



Minutes of the Roanoke Rapids City Council

A regular meeting of the City Council of the City of Roanoke Rapids was held on Tuesday, June 20, 2017 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)
Carol H. Cowen)
Wayne Smith)

Council Members

Joseph Scherer, MPA, MS, City Manager
Gilbert Chichester, City Attorney
Traci Storey, City Clerk
Kathy Kearney, Deputy City Clerk/Human Resources Manager
Leigh Etheridge, Finance Director
Chuck Hasty, Police Chief
John Simeon, Parks & Recreation Director
Larry Chalker, Public Works Director
Stacy Coggins, Fire Chief
Kelly Lasky, Planning & Development Director
Christina Caudle, Main Street Director

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

Adoption of Business Agenda

Mayor Doughtie asked Council members about any known conflicts of interest with respect to the matters before them this evening.

There being no conflicts, motion was made by Mayor Pro Tem Ferebee, seconded by Councilman Bobbitt and unanimously carried to adopt the business agenda for June 20, 2017.

Special Recognitions

Police Recognitions

Police Chief Hasty recognized Sergeant Michael Moseley, Master Officer Gerald Morris and Officer Scott Blythe of the Roanoke Rapids Police Department; Detective Justin Matthews of the Halifax County Sheriff's Office and Rescue Technician Robert Ward of the Roanoke Valley Rescue Squad for Meritorious Service for their efforts responding to a juvenile drowning at the Roanoke Rapids Lake Park. He read the following letter from Lt. Bruce Norton:

The following is a letter of recommendation for five first responders to be recognized for Meritorious Service. The First Responders are as follows: Sergeant Michael E. Mosely, Master Officer Gerald W. Morris, and Officer Scott R. Blythe of the Roanoke Rapids Police Department. Detective Justin R. Matthews of the Halifax County Sheriff's Office and Rescue Technician Robert B. Ward of the Roanoke Valley Rescue Squad.

On 7 June, 2017 these First Responders responded to a report of a juvenile drowning at the Roanoke Rapids Lake Park at 100 Oakwood Avenue. Upon arriving at the Park the responders removed their duty gear and entered the water to search for the victim without any type of personal safety equipment such as personal flotation device (PFD). The responders were guided to the last known location of the victim by an on-looker. Once in the approximate area, the responders attempted to feel and dive for the victim in six to twelve feet of water. These responders remained in the cool water searching for approximately 30 minutes until they were relieved by a Rescue Boat Crew from Roanoke Valley Rescue Squad.

Though their efforts to locate the victim were unsuccessful, their willingness to try exemplifies the courage and dedication that each of these responders put into their career each and every day for the Citizens of Roanoke Rapids.

In light of these valiant efforts I, Lieutenant Bruce M. Norton of the Roanoke Rapids Police Department, respectfully submit all five of these First Responders for a Meritorious Service Award from the City of Roanoke Rapids and the Roanoke Rapids Police Department.

Chief Hasty presented each with a certificate and they will receive a pin once they come in.

Approval of Council Minutes

Motion was made by Councilwoman Scarbrough, seconded by Mayor Pro Tem Ferebee and unanimously carried to approve the June 6, 2017 Regular Council Meeting Minutes as written.

Public Hearing

Closeout of CDBG Commerce Fellows Program

Planning & Development Director Lasky stated for approximately the last eighteen months, the City has had an open CDBG grant for the Commerce Fellows Program that enabled her to attend professional development seminars at East Carolina University as part of a capacity building program. During this time, they prepared a draft or mock application for a CDBG grant with hopes of future funding opportunities that may be available in the near future with certain budgeting decisions. She informed Council that a close out public hearing was required as a result to complete the grant process. She said they had expended all the funds to date (\$50,000 grant) which covered the costs of the training courses as well as staff time and her time while she was away. The intent of the application that has been drafted for future submittal was to improve the housing opportunities for low to moderate income individuals within the community.

Planning & Development Director Lasky said the public hearing was required and was properly advertised in the *Roanoke Rapids Daily Herald*.

Mayor Doughtie opened the public hearing for comments from the public.

With no one wishing to make comments, Mayor Doughtie closed the public hearing.

Motion was made by Councilwoman Scarbrough, seconded by Councilman Smith and unanimously carried to close out the CDBG Commerce Fellows Program (number 11-D-2693) to the North Carolina Division of Community Investment.

New Business

Consideration of FY 2017-2018 Budget Ordinance

City Manager Scherer gave the following Budget Message:

I am pleased to present to you the City's 2017-2018 proposed budget for your consideration, a financial roadmap for the City of Roanoke Rapids that totals \$15,648,682. It is a balanced budget that does not reduce services; rather it reflects our commitment to provide quality services to our residents while reestablishing our organization short and long term goals.

This budget fulfills the operational objectives requested by each department while balancing the Council goal of narrowing the gap between recurring expenses and revenues, making use of the undesignated fund unnecessary.

This financial road map is essential to the future of Roanoke Rapids. The policy document represents our continued commitment to prudent fiscal management and effective service delivery. Balancing the budget is a simple equation of operating expenditures not exceeding operating revenues; living within our means. The City Administration has an outstanding group of department heads and managers that constantly look at how they can serve the community in the most efficient manner possible.

Once adopted by City Council, the budget establishes the direction for all City government programs and services for the coming fiscal year. It represents the synthesis of City Council direction and employee recommendations on how to best accomplish our goals and respond to community needs in accordance with available resources, established policies and sound financial and business practices. With this in mind, the review and adoption of the budget is one of City Council's most important roles.

I know you do not take the responsibility of being good fiscal stewards lightly. Your concern for the particulars and constructive guidance help validate the budget. As a collective group, you employ worthy displays of leadership and a true sense of teamwork when navigating through the challenging issues you are faced with on Council. This trait feeds throughout our organization and enables our team to do their job in the most effective manner possible. Thank you for setting the example and having confidence in me and the management team's ability to do the best for the Roanoke Rapids community.

Mayor Pro Tem Ferebee pointed out the budget was less than last year by approximately \$800,000. City Manager Scherer stated that was correct, it was \$810,000 less.

Mayor Doughtie asked Finance Director Etheridge if most of that was the reduced expense on the debt. She replied that some of it was the reduced debt, but it was a combination of the reduction in the debt and not using and utilizing fund balance to balance the budget this year; we are not using those reserves. She said they were also not utilizing any installment financing in this years' budget.

Mayor Doughtie asked Finance Director Etheridge if she knew how many years it had been since the City had a budget that did not have to allocate fund balance to balance the budget. She replied it had been at least two years.

Mayor Doughtie stated this was a good start in the right direction by not having to reduce fund balance unless they have some unforeseen costs in the upcoming year. He said maybe they will be able to look at some things they had not been able to do by having to pay out such a high portion of revenues for debt service.

He stated they have had a few people that have had a modest tax increase on their property value, but overall the Council has been able to operate the City without a tax increase other than what they use as revenue neutral. He said they had a 2-1/2 cent increase a couple of years ago when a lot of citizen's property values went down. He said the rate went up a little but the property value from the county appraisal went down so they did not have to pay out any more money. He said they did not want the property values to go down, they want to see people like Mr. Leach who has built and remodeled a building and make a business. It makes the property more valuable and hopefully he makes a profit. He said the amount of tax charged on property can go down when there is a lot more property to assess. He stated cities such as Raleigh and Richmond have a much lower tax rate because they have a much higher tax base. He said we need to try and grow our base, that way everybody pays a little bit, nobody has to pay so much.

