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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, August 16, 2016 at 5:15 p.m. in the Council Chambers at the Lloyd Andrews City Meeting Hall.

**Present:** Carl Ferebee, Mayor Pro Tem

Ernest C. Bobbitt)

Suetta S. Scarbrough) **Council Members**

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

Leigh Etheridge, Finance Director

Kelly Lasky, Planning & Development Director

Stacy Coggins, Fire Chief

John Simeon, Parks & Recreation Director

Christina Caudle, Main Street Director

Chuck Hasty, Police Chief

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

Larry Chalker, Public Works Director

Mayor Pro Tem Ferebee announced that Mayor Doughtie is not here tonight due to a family illness. He called the meeting to order and opened the meeting with prayer.

**Adoption of Business Agenda**

Mayor Pro Tem Ferebee asked Council members about any known conflicts of interest with respect to the matters before them this evening. There being none, motion was made by Councilwoman Scarbrough, seconded by Councilman Bobbitt and unanimously carried to adopt the business agenda for August 16, 2016.

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**Special Recognitions**

**Kathleen Robinson & Camp Save-A-Child Participants**

Ms. Kathleen Robinson thanked the Council for allowing her to make the presentations to the Camp Save-A-Child participants during the Council meeting. She indicated that one of her senior counselors would like to make a brief statement.

Mr. Robert Reed stated Ms. Robinson showed him the way. He stated she worked with him to show him a better way to handle things. He stated if it wasn’t for Ms. Robinson, he would be doing stupid stuff. He thanked the kids for allowing him to help them during the camp.

With the assistance of her camp counselors, Ms. Robinson presented certificates to the participants of Camp Save-A-Child which included a letter from Governor McCrory thanking Ms. Robinson for her work with the camp and for feeding the needy. Ms. Robinson also presented certificates to the counselors and other individuals and agencies that helped to make the camp such a success. City Council participated in the presentation by awarding City Seal lapel pins to all involved in the camp.

Mayor Pro Tem Ferebee presented Ms. Robinson with a City Seal lapel pin for all of her hard work.

**Public Comment (Unscheduled)**

**Reverend Welton Worsham**

Reverend Welton Worsham of 426 Webb Mill Road, Four Oaks, NC stated as he humbly stands here, by the grace of God and being his messenger and minister of the Gospel of Jesus Christ, he cannot understand why City Council still has not listened. He stated he was led here by God about five years ago to reveal what God wants done with the Roanoke Rapids Theatre. He stated he realizes that some people may not believe him but it is the truth. Reverend Worsham stated the last time he was before Council, he sang a song that he wrote.

Reverend Worsham stated he believes there is a higher purpose intended for the Theatre, one which will allow a great outpouring of his spirit that will bring forth a great revival like the nation has never seen before. He stated he has been so stirred by the Holy Spirit that he is shaking and nervous. He stated the Theatre is not going to sell because God has his hand upon it for his purposes. Reverend Worsham stated this nation is in turmoil.

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Reverend Worsham stated he is more than willing to sit down with City Council to reveal what God wants to do here in Roanoke Rapids at the Theatre. He stated God will do more than give the City a generous price for the Theatre.

**Mr. Gerald McDaniel**

Mr. Gerald McDaniel of 714 Monroe Street, Roanoke Rapids, NC stated ever since 2014 when Duke Energy had the coal ash spill in the Dan River, the newspaper has been full of reports. He stated we will have to wait and see if Governor McCrory can weather this storm. He stated when he read about the amount spilled, he remembered what he did back in the ‘70s when it was legal. Mr. McDaniel stated he dumped a lot more coal ash in the Roanoke River and got paid for it.

Mr. McDaniel stated he realizes there is an item on the agenda tonight dealing with hazard mitigation but that is more for natural disasters. He stated he is talking about man-made disasters. He stated some of his friends call him a SOB for killing the fish in the river. He stated he was not “the” SOB but was one of them.

Mr. McDaniel stated he will ask our State Representatives to follow through on this to see if any mitigation needs to be done and he would appreciate any support. He stated he has a lot more information on this if anyone needs it.

