



Minutes of the Roanoke Rapids City Council

A regular meeting of the City Council of the City of Roanoke Rapids was held on **Tuesday, November 21, 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
Kelly Lasky, Planning & Development Director
John Simeon, Parks & Recreation Director
Larry Chalker, Public Works Director
Stacy Coggins, Fire Chief
Christina Caudle, Main Street Director

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

Adoption of Business Agenda

Mayor Doughtie stated Item 7(d) on the agenda needed to be removed from the agenda, Mr. Redman would not be presenting the FY 2016-2017 audit tonight. He 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 Councilwoman Scarbrough and unanimously carried to adopt the business agenda for November 21, 2017 with the said changes.

Special Recognitions

Fire Department Recognitions

Fire Chief Coggins recognized Lt. Bryan Hollowell and Engineer Carter Rowland for their life-saving efforts responding to a house fire on Franklin Street on October 12, 2017. He also introduced Ms. Sexton, mother of the victim (Zackary Tillery) and reported Zackery is still in the Burn Center in Chapel Hill. He said it was rare in a fireman's career to be able to pull a victim out of a fire alive. He read the certificate of commendation and gave Ms. Sexton the certificates to present to each fireman. Ms. Sexton expressed her appreciation to each fireman and said if it were not for them, Zackary would not be here.

Public Comment (Scheduled)

Jay Baker

Mr. Baker stated he runs the Forest Hills Laundry in the Forest Hills Shopping Center on East 10th Street. He said he wanted to talk about the wastewater discharge from the Ice House America building. He presented City Council pictures of the discharge and damage it was causing. He said the ice plant creates 2-1/2 tons of ice per day and an extraordinary amount of wastewater discharge. He said other businesses have to discharge their wastewater into the sewer. He asked why this place did not and if the City would allow this to happen at the Walmart Shopping Center. He also presented pictures of other Ice House America buildings in Ahoskie, Lake Gaston and Phoenix, AZ showing how they handle theirs. He also had a random list of 27 other locations in North Carolina that have these Ice House buildings and said every one of them was plumbed. He said the one at Forest Hills was not. He stated the City Manager has served the Council and the businesses at Forest Hills poorly in this manner. He has known about this for years and has done nothing. He said he knew most of the Council members and if they would have known about this, it would have been corrected. He said there was a 3 inch drain coming out the back of it. He said when it was first cited, it seems like one would think there would be a problem, but instead allowed it to drain on top of the parking lot. He said he was embarrassed for the City because, they were the only ones that did not get it right.

Linda Warren

Ms. Warren stated she was representing the Forest Hills Property Owner's Association as the newly elected President. She said that Judge Hinton signed a court order on October 30, 2017 which states in part that an association must be

formed within 90 days of the signing date. She informed Council that they held a meeting last week, elected officers and set deadlines for each property owner's pro-rata share of the parking lot, currently owned by Halifax County as well as parking lot areas owned personally. She said this was not court ordered to complete, however, this will give the parking lot a more finished appearance; the date was March 1, 2018. She said they also selected an attorney to guide them through the process of setting up the association. There were some obstacles that have a direct impact on when the improvements to the parking lot can start.

She said first, the Ice Machine. She reported the ice machine is located on Joey Bright's property but owned by Robert Griffin. The water runoff from the ice machine has severely damaged the parking lot due to lack of appropriate drainage. She said Attorney Chichester has stated the City will take care of the ice machine topic. She said they were still awaiting to see what type improvements the City will do. She stated they were seeking compensation from the City for damage incurred over the last six years from the ice machine to the parking lot in all three areas: Joey Bright's property, County property and Faye Pierce's property. She reported Faye Pierce repaved her property and part of the County property about 4 years ago due to the water damage from the Ice Machine.

She stated next was lighting. During the process of this topic through the court, it was stated the City would take care of lighting. She asked what was the City's plan to take care of this; such as the type of lighting, will it be put on poles or buildings and would it be solar.

