



Minutes of the Roanoke Rapids City Council

A regular meeting of the City Council of the City of Roanoke Rapids was held on **Tuesday, September 19, 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 September 19, 2017 as presented.

Special Recognitions

Fire Department Recognitions

Fire Chief Coggins recognized Fire Battalion Chief Kevin Hawkins and Firefighter Gabriel Fanara for their heroism and life-saving efforts on June 2, 2017. He said during the medical emergency they showed empathy and caring for the subject and family members. He stated Chief Hawkins and Firefighter Fanara along with Halifax County EMS showed outstanding determination and professionalism working together as a team to help revive the subject. Fire Chief Coggins presented each with a Certificate of Commendation for Life Saving Award.

He also recognized Engineer Ramah Long and Lieutenant Bryan Hollowell for their heroism and life-saving efforts on June 25, 2017. He said during the medical emergency they showed empathy and caring for the subject and family members. He stated Engineer Long and Lt. Hollowell along with Halifax County EMS showed outstanding determination and professionalism working together as a team to help revive the subject. Fire Chief Coggins presented each with a Certificate of Commendation for Life Saving Award.

Approval of Council Minutes

Motion was made by Mayor Pro Tem Ferebee, seconded by Councilwoman Scarbrough and unanimously carried to approve the August 15, 2017 Regular Council Meeting Minutes as written.

City Appointments/Reappointments

Recreation Advisory Committee

City Clerk Storey stated Ed Liverman and Mark VanDam have applied for reappointment to the Recreation Advisory Committee and Traig Neal has applied for appointment to the committee. She advised Council that all three were eligible for appointment. She stated a ballot vote was taken earlier and it was a unanimous vote for all three applicants.

Motion was made by Councilman Smith, seconded by Councilman Bobbitt and unanimously carried to reappoint Ed Liverman and Mark VanDam and appoint Traig Neal to the Recreation Advisory Committee.

Canal Museum Advisory Committee

City Clerk Storey said the term of the Roanoke Rapids Graded School District Representative on the Canal Museum Advisory Committee has expired. She stated the previous representative is no longer with the School District and Thomas Merritt, III has expressed interest in being appointed to this committee. She reported a ballot vote was not required for this appointment.

Motion was made by Councilwoman Cowen, seconded by Councilman Bobbitt and unanimously carried to appoint Thomas Merritt, III as the Roanoke Rapids Graded School District Representative on the Canal Museum Advisory Committee.

New Business

Consideration of Resolution to Amend the Roanoke Rapids Personnel Policy

Human Resources Manager Kearney presented the following Resolution No. 2017.07 for Council's consideration amending the Roanoke Rapids Personnel Policy to add Columbus Day to the list of City observed holidays:

RESOLUTION NO. 2017.07

Resolution to Amend

City of Roanoke Rapids Personnel Policy

Whereas, the Mayor and City Council of the City of Roanoke Rapids, recognizing the importance of its municipal employees in meeting the service needs of the City residents, adopted Resolution No. 2007.21 which adopted the current Personnel Policy; and

Whereas, it is the desire of the current Mayor and City Council members to continue to maintain a municipal work force composed of qualified, competent and dedicated employees, and to maintain equitable rates of pay and reasonable conditions of employment for its workforce; and

Whereas, it has been necessary over the years to amend the City's Personnel Policy by Council action; and

Whereas, an amendment is being proposed to amend Article VII, Section 2 to add Columbus Day, a federally recognized holiday, to the City of Roanoke Rapids Personnel Policy as follows:

Section 2. Holidays

The followings days, and other such days as the City Council may designate, are holidays with full pay for employees and officers of the City:

<i>New Year's Day</i>	<i>Labor Day</i>
<i>Martin Luther King's Birthday</i>	Columbus Day
<i>Good Friday</i>	<i>Veteran's Day</i>
<i>Memorial Day</i>	<i>Thanksgiving (Thursday and Friday)</i>
<i>Independence Day</i>	<i>Christmas (see schedule below)</i>

When any recognized holiday falls on Saturday, the preceding Friday will be the designated holiday and when a recognized holiday falls on Sunday, the following Monday will be the designated holiday. When Christmas Day falls on the day of the week indicated below, the days set forth will be observed as holidays:

<i>Sunday</i>	-	<i>Monday and Tuesday</i>
<i>Monday</i>	-	<i>Monday and Tuesday</i>
<i>Tuesday</i>	-	<i>Monday, Tuesday, and Wednesday</i>
<i>Wednesday</i>	-	<i>Tuesday, Wednesday, and Thursday</i>
<i>Thursday</i>	-	<i>Wednesday, Thursday, and Friday</i>
<i>Friday</i>	-	<i>Thursday and Friday</i>
<i>Saturday</i>	-	<i>Friday and Monday</i>

In order to receive a paid holiday, and employee must have worked the day before and the day after the holiday(s), or have been give approved leave.