**Approval of Council Minutes**

Motion was made by Councilman Bobbitt, seconded by Councilwoman Scarbrough and unanimously carried to approve the August 2, 2016 City Council Minutes.

**City Council Appointments/Reappointments**

**Reappointments to Beautification Committee**

A ballot vote was taken and City Clerk Vincent announced that Mr. Wesley Pepper, Dr. Ervin Griffin and Dr. Chris Lehman received the unanimous vote for reappointment to the Beautification Committee.

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Motion was made by Councilwoman Scarbrough, seconded by Councilman Smith and unanimously carried to reappoint Mr. Wesley Pepper, Dr. Ervin Griffin and Dr. Chris Lehman to the Beautification Committee.

**Public Hearings**

**Consideration of Halifax/Northampton Regional Hazard Mitigation Plan**

Planning & Development Director Lasky stated during the last year there has been an on-going process with Halifax and Northampton Counties and the municipalities within those counties to develop a Regional Hazard Mitigation Plan. She pointed out that this regional plan is required by FEMA in order to receive Federal assistance in the event of a disaster.

Planning & Development Director Lasky stated the plan has been approved by the Federal Government pending adoption by each county and its municipalities. She stated a resolution has been prepared for Council’s consideration to approve and adopt this Regional Hazard Mitigation Plan, and to accept the portions that are specific to Roanoke Rapids. She stated the resolution will be forwarded to FEMA and a final copy of the plan will be distributed to us.

Planning & Development Director Lasky pointed out that Halifax County has adopted the plan and throughout the rest of this month and next month, the other participating entities will conduct public hearings and consider adoption of the plan. She pointed out that we will be required to update this plan every five years.

A public hearing having been advertised and proper notices having been given according to law, Mayor Pro Tem Ferebee opened the hearing for comments.

There being no one to speak, Mayor Pro Tem Ferebee declared the public hearing closed.

Motion was made by Councilwoman Cowen, seconded by Councilman Bobbitt and unanimously carried to adopt the following Resolution No. 2016.08:

Resolution No. 2016.08

**City of Roanoke Rapids**

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**RESOLUTION ADOPTING THE**

**HALIFAX/NORTHAMPTON REGIONAL HAZARD MITIGATION PLAN**

**WHEREAS,** the citizens and property within Halifax County are subject to the effects of natural hazards and man-made hazard events that pose threats to lives and cause damage to property, and with the knowledge and experience that certain areas of the county are particularly vulnerable to flooding, high winds, droughts/heat waves, and severe winter weather; and

**WHEREAS,** the County and participating municipal jurisdictions desire to seek ways to mitigate the impact of identified hazard risks; and

**WHEREAS,** the Legislature of the State of North Carolina has in Part 6, Article 21 of Chapter 143; Parts 3, 5, and 8 of Article 19 of Chapter 160A; and Article 8 of Chapter 160A of the North Carolina General Statutes, delegated to local governmental units the responsibility to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry; and

**WHEREAS,** the Legislature of the State of North Carolina has in Part 6 of Article 1A of Chapter 166A of the North Carolina General Statutes, stated in Item 19.41(b)(2): “For a state of emergency declared pursuant to G.S. 166A-19.20(a) after the deadline established by the Federal Emergency Management Agency pursuant to the Disaster Mitigation Act of 2002, P.L. 106-390, the eligible entity shall have a hazard mitigation plan approved pursuant to the Stafford Act”; and

**WHEREAS,** Section 322 of the Federal Disaster Mitigation Act of 2000 states that local governments must develop an All-Hazards Mitigation Plan in order to be eligible to receive future Hazard Mitigation Grant Program Funds and other disaster-related assistance funding and that said Plan must be updated and adopted within a five year cycle; and

**WHEREAS,** the County and its participating municipal jurisdictions have performed a comprehensive review and evaluation of each section of the previously approved Hazard Mitigation Plan and have updated the said plan as required under regulations at 44 CFR Part 201 and according to guidance issued by the Federal Emergency Management Agency and the North Carolina Division of Emergency Management; and

**WHEREAS,** it is the intent of the County Board of Commissioners to fulfill this obligation in order that the county will be eligible for federal and state assistance in the event that a state of disaster is declared for a hazard event affecting the County; and