He said he told the City Manager that he felt the next four years had a lot of promise because through the work of the City Manager and City Attorney, they were able to get the interest rate on the debt reduced to over half; he was very encouraged by that.

Councilman Smith said this was the first year in a while the City had not borrowed any money and they have a couple of debts coming off in the upcoming year. Finance Director Etheridge agreed.

Motion was made by Councilman Bobbitt, seconded by Councilwoman Cowen and unanimously carried to adopt the following Ordinance No: 2017.02:

***City of Roanoke
Rapids***

***FY 2017- 2018 Budget
Ordinance***

BE IT ORDAINED by the City Council of the City of Roanoke Rapids, North Carolina that the following anticipated fund revenues and departmental expenditures together with a certain Fee and Charge Schedule, and with certain restrictions and authorizations, are hereby appropriated and approved for the operation of the City Government and its activities for the Fiscal Year beginning July 1, 2017 and ending June 30, 2018.

SUMMARY

General Fund (Operating)	\$14,568,682.00
General Fund (Capital)	0.00
Municipal Swimming Pool	36,150.00
Drug Enforcement Fund	15,000.00
Roanoke Rapids Theatre	<u>1,080,000.00</u>
TOTAL	\$15,699,832.00

Section 1. General Fund

Anticipated Revenues:

2017 Ad Valorem Taxes	\$6,602,661.00
Prior Years Ad Valorem Taxes & Penalties	274,389.00
Payments in Lieu of Taxes	30,000.00
NC Tax and Tags	734,586.00
Lease Vehicles	19,311.00
Business Registry Collections	12,000.00
Powell Bill Street Allocations	463,891.00
Sales Tax	3,353,527.00
Solid Waste Disposal Tax	7,432.00
ABC Profits	41,200.00
Christmas Parade	4,000.00
Police Grants and Donations	11,750.00
Fire Grants and Donations	2,000.00
Recreation Grants	155,000.00
Senior Center Grants and Donations	79,600.00
Library Grants and Donations	16,214.00
Public Works Grants	7,000.00
Roanoke Canal Museum Grants and Donations	12,000.00
Solid Waste User Fees and Penalties	1,556,343.00
Court Costs	3,260.00
Animal Control	2,656.00
Inspection Fees	1,990.00
Lot Cutting Revenue	10,000.00
Cemetery Revenue	130,233.00
Recreation User Fees	107,684.00
Roanoke Canal Museum Fees	1,900.00
Community Center Receipts	40,000.00
Lease Revenue	17,492.00
Planning/Zoning Fees	147,536.00
Public Works Fees	2,950.00
Library User Fees	16,009.00

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Utility Franchise Taxes	1,470,344.00
Beer and Wine Tax	85,052.00
Miscellaneous Grants	20,000.00
Miscellaneous Revenue	25,080.00
Insurance Reimbursement	20,000.00
Cable Franchise Fees	36,000.00
Interest Earnings – General Fund	6,500.00
Sale of Wreck Reports	8,392.00
Occupancy Tax	2,700.00
Sale of Surplus Property	45,000.00
Theatre Revenue	30,000.00
Municipal Ordinance	35,000.00
Installment Financing	0.00
Fund Balance – Regular	0.00

TOTAL REVENUES **\$15,648,682.00**

Authorized Expenditures:

Operating

Theatre	\$114,305.00
Legislative	60,796.00
General Government	1,558,103.00
Administrative	308,387.00
Main Street Development	60,584.00
Elections	4,100.00
Finance	264,057.00
Information Systems	57,277.00
Revenue Collections	260,803.00
Legal	30,000.00
Planning & Development	486,674.00
Government Buildings	99,527.00
Police	3,056,175.00
Fire	1,851,699.00
Public Works	484,806.00
Central Garage	311,155.00
Combined Street and Powell Bill	1,513,458.00
Solid Waste	663,227.00
Refuse	394,531.00
T. J. Davis Center	352,923.00
Aquatic Center	198,356.00
T. J. Davis Outdoor Pool	6,000.00
Parks and Recreation Maintenance	467,903.00
Chaloner Center	89,340.00
Senior Center	111,753.00
Transportation Grant	21,972.00
Andrews Meeting Hall	21,350.00
Miscellaneous Grants	258,235.00
Community Center	54,173.00
Library	310,536.00
Cemetery	129,857.00

Property Maintenance	344,983.00
Roanoke Canal Museum	95,241.00
Miscellaneous	18,500.00
Debt Service	458,674.00
Capital Reserve	<u>49,222.00</u>

Subtotal Operating Expenditures **\$14,568,682.00**

General Fund Capital **0.00**

Roanoke Rapids Theatre

Theatre Debt Payment **\$1,080,000.00**

TOTAL GENERAL FUND EXPENDITURES **\$15,648,682.00**

Section 2. Municipal Swimming Pool Fund

Anticipated Revenues:

Interest Earnings	\$800.00
Concession Revenue	5,700.00
Miscellaneous Revenue	2,000.00
Special Programs	1,850.00
Kings Dominion Ticket Sales	2,000.00
Athletic Sponsorships	<u>7,800.00</u>

TOTAL REVENUES **\$36,150.00**

Authorized Expenditures:

TOTAL EXPENDITURES **\$36,150.00**

Section 3. Drug Enforcement Fund

Anticipated Revenues:

Drug Forfeiture Revenue	<u>\$15,000.00</u>
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TOTAL REVENUES **\$15,000.00**

Authorized Expenditures:

TOTAL EXPENDITURES **\$15,000.00**

Section 4. Additional Appropriations

- A. An additional appropriation is hereby made from the Fund Balance in each respective fund for an amount equal to all outstanding encumbrances on June 30, 2017.
- B. An additional appropriation is hereby made from the Fund Balance in each respective fund for an amount equal to all unencumbered line item balances at June 30, 2017 having derived from contributions, donations or grant funds.

Section 5. Fee Schedule

There is hereby established for the Fiscal Year 2017 – 2018 various fees and charges as scheduled herewith:

Revenue/Tax Department

Business Solid Waste User Fee & Disposal Fee	\$17.05 per Container per month
Roll-Out Containers	\$17.05 for each Additional Container
Residential Solid Waste Fee	\$204.50 per Residential Unit per year \$204.50 per year for 2 nd Container
Roll-Out Containers	City cost per Container
Motor Vehicle Tax	\$6.00 per Licensed Vehicle
Advertising of Delinquent Tax Bill	\$4.00 per Parcel

The Roanoke Rapids Theatre

Facilities Fee	\$2.00 for each ticket sold on-line
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General Government

Photocopies	\$.20 per copy/Letter Size B/W \$.25 per copy/Letter Size Color \$.25 per copy/Legal Size B/W \$.30 per copy/Legal Size Color \$.30 per copy/Oversize B/W \$.35 per copy/Oversize Color
Recording Fees	Fees correspond with Fees Set by Halifax County Register of Deeds

Police Department

Taxi Permits	\$50.00
Incident Reports	\$ 6.00
Accident Reports	\$ 6.00
Fingerprinting	\$10.00
Photographs	\$10.00
Animal Disposal Fee	\$10.00 per Animal
Beekeeping Permit	\$ 5.00 per Hive

Public Works Department

Driveway Permits	\$40.00 each Driveway
Lot Cutting Fees and Abatement	Cost plus \$250.00 Administrative Fee
Debris Removal & Special Collections	
Collection Costs	
Small Pickup	\$25.00 per load
35 Foot Trailer	\$55.00 per load