Now, Therefore, Be It Resolved that the Roanoke Rapids City Council approves the foregoing amendment to the City of Roanoke Rapids Personnel Policy as presented to Council on September 19, 2017, to become effective immediately.

Adopted this 19th day of September, 2017.

Emery G. Doughtie, Mayor

ATTEST:

Traci V. Storey, City Clerk

Motion was made by Councilwoman Scarbrough, seconded by Councilman Bobbitt and unanimously carried to adopt Resolution No. 2017.07 amending the Roanoke Rapids Personnel Policy to add Columbus Day to the City's designated holidays.

City Manager's Report

City Manager Scherer stated we are in the middle of the annual Hurricane Season. As measured by the number of storms, hurricanes and longevity, 2017 is quickly climbing the list of notorious Atlantic seasons. More than one-third of an average Atlantic hurricane season is left. The 2017 Atlantic hurricane season is now pushing up the ranks of the most active seasons on record, thanks to a chaotic stretch of long-lived, destructive hurricanes since mid-August. While 2017 is unlikely to touch 2005's record 15 hurricanes, it has already chalked up the same number of major (Category 3 or stronger) hurricanes through September 18th as that record-smashing 2005 season generated up to that point in the season. According to the National Hurricane Center, an average hurricane season typically sees another four named storms, three hurricanes, and one major hurricane develop before season's end. Our preparations for potentially responding to Hurricanes Harvey and Irma have positioned us to be as prepared as we can be to respond to any major weather event. All our personnel are organized and equipped to provide for the safety and security of our citizens as well as provide for recovery efforts after the event.

He said Mr. Chalker will cover this in his report, but its noteworthy his department has had over 1,500 workdays with no lost-time accidents. This is an outstanding safety record, especially given the range of equipment and tasks his department encompasses. Public Works is also working on a project to upgrade the City Administration's telephone system by converting it to an Internet based system with new equipment. This new system will result in both improved communication capabilities and provide significant cost savings over the current system, which is over 15 years old.

City Manager Scherer announced while Christmas is over 90 days away, the departments are working on holiday events. The Police Department and Parks & Recreation Department will again host Trunk or Treat this year at both the TJ Davis Recreation Center and Chaloner Recreation Center. The Christmas Tree Lighting will be held on November 30th and the Christmas Parade will be on December 3rd.

He stated in looking at the calendar, just a reminder for City Council that the next HCIA meeting is next Wednesday, September 27th at the Roanoke Rapids Sanitary District.

Finance Director's Report

Finance Director Etheridge presented the August 2017 Financial Report. She reported for the month of August the General Fund year-to-date receipts totaled \$241,307.58. The percentage of actual monies collected of adopted budgeted figures stands at 1.5%. She said the year-to-date expenditures totaled \$2,815,444.85. The percentage of actual monies expended of adopted budgeted figures stands at 18%.

She said after the month of August 16.68% of the budget has been completed. As a result, the year to date expenditures exceeded revenues by \$2,574,137.27. She stated that was mainly due to the fact the City has not received significant revenue in the months of July and August. She added this was not unusual for the month of August. She informed Council the following payments were made in the month of August including the new Bank of America quarterly installment:

Bank of America – Quarterly Installment	\$263,388.32
First Citizens Bank – Notes Payable <i>(New Town Resource Center & Fire Station No. 2)</i>	\$118,795.51
Halifax County – EMS Quarterly Installment	\$71,196.25

Finance Director Etheridge reported Greg Redman CPA and staff were on site the week of August 28th to complete the City's Fiscal Year 2016-2017 audit with Finance staff and management. During the exit interview, Mr. Redman noted no significant findings or material weaknesses with the City's financial processing and reporting for this audit period. She stated they were very proud of this accomplishment. Mr. Redman will be completing the audit and submitting for Local Government Commission approval. He will present the audit to Council as soon as LGC approval is obtained.

She stated the operating cash and investment reserves will remain at lower levels until the City begins to receive Ad Valorem taxes, Sales & Use taxes and Utility Franchise taxes. These funding sources will be critical in offsetting revenue shortfalls during the months of July and August 2017.

Councilman Smith asked if the total cost for the year for EMS would be \$284,000. Finance Director Etheridge replied that was correct, the payment made in August of \$71,000 was one-fourth of what the City owes for the year. City Manager Scherer added it was approximately the same amount the City paid last year too.