**WHEREAS,** the City of Roanoke Rapids actively participated in the planning process of the Halifax/Northampton Regional Hazard Mitigation Plan and has fulfilled all their part of the multi-jurisdictional planning elements required by FEMA;

**NOW, THEREFORE,** be it resolved that the City Council of the City of Roanoke Rapids hereby:

1. Adopts the Halifax/Northampton Regional Hazard Mitigation Plan; and

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2. Separately adopts the sections of the plan that are specific to the City of Roanoke Rapids; and

3. Vests the Planning & Development Director with the responsibility, authority, and the means to:

(a) Inform all concerned parties of this action.

(b) Cooperate with Federal, State and local agencies and private firms which undertake to study, survey, map, and identify floodplain or flood-related erosion areas, and cooperate with neighboring communities with respect to management of adjoining floodplain and/or flood-related erosion areas in order to prevent aggravation of existing hazards.

4. Appoints the Planning & Development Director to assure that, in cooperation with Halifax County, the Hazard Mitigation Plan is reviewed annually and every five years as specified in the Plan to assure that the Plan is in compliance with all State and Federal regulations and that any needed revisions or amendments to the Plan are developed and presented to the Roanoke Rapids City Council for consideration.

5. Agrees to take such other official action as may be reasonably necessary to carry out the objectives of the 2016 Halifax/Northampton Regional Hazard Mitigation Plan.

**ADOPTED** this 16th day of August, 2016.

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Carl Ferebee, Mayor Pro Tem

ATTEST:

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

Lisa B. Vincent, City Clerk

**New Business**

**Consideration of Order Directing the Code Enforcement Officer to Demolish and Remove the Unsafe Building in Compliance with the Order for 205-207 E. 10th Street**

Planning & Development Director Lasky reviewed the following staff report with Council and presented photos of the property in question:

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### **MEMORANDUM**

To: Joseph Scherer, City Manager

From: Kelly Lasky, Planning & Development Director/s/

Re: **Order to Demolish and Remove Unsafe Building at 205-207 E. 10th Street (Halifax Co. Parcel 0904440)**

Date: August 10, 2016

Code Enforcement Officials are requesting City Council’s adoption of Ordinance 2016.15 to Order the demolition and removal of the unsafe building located at **205-207 E. 10th Street**, Roanoke Rapids. On July 27, 2016, a formal hearing was conducted and the Code Enforcement Officials found that **the building constitutes an imminent safety hazard rendering it dangerous to life, health or other property**. Code Enforcement Staff has given the property owner reasonable opportunity to comply and the owner has indicated compliance is not practicable. This request is the final action in the formal process timeline for compliance with the provisions of the City Code. A detailed timeline of events, correspondence, and actions is attached.

Ordinance 2016.15 includes the following:

* City Council finds that the building is in such a state of dilapidation as to constitute a safety hazard, is dangerous to life, health, or other property and that the Unsafe Building Code and all procedures have been complied with; and
* The unsafe building should be demolished; and
* The owner of the unsafe building has been given a reasonable opportunity to bring the building up to the standards of the Building Code; and
* North Carolina General Statute 160A-443(5) and Chapter 152 of the Roanoke Rapids City Code of Ordinances empowers the City to demolish a dwelling when the Order for repair has not been complied with; and
* Directs the Code Enforcement Officer to demolish and remove the property as an imminent safety hazard that is dangerous to life, health, or other property; and
* All costs incurred by the City to demolish and remove the building shall constitute a lien against the real property; and
* If the owner should either demolish and remove the building or make the required repairs prior to the time of scheduled demolition, then the City Manager is authorized to rescind this demolition order without further action; and
* The Ordinance shall become effective immediately after its adoption.

**Requested Action**

**Consider a motion to adopt Ordinance No. 2016.15 Ordering the Code Enforcement Officer to demolish and remove the Unsafe Building at 205-207 E. 10th Street, Roanoke Rapids, NC.**

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**Timeline of Code Enforcement Actions**

The following is provided as a chronological order of events concerning 205-207 E. 10th Street. The owner of the property is Marion Edward Hudson, Jr.