Disposal Fees	
Transfer Station	\$46.97 per ton
Landfill	\$47.00 per ton or current price
Tub Grinding	\$ 4.00 per cubic yard
Permit to Dig in Street (Utility Cuts)	\$400.00 per cut
Cemetery Lot Fees	<u>Resident:</u>
	Sections A-E - \$1,000.00 per 4 Grave Plot
	Section G - \$800.00 per Site
	Section H - \$250.00 per Space
	Section I - \$500.00 per Space
	Section J - \$1,000.00 per 2 Grave Companion Plot
	Section K - \$2,000.00 per 4 Grave Plot
	Section L - \$1,200.00 per 2 Grave Companion Plot
	Section O - \$500.00 per Space
	<u>Non-Resident:</u>
	Sections A-E - \$2,000.00 per 4 Grave Plot
	Section G - \$1,600.00 per Site
	Section H - \$500.00 per Space
	Section I - \$1,000.00 per Space
	Section J - \$2,000.00 per 2 Grave Companion Plot
	Section K - \$4,000.00 per 4 Grave Plot
	Section L - \$2,400.00 per 2 Grave Companion Plot
	Section O - \$1,000.00 per Space
Cemetery Grave Preparation (Residents & Non-Residents)	Monday – Friday: \$700.00*
	Weekends and Holidays: \$900.00

****Overtime charge of \$75.00 per hour after 2:00 p.m. on weekdays.***

Foundation Fees (Residents & Non-Residents)	\$150.00
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Note: Urn burials are one-half (1/2) the regular fee.

Cemetery Deed Fee	Fees correspond with Fees Set by Halifax County Register of Deeds
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Library

Library Non-Resident Borrower Card	\$20.00 per year
Replacement of Lost Card	\$ 5.00 each
Photocopies	\$.20 per copy/Letter Size
	\$.25 per copy/Legal Size
	\$.30 per copy/Oversize
Computer Printouts	\$.40 each
Videocassette Rental	\$.50 each

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Fines:	Juvenile Books	\$.15 per day (Max. \$3.60)
	Juvenile Cassettes	\$.15 per day (Max. \$3.60)
	Adult Books	\$.20 per day (Max. \$5.00)
	All Magazines	\$.20 per day (Max. \$4.00)
	Adult Audiobooks	\$.30 per day (Max. \$6.00)
	Adult Music Cassettes	\$.25 per day (Max. \$5.00)
	Videocassettes	\$ 1.00 per day (Max. \$12.00)
	Video Not Rewound	\$ 1.00 each
	Video in Bookdrop	\$ 2.00 each
	Equipment	\$ 5.00 per day
	Long Overdue Fine	\$15.00 each
Interlibrary Loan:	Postage Fee	\$ 5.00 per item*
	Overdue Fine for City of Roanoke Rapids	\$.50 per day (Max. \$10.00)
	Overdue Fine/Copies	Varies*

*** Established by and payable to Lending Library.**

Lost or Badly Damaged Items	Replacement Cost for Item plus \$5.00 Non Refundable Processing Fee
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Damaged Material:	Adult Audiobook Cassettes	\$ 8.00 each
	Adult Audiobook CD's	\$10.00 each
	Adult Audiobook Cases	\$ 6.00 each
	Adult Audiobook CD Cases	\$10.00 each
	Audio Cassette Box	\$ 1.00 each
	Barcode	\$ 1.50 each
	Blue Music Pouches	\$ 1.00 each
	Book Covers	\$ 2.00 each
	Cleaning Fee	\$ 2.00 each
	Juvenile Book/Cassette Bags	\$ 2.00 each
	Pockets	\$.50 each
	Repair of Torn Pages	\$.50 each
	Video Black Cases – Single	\$ 2.50 each
	Video Black Cases – Double	\$ 4.00 each

Sale Books & Videos (Unusable gift books or books deleted from our collection):

Magazines	\$.10 each
Paperbacks	\$.25 each
Hardbacks	\$.50 – 3.00 each (Depending on age & condition of book)
Audiobooks	\$ 1.00 – 5.00 each (Depending on age & condition & # of cassettes/CD's)
Videos	\$ 2.00 – 5.00 each (Depending on age & condition & # of cassettes/DVD's)

Library Class Fees:

Classes offered through the Library shall be set up on a "break even" basis paying for the cost of the instructor and supplies. In addition, a \$2.00 per participant maintenance/utility fee will be charged. The charge for classes will be based on breaking even with 10 participants with instructors paid on the following basis:

\$10.00/session for 10 – 14 participants
\$12.50/session for 15 – 19 participants
\$15.00/session for 20 & over participants

Non-Residents will be charged cost plus 100%.

Parks & Recreation

Class Fees:

Classes offered through the T. J. Davis Recreation Center shall be set up on a "break even" basis paying for the cost of the instructor and supplies. In addition, a \$2.00 per participant maintenance/utility fee will be charged. The charge for classes will be based on breaking even with 10 participants with instructors paid on the following basis:

\$10.00/session for 10 – 14 participants
\$12.50/session for 15 – 19 participants
\$15.00/session for 20 & over participants

Non-Residents will be charged cost plus 100%.

Athletic Fees:

Adult Athletics – Team registration fees are based on breaking even on direct cost (officials, trophies, scorekeepers/field supervisors, etc.). In addition, a \$10.00/game maintenance/utility fee will be charged for basketball and \$5.00/game for softball.

In addition, non-resident adults will be charged \$25.00.

<u>Youth Athletics</u>	Resident Youth: \$15.00	Non-Resident Youth: \$45.00
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Athletic User Fee:	Resident: \$5.00	Non-Resident: \$10.00
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Softball Field Rental Fees: \$7.00/game per field for tournaments. A \$25.00 non-refundable deposit is required to reserve a field which is applied to field rental and can be refunded if tournament is cancelled 30 days in advance.

Picnic Shelter Reservation Fees:	\$20.00/day for Residents and \$40.00/day for Non-Residents for Emry, Rochelle and Chockoyotte Shelters
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Recreation I.D. Card Fees:	\$10.00 for Youths \$25.00 for Adults
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T. J. Davis Room Rental Fees:	
Multi-purpose and Chum's Corner (larger rooms)	\$30.00 per rental for non-profit group or individual resident \$40.00 per rental for private or corporate groups

Classroom (smaller room) \$25.00 per rental for non-profit group or individual resident
\$30.00 per rental for private or corporate groups

T. J. Davis Center/Gym Rental Fees: \$50.00 Resident, \$90.00 Non-Resident (after hours)
per hour
with a minimum of 2 hours
\$30.00 per hour for Non-Resident School Groups during non-peak normal operating hours

Centennial Park Only Rental Fee: \$20.00 flat rate per day
\$40.00 Non-Resident

Centennial Park & Andrews Building Wedding Rental Fees: *
Rates \$30.00 per hour for Residents
\$60.00 per hour for Non-Residents

***Minimum rental time of three (3) hours.**

Andrews Building Set-Up Fee: \$15.00 per 50 chairs for Residents
\$30.00 per 50 chairs for Non-Residents

Chaloner Recreation Center Rental Fee: * \$35.00 per hour for Residents
\$55.00 per hour for Non-Residents

***The Chaloner Recreation Center can be rented for after-hours use. Rental is for a minimum of two (2) hours.**

Kirkwood F. Adams Community Center Fees:

