



# 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 17, 2019 at 5:15 p.m.** in the Council Chambers at the Lloyd Andrews City Meeting Hall.

**Present:** Emery G. Doughtie, Mayor  
Carl Ferebee, Mayor Pro Tem  
Ernest C. Bobbitt)  
Suetta S. Scarbrough)

**Council Members**

Joseph Scherer, MPA, MS, City Manager  
Gilbert Chichester, City Attorney  
Traci Storey, City Clerk  
Leigh Etheridge, Finance Director  
Kathy Kearney, Deputy City Clerk/Human Resources Manager  
Bobby Martin, Police Chief  
Kelly Lasky, Planning & Development Director  
Doug Love, Assistant Public Works Director  
Jason Patrick, Fire Chief  
Christina Caudle, Main Street Director

**Absent:** Wayne Smith, Council Member  
John Simeon, Parks & Recreation Director  
Larry Chalker, Public Works Director

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

**Adoption of Business Agenda**

Mayor Doughtie stated there were some changes that needed to be made to the agenda. They needed to table Item 5 d) until a Special Meeting on Monday, September 23<sup>rd</sup> at 3:00 p.m. and allow the City Manager’s Report to be given before New Business. He asked Council members about any known conflicts of interest with respect to the matters before them this evening.

There being no conflicts, a motion was made by Councilman Bobbitt, seconded by Councilwoman Scarbrough and unanimously carried to adopt the business agenda for September 17, 2019 with the following amendments: Table Item 5 d) until a Special Meeting on Monday, September 23, 2019 at 3:00 p.m. in the Conference Room at City Hall and allow the City Manager’s Report to be given before New Business.

## Unscheduled Public Comment

### **Mike Green**

Mr. Green stated he wanted to give the activity report for the Roanoke Canal Museum & Trail for the months of May, June, July and August.

### Visitors to the Canal Museum

May – 257; June – 312; July – 297; August – 337, for a total of 1,203 visitors.

### Bicycle Lending Program

May – 20; June – 27; July – 17; August – 46, for a total of 110.

### Trail Counter Data

July – 2,646; August – 2,294, for a total of 4,940 visitors on the Canal Trail.

Mr. Green announced T.A.C.O (Take A Child Outside) Week is scheduled for September 24 – 27, 2019 at 5:30 p.m. each day. They have a lot of fun and exciting activities planned for the children. Such as Taco Tuesday - when they cook campfire tacos, a drawing contest, a scavenger hunt and a pizza party. He invited everyone to come to the Roanoke Canal Museum on October 8, 2019 at 5:30 p.m. for the dedication of the Napoleon Hill mural.

### **Jerry McDaniel**

Mr. McDaniel stated I have district level concerns but I am getting local feedback which was why I am here. I apologize to the *Daily Herald* reporters, past and present; I should recognize a leadership backing when I see one. Perhaps I am jumping the gun on upcoming elections, but rest assured the “yowza” Mr. Wray mentality will “fo sho” be running for anything available to him. If you don’t vote, you don’t count, but please make an informed decision. If anyone wants to take what I say out of context, allow me to add this: if I ever introduce a friend as my Afro-American I will be disappointed if he doesn’t backhand the h\*\*\* out of me for using him as a prop. Our Republican House Speaker Tim Moore and so called Democrat Michael Wray are identical twins or in fact the same person. Moore’s shenanigans last week stained 9/11 in North Carolina forever. I would like to see baby Wray face an opponent who is willing to take him and his condescending attitude down through there.

## Approval of Council Minutes

Motion was made by Councilwoman Scarbrough, seconded by Mayor Pro Tem Ferebee and unanimously carried to approve the September 3, 2019 Regular Council Meeting Minutes as drafted.

## City Manager's Report

City Manager Scherer reported we continue to work on improving our street infrastructure maintenance by using the \$300,000 you provided in this year's budget by paving some of the worst streets in the City. In some cases, the dirt base was beginning to show through areas where the asphalt had cracked and split. The Public Works Department continues to use their pothole patching truck to make repairs to the potholes and minor street cracks, so that the repair and maintenance costs for street maintenance remains as low as we can make it. We appreciate NCDOT's help in getting Roanoke Avenue and a portion of Hwy. 125 repaved along with projects such as the Premier Boulevard extension.