Mayor Pro Tem Ferebee stated she noted the revenues were low in relation for the time of year, but asked how it compared to this time last year. Finance Director Etheridge replied they were at the same percentage as last year; last year they had collected 1.5% of revenue after August 31st.

Mayor Doughtie asked Finance Director Etheridge to repeat the information about the First Citizens Bank payment. She replied the payment was for the New Town Resource Center which is downtown on Jackson Street (\$24,274) and Fire Station No. 2 (\$94,521). Mayor Doughtie also asked if the \$263,000 payment to Bank America reflected the new rate. Finance Director Etheridge replied that was correct.

Departmental Reports

Human Resources

Human Resources Manager Kearney stated the department was currently advertising for the Library Operations Supervisor and should start interviews for that position within the next couple of weeks. They are advertising for a Part-time Building Supervisor (Parks & Recreation) and a Part-time Public Works Worker. They are also advertising in house for a Recreation Center Leader at Chaloner Recreation Center and hope to fill the position with a full time employee within the next month or so.

She reported she was working on the Flu Shot Clinic for all City employees and retirees scheduled for October 18th from 9 a.m. – 12 noon in the Human Resources Office.

She announced D.I.R.T. was having a fish fry fundraiser on Thursday on Hwy. 48 at Raccoon Road. She said Herman Moseley has been a huge help to the BARC committee.

Councilman Smith asked if someone had quit in the supervisor position at Chaloner. Human Resources Manager Kearney replied it was the position Tony Lashley held before he went out on disability so the position has been vacant for

some time. She said someone had been working there part-time, but they are now advertising to fill the full-time position.

Police

Police Chief Hasty presented his report for the month of August. He announced the department held a traffic enforcement campaign along with the Governor Highway Safety Program from August 1 – September 5. He reported the following statistics: 55 traffic related city ordinances, 191 State citations for a total of 249 various charges; 52 were for seatbelts or child restraint violations, 2 driving while licensed revoked/no license, 21 registration violations, 14 not having the required liability insurance, 6 impaired drivers, 1 weapons charge and 15 drug related charges.

He said one stop they charged the suspect with trafficking heroine. (12 grams of heroin, 26 bindles and a package of 4 grams). They also served 10 outstanding orders for arrest/warrants. He stated it was more than just writing speeding and seatbelt tickets; they also got some people with outstanding warrants, guns and drugs off the street. He said this past Friday they conducted a traffic stop and found another wanted person that was wanted for shooting into another vehicle and during the stop they discovered he had a gun on him so he was also charged with carrying a concealed gun.

Police Chief Hasty announced they were planning the Trunk or Treat along with another wrestling match at the RRHS on November 4th to help fund Christmas for the Kids.

Mayor Doughtie thanked Chief Hasty, the department and Mr. Scherer for putting on the Community Forum. He said that was one of the most important jobs to keep the people safe. It shows that even as busy as they are they take the time to be proactive and look for things before they happen.

City Manager Scherer added he had discussed with Chief Hasty in doing a similar program about once a quarter.

Planning & Development

Planning & Development Director Lasky reported the department was busy in the month of August with site plan reviews for several projects including the proposed new DrugCo at Park Avenue and 10th Street, Mid Atlantic Eye Physicians located on Hwy. 125 in the City's ETJ and Southern Smiles Orthodontics on Gregory Drive.

She stated the Mid Atlantic Eye Physicians and Southern Smiles Orthodontics plans have been approved as well as the building permit for Mid Atlantic. She said they were awaiting final revised plans for DrugCo.

She reported they had spent a lot of time investigating some of the issues taking place at the People's Theater with the adjacent wall at 200 Roanoke Avenue. She had the asbestos inspector there as well as an engineer to take a look at things. She said they should be able to report some additional information in the upcoming weeks.

Planning & Development Director Lasky said she and consulting engineer, Nick Rightmyer attended a River Basin meeting on August 7th which has led to the development of a grant application that has been submitted in partnership with UCPCOG. The grant would provide mapping and location identification of the City's stormwater infrastructure which is a great need for all departments, most specifically the Public Works Department. She said they were waiting to see if that funding has been approved.

She reported the SECU has received all its final Certificates of Occupancy and passed all inspections and at this time appears to be assembling equipment and installing furnishings to get their operations up and running in the next few weeks.

They have received a preliminary site plan for the proposed modifications for the Sonic Restaurant at 10th and Park Avenue. She said the preliminary unofficial submittal shows the reconfiguration of the restaurant to be horizontal to 10th Street rather than perpendicular as it is right now.