AREA	CAPACITY	WEEKDAY RATE (10 A.M. - 5 P.M.)			NIGHT/WEEKEND RATE (5 P.M. FRI. - 2 A.M. MON.)		
		RESIDENT	NON-RESIDENT	FOR-PROFIT	RESIDENT	NON-RESIDENT	FOR-PROFIT
Entire Center	700 w/chairs only 500 w/tables & chairs	\$51.00/Hour	\$76.00/Hour	\$63.00/Hour Res \$94.00/Hour NR	\$60.00/Hour	\$90.00/Hour	\$71.00/Hour Res \$106.00/Hour NR
Chair Set Up Fee	will be prorated for #s less than 100	\$45.00/100	\$65.00/100	\$56.00/100 Res \$83.00/100 NR	\$45.00/100	\$65.00/100	\$56.00/100 Res \$83.00/100 NR

Non Refundable Reservation Deposit: \$100.00

MAXIMUM DAILY RATE: \$800.00 – Resident/\$1,000.00 – Non-Residents. THE CENTER MUST BE RENTED FOR A MINIMUM OF THREE (3) HOURS.

Non-Profit Organizations sponsoring charitable fund raising events using the center for 24 hours or more will be given a 50% discount.

Non-Profit Organizations sponsoring weekday-daytime workshops or meetings for public benefit will be given a 50% discount.

The following organizations are fee exempt for two (2) nighttime or weekend activities each year: (1) *Rescue Squad*, (2) *Bloodmobile* & (3) *City Sponsored Senior Citizens Groups*.

Main Street RR is fee exempt for four (4) nighttime or weekend activities each year for Main Street RR sponsored events.

Main Street RR is fee exempt for use of the plaza for Main Street RR sponsored events.

◆ If the Center is not left in acceptable condition, a fee of \$15.00/per man-hour for cleaning shall be charged.

◆ If anything is left in the Center overnight, there will be a \$25.00 storage fee.

◆ Round Tables are available for rent for \$6.00 per table.

◆ Roanoke Rapids City Schools Events: \$225.00

◆ Chamber of Commerce is a partner of the City of Roanoke Rapids. They have the right to schedule events before the month is available to the public. They are treated as a City department in terms of scheduling the facility.

Roanoke Canal Museum Fees:

General Admission (All General Admission is for self-guided tours only.)

- \$2.00 Halifax County Residents
- \$4.00 for All Persons who Reside Outside of Halifax County
- Free for Children 8 and Under (exception of guided tours)

Guided Tour Admission

- \$2.00 per Person 4 and older, no additional discount, minimum of 10 persons or \$20.00 fee

Aquatic Center:

(Labor Day to Memorial Day)

Aquatic Center Open and Lap Swim

Residents	\$ 3.00
Non-Residents	\$ 6.00
Resident Senior (55+)	\$ 2.25
Non-Resident Senior (55+)	\$ 4.50

RED CROSS CLASSES

Toddler (Resident)	\$ 30.00
Toddler (Non-Resident)	\$ 60.00
Levels I – VII (Resident)	\$ 45.00
Levels I – VII (Non-Resident)	\$ 90.00
Lifeguard/CPR Classes:	
Resident	\$ 75.00
Non-Resident	\$150.00
Challenge:	\$ 45.00
WSI Classes:	
Resident	\$ 80.00
Non-Resident	\$160.00
Individual Lessons:	
Resident	\$ 50.00
Non-Resident	\$100.00

AQUACISE & ARTHRITIS FITNESS CLASSES

Resident	\$ 2.75
Non-Resident	\$ 5.50

Annual Passes: (This is the cost from January to December 31. The fees are prorated down each month.)

Family Resident	\$365.00
Family Non-Resident	\$730.00
Individual Resident	\$200.00
Individual Non-Resident	\$400.00
Resident Senior (55+)	\$155.00
Non-Resident Senior (55+)	\$310.00

(Memorial Day to Labor Day)

Aquatic Center Open and Lap Swim

Residents	\$ 3.50
Non-Residents	\$ 7.00
Resident Senior (55+)	\$ 2.00
Non-Resident Senior (55+)	\$ 4.00

T. J. Davis Pool
 RED CROSS CLASSES (Same as Aquatic Center)

Outdoor Pools Open and Lap Swim
 Residents \$ 3.00
 Non-Residents \$ 6.00
 Resident Senior (55+) \$ 2.00
 Non-Resident Senior (55+) \$ 4.00

Wade Pool
 Residents \$ 1.75
 Non-Residents \$ 3.50

Outdoor Pool Passes (Residents Only):
 Child & Adult \$ 94.00
 Family \$188.00
 Seniors (55+) \$ 59.00

Aquatic Center & T. J. Davis Pools Rental (Minimum of Two (2) Hours)	<u>Resident</u>	<u>Non-Resident</u>
Up to 25 participants	\$ 90.00/hr.	\$110.00/hr.
26 to 50 participants	\$115.00/hr.	\$140.00/hr.
51 to 75 participants	\$140.00/hr.	\$175.00/hr.

Discount: A 10% discount will be given to groups, organizations and corporations that have 20 or more in attendance at one time or purchase passes for 20 or more.

Kapstone (monthly fee) \$250.00
 Halifax Academy Swim Team (per land, per hour) \$ 10.00
 Swim Meet – Ticket Price (8 years older & above) \$ 5.00
(Everyone pays except school swimmers and 2 coaches from each team, timers are not exempt.)
 ECA - year-round swim team (per person, per month) \$ 30.00

Planning & Development

Rezoning Petition	\$350.00
Voluntary Annexation Petition	\$250.00
Zoning Compliance Certification Letters	\$ 50.00 per individual site
Conditional Use Permit	\$350.00
Special Event Permit	\$ 35.00
Special Event Permit (events designed to attract 5,000 or more spectators or participants)	\$250.00
Ordinance Text Amendment Petition	\$350.00
Variance Petition	\$350.00
Land Use Violation	\$ 50.00 per day
Land Use Permit	\$ 50.00
Business Use Permit	\$ 75.00
Temporary Power	\$ 50.00
Processing Fee for petitioner withdrawal of Variance Petition, Conditional Use Permit or Rezoning Petition	\$350.00
Site Plan Review	\$200.00 per site plan review*
	<30,000 ft2 of impervious surface
	\$700.00 per site plan review
	>30,000 ft2 of impervious surface

****This fee shall increase to \$70.00 whenever the services of an outside engineering firm is necessary and retained by the City to evaluate a specific drainage problem area outside of the expertise of the City Public Works Director. This is to be determined on a case by case basis upon review of proposed development site plans.***

Halifax County Plan Review Fee* \$ 50.00

****All plans, determined by Planning staff to require review by the Halifax County Building Inspections Department, shall be subject to this fee prior to review.***

Street Closing Petition	\$475.00
Final Subdivision Plat	
Minor Subdivision	\$ 50.00
Major Subdivision	
With Improvements	\$100.00 plus \$50.00/lot
Without Improvements	\$ 75.00 plus \$25.00/lot

Note: The petitioner is responsible for all associated advertising expenses.