* ***February 22, 2016*** – Code Enforcement Officer Donald Tart conducted an exterior only inspection of the building and noticed the roof was collapsing and the exterior walls were not structurally sound. **A notice of the dangerous character of the structure is posted on the building.** A letter is sent to Mr. Hudson to find out his intentions to repair and to give notice that the building was unsafe. **Mr. Tart advised that it will require his immediate attention to avoid further action concerning the matter.** The owner is given the opportunity to bring the building into compliance with no further action required.
* ***March 14, 2016*** – A second letter is sent to Mr. Hudson to find out his intentions to repair and to give notice that the building was unsafe. **Mr. Tart advised that it will require his immediate attention to avoid further action concerning the matter.** The owner is given the opportunity to bring the building into compliance with no further action required.
* ***March 28, 2016*** – The owner (Mr. Hudson) contacted Code Enforcement Officer Donald Tart to inform that he agreed that the building was unsafe. Mr. Hudson advised that he had no resources to repair or demolish the building. Mr. Hudson stated: “If the city could demolish and remove the building for him, he would gladly set up and make payments for the removal”. **Mr. Tart advised the owner about the upcoming Formal Process and explained the procedure.**
* ***May 9, 2016*** – Formal research began and a *Notice of Lis Pendens* was filed with the Clerk of Superior Court in Halifax at a cost of $8.00. The Planning & Development Department initiated the formal process for the buildings. ***Formal research began.*** Mr. Hudson was notified that the process would be forthcoming.
* ***June 27, 2016*** – Hearing notice was posted on building(s) and mailed via certified and regular mail to Mr. Hudson and (parties of interest) to give notice that a hearing would be conducted on July 27, 2016 at 10:30 a.m. **In order to ensure that all proper notification is given, an advertisement giving Notice of Hearing was scheduled with the local newspaper of general circulation to run for three consecutive weeks prior to the hearing. The publication dates were: July (6,13,20), 2016. (Note: Notice of Hearing is recorded as delivered as required).**
* ***July 27, 2016*** – The Hearing was held at 10:30 a.m. Present for the Hearing were: Planning Director Kelly Lasky, Code Enforcement Supervisor Brian Duhadaway, Minimum Housing Code Enforcement Officer Donald Tart, City Manager Joe Scherer, Public Works Director Larry Chalker, Hannah’s Place Inc. Representative Shermel Epps, Public Works Employees Hunter Denny and Justin Kidd. At this time a detailed visual inspection of the building was made. A list of all observed unsafe conditions was recorded. (The interior of the building was not inspected due to the unsafe structure of the building).

Note: Due to the unsafe structure of the building a request was made to Public Works Director Larry Chalker to block the alley at 10th Street between Washington and Jefferson Streets and also to block the sidewalk in front of 205-207 E. 10th Street.

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The owner was advised that Findings of Fact will be sent with an Order that the owner shall repair or remove unsafe conditions or demolish and remove the structure(s) from the property by a date no later than August 15, 2016. The owner was also advised that if not in compliance, the matter will be placed on the agenda for action by City Council at its next regular meeting to be held on ***August 16, 2016 at 5:15 p.m.*** at the Lloyd Andrews City Meeting Hall, 700 Jackson Street, Roanoke Rapids, N.C. in which ***Council will consider an Ordinance directing the Code Enforcement Officer to Demolish the Unsafe Building at 205-207 E. 10th Street, Roanoke Rapids, N.C. to comply with the Order of the Building Inspector.***