Ms. Warren said Wanda Cooke has talked with Planning & Development Director Lasky about the Chinese Restaurant parking lot. It needs to be repaired at the same time as the Forest Hills parking lot to allow for the best options for drainage outcomes. She asked if the City has a plan to help them foresee this.

She said another topic that needs to be addressed in this area is the entrance on the West side of the Chinese Restaurant and the need for an easement for City trash trucks to access the entrance for trash collection from the Chinese Restaurant and along the back alley. She said the association has been told that the back alley can be deeded to them if they pay the back taxes. They were currently looking into it and will vote whether to take over the back alley. If the association votes to take over, the intention is to give the City an easement to the entrance to collect refuse behind the businesses along the back alley from E. 10th Street to Park Avenue. She said this would allow business owners to choose the refuse collection method that best suits the needs of the business. She asked if the City had a plan that can help them go further with this.

Mayor Doughtie asked Planning & Development Director Lasky to come forward and make a few comments in response to what they were asking.

Planning & Development Director Lasky said the City has maintained communication with the owner of the Ice House machine who is leasing the property from Joey Bright. She said they were working on a plan to determine the options for the affluent water that is being discharged from the ice machine. She has given them a deadline of 30 days to submit a plan. She noted they were just a few days in at this point and primarily the hold up on that had to do with the lawsuit and the result of any negotiations within that. She said Mr. Sheldon Griffin and Hale Plumbing have been in communication with her in determining a resolution that would be satisfactory.

Mayor Doughtie added that was all they could say at this point because it is a legal issue in court and they would continue to work through that process.

<p>Public Comment (Unscheduled)</p>
--

Brenna Carpenter

Ms. Carpenter said she would like to paraphrase a letter she wrote yesterday that she planned to mail to the City Manager, City Council and Mayor. She stated she was a business owner in Roanoke Rapids of a psychotherapy mental health practice in the Carriage House building. They have had some issues with parking. She said as a business owner that leases that space, part of what came with the space was 7-8 parking spaces and 1 handicap space that are located on the property. She said they share a parking lot with 608 Jackson Street, which is the Patterson Mansion. She reported until recently there was nothing there dividing the lot and now there are concrete barriers that have been erected. They also share the driveway/the property line goes through the driveway. The barriers are placed on the owner of 608 Jackson Street property line and it is so close to the parking spaces that they cannot be accessed. She said where the space used to be accessible, now they are not. She said smaller vehicles can get in there, but there is not enough room to back out. She said that was where their handicap space and brand new ramp is located which has been destroyed twice by people trying to get out. Lots of clients have said they feel as if they are being discriminated against because they cannot get to needed medical and mental health services. She said they have been doing valet parking for them so they can pull them up to the building and help them into the building. They are trying to let all their clients know they are not supposed to park in the other part of the lot. She noted there are signs, although they are on paper so they a little water damaged, but they are

on the handicap poles. She said some of the clients park in the other lot and do not see the signs. The owner of 608 Jackson Street asks some of the clients to move but it is done in a way where they are asked where are they going, who are they going to see so if they are going to counseling, that is an invasion of their privacy. She said there was an incident where someone was going to move their car but the owner of 608 Jackson Street blocked their vehicle in. They called the police because they were worried the situation may escalate. She stated there was also some heavy equipment parked there that was not roped off. She said they serve children and some children from the high school that walk through the lot on their way back home. They worry about some of them climbing onto the equipment. She said they have tried to mark their business and direct people to park on 6th Street and Roanoke Avenue. She asked for some guidance with this issue so they can have free flow access to their parking spaces.

Mayor Doughtie asked for City Manager Scherer to contact Ms. Carpenter on the matter.

Approval of Council Minutes

Motion was made by Mayor Pro Tem Ferebee, seconded by Councilman Bobbitt and unanimously carried to approve the October 17, 2017 Regular Council Meeting Minutes and November 6, 2017 Special Council Meeting Minutes as written.