Maps	\$ 5.00 per sheet
Land Use Ordinance (to recover actual per copy duplicating costs)	\$ 30.00
Comprehensive Development Plan	\$ 15.00
Zoning Maps (Color)	
Small	\$ 15.00
Large	\$ 30.00
Electrical Inspection of Existing Structure Requested by Power Company	\$ 35.00
Issuance of Certificate of Compliance	
Major Renovations (More than \$30,000.00)	\$ 75.00
Minor Renovations (\$30,000.00 or less)	\$ 35.00
Failure to Call for Proper Inspection	\$100.00
Removal of a Notice of Lis Pendens	\$ 50.00
Home Occupation Permit	\$ 50.00
Recombination Plat	\$ 50.00

Supplement plan review fees for wireless communication facilities shall be charged in addition to a City processing fee as follows:

<u>Review</u>	<u>City Processing</u>	<u>3rd Party Supp.</u>
(1) Concealed Attached WCF	\$ 750.00	\$1,000.00
(2) Collocated or Combined WCF	\$ 750.00	\$1,000.00
(3) Freestanding Concealed WCF	\$1,000.00	\$1,000.00
(4) Non-concealed Freestanding WCF	\$1,000.00	\$1,000.00

Code Enforcement Division Fees:

ABC Permit Application Inspection Fee	\$ 75.00 per inspection
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Building Permit:

(A) A permit to demolish or remove any size structure shall be issued upon proper application. Fees for such demolition or removal are as follows:

- | | |
|-------------------------------------|----------|
| (1) Moving of an approved structure | \$100.00 |
| (2) Demolish structure | \$100.00 |

(B) A permit to modify, construct and/or erect advertising signs shall be issued, upon proper application, in accordance with the following schedule:

<i>Type of Sign and Work</i>	<i>Fee Per Sign Face</i>
Erection of outdoor advertising (off-premises) sign	\$175.00
Erection of principal use signs:	
Fifty (50) sq. ft. or less	\$ 50.00
More than fifty (50) sq. ft.	\$100.00
Erection of commercial accessory signs	\$ 10.00
Erection of temporary signs	\$ 10.00
Modification of existing signs	\$ 10.00

(C) City building inspection fees for new construction, additions, and alterations of all structures shall be the greater of fifty dollars (\$50.00) or the applicable amount based upon a schedule of three dollars (\$3.00) per one thousand dollars (\$1,000.00) of construction value. For the purposes of this subsection, construction value shall be the greater of the value derived utilizing either the Southern Building Code Congress International, Inc., *Building Valuation Data* or the sum of all building related costs for the project.

(D) In addition to any other fees established by the provisions of this section, whenever a general contractor applies for the issuance of a permit for the construction of any single-family residential dwelling unit, the general contractor shall pay a fee in the amount of five dollars (\$5.00) for each dwelling unit to be constructed or altered under the permit.

Plumbing Permit:

(A) A plumbing permit shall be issued, upon proper application, for a fee of fifty dollars (\$50.00) plus five dollars (\$5.00) per fixture.

Heating, Air Conditioning, Refrigeration and Ventilation Permit:

(A) Permit fees for installation or replacement of the following shall be fifty dollars (\$50.00) plus the applicable amount in accordance with Schedule I:

- | | |
|-----|--|
| (1) | Each boiler or furnace, including duct distribution system thereof when covered by the same permit, or duct distribution system thereof only. |
| (2) | Each floor furnace, wall circulator or heater, circulating heater, direct-fired unit heater, gas radiator, furnace, rotary dryer, annealing furnace and duct heater industrial oven. |
| (3) | Conversion or replacement of mechanical firing equipment. |

SCHEDULE I

<i>Fossil Fuel (BTU/HR)</i>	<i>Fee</i>
50,000 or less	\$15.00
50,001 to 100,000	\$20.00
100,001 to 200,000	\$25.00
Above 200,000	\$30.00

(B) Permit fees for installation or replacement of the following shall be fifty dollars (\$50.00) plus the applicable amount in accordance with Schedule II. Each air conditioning or heat pump system, including major components and duct distribution system thereof when covered by same permit, or duct distribution system thereof only, or major component only.

SCHEDULE II

<i>Air Conditioning Compressor Rating (Nominal) - Tons</i>	<i>Fee</i>
5 or less	\$15.00
5.1 to 15	\$20.00
15.1 to 50	\$30.00
Above 50	\$40.00

An additional five dollars (\$5.00) fee for split systems.

(C) Permit fees for installation or replacement of the following shall be fifty dollars (\$50.00) plus the applicable amount in accordance with Schedule III. Each refrigeration system including major component only.

SCHEDULE III

<i>Refrigeration Compressor Rating (Nominal) - Tons</i>	<i>Fee</i>
5 or less	\$15.00
5.1 to 15	\$20.00
Above 15	\$25.00

(D) Permit fees for installation or replacement of the following shall be fifty dollars (\$50.00) plus the applicable amount in accordance with Schedule IV. Each hood over cooking ranges (in other than residences and multi-family houses), candy kettles, cruller furnaces and appliances for frying, barbecuing, broiling and bakery (baking) of foods, including exhaust duct system thereof when covered by the same permit, or exhaust duct system thereof only.

SCHEDULE IV

	<i>Fee</i>
10 or less	\$15.00
10.1 to 50	\$20.00
50.1 to 100	\$25.00
Above 100	\$30.00

(E) Permit fees for the installation or replacement of any blower or fan in other than residences installed for ventilation or removal of dust, gases, fumes and vapors shall be fifty dollars (\$50.00) each.

- (F) Permit fees for the modification, repair or replacement of duct systems shall be fifty dollars (\$50.00) each.
- (G) Permit fees for the installation or replacement of gas appliances and piping shall be fifty dollars (\$50.00). No permit shall be required for the replacement of a gas appliance where piping is not altered.

Electrical Permit:

- (A) An electrical permit shall be issued, upon proper application, for a fee of fifty dollars (\$50.00) plus the applicable amount in accordance with the following schedule:
 - (1) Outlets:
 - Each 220 volt outlet \$ 3.50
 - Each 110 volt outlet \$.30
 - (2) Motors:
 - Each motor \$ 3.50
- (B) Electrical change of service greater than 400 amp: \$90.00

Mobile Home Permit:

A mobile home permit shall be issued upon proper application for a fee of fifty dollars (\$50.00).

Fire Sprinkler System Permit:

A fire sprinkler system permit shall be issued upon proper application for a fee of fifty dollars (\$50.00) plus one cent (\$.01) per square foot of protected area.

Insulation Permit:

An insulation permit shall be issued upon proper application for a fee of fifty dollars (\$50.00) plus one cent (\$.01) per square foot of floor area.

Reinspections:

The above fees entitle the applicant to one inspection. For each extra inspection made necessary through the failure of any person in charge of work to install in the proper manner or to otherwise create conditions making such additional inspection or trip necessary, there will be an additional charge of thirty-five dollars (\$35.00). When a third party inspection agency is involved, there will be an additional charge of seventy dollars (\$70.00).

General Miscellaneous Permit Refund Processing Fee \$ 30.00

Fee for Issuance of Certificate of Occupancy (C.O.) \$ 75.00

Commercial Building (Preliminary Plan, Construction Plan) Review:

Technical Review	\$250.00
Additional Charge per review for failure to satisfy review comments	\$100.00
Plan Review Sites less than 10,000 sq. ft.	\$125.00

Penalty:

An additional charge equal to one-half (1/2) the required permit fee (minimum fee \$100) shall be added to the permit fees previously set forth for failure to initially secure a permit prior to starting a job or commencing any work on a building or service system before obtaining the necessary permit.

