter and he is willing to serve another term.

Motion was made by Councilman Bobbitt, seconded by Mayor Pro Tem Ferebee and unanimously carried to appoint Mr. Chris Canady to the Halifax-Northampton Regional Airport Authority to fill the term of Mr. David King who will be resigning as the City’s representative effective December 31, 2015 and to reappoint Mr. Calvin Potter to the Halifax-Northampton Regional Airport Authority.

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**Finance Director’s Report**

Finance Director Etheridge reported that the General Fund year-to-date receipts totaled $5,940,012.64 (percentage of actual money collected of adopted budget figures: 37.9%) and the General Fund year-to-date expenditures totaled $6,588,181.03 (percentage of actual monies expended of adopted budget figures: 42.0%). She stated typically during the months of November and December, revenue receipts are lower. She stated the year-to-date expenditures exceeded revenues by $648,168.39.

Finance Director Etheridge reported that the Sales and Use Tax receipts for the month of November totaled $180,377.95. She stated our adopted budget for this category is $2,174,214 and the percentage of actual money collected of adopted budgeted figures stand at 25.1%.

Finance Director Etheridge reported that each employee received a $25.00 gift card for Thanksgiving.

Finance Director Etheridge reported that 113 longevity checks were distributed on December 1 to employees who met the requirements as outlined in the Personnel Policy manual. She pointed out that the longevity pay plan recognizes and expresses the City’s appreciation for the long-term service of permanent employees.

Finance Director Etheridge reported that on December 3, 154 Christmas Bonus checks were distributed to employees.

Finance Director Etheridge reported that she received confirmation from the

NC Department of Revenue that our annual State and County Sales & Use taxes were approved and being processed for reimbursement in the amount of $80,771.09.

Finance Director Etheridge reported that the Municipal Street Fiscal Data Report has been completed and submitted online as required by the State Street-Aid (Powell Bill) Program. She stated the second allocation of funds should be disbursed on or before January 1.

Finance Director Etheridge pointed out that a copy of the updated Budget & Economic Data spreadsheet was given to Council prior to the meeting.

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Finance Director Etheridge reported on favorable cash and investment positions.

Mayor Doughtie asked about our sales tax compared to last year.

Finance Director Etheridge stated it is running between $5,000.00 and $7,000.00 more.

Mayor Doughtie asked if January is a good month for revenues with the collection of ad valorem taxes.

Finance Director Etheridge stated yes.

Mayor Pro Tem Ferebee asked Finance Director Etheridge if she would give us a projection of where we are in relation to the rest of the year.

Finance Director Etheridge stated it is hard to say as we have lost so much of our critical revenues.

Councilman Smith asked how much we have left in the debt service account for the Theatre.

Finance Director Etheridge stated it should be close to $80,000.00 and the majority is used to fund the Theatre.

Councilman Smith asked the cost per month to operate the Theatre.

Finance Director Etheridge stated $10,000.00.

Councilman Smith stated it is his understanding that some maintenance needs to be done at the Theatre.

Finance Director Etheridge stated she has discussed this with the City Manager but is not sure what he plans to do at this point.

Mayor Pro Tem Ferebee asked Finance Director Etheridge if the marketing company had made any contacts regarding the sale of the Theatre.

Finance Director Etheridge stated she does not have any information on that.

Councilman Smith stated there has been no activity at the Theatre for months.

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Councilman Smith asked where the money would come from if the City Council wanted to fund some shows.

Finance Director Etheridge stated they would have to look at the budget.

Mayor Doughtie stated Finance Director Etheridge would not be in a position to answer that tonight. He pointed out that the Budget and Economic Data information provided to us tonight says a lot. He stated when you look at the last five years, we have lost about 1,200 people and our tax base has been stagnant but we were able to pay down about $7 to $8 million of our long-term debt and put $2 to $3 million into our Fund Balance. Mayor Doughtie stated it goes without saying that the people that work for the City have done a good job handling our money. He thanked all of the staff for helping us look as good as we do financially.

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



**Lisa B. Vincent, MMC, NCCMC City Clerk**

 1/5/2016

**Approved by Council Action on:**