New Business

Consideration of Renewal of Inter-Jurisdictional Agreement with Roanoke Rapids Sanitary District

Planning & Development Director Lasky stated as part of the City's provision of water and sewer services, there is an Inter-Jurisdictional Agreement between the City and the Roanoke Rapids Sanitary District (RRSD). She said it is referenced in the Land Use Ordinance to provide for review and approval by the RRSD for uses that contribute to the system; that would be new connections, business uses or change in use that may provide for an impact and the additional wastewater or water usage of a facility. The inter-jurisdictional agreement has been in place with the City since approximately 1933 and is brought up every five (5) years for renewal. She stated the agreement has not changed nor is there any new information at this point since the 2012 agreement. She recommended Council's approval of the agreement and for the Mayor to execute the agreement and the City Clerk to attest.

Councilman Smith asked if the attorney had reviewed the agreement. Attorney Chichester replied he had reviewed the agreement. Councilman Smith stated he had concerns that the RRSD could terminate the agreement at any time, but the City cannot. Attorney Chichester agreed that it was not and said in most agreements, if that right is provided to one of the parties, it is usually reciprocal and provided to both parties. He added that was something the City could ask for and felt sure they would get.

Planning & Development Director Lasky added that this was part of the plan review process in which the RRSD reviews the water usage and capacity needs and establishes their own independent rates and impact fees that would be associated with the review. This would be for business use review permits or new development. She stated they had not had any issues with the agreement in the last six (6) years since she had been with the City.

Mayor Pro Tem Ferebee concurred and said it sounds like if the City requests it that the RRSD would not have an issue of adding that in the agreement. City Manager Scherer said they would follow up with the RRSD to have them consider giving the City that option as well.

Mayor Doughtie asked Council if they wanted to vote on the matter tonight or wait to bring the amended agreement back. Attorney Chichester said the Council could approve it with that amendment added to it and if it was not consented to by the RRSD, then it would not be authorized or they could wait until later to vote on it.

Council decided to wait and bring the agreement back at the next meeting.

Consideration of Resolution to Approve the Final Offer/Bid

City Manager Scherer stated in accordance with NC General Statute 160A-269, the appropriate process to allow for any upset bid counteroffer to the bid made by R. Thomas McLean, Evon McLean and/or assigns to purchase the Roanoke Rapids Theatre for \$3M was concluded with no other bid offers.

He said based upon the bid of \$3M made by R. Thomas McLean, Evon McLean and/or assigns to purchase the Roanoke Rapids Theatre in the parcel identified as Parcel ID 1205489, Hwy. 125, Carolina Crossroads Music and Entertainment District, Lot 1, he recommended that City Council accept the offer and approve the purchase.

He presented the following Resolution No. 2017.12 for Council's consideration to accept the final offer/bid for the sale of the Roanoke Rapids Theatre:

RESOLUTION NO. 2017.12

**RESOLUTION OF THE ROANOKE RAPIDS CITY COUNCIL
ACCEPTING FINAL OFFER TO PURCHASE REAL PROPERTY
PURSUANT TO N.C. GENERAL STATUTE 160A-269**

WHEREAS, the City of Roanoke Rapids has received an offer to purchase real property owned by the City and located in Halifax County and identified as Parcel ID 1205489, Hwy. 125, Carolina Crossroads Music & Entertainment District, Lot 1, Roanoke Rapids, North Carolina; and

WHEREAS, the Roanoke Rapids City Council is authorized to sell the property pursuant to N.C. General Statute 160A-269; and

WHEREAS, the offer to purchase was advertised as required by said statute; and

WHEREAS, the offer to purchase the property described above was in the sum of \$3,000,000, submitted by R. Thomas McLean, Evon McLean and/or assigns; and

WHEREAS, the Roanoke Rapids City Council deems it advisable and in the best interest of the City to sell its interest in the subject property to the successful bidder and convey its interest in said property by special warranty deed.