* ***July 27, 2016*** – Findings of Fact were sent with an Order that the owner shall repair or remove unsafe conditions or demolish and remove the structure(s) from the property by a date no later than August 15, 2016. If the structure(s) is to be repaired and not demolished and removed, the structure(s) should be repaired, altered, or by removing the structure(s) to correct all of the conditions and deficiencies noted in exhibit A attached hereto within the specified time frame. Mailing is by Certified and Regular mail to the owner and parties of interest. The notice was posted to the building.
* ***July 30, 2016*** – An e-mail is received from the owner to advise **that he does not disagree** with the findings and to advise that he and his wife **do not have the resources** to demolish and remove the building. The e-mail also advised that due to a previously planned out of town trip he will not be able to attend the City Council meeting on August 16, 2016.
* ***August 10, 2016*** – Notice is sent to the owner by regular mail to advise him of the City Council Meeting to be held on ***August 16, 2016 at 5:15 p.m.*** at the Lloyd Andrews City Meeting Hall, 700 Jackson Street, Roanoke Rapids, N.C. in which **Council will consider an Ordinance directing the Code Enforcement Officer to demolish and remove the building located at 205-207 E.10th Street, Roanoke Rapids, N.C. and assess the costs against the property in the form of a lien.**
* ***August 10, 2016*** – Request is made to the City Manager for review and action by the City Council. It has been **14 days** since the Hearing was conducted at the building.
* Taxes in the amount of **$329.55** are owed for the tax year **2016** on **205-207 E. 10th Street.**

**Planning & Development Department Recommendation**

Planning & Development Staff have determined the structure to be an unsafe building as defined by Chapter 150 of the Code of the City of Roanoke Rapids. Staff has properly accomplished the required procedures and the owner is unable to comply with Official’s Order.

Staff, therefore, requests adoption of an ordinance by City Council directing the Code Enforcement Officer to demolish and remove the building located at 205-207 E. 10th Street, Roanoke Rapids, N.C. and assess the costs against the property in the form of a lien.

Planning & Development Director Lasky stated they hope to be able to accomplish this demolition with funds in the current demolition budget.

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Mayor Pro Tem Ferebee asked if the building attached is owned by the same person.

Planning & Development Director Lasky stated Hannah’s Place is the owner. She stated they understand what is going on and anticipate being able to maintain the integrity of their building.

Mayor Pro Tem Ferebee asked how we would put a lien on the property with the other building attached.

City Manager Scherer stated it is a totally different property owner and the lien would be placed on the property in question.

Planning & Development Director Lasky stated the scope of the work will be to keep that common wall in place.

Councilman Smith asked if we will require the people to clean up the other property where the growth is attached to the building (referring to a photo presented earlier).

Planning & Development Director Lasky explained that the building with the growth is part of what will be demolished.

Councilman Smith asked if the house at 1000 Washington Street is part of the property.

Planning & Development Director Lasky stated no. She stated it is the same property owner but a separate parcel.

Councilman Smith asked if the property owner is aware of the lien.

Planning & Development Director Lasky stated he is aware of the consequences.

Motion was made by Councilman Smith, seconded by Councilwoman Cowen and unanimously carried to adopt the following Ordinance:

**ORDINANCE 2016.15**

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**ORDINANCE DIRECTING THE CODE ENFORCEMENT OFFICER TO DEMOLISH AND REMOVE THE UNSAFE BUILDING FOUND AS A SAFETY HAZARD AND DANGEROUS TO LIFE, HEALTH OR OTHER PROPERTY: 205-207 EAST 10TH STREET, ROANOKE RAPIDS, NC 27870; Halifax Co. Parcel #0904440.**

**WHEREAS,** the City Council of the City of Roanoke Rapids finds that the structure herein described is unsafe and thereby constitutes a fire and safety hazard and is dangerous to life, health and other property and that all of the procedures of the Code of the City of Roanoke Rapids, North Carolina, have been complied with; and

**WHEREAS,** the owner of this structure has failed to comply with a lawful Order of the Code Enforcement Official to demolish the same within the time therein prescribed; and

**WHEREAS,** G. S. 160A-432 and Section 150.61 of the Code of the City of Roanoke Rapids, North Carolina, empowers the City of Roanoke Rapids to seek enforcement when an Order of the Code Enforcement Official is not complied with;

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Roanoke Rapids that the Code Enforcement Officer is hereby authorized and directed to proceed, as authorized by G. S. 160A-432, to demolish and remove the unsafe building owned by Marion Edward Hudson, Jr., the structure located at 205-207 E. 10th Street in the City of Roanoke Rapids, North Carolina, and to take such steps as may be necessary to comply fully with the Order of the Code Enforcement Official issued pursuant to the Unsafe Building Ordinance contained in Chapter 150 of the Code of the City of Roanoke Rapids, North Carolina.