Section 6. Levy of Taxes

There is hereby levied for the Fiscal Year 2016 – 2017 an Ad Valorem Tax Rate of \$.651 per One Hundred Dollars (\$100.00) valuation of taxable property as listed for taxes as of January 1, 2016, for the purpose of raising the revenue from current taxes as set forth in the foregoing estimates of revenues, and in order to finance the foregoing applicable appropriations. This rate of tax is based on an estimated valuation of \$1,178,149,700. ***Taxpayers who pay their bill in July or August will receive a two percent (2%) discount.***

Section 7. Summary of Items Included in the Capital Budget

No major capital items – FY 2017-2018

Section 8. Special Authorizations – Budget Officer

- A. The Budget Officer or his designee shall be authorized to reallocate appropriations within departments, and among the various line accounts not organized by departments, as he deems necessary.
- B. The Budget Officer or his designee shall be authorized to execute interdepartmental transfers, within the same fund, not to exceed ten percent (10%) of the appropriated monies for the department whose allocation is reduced.
- C. Interfund transfers, established in the Budget Ordinance, may be accomplished without additional approval from the City Council.
- D. The Budget Officer or his designee shall be authorized to make releases and refunds of property taxes less than \$100.00 which have been levied or collected in error. The Budget Officer shall report in writing monthly to the City Council in regard to releases and refunds made.
- E. The Mayor or City Manager shall be authorized to execute contractual agreements in the following specified areas: Consultant, Professional, Maintenance/Service Agreements and Acceptance of State and Federal Grant Funds.

Section 9. Restrictions – Budget Officer

- A. Interfund and interdepartmental transfer of monies, except as noted in Section 8, shall be accomplished by City Council authorizations only.
- B. Utilization of appropriations contained in Contingencies may be accomplished only with specific approval of the City Council.

Section 10. Billing and Collecting of Solid Waste Collection & Disposal Fees Under NCGS 160A-314.1

The residential solid waste collection and disposal fee shall be billed with property taxes, shall be payable in the same manner as property taxes, and, in the case of non-payment, shall be collected in any manner by which delinquent personal or real property taxes can be collected. The fees are a lien on the real property described on the bill that includes the fee. The Residential Solid Waste Fee is \$204.50 per residential unit per year and the Business Solid Waste User Fee and Disposal Fee is \$17.05 per container per month.

Section 11. Cost of Living Adjustment

A four percent (4%) across the board cost of living increase for all City employees shall begin July 28, 2017. The City of Roanoke Rapids Salary Schedule shall be amended to reflect this change.

Section 12. Supplemental Retirement Plan Contributions

The City will make an employer contribution to a supplemental retirement plan for non-law enforcement employees during Fiscal Year 2017 – 2018. If employees contribute to the supplemental retirement plan, the City will match dollar for dollar up to a maximum of three percent (3%).

Section 13. Utilization of Budget Ordinance

This Ordinance shall be the basis of the financial plan for the City of Roanoke Rapids municipal government during the 2017 – 2018 fiscal year. The Budget Officer shall administer the Budget and he shall ensure that operating officials are provided guidance and sufficient details to implement their appropriate portion of the Budget. The Finance Department shall establish and maintain all records which are in consonance with this Budget Ordinance, and the appropriate Statutes of the State of North Carolina.

ADOPTED this 20th day of June, 2017.

Emery G. Doughtie, Mayor

ATTEST:

Traci V. Storey, City Clerk

Approved as to form:

Gilbert W. Chichester, City Attorney

Extension of Sweeping Agreement with NC Department of Transportation

Public Works Director Chalker stated in May of 2012, City Council authorized the Mayor and Clerk to execute an agreement with NC Department of Transportation for the City to perform routine sweeping of various streets and bridges within the corporate limits on an as needed basis.

He said the one year extension has been requested and granted each year since 2013 and NC DOT is again requesting that the City Council extend this agreement for an additional period of one year (through June 1, 2018). A copy of the letter from Mr. Jerry Page, Division Four Project Manager for NC DOT is attached.

Councilman Smith asked Public Works Director Chalker if this was paying for the equipment. He replied it did offset the equipment and labor that was used to primarily sweep the bridge over the Roanoke River by the paper mill. He said they do that once a week because if they don't the bridge outlets become clogged with an enormous amount of bark and wood that fall off the trucks coming to and from the paper mill; it creates a hazardous condition on the bridge.

Motion was made by Councilman Bobbitt, seconded by Councilman Smith and unanimously carried to extend the Sweeping Agreement (Agreement No. 3193) with the NC Department of Transportation for a period of one year (through June 1, 2018) and authorize Mayor Doughtie to execute the letter.

Adoption of Official Zoning Map

Planning & Development Director Lasky stated for approximately a year they have been working to update the City's official zoning map which is maintained by the Planning & Development Department. She said the City has one official map that provides the zoning designations for properties within the City's jurisdiction including the city limits and extraterritorial jurisdiction. Over the last several years there has been several rezoning hearings and as a result of that the former official zoning map has hand written changes and hand writing all over it to indicate those changes. She said utilizing Artmap or GIS services, they have updated the official map and incorporated the approved changes that Council has already made. She reported acceptance of the new, revised official map does not change the zoning of any properties. This is everything that has been approved from 1998 up until February of this year. She stated the acceptance of the new map is simply adoption of the map of amendments that has been approved previously by Council.

She said they plan to make the zoning map available online so those inquiring may find that on their own, but they would still make those zoning designations over the telephone or in writing.

Mayor Pro Tem Ferebee stated knowing that they had already zoned everything in the area so it was not changing any zone it was just updating the map, he asked Planning & Development Director Lasky how did it look now in relation to all the zoning they had done; did it seem to fit a little better. She replied when each of the rezoning requests come forward it's a legislative decision which is up to the elected board whether to approve or deny any requested rezoning reclassifications so when those changes are considered it is a very thorough process. She said they have found the uses to be fairly consistent with the underlying zoning districts.

Mayor Pro Tem Ferebee stated now they can see it all together as one piece. Planning & Development Director agreed and said that's why she brought the map in tonight because when they talk about a rezoning, they tend to be talking about a small area at one time rather than the big picture.

Motion was made by Councilman Smith, seconded by Councilwoman Scarbrough and unanimously carried to approve the following Resolution No. 2017.05 adopting the Official Zoning Map dated June 20, 2017:

City of Roanoke Rapids

RESOLUTION ADOPTING THE OFFICIAL ZONING MAP

WHEREAS, in order to achieve the purposes of the Land Use Ordinance, all property within the municipal planning jurisdiction of Roanoke Rapids is divided into zoning district classifications as established in Article IX, Part I; and

WHEREAS, amendments to the Official Zoning Map are accomplished using legislative procedures of rezoning described in Article V, Section 151-91. The Land Use Administrator shall update the Official Zoning Map as soon as possible after amendments to it are adopted by the Council. Upon entering any such amendment on the map, the administrator shall change the date of the map to indicate its latest revision. No unauthorized person may alter or modify the Official Zoning Map; and

WHEREAS, the Official Zoning Map is the latest copy of the digitized zoning map as produced and maintained by the Roanoke Rapids Department of Planning and Development. Acceptance of the new map does not cause any property to be rezoned as all changes from previous zoning maps have been previously approved by City Council; and

WHEREAS, The Official Zoning Map will be identified by the signature of the Mayor, be attested by the City Clerk, and bear the seal of the City of Roanoke Rapids;

NOW, THEREFORE, be it resolved by the City Council of the City of Roanoke Rapids that the Official Zoning Map dated June 20, 2017 be adopted and incorporated to replace the map dated January 1, 1998.