NOW, THEREFORE, BE IT RESOLVED BY THE ROANOKE RAPIDS CITY COUNCIL,

Section 1. That the last and highest bid of R. Thomas McLean, Evon McLean and/or assigns in the sum of \$3,000,000 for said parcel identified as Parcel ID 1205489, Hwy. 125, Carolina Crossroads Music & Entertainment District, Lot 1, is hereby accepted as to the City's interest in said property, and authorizes the appropriate City officials to execute the instruments necessary to convey the property to R. Thomas McLean, Evon McLean, their successors and/or assigns.

Section 2. Pending the due diligence period of no longer than 120 days, the sale shall be closed and the buyer must pay with cash, cashier's check or certified funds at such closing.

ADOPTED this 21st day of November, 2017.

Emery G. Doughtie, Mayor

ATTEST:

Traci V. Storey, City Clerk

Motion was made by Councilman Smith, seconded by Councilman Bobbitt and unanimously carried to adopt Resolution No. 2017.12 approving the final offer/bid to purchase the Roanoke Rapids Theatre, identified as Parcel ID 1205489, Hwy. 125, Carolina Crossroads Music & Entertainment District, Lot 1, Roanoke Rapids, NC.

Presentation of Hwy. 158 Master Plan

Parks & Recreation Director Simeon gave a PowerPoint presentation of the Hwy. 158 Master Plan. See the following renderings of park improvements:

Wheeler Park | Conceptual Site Plan
Roanoke Rapids, North Carolina

City of Roanoke Parks & Recreation Department | 05.19.2016



Allen Research & Company | 2130 West Montague Street | Charlotte, NC 28205
www.benesch.com | 770.531.9888

MLK Park | Conceptual Site Plan
Roanoke Rapids, North Carolina

City of Roanoke Parks & Recreation Department | 05.19.2016



Allen Research & Company | 2130 West Montague Street | Charlotte, NC 28205
www.benesch.com | 770.531.9888

Chaloner Park | Conceptual Site Plan
Roanoke Rapids, North Carolina

City of Roanoke Rapids Parks & Recreation Department | 10.09.2017



Parks & Recreation Director Simeon stated tonight was just for review, he would be requesting City Council to consider adoption of the Hwy. 158 Master Plan at the next City Council meeting on December 5th. He said he will continue to work with the Kate B. Reynolds Foundation on the Chaloner Recreation Center splash pad and prepare to submit an application for their February 13, 2018 grant deadline. He said will continue to develop the Hwy. 158 corridor master plan over the next 5-10 years based on grants and funding available.

City Manager's Report

City Manager Scherer highlighted a Wayfinding Signage Project; they are in the early stages of the project. He said if anyone had been in Knightdale or Cary, the signs were around town and they were large, colorful signs that identify directions to points of interest in the city. They were trying to do something similar here. He reported Main Street Director Caudle and Planning & Development Director Lasky were working with the Halifax County Tourism Board to help with funding the project and coordinate the design. He said once a final design had been selected, they would bring it before Council for their approval.

He reported the following activity in Economic Development:

- Sonrise/Westpoint Stevens site – The NC Department of Environmental Quality has requested additional assessments for the areas proposed for demolition. The engineer’s estimates are approximately \$40,000 to accomplish this. He said they were working with Economic Development and Upper Coastal Plain Council of Government for a grant to cover the costs. We need to do all of this before we can market the site for redevelopment.
- Culpepper Wood Preservers – Grand Opening will be December 5th. It is located at the old Georgia Pacific site at the 2200 block of W. 10th Street.
- Flambeau Building – There has been two companies that visited the site last month. One company was interested in leasing the building, but Flambeau was not interested; they want to sell the building. Flambeau has spent over \$100,000 fixing the roof because it was leaking badly.
- Amtrak Project – NCDOT has submitted a grant to the Federal DOT for the station and platform restoration. Another grant has been submitted to the Federal government for CSX bridge reconstruction and improvement to the track line. The total for both grants is \$42M.