He said the Police Department has made drug enforcement a major priority through their use of the PACE Team members as well as the rest of the department. There are some cases being worked on that, once prosecuted, will highlight their successes in trying to deter the flow of illicit drugs into the City, to include a recent one that netted a large amount of drugs and cash.

He announced planning for City holiday activities has begun, to include Trunk or Treat for Halloween, the Tree Lighting ceremony on December 5<sup>th</sup> and the Christmas Parade on December 8<sup>th</sup>.

## New Business

### **Consideration of Ordinance Declaring a Road Closure for the Christmas Parade**

Police Chief Martin stated in light of changes by NCDOT regarding closures of state roads for special events, it is necessary to adopt an ordinance in order to close Roanoke Avenue (NC 48) for the Roanoke Rapids Christmas Parade on December 8, 2019. He presented the following ordinance for their consideration and adoption:

ORDINANCE NO. 2019.10

### **AN ORDINANCE DECLARING A ROAD CLOSURE FOR A CHRISTMAS PARADE**

**WHEREAS**, the City Council of the City of Roanoke Rapids acknowledges a long tradition of providing an annual Christmas parade for the pleasure of its citizens; and

**WHEREAS**, the City Council of the City of Roanoke Rapids acknowledges its citizens realize a financial benefit from holding an annual Christmas parade; and

**WHEREAS**, the City Council of the City of Roanoke Rapids acknowledges a parade requires approximately two (2) hours to install signing and traffic control, and also requires approximately two (2) hours for removing signs, traffic control and litter;

**NOW, THEREFORE BE IT ORDAINED** by the City Council of the City of Roanoke Rapids pursuant to the authority granted by G.S. 20-169 that they do hereby declare a temporary road closure during the day(s) and times set forth below on the following described portion of a State Highway System route:

**Date(s):** Sunday, December 8, 2019  
**Times:** 1:30 p.m. to 4:00 p.m.  
**Route Description:** Roanoke Avenue (NC 48) between 14<sup>th</sup> Street  
and 1<sup>st</sup> Street

This ordinance to become effective when signs are erected giving notice of the limits and times of the parade, and implementation of adequate traffic control to guide through vehicles around the parade route.

**ADOPTED** this 17<sup>th</sup> day of September 2019.

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Emery G. Doughtie, Mayor

ATTEST:

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Traci V. Storey, City Clerk

Motion was made by Mayor Pro Tem Ferebee, seconded by Councilman Bobbitt and unanimously carried to adopt Ordinance No. 2019.10 declaring a road closure for the Christmas Parade on December 8, 2019.

**Consideration of Budget Amendment (Ordinance No. 2019.11)**

Finance Director Etheridge stated the Chaloner grant project and related funding through PARTF (Parks & Recreation Trust Fund) spanned over the time period of two fiscal years for completion. As a result, a budget amendment is needed to carry forward \$150,653 of program funding from FY18-19 to pay final Chaloner invoicing that was billed late August. Invoice 67430 from Rightmyer Machine Rentals, Inc., includes final payment for Shelter Pads, Multipurpose Court, Walking Path, Walking Path Domes, Grade Revisions, Parking Lot, Site Prep, Storm Drain and Water Line to Splash Pad for a total of \$150,653. This request does not require use of any additional City funding.

She presented the following Budget Amendment/Ordinance No. 2019.11 for their consideration and approval:

**Ordinance No. 2019.11**

**CITY OF ROANOKE RAPIDS  
BUDGET AMENDMENT**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROANOKE RAPIDS:**

**SECTION 1.** The following additional amounts are hereby appropriated for the operation of City Government and its activities for the fiscal year beginning July 1, 2019 and ending June 30, 2020, according to the following schedule:

**SCHEDULE A – GENERAL FUND (OPERATING)**

General Fund – PARTF Project Expenditures	<u><b>\$150,653</b></u>
<b>GENERAL FUND OPERATING TOTAL</b>	<b>\$150,653</b>

**SECTION 2.** The following additional revenues and reductions in appropriations are available for the fiscal year beginning July 1, 2019 and ending June 30, 2020, in order to meet the foregoing appropriations, according to the following schedule:

**SCHEDULE B – GENERAL FUND (FUND BALANCE)**

Fund Balance – To fund budget for PARTF Expenditures	<b>\$150,653</b>
Carryforward Revenue received Prior Year	_____
<b>GENERAL FUND OPERATING TOTAL</b>	<b>\$150,653</b>

**SECTION 3.** This ordinance shall become effective upon adoption.

**ADOPTED** this 17<sup>th</sup> day of September, 2019.

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Emery G. Doughtie, Mayor

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Traci V. Storey, City Clerk

Motion was made by Mayor Pro Tem Ferebee, seconded by Councilman Bobbitt and unanimously carried to approve the budget amendment (Ordinance No. 2019.11).