ADOPTED this 20th day of June, 2017.

Emery G. Doughtie, Mayor

ATTEST:

Traci V. Storey, City Clerk

City Manager's Report

City Manager Scherer stated the City Council's next meeting is scheduled for July 5, 2017, the day after the 4th of July weekend holiday and at this time the Administration did not have any issues they plan to bring forward at that Council meeting, therefore he recommended Council consider cancelling that meeting.

Motion was made by Councilwoman Scarbrough, seconded by Councilman Bobbitt and unanimously carried to cancel the July 5, 2017 Regular Council Meeting.

City Manager Scherer stated the next City Council meeting will be July 18, 2017.

Finance Director's Report

Finance Director Etheridge presented the May 2017 Financial report. She stated during the month, the Finance Department issued 52 purchase orders, wrote 78 payroll checks, 326 direct deposit vouchers and 217 accounts payable checks.

She said the operating statement shows revenues were still trailing behind expenditures for the 11th period of the year. As the budget is 91.66% completed, the year-to-date expenditures exceeded revenues by (\$775,340.26).

She reported at the present time, the City still remains in a spending freeze for non-emergent, non-essential operational expenditure requests.

Finance Director Etheridge explained the May costs associated with the 2007 Series Bonds totaled \$39,835.44. Although the City formally closed on the 2017A and 2017B Bond restructure May 10th, original Series 2007 loan payments were still due May 1st. Additionally, the City will have to pay accrued interest and Letter of Credit fees on the former Series 2007 bonds pro-rated through June 12th, 2017.

She stated revenue collections were down 2.3% overall compared to this same reporting period last year. This further compounds the year-to-date shortfall as we near the end of the fiscal year. The upcoming month of June does recognize quarterly revenue allocations which will offset some of this shortfall; however, the month of June also will recognize a higher than normal expenditure month. June will contain five Accounts Payable processing weeks, three Payroll cycles, and final year-end accruals. As a result, it is still too early to determine fiscal year end estimates, however she is working with the City Manager as we know more when these revenue allocations are available. She said they are hoping to see more ad

valorem and motor vehicle opportunity with their ad valorem revenues in June. She stated April and May were very low revenue months for the City.

Mayor Pro Tem Ferebee said he heard her say she was not able at this time predict the end result at June 30th. He asked if she had some kind of guesstimate. Finance Director Etheridge replied it was still too early based on the revenue shortfalls and also waiting to see where the quarterly and final year end revenue streams will come in. She said they also had sales and use tax that will run through August 15th that will have to be accrued into prior year.

Mayor Pro Tem Ferebee asked what if it was a little worse than what they think, then what. Finance Director Etheridge said if revenues do not exceed expenditures then they would have to look at utilizing fund balance which was already within the budget for the fiscal year.

Mayor Pro Tem Ferebee stated at this point he hoped they would have some idea of how much they would use out of that, if any. City Manager Scherer said given the problem that some revenue streams were running behind what they had projected, plus they would still have the sales & use tax that runs two months behind. He said they were hoping some of the revenue streams would catch up, for example motor vehicle taxes were at 71-1/2% which should be much higher and he was not sure why. He added they were still owed over \$30,000 for the cable franchise fee. He said they were trying to find out why these revenue streams were running behind and try to get them caught up. He said that was why at this point it was hard for them to say for sure.

Mayor Pro Tem Ferebee asked if they felt good about the amount of monies the City has allocated to take care of that shortfall. City Manager Scherer replied yes, they were not looking at any additional funds. He said as Finance Director Etheridge said and the department heads will tell them, unless it is an emergency or something has to be fixed, they were not spending any money right now.

Finance Director Etheridge stated they were basically looking at the revenues as they come in versus the required expenditures throughout the next two weeks.

Councilman Smith asked if Halifax County sends those they could not collect back to the City to collect. Finance Director Etheridge replied Halifax County collects all the City's taxes for current year and prior years. Councilman Smith asked if Halifax County was taking any action to collect these taxes. Finance Director Etheridge said they had a system in place with their county attorney.

Attorney Chichester confirmed that the county attorney, Mr. Rollins and his staff from his observation were very aggressive in collecting back taxes. He said under the agreement the City has with Halifax County, they collect the taxes on behalf of the City and send us our part back. He stated the only thing the County does not collect on property is assessment costs such as grass cutting and demolition costs; that is when the City calls on him to help with that part of it. He said that was a relatively small amount of money compared to the property taxes. He added that if the County did not collect ours, they did not collect theirs' either and they want to collect their taxes.

Departmental Reports

Human Resources

Human Resources Manager Kearney stated May was a very busy month for the department. She reported they only received 12 applications and hired 1 employee, but May is open enrollment for City employees. They were very busy working on health insurance, dental insurance and all the supplemental insurance.

She added the City was very lucky this year that insurance did not go up. Family insurance only went up approximately 43 cents per month. She said she had been with the City for 13 years and that had never happened. She said the City was also able to add vision to the plan for active employees.

Mayor Doughtie stated that he believed this year the City began to work on getting insurance rates/quotes early. Human Resources Manager Kearney said they usually start asking in February in order to get the rates as soon as they can so they could have the option to bid it out if they had to.

Police

Police Chief Hasty presented his report for the month of May. He reported the department sent representatives to Eagle Scout recognition for Matthew Rogerson and they provided lunch for the Boys & Girls Club. They were having a presentation at Vacation Bible School at First Christian Church tonight. He said they would be attending the Community Café at the New Resources Building on Saturday put on by the John 3:16 Center from 10 a.m. – 12 p.m.

He stated staff will be attending a retirement program for Chief Darrell Rowe and Lt. Joe Burgess of the Murfreesboro Police Department. He reported the department should have all their open positions filled in July.

Chief Hasty announced Police Camp will start next week, Monday – Friday for ages 8-12 years old. He said they had over 20 kids registered to date and they had some good things in store for them.

Planning & Development

Planning & Development Director Lasky reported the department had a busy month with ongoing construction of approximately 18 sites within the City's jurisdiction. She said they saw an increase in the building permit values to about \$1.25 million.

She announced Harbor Freight Tools anticipates opening in 3-4 weeks. She reported the department saw a spike in applications; they reviewed 90 permit applications and had dozens of inquiries throughout the month of May.

Planning & Development Director Lasky said she and Main Street Director Caudle attended a Comprehensive Economic Development Strategy meeting in May involved with Region L Upper Coastal Plain Council of Governments. She said it was an update to the economic plan for the five county area (Halifax, Northampton, Wilson, Nash and Edgecombe).

Parks & Recreation

Parks & Recreation Director Simeon reported that Jim Miller was receiving final information on the Chaloner pool and they plan to give a full report and costs at the next City Council meeting on July 18th.

He announced they would be hosting the Eastern Regional Frisbee Dog Competition this weekend at Doyle Field which is right behind T.J. Davis Recreation Center. It starts at 9 a.m. on both Saturday and Sunday and will finish about 4 p.m. He encouraged everyone to go out; it is very entertaining. The dogs are terrific athletes coming from Florida up to New York. Admission is free.

Parks & Recreation Director Simeon announced the U10 State Baseball Tournament is scheduled to start July 1st and run through July 3rd. They will host ten teams from central and eastern North Carolina. They expect to have a large crowd of families coming with the players that they hope will fill hotels and restaurants. He thanked all the department heads and stated it was truly a city-wide effort.