She said the department has been following up with a lot of complaints and trying to achieve some resolution with many of the housing complaints around the city. She reminded everyone there was a process they had to follow so there was some time associated with compliance and the methods in which they are able to achieve that.

Councilman Smith asked if Planning & Development Director Lasky was at liberty to discuss the People's Theater structural evaluation. City Manager Scherer replied she had received a preliminary report but they wanted to compile some additional information and estimates for what they feel the City needs to do next; they would bring that back in a more formal report.

Councilman Smith asked if there was a time limit on it. City Manager Scherer replied as soon as Planning & Development Director Lasky could put it together.

She added it should be very soon. For those have been inside the building in the past couple of months, they are hoping to preserve as much as they can and limit the costs. She said the primary goal is to alleviate the water issue that is taking place.

Councilman Smith stated they would like to be informed because they have a lot of people ask them questions and they don't want to look stupid because they don't have any information. City Manager Scherer replied they would like to give Council the most current and accurate information.

Councilman Smith said a simple email stating there would be an evaluation on August 7th would be good so when people ask them, they can say the City was working on it. City Manager Scherer agreed and said he should have done a better job on that.

Planning & Development Director said they had a meeting and they just received the preliminary report late last week. She said some of these things do take time, but their goal was to preserve the auditorium component of the People's Theater.

Mayor Doughtie said they had to spend a lot of time on the house on Cedar Street and it has come down rather quickly; it looks nice. He said in reference to the City's process Planning & Development Director Lasky spoke of, he has recently sat in with prospective businesses that are looking at building in the community and building our tax base. He stated he had the opportunity to be in a meeting with Planning & Development Director Lasky and Public Works Director Chalker and they made him proud in the way they handled themselves. They were very professional and very well prepared for the meeting. He said sometimes things can get a little controversial, but they were able in a very professional way talk to the business people. He said they came to a good conclusion and things are moving forward.

Parks & Recreation

Parks & Recreation Director Simeon announced that T.J. Davis Supervisor, Koy Worrell has completed his Hunter Safety Instructor certification and they can now offer the Hunter Safety Program to City residents. He said they had not had anyone here in Roanoke Rapids that has been certified in some time. He reported that any child that wants to hunt and get a hunting license must go through this course. He said the first class would be held Saturday, October 7th and is already filled so they will have some other classes later.

He announced the following upcoming events at the Roanoke Rapids Theatre:

- Friday, September 29th at 7:30 p.m. - Sammy Kershaw
- October 14th at 8:00 p.m. - Michael Coylar & Friends Comedy Show
- October 20th - The Montgomery Gentry concert has been cancelled due to the death of one of the lead singers.
- November 4th - I-95 Shutdown Car & Truck Show

Parks & Recreation Director Simeon reported he has been working with the parties involved to hold the master plan public meetings at Chaloner. Plans are to hold the meetings the second or third week in October. He will keep Council informed and hopes to have the dates confirmed by the end of the week.

He said the parks and athletic fields are busy right now with youth football, tag football, girls fall softball, boys fall baseball and soccer. He stated fall is the department's busiest time for athletic fields.

Parks & Recreation Director announced the Lighting of the Christmas Tree will be Thursday, November 30th at 6 p.m. and the Christmas Parade will be Sunday, December 3rd.

Public Works

Public Works Director Chalker presented the August report. He said in the report it shows 136 calls were received and what they were logged for, but with the new phone system it tells them how many calls they get per day. He reported yesterday they got 83 calls so there is quite a bit of call volume coming into the department.

He said there is a new cemetery expansion on the back, extreme western side of the cemetery. He said they have cut trees and cleared some land and will be seeding grass very soon. He said the expansion will allow for 300 burial plots. He reported the cemetery has collected year to date \$23,729.00.

He said they have sent out 65 letters for lot cutting for the month and city forces cut or enforced 20 properties with a total year to date of \$53,318.

Public Work Director Chalker said they would be painting the rear parking lot behind City Hall this Saturday. He said the department has been busy at 1026 Roanoke Avenue. He said today, although they hit a water line, they were establishing the grade for level of the concrete that they will pour there. That will

allow the water to move away from the building when it rains. He added some of the streetscape design will be incorporated when they pour the concrete.

He announced the Public Works department employees have worked over 1500 days, probably up to 1560 by now, with no lost-time accident. He said they have a counter they put up some years ago and basically that counter counts up one every day and it was his job to reset that counter if they have a lost-time accident. He said he was proud of the employees and they do some very dangerous work at times. He said he should have made them come to the meeting tonight so he could have recognized them all, but they would be doing that tomorrow at 11:30 a.m. where they would be preparing them a ribeye steak lunch.