This Ordinance shall become effective after its adoption.

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Carl Ferebee, Mayor Pro Tem

**Consideration of Approval of Sale of Surplus Property Next to Roanoke Rapids Post Office**

City Manager Scherer stated at the last Council meeting, City Council authorized the Clerk to advertise an offer to purchase property next to the Roanoke Rapids Post Office (Halifax Co. Parcel #0909242) in the amount of $10,000.00 submitted by Nationwide Postal Management (NPM). He stated we did not receive any upset bids so this item is back before Council for approval of the offer from NPM. He pointed out that the sale must be closed within 45 days of the award by City Council.

Motion was made by Councilman Smith, seconded by Councilman Bobbitt and unanimously carried to approve the sale of the property next to the Roanoke Rapids Post Office (Halifax

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Co. Parcel #0909242) to Nationwide Postal Management (NPM) in the amount of $10,000.00 with the sale being closed within 45 days.

**City Manager’s Report**

City Manager Scherer reported that we continue to see in the news reports of violence and protests against police officers in cities both large and small. He stated officers have been assaulted and killed in the performance of their duties, yet they do not shrink from their duty performance when called upon to protect the community.

City Manager Scherer stated police agencies are substantially different from all other local government agencies for the simple reason that police officers have more power, authority and discretion than other government workers. He stated they occasionally have to make life or death decisions and they regularly make decisions whether to restrict or revoke a citizen’s freedom. He stated they have the discretion in making these decisions, which means they choose whether to use force and how much to use; whether to intervene in peoples’ lives; and whether to arrest, cite or release a crime suspect or disorderly person. He stated on top of that, individual police officers make most of these incredibly important decisions in the field, under time pressure, alone, with little or no direct supervision.

City Manager Scherer stated the nature of police work tends to put officers into more frequent and intensive contact with both residents and community leaders than any other municipal employee. He stated, especially under community policing, the police find themselves helping the neighborhood address problems related to traffic control, graffiti, trash removal, abandoned cars and building code violations, even more than drugs and burglaries. He stated they sometimes become, in essence, the City’s representative for the rest of the local government.

City Manager Scherer stated one of the main problems with police community relations in this country is the lack of trust and confidence between residents and police. He stated Chief Hasty has worked on several initiatives to better connect and engage our citizens with the police department in the public safety process. He stated one example of this is the Back to School Cookout this Thursday at the New Town Neighborhood Resource Center. He stated while this event is focused on the neighborhood children, the overall goal of his community policing programs is to get residents to connect with each other, get to know law enforcement officers and work to make their neighborhoods safer. He stated our officers try

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to take advantage of every reactive or proactive opportunity for positive interaction with motorists, complainants and ordinary members of the public they encounter in schools, shopping centers and neighborhoods. He stated you have seen some of the results of these actions in receiving thank you letters from residents and out-of-town visitors for what a police officer did for them. He stated the Police Department has continued to increase citizen involvement with them through activities such as the National Night Out, Citizens Police Academy, the Citizens on Patrol program and the Crimestoppers program, along with an increased social media presence and speaking at church and social gatherings.

City Manager Scherer stated while our Police Department is by no means perfect, he feels the department has made great strides in establishing a positive connection with our citizens. He stated their actions have gone a long way in helping to build a relationship with the public based on trust and confidence; however, the Police Department alone cannot insure that everyone will remain safe and protected from crime. He stated all of us, every citizen, needs to realize that we are all responsible for our own public safety and that we all must commit to be engaged, support and communicate with all our public safety officers and leadership to insure all of us live in and enjoy a safe community.

City Manager Scherer announced that this is the last City Council meeting for City Clerk Vincent.

Mayor Pro Tem Ferebee stated he appreciates everything Lisa has done for the City. He stated he also appreciates her reminding him of meetings and appointments.

Councilman Smith stated this is his third year on the Council and Lisa has been a big help to him.

Mayor Pro Tem Ferebee stated we will have an opportunity later to honor Lisa.

**Finance Director’s Report**

Finance Director Etheridge stated she wishes she had a more favorable report to speak about tonight. She stated because of the numerous obligations that are due in July, this was a very low revenue month for us.