He reported the department received a \$1,000 grant from the Carolina Panthers for their youth flag football program. He said they use the money to purchase reversible Carolina Panther jerseys for all the kids in the youth flag football program. He

stated the kids were proud of the jerseys; they really like the Carolina Panthers and are proud to wear them.

Parks & Recreation Director Simeon announced the Touch A Truck benefit by Sheriff Wes Tripp will be held on July 15th at the Roanoke Rapids Theatre and on July 21st a concert with country singer Jamey Johnson.

Public Works

Public Works Director Chalker stated he wanted to go back to a point Finance Director Etheridge made earlier. He said all of the City employees have been under the stipulation of a spending freeze and they have had to make do with a lot of things. He wanted to compliment them for helping do that; they have done a tremendous job to hold the line on spending and not just in his department, but all the departments.

Public Works Director Chalker presented the May report. He reported the cemetery has collected year-to-date a total of \$120,626.00. He said in lot cutting last month they assessed \$3,311 and in this month they assessed \$18,063 and as he predicted the numbers went up. He informed the Council that the department goes out to inspect city lots and respond to citizen complaints for people that don't cut their grass or won't clean their yard up. These assessments come from those complaints or inspections.

He stated a number that goes along with that was property maintenance. They spent 1,289 man hours cutting grass in the month of May and it will continue to increase until they get into colder weather. He said they cut more and more grass every year.

Public Works Director Chalker said they were in the middle of an upgrade to one of the mosquito spraying machines. The machines produce an atomized mist and they drive up and down the alleys and neighborhoods to treat for mosquitos. He reported one of their machines did not pass inspection this year so they found the funds to upgrade it. They hope to deploy the machine later this week.

He reported the Street Sweeper is down, it has been down since Council came on the facilities tour. He said it was at one of the vendors they use for large equipment and as soon as they trip into the new budget year they will get the sweeper repaired. He said the department has been demoing new street sweepers and a new street sweeper was in the \$250,000 range so they were going to try to repair this one as long as they can.

City Manager Scherer asked Public Works Director Chalker to highlight the cost of refitting the mosquito sprayer versus the cost of a new machine. He reported the cost of refitting the machine was approximately \$4,700 (new pump, atomizer and computer control to spray to proper amount of chemical for the speed of the truck) while the cost of a new machine was \$12,000-\$13,000. He said this enables them to use the frame and the engine that they already have and just put the new fogging device on it.

Fire

Fire Chief Coggins reported the Fire Department responded to 139 calls of service during the month of May with an average response time just under 5 minutes. He said in effort to reduce unnecessary calls, they deferred 7 calls and remained in standby status. He said firefighters were engaged in 639 man-hours of training covering various topics. He stated the Inspection Division conducted 29 fire inspections and 7 plan reviews.

He stated in the past 30 days, the department has worked on completing the detailing of all the fire department vehicles. The detailing included washing the engines and undercarriages as well as waxing the bodies of all the vehicles the City owned.

Fire Chief Coggins reported they had completed all the employee evaluations for the entire department and would be turning them in to the City Manager Scherer the first of next week.

He said members of the department attended the annual open enrollment put on by Human Resources Manager Kearney. They have completed all their annual testing of all their breathing apparatus. The fire department taught a fire extinguisher class to 30 employees at the Roanoke Rapids Sanitary District Water Filtered Treatment facility. Members of the department toured the Halifax Regional Medical Center for testing of the Flipcard System developed by maintenance to help direct the department to problem areas of the facility that they do not go to on a regular basis.

Main Street

Main Street Director Caudle highlighted some of the business district activities. She said the Concrete Rose Dance Studio that was going into 936 Roanoke Avenue, the business use permit was complete but she did not have an opening date yet. She reported Mill City Market would be going into the old Countryside Interiors building, the business use permit has been issued and the opening date still to be

determined. She said they were doing a complete renovation of the main street level floor, similar to what Joy J's went through.

Joe's ATV which was currently in the 1000 block and has been there for some time was moving from 1010 to 1016 Roanoke Avenue which was a larger space. Burger King was going under a complete renovation; the entire business has been closed for about a week and hoped to be back open in the next week or so. She stated based on City permits the value of the remodel was \$375,000.

Main Street Director Caudle announced the Patterson Mansion recently sold to Jim and Gayle Garrett. She said they had short and long term plans for the property so they were working with them to help with the process.

She announced Arts on the Avenue was held on May 25th in severe weather, but despite not being able to control the weather conditions, it was still a great event. It was surprisingly well attended and she always takes the time afterwards to visit the businesses that participated to see if they had good results. She said she received 100% positive feedback this year. She continued to say Main Street's involvement was on the backside of an economic development strategy. They have vacant properties open and place artists in the properties and invite investors and potential new business owners to come see the properties. She reported when they held this last year, six months later somebody that looked at the old bakery then leased the property and opened a business and they were still open today. She said they showed the Countryside Interiors building and within a few days, they had negotiated a purchase price and they are now putting in a new business. She stated this has been a great tool for them to attract new investors and business owners into the district.

Main Street Director Caudle reported further to Council adopting the Design Concept Plan for 1026 Roanoke Avenue at the last meeting, they have moved forward with Phase I Development of that space. She said they had reserved, as part of the same grant fund they used to create the master plan, \$25,000 to invest in Phase I. She reported she met with Planning & Development Director Lasky and Public Works Director Chalker yesterday in the space and they went through the design concept. They will host a series of meetings to identify what the immediate steps that they would need to take to open the space and what would constitute a Phase I. She said once the City has that loosely defined, then the Main Street Design Committee, who is a working committee supporting the project, will step in and figure out how private investment, not non-profit, can take the project to the next level. It will be a joint effort between the two to get Phase I open.

She announced the Fridays in the Park Concert Series concert scheduled for June 16th was cancelled because the band elected to delay due to the inclement weather so that concert has been moved to July 21st and the July 21st concert has moved to their rain delay date. The next concert will be The Reunion Band on July 21st. She said the concerts were always held the third Friday in Centennial Park from 7:00 – 8:30 p.m. and they were free to attend.

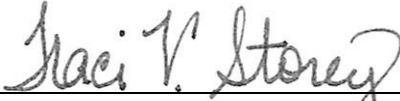
The Main Street Annual Dinner will be held Monday, July 24, 2017, 6:00 p.m. at the Halifax County Arts Council Gallery. This replaces the regular July meeting. She stated it was a great event and encouraged everyone to attend; tickets are \$25 which includes a plated dinner, they go through the annual report so you can see the achievements the non-profit has made in the district and a few years ago they started doing Main Street Roanoke Rapids Annual Awards. They award Volunteer of the Year, New Business of the Year, Business of the Year and a Beautification Award to people that are involved in the district.

<p style="text-align: center;">Other Business/Comments by Council Members</p>
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Mayor Doughtie recognized and thanked the visitors that came for the special recognitions and decided to stay for the entire meeting.

Mayor Doughtie announced he was planning to go to Emry Park to speak with the children attending Ms. Robinson's camp and invited others to stop by and support her and the camp as well. The camp runs from 9 a.m. – 4 p.m.

There being no further business, motion was made by Councilwoman Scarbrough, seconded by Councilman Bobbitt and unanimously carried to adjourn. The meeting adjourned at 6:07 p.m.



Traci V. Storey, City Clerk

Approved by Council Action on: July 18, 2017