Public Work Director Chalker said the department assisted a vendor today with installing a police voter in the 200 block of Jackson Street. The police voter listens in that area of town and transmits that signal via a phone wire to the police repeater. He said that essentially gives better coverage for the officers on the street.

He said they have been installing a new telephone system city-wide. Public Works has been done and in use for over a month now and it was performing exceptionally well. He said the Fire Department (Stations 1 & 2) are complete and he believes they will port the numbers tonight which means they will turn the old system off and turn the new one on. He said there was a team on staff at the Public Works Department that was going to be administering the new phone system as well as taking service calls/help desk issues. He announced the Recreation Department was next.

Fire

Fire Chief Coggins reported the Fire Department responded to 159 calls of service during the month of August with an average response time just over 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 920 man-hours of training covering various topics. He stated the Inspection Division conducted 28 fire inspections and 4 plan reviews for proposed new business within the district.

Fire Chief Coggins announced next Saturday they would be running their agility course for new applicants to increase the number of applicants in their hiring pool. He said they had thirteen (13) applicants that they would be testing.

He said this Saturday from 9 a.m. – 5 p.m. they would be offering free CPR and First Aid Training at Station 1 put on by Engineer Michael Butts, Chief Cook and Darrell Miles.

He thanked everyone for coming out to the 911 Ceremony.

Fire Chief Coggins reported next week's training will include extrication with the Roanoke Valley Rescue Squad and Halifax County EMS to better relations and work together as one unit.

He announced this past Saturday, the department went out to Davie Volunteer Fire Department to do some live fire training. He said fire calls are down throughout the country and if you don't fight fire on a regular basis you tend to get rusty. He said he had a video to show of the training. He asked Council to look closely at the prop because in the near future they will be presenting a proposal to purchase shipping containers to make their own prop so they would not have to go use somebody else's. He said he had already talked with Public Works Director Chalker about putting it on the Public Works property and they had the monies in the training line. He showed the training video prepared by Firefighter Gabriel Fanara.

Main Street

Main Street Director Caudle reported the Upper Coastal Plain Economic Development District, in partnership with local governments and other stakeholders, have prepared a new Five-Year Comprehensive Economic Development Strategy (CEDS) for the region that will be implemented through 2022. She and Planning & Development Director Lasky have participated in the last several months in developing the document. She announced it was in the public review phase. She said it goes from September 12 – October 13th. The draft document can be found online and the website was listed in the report, but she would be happy to get a paper copy if they would like to review it. She said they would like to have it adopted later in October.

She reported the SECU was close to opening and it was a tremendous investment in the district. She said there was a large Dominion renovation that was kicking off now; the project value was close to \$2.4 million. Mill City Market located at 933 Roanoke Avenue plans to open on October 7th. She said they were working with several other businesses located within the city looking to relocate on Roanoke Avenue along with one new business.

Main Street Director Caudle announced on Tuesday, October 17th from 1 – 4 p.m. at City Hall, the Main Street Roanoke Rapids board is hosting a visioning session with the NC Main Street & Rural Planning Center. Two (2) state staff members would be there to help the board better identify economic drivers and develop a new mission and vision statement. She invited Council and the public to attend.

Councilwoman Scarbrough asked what the Mill City Market would be selling. Main Street Director Caudle replied they have several booths within the business itself and it is all craft themed. She said they plan to host educational/tutorial classes using the products that they are selling. She said one class they planned to do in October was a rock painting class.

Other Business

Motion was made by Mayor Pro Tem Ferebee, seconded by Councilwoman Scarbrough and unanimously carried to go into Closed Session to discuss a Personnel Matter as allowed by NCGS 143-318.11(a)(6).

[Remainder of page intentionally left blank]

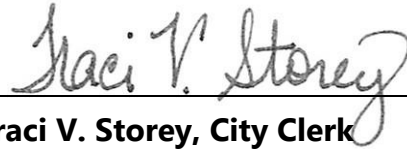
Minute Book Pages 18856 - 18863 contain Minutes and General Account of a Closed Session which have been sealed until such time as public inspection of those minutes would not frustrate the purpose of the Closed Session.

Open Session

City Council returned to Open Session and Mayor Doughtie called the meeting to order.

City Council discussed a personnel matter in closed session. No action was taken.

There being no further business, motion was made by Mayor Pro Tem Ferebee, seconded by Councilman Smith and unanimously carried to adjourn. The meeting adjourned at 7:07 p.m.



Traci V. Storey, City Clerk

Approved by Council Action on: October 3, 2017