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Finance Director Etheridge stated we collected only .3% of the adopted budget figures and expended 13.2%. She pointed out that part of our required spending for the month of July includes:

* Principal Debt Payment: $930,000.00
* Swap Payment: $ 54,858.65
* Interest Payment: $ 6,086.06
* Wire Fee: $ 145.00

Finance Director Etheridge stated in addition to these payments, our required insurance obligations were due for Property, General Liability, Worker’s Compensation, Commercial Automobile and Excess Liability totaling $199,000.00.

Finance Director Etheridge stated we do expect to see our revenues start to pick up in August and September from Ad Valorem Tax payments.

Finance Director Etheridge stated the year-end close is underway as the Finance Department continues to prepare for the FY 2015 – 2016 Audit. She stated the auditors will be onsite the week of August 29 performing field work as required by NCGS 159-34.

Finance Director Etheridge stated she is excited to announce that Tax Collector/Payroll Coordinator Lori Jones has successfully completed a dual managerial AAS degree program with high honors.

**Departmental Reports**

**Human Resources**

Human Resources Manager Kearney reported that she received 44 applications during the month of July. She stated the City hired four full-time employees and one part-time employee.

Human Resources Manager Kearney stated an invitation for a retirement reception for Lisa has been given to Council. She stated it will be held on Tuesday, August 30 from 5:30 to 7:30 p.m. at the Kirkwood Adams Community Center.

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**Police**

Chief Hasty stated Council has a copy of his written report that includes statistical information for the month of July. He reported on an active shooter drill conducted today at Roanoke Rapids High School. He also invited everyone to attend the Back to School Cookout to be held this Thursday from 3:00 to 5:00 p.m. at the New Town Neighborhood Resource Center. He stated he will be in the dunking booth.

**Planning & Development**

Planning & Development Director Lasky highlighted her July report indicating that the Planning Board forwarded recommendations on two applications to City Council which were approved at the last Council meeting. She reported that the department is reviewing plans for a new AT&T retail store on Premier Boulevard behind the Waffle House. She also reported that the Code Enforcement Supervisor has been busy reviewing plans for the new SECU Bank on E. 10th Street and he should be completed as early as tomorrow. Planning & Development Director Lasky also reported that it has been a fairly busy month with construction at the new Manning Elementary School.

Councilwoman Scarbrough asked about the Angus Steakhouse going into the old Lone Star Steakhouse building. She stated she is getting calls about when it will open.

Planning & Development Director Lasky stated the department has not been called for a final inspection yet. She stated she understands the owner is still working on Health Department requirements.

**Parks & Recreation**

Parks & Recreation Director Simeon reviewed the following information he distributed earlier to City Council concerning the action plan for the renovation of the Chaloner Pool:

**Chaloner Pool Renovation**

**Action Plan**

**October 1, 2016** Scope of work and 3 quotes obtained

**October 18, 2016** City Council presentation of scope of work to include quotes

**November 15, 2016** Bid packages prepared

**December 15, 2016** Bid application deadline

**April 30, 2017** Construction completed

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**Scope of Work**

**Name of Client and/or Organization**

City of Roanoke Rapids Parks and Recreation Department

Chaloner Recreation Center Pool

**Name of Contact Person, Email, Phone Number**

John Simeon, [jsimeon@roanokerapidsnc.com](mailto:jsimeon@roanokerapidsnc.com), 252-533-2847

**Project Description**

This is a turnkey job where contractor will be responsible for removal of debris, grade landscape, and have facility ready for immediate opening.

Chaloner bath house electrical, lighting and plumbing renovation to include the following:

1. New electrical panel box and breaker replacement
2. Replacement of all wires, electrical outlets and light fixtures
3. Replacement of plumbing lines to include new sinks and toilets
4. Install white bead hardwall throughout bath house
5. Replacement of sidewalk and steps to grade appropriate

Chaloner pool renovation to include the following:

1. Replace main pool deck and coping
2. Repair and resurface main pool to include structural repairs if needed
3. Replace main pool pump to include intake and return lines throughout pool
4. Replace wade pool pump to include intake and return lines throughout pool
5. Diving board and guard stand replacement

Councilman Smith asked Parks & Recreation Director Simeon where he will get the money to pay for this. He asked if it is in the budget.