City Manager Scherer said he was planning a retreat for the City Council in mid-January; January 18th or January 19th. He would like Council to determine some short and long range goals for the direction of the City and the Administration. He reported the retreat would be directed by a representative from the UNC School of Government.

He stated although the various departments will highlight their upcoming holiday events, he wanted to announce the Employee Luncheon will be held December 20th at Kirkwood Adams which will include recognition of employee service awards.

City Manager Scherer also announced the Rotary organization will be holding their Pancake and Sausage Day on Monday, December 4th at Kirkwood Adams.

Mayor Doughtie left the meeting to attend another engagement. Mayor Pro Tem Ferebee now presided the meeting.

Finance Director’s Report

Finance Director Etheridge presented the October 2017 Financial Report. She reported during the month of October, the Finance Department issued 102 purchase orders, wrote 83 payroll checks, 327 direct deposit vouchers and 287 accounts payable checks.

She reported for the month of October the General Fund year-to-date receipts totaled \$5,691,309.74. The percentage of actual monies collected of adopted budgeted figures stands at 36.4%. She said the General Fund year-to-date expenditures totaled \$5,066,621.49. The percentage of actual monies expended of adopted budgeted figures stands at 32.4%.

She said after the month of October, 33.36% of the budget has been completed. As a result, the year to date revenues exceeded expenditures by \$624,688.25.

Finance Director Etheridge reported during the month of October, the City received the following revenues to support operations: Ad Valorem & Solid Waste Taxes: \$489,591 and Sales & Use Taxes for the service month of August: \$269,128.

She said operating cash and investment reserves have increased some after the receipt of Ad Valorem taxes, Sales & Use taxes, Utility Franchise taxes, and other revenue sources in September. These funding sources are still critical in offsetting revenue shortfalls during the months of July and August as well as continuing operations for the remainder of FY 2017-2018.

Mayor Pro Tem Ferebee asked if it was too early to see any type trend. Finance Director Etheridge replied the City was running very close to last year in reference to revenue. She added October and November were not high revenue months; we hope the quarterly revenues will help move the financials forward in December.

Departmental Reports

Human Resources

Human Resources Manager Kearney stated currently they were advertising for an Administrative Assistant position in the Records Division with the Police Department, a Property Maintenance Worker position at Parks & Recreation, a part-time Aqua Zumba Instructor at Parks & Recreation, and a part-time Building Supervisor at Parks & Recreation.

She said during the month of October, the department received fourteen (14) applications. The department hired four (4) Full-time employees and one (1) Part-time at Public Works.

Human Resources Manager Kearney reported all the City's events are listed on the Spectrum Cable Channel 193. She said they also highlight activities employees have taken part in with photographs.

She announced the City held a flu shot clinic for City employees in October; DrugCo gave approximately 58 shots.

Councilman Smith asked how many hours do part-time workers work per week. Human Resources Manager Kearney replied most of them work 20 hours or less; there are three (3) employees that work more and they qualify for benefits.

Police

Police Chief Hasty presented his report for the month of October. He said the Department conducted a Speed Campaign from October 24 – November 18, 2017. During that time they issued 205 citations, 144 ordinances, 2 DWI's, 6 drug charges and 2 weapons charges.

He invited City Council to a Memorial Service for the City's K-9, Champ, who was struck by a car after he escaped from his kennel. The service will be at 3 p.m. in Centennial Park.

Chief Hasty announced the annual Christmas for the Kids will be held December 16th beginning at Chick-Fil-A at 9:45 a.m. and then go shopping at Walmart at 11 a.m. They have approximately 37 kids they would be helping which has increased from last year.

Councilman Smith asked what citations does the City get their money from. Chief Hasty replied according to the NC Legislature, a majority of the fines/money go to the school system; there are very few fines the City can keep. He added if it does not have anything to do with traffic, then the City can keep it.

Planning & Development

Planning & Development Director Lasky reported during the month of October the department was primarily involved in on-going reviews of existing projects and projects currently under development.