**Consideration of Resolution to Adopt Supplemental Bond Order**

Finance Director Etheridge stated the City and Bank of America are in agreement that the payment terms of the Roanoke Rapids Series 2019B Bonds, be changed to provide that the principal will be payable in 5 equal installments beginning May 1, 2020, rather than six installments beginning November 1, 2019.

She said this effort is to better align the first principal payment while more events unfold with respect to the payment of the purchase price for the theater by the purchaser. Resolution No. 2019.07 attached is a Supplement to the Bond Order under which the Series 2017B Bond is issued that would change the payment terms accordingly. This will allow the City to better align 2017B repayments with potential future cash flows.

She presented the following resolution for their consideration and adoption:

**Resolution No. 2019.07**

**RESOLUTION TO ADOPT A SUPPLEMENTAL ORDER AMENDING  
THE BOND ORDER OF THE CITY ADOPTED APRIL 18, 2017  
AUTHORIZING THE ISSUANCE OF PROJECT DEVELOPMENT  
REFUNDING BONDS BY THE CITY**

WHEREAS, on April 18, 2017 the City Council (the “City Council”) of the City of Roanoke Rapids, North Carolina (the “City”), pursuant to the North Carolina Project Development Financing Act, Article 6 of Chapter 159 of the North Carolina General Statutes, as amended, adopted a bond order (the “Bond Order”) providing, among other things, for the issuance of Special Revenue Refunding Bonds of the City for the purposes described therein; and

WHEREAS, on May 10, 2017 the City issued its Music and Entertainment District Special Revenue Bond, Series 2017A (Tax-Exempt Interest) (the “Series 2017A Bond”) and its Music and Entertainment District Special Revenue Bond, Series 2017B (Taxable Interest) (the “Series 2017B Bond”) pursuant to the Bond Order; and

WHEREAS, the Bond Order and the Series 2017B Bond provide that the Series 2017B Bond has an initial maturity date of May 1, 2019, but further provide that if the principal thereof is not paid in full on such date and no Default or Event of Default under the Bond Order has occurred and is continuing, then the maturity date of the Series 2017B Bond would be extended to May 1, 2022, and the principal of this Series 2017B Bond would be payable in six consecutive equal installments of principal due semi-annually on each May 1 and November 1, with the first one-sixth principal payment due on November 1, 2019; and

WHEREAS, the principal of the Series 2017B Bond was not paid on May 1, 2019, and the maturity of the Series 2017B Bond has been extended to May 1, 2022, however, the City and Bank of America, N.A. the sole Holder of the Series 2017B Bond, desire to amend the terms of the Bond Order and the Series 2017B Bond to provide that the principal of the Series 2017B Bond shall be payable in five equal payments commencing May 1, 2020; and

WHEREAS, Section 901 of the Bond Order provides that the Holder of the Bonds and the City have the right to consent to and approve the adoption of such order or orders supplemental to the Bond Order as are deemed necessary or desirable by the City for the purpose of modifying, altering, amending, adding to or rescinding, in any particular, any of the terms or provisions contained in the Bond Order.

NOW, THEREFORE, BE IT ORDERED by the City Council that the Bond Order is hereby amended as follows:

Section 1. The second paragraph of the Series 2017B Bond is hereby amended to read as follows:

The Series 2017B Bond shall have an initial maturity date of May 1, 2019, on which date the principal of the Series 2017B Bond shall become due and payable except as hereinafter provided. If on May 1, 2019 the principal of the Series 2017B Bond is not paid in full and on such date no Default or Event of Default under the Bond Order has occurred and is continuing as of such date, then the maturity date shall be extended to May 1, 2022. In the event that the maturity date of this Series 2017B Bond is extended to May 1, 2022, then the principal of this Series 2017B Bond shall be payable in five consecutive equal installments of principal due semi-annually on each May 1 and November 1, commencing May 1, 2020, with the final payment due on May 1, 2022.