Parks & Recreation Director Simeon stated it is not in the budget at this time.

Councilman Smith stated he is not happy with this. He stated during the budget meetings, the Public Works Department had to cut over $600,000.00 from its proposed budget as well as a loader and employees. He stated the Fire Department wanted a new fire truck and was told “no way”. He stated the Planning & Development Director asked for three people to keep up with the work in the department and we told her she could have one if she found the money. He stated the Police Department needed two employees and cars, and was told that the department would not get it.

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Councilman Smith stated we do not have money to put into this pool. He stated he understands peoples’ wants but we need a lot of stuff. He stated we have two pools that people can go to. He stated we need to think about the needs we have. He stated he believes the cost of the pool renovation would be about $200,000.00. Councilman Smith stated this is the way he feels. He stated he thinks we owe the departments the things they need before jumping into something that is not needed.

Parks & Recreation Director Simeon reported that the Library will be closed from August 30 through September 5 for carpet replacement. He stated the public has been notified of this closing. He also indicated that Tracy Lawrence will be performing at the Theatre on Friday night.

**Fire**

Chief Coggins reported that during the month of July, the Fire Department responded to 186 calls with an average response time of 5.10 minutes. He pointed out that in an effort to reduce the number of first responder calls, they deferred 21 calls during July. He reported that our firemen were engaged in 567 man-hours of training, and held a safety meeting with a firefighter from Raleigh dealing with the rise of cancer in the fire service. He reported that the inspectors conducted 20 fire prevention inspections and/or re-inspections, and conducted 4 plan reviews for proposed new businesses within our fire district.

Chief Coggins reported that the 2nd Annual Fire Safety Fair will be held on Saturday, August 27 from 10:00 a.m. to 2:00 p.m. at Fire Station No. 1. He stated Lowes donated about $1,000.00 worth of lumber for training purposes. He stated the department participated in the Community Day at Creekside Court sponsored by Hannah’s Place; conducted a CPR/First Aid Class for Cub Scouts, installed 18 smoke detectors at the Union Mission and installed two child safety seats.

**Main Street**

Main Street Director Caudle reported that Main Street has been very busy with several events during July including the Annual Dinner on July 25. She highlighted numbers from the Annual Report that she indicated are pretty impressive:

* Over $1.8 million in private investment which is an increase of over 300% from last fiscal year
* 14 net new businesses opened and 56 net new jobs were created

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* 27 façade improvements and 4 building rehabilitations

Main Street Director Caudle stated the following Main Street Roanoke Rapids award winners were recognized at the Annual Dinner:

* Volunteer of the Year – Bill Mueller
* Business of the Year – David’s Restaurant
* Beautification Award – Joy J’s Shoppe
* Presidential Award – Sherry Hux Mills

Main Street Director Caudle also reported that during the month of July, Roanoke Rapids hosted regional meetings for NC Main Street and NCDDA on July 21 at the Halifax County Arts Council Gallery. She stated 40 visitors east of I-95 attended.

Main Street Director Caudle reported that the final Fridays in the Park Summer Concert will be held this Friday from 7:00 to 8:30 p.m. at Centennial Park with the Wild Country Band performing.

Main Street Director Caudle reported on this past Friday night’s Seafood & Shag Festival. She stated it was a very successful event which sold out. She stated the buffet and entertainment was great and it looks like Main Street stands to make over $5,000.00. She pointed out that this is the highest profit received to date. She stated she would personally like to thank the Parks & Recreation Department. She stated that team is amazing. She stated they turned the facility around for a rental the next day. Main Street Director Caudle also recognized the following sponsors:

* Modern Woodmen Fraternal Financial
* G.W. Hux & Co.
* Edward Jones Investments
* KapStone Paper & Packaging
* Halifax County Convention & Visitors Bureau
* Halifax Regional Medical Center
* The Daily Herald
* Magnolia Gardens
* Roanoke Rapids Lion’s Club

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* RRSPIN
* Tillery Designs
* First Media Radio

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



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

**Approved by Council Action on: 9/20/2016**