She reported the department had a preliminary pre-development application meeting with the Woda Group that intends to develop the Senior Citizen Apartment development at the corner of Becker Drive and Hunting Ridge Road. We expect plans to be submitted after the first of the year.

She said on October 19th the Planning Board met to celebrate National Community Planning month and recognize the contributions to planning in the city and the

importance in the role of planning functions; not just in the planning department or planning board, but also for the citizen planners and the input that is involved.

She said they have had an inquiry on several properties that are currently listed for sale on Premier Blvd. She said they understand there are six (6) sites that are for sale as one package. She said although there has been some interest, no specific uses have been identified. She will update Council as she learns more information.

Planning & Development Director Lasky reported they attended the Hwy. 125 and Premier Blvd. extension meeting conducted by NCDOT and its consulting engineers in October. The department provided comments to City Manager Scherer for incorporation into the City's response for their consideration.

She stated this time of year, the department sees an increase in mechanical permits as a result of the cooler nights and heaters being turned on.

She reported Walmart has submitted remodeling plans for an over \$1M renovation project and the department has just recently completed the review of those plans. The renovations would be within the existing Walmart.

Planning & Development Director Lasky said the Early College on Hamilton Street for the Roanoke Rapids High School is moving forward and the inspectors have been consumed recently trying to get all the inspections completed upon request for the new Manning School so they can move forward with their opening as soon as possible.

Mayor Pro Tem Ferebee asked if there was a set time frame for the Manning School to open. She replied they were originally planning to have the keys November 1st but right now they are in their contingency phase. She said it is a large project and those contingencies can be expected, but the City's staff have been available at all inspection requests. She estimated it would be the end of the month or in that range.

Parks & Recreation

Parks & Recreation Director Simeon highlighted the following upcoming Christmas events:

- November 30th at 6 p.m. – Tree Lighting at Lloyd Andrews with refreshments and the Chaloner Middle School Band. Robert & Christina Caudle's daughter Madelyn will be lighting the tree.

- December 3rd at 2 p.m. – Christmas Parade with the D.I.R.T. Team as Grand Marshals. They have numerous bands participating this year – RRHS, Chaloner Middle School, North Edgecombe HS, Brunswick HS from Virginia and Weldon HS, 3 Shriners groups, the animated characters, the buccaneers and mini-rigs and the bagpipes and drums band.
- December 5th from 6-8 p.m. – Jo Story Christmas Social at the Jo Story Senior Center.
- December 8th from 6 – 8 p.m. – Christmas on the Canal at the Roanoke Canal Museum.
- December 12th at 7 p.m. – US Air Force Heritage Band at the Roanoke Rapids Theatre. This is a free concert to the public; go by T.J. Davis Rec. Center, the Police Department, the Veterans Museum or see Parks & Recreation Director Simeon or City Clerk Storey for tickets.

Councilwoman Scarbrough asked where and what time were the Council members to meet for the Christmas Parade. He replied Council members need to meet at the old White Motors on Roanoke Avenue at 1:30 p.m.

Public Works

Public Works Director Chalker presented the October report. He reported the department had performed its quarterly street light survey. He said leaf season continues and said they have all four (4) trucks out.

He announced this Wednesday the department will be running all their trash routes for the rest of the week in one day. All four (4) trash trucks will be out collecting trash.

Public Works Director Chalker updated Council on the new telephone system project. He said they were over half way with 80 phones already in place. He said it was working great and City Hall building was the next to receive the new phones.

He reported the department has been trimming trees the past few weeks on Roanoke Avenue and putting up the Christmas decorations in preparation for the Tree Lighting, Christmas Parade and the Christmas season.

He stated the Street department continues work at 1026 Roanoke Avenue where they recently poured the first part of the concrete that meets the sidewalk on Roanoke Avenue. The drainage elevations have been set and tied in to the City storm drain system.

Mayor Pro Tem Ferebee asked if there was any set routes for picking up leaves. Public Works Director Chalker explained they had four trucks and they send them out to the areas where the volume of leaves are located. They do not have set routes, but they post the routes daily on the department's Facebook page and Twitter feed. He added this seems to be the best method.