Section 2. Section 202(c) of the Bond Order is hereby amended by replacing the first paragraph of said Section with the identical language set forth above for the second paragraph of the Series 2017B Bond.

Section 3. The North Carolina Local Government Commission is hereby requested to approve the amendment to the Bond Order and Series 2017B Bond provided above.

Section 4. Consent to this amendment having been previously provided to the City by Bank of America, N.A. as Holder of the Series 2017A Bond and Series 2017B Bond, this amendment to the Bond Order and the Series 2017B Bond shall become effective upon the approval by the North Carolina Local Government Commission of the amendments provided hereby.

PASSED AND ADOPTED this 17th day of September, 2019.

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Emery G. Doughtie, Mayor

ATTEST:

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Traci V. Storey, City Clerk

Motion was made by Councilman Bobbitt, seconded by Mayor Pro Tem Ferebee and unanimously carried to adopt Resolution No. 2019.07.

<b>Finance Director's Report</b>
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Finance Director Etheridge gave the following financial report for the month ending August 31, 2019. During the month of August, the Finance Department issued 87 purchase orders, wrote 104 payroll checks, 334 direct deposit vouchers and 282 accounts payable checks.

She reported the General Fund year to date receipts totaled \$300,691. The percentage of actual monies collected of adopted budgeted figures total 1.8%. General Fund year

to date expenditures totaled \$2,737,772. The percentage of actual monies expended of adopted budgeted figures total 16.3%. After the month of August, 16.68% of the budget year has been completed.

She stated the trend continues in August with expenditures well exceeding revenues at the beginning of the fiscal year. August is another of the City's lowest revenue months, but also a second month with high expenditure requirements. During August 2019, the City has not recognized the first material allotment of its Ad Valorem Tax Revenue or Sales & Use Taxes for FY 2019/2020. Some of the mandatory expenditure obligations made during this month are:

Theatre Debt Service	\$255,457
Insurance Costs	\$150,621
Energy Costs (Higher Usage Month)	\$58,644
Refuse/Solid Waste Costs	\$33,103
Installment Finance (Accrued) Cash Impact	\$24,546

Mr. Redman and his staff were on site during the last week of August to begin work on the City's annual Financial Audit. He will present the audit to Council as soon as LGC approval is obtained.

Operating Cash and Investment Reserves will remain at low levels until the City begins to receive monthly Ad Valorem taxes, Sales & Use Tax revenue, and quarterly Utility Franchise Tax revenue. These funding sources are also critical in offsetting the current revenue and expenditure deficits as a result of operations during the months of July and August, 2019.

Mayor Pro Tem Ferebee asked when the City usually starts receiving those funds. Finance Director Etheridge replied the City received the first material allotment of Ad Valorem Taxes last Friday so that will reflect in the September financials. He asked if there were usual timeframes the City sees these allotments. She replied typically the City's larger revenue months are September, January and February.

## Departmental Reports

### **Human Resources**

Human Resources Manager Kearney presented the August report. She reported during the month the City advertised for a Recreation Program Supervisor for the Aquatic Center and a Police Officer. They received 26 applications during the month which is a high number, but they advertised for an administrative position in the Planning Department. They always receive a large number of applications when they advertise for a position like that. During the month of August, they hired 3 part-time



Building Supervisors in the Parks & Recreation Department, 1 part-time Public Works Worker, 1 Firefighter, 1 Police Officer and a Purchasing Agent. She reminded everyone that the holiday events occurring over the next couple of months will be on Spectrum Channel 193.

### **Police**

Police Chief Martin presented the department's August report. He reported during the month of August they had a total call volume of 2,707 calls the department responded to. Further to City Manager Scherer's comments in regards to the active battle with the narcotics trade within the City Limits of Roanoke Rapids, they have been investigating two shootings that took place in the 300 block of Franklin Street. They hope to have closure to them soon in regards to apprehending the two suspects. He stated the two shootings were not related, they were separate incidents. They were able to locate quite a bit of US currency, narcotics and a weapon from a home in that area which was very concerning for them. They are glad they were able to facilitate that and were able to make several arrests.

### **Planning & Development**

Planning & Development Director Lasky reported the Hardees on Julian Allsbrook Hwy. has been demolished and are in the process of clearing that. A brand new restaurant will be constructed on the same