Fire

Fire Chief Coggins reported the Fire Department responded to 171 calls of service during the month of October with an average response time just under 5 minutes. He said in effort to reduce unnecessary calls, they deferred 8 calls and remained in standby status.

He said firefighters were engaged in 919 man-hours of training covering various topics. He stated the Inspection Division conducted 32 fire inspections and 3 plan reviews for proposed new businesses within the district.

He said this past month, the department hired 3 new employees and their starting date will be November 27th.

He reported the department had another successful Fire Prevention Month with area schools, churches, libraries, businesses and health care facilities. They were able to share the fire prevention message with approximately 1,850 children, adults and senior citizens.

Chief Coggins stated the Bike Restoration Project in conjunction with Angel's Closet was going very well; they will be able to restore approximately 50 bikes for underprivileged children.

He announced the Fire Department's Christmas party will be December 6th. Please bring a non-perishable food item(s) for the department to give to needy families.

He gave some holiday safety tips:

- Do not put too much oil in fryer when deep frying a turkey.
- Do not leave stove unattended.
- Check smoke and carbon monoxide detectors.
- Do not overload extension cords.
- Turn off Christmas lights when leaving home or before bed.
- If using a space heater, have a 3 foot safety circle around it and do not use it at night when asleep.

Chief Coggins showed a video of the department's recent extrication training they did with Roanoke Valley Rescue Squad this past month. He acknowledged and thanked Gabe Fanara for putting the video together. He stated they plan to show more videos in the future with some of the Public Works technology using the drone for an aerial view.

Main Street

Main Street Director Caudle reported the Upper Coastal Plain announced DreamFest 2018 which is a regional business competition set for January 27, 2018 from 9 a.m. – 2 p.m. in Wilson. The regional business plan competition is offered throughout the five county service area: Edgecombe, Halifax, Nash, Northampton and Wilson counties. It is geared toward start up or expanding business owners in operation less than three years. They can compete for up to a \$10,000 1st prize. She said if interested visit www.DreamFest2018.info. Applications can be completed by November 30th and the full application is due a few weeks from that date.

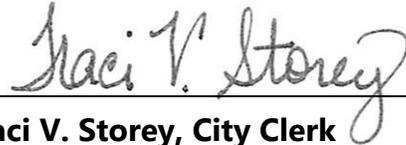
She updated Council concerning the threatened Federal Historic Tax Program by the tax reform. She said last month they thought as part of the federal fiscal year 2017-2018 budget that the tax plan would eliminate completely the historic tax credits which would not only take away the 20% on the federal level but since the State's tax plan piggy-backs on federal tax credits, the 20% for the State would go away. Late last week the Senate Finance Committee gave an abridged version where there was a 10% tax credit and at the 11th hour a Representative came in with an amendment to keep all 20%. She reported it has not been passed and they are on Thanksgiving break. The House version still has it completely eliminated so they don't know what will happen, but they know there will be pressure on both the Senate and the House when they return from Thanksgiving. They continue to reach out to local elected officials. The NC Downtown Development Association is also encouraging communication with State elected officials. She reported after City Council approved the resolution last month, she sent it to all federal representation. She stated she feels like they are being heard just from what the Senate has done the last couple of days and hopefully they will keep the historic tax credits.

She announced November 25th is Small Business Saturday. Many of the shops will be open and she encouraged the Council and public to remember to shop local when purchasing holiday gifts this season.

Main Street Director Caudle also announced the Halifax County Arts Council will be holding an Arts & Craft Show on November 27th at the gallery from 6 – 8 p.m.

Other Business

There being no further business, motion was made by Councilwoman Cowen, seconded by Councilman Bobbitt and unanimously carried to adjourn. The meeting adjourned at 6:25 p.m.



Traci V. Storey, City Clerk

Approved by Council Action on: December 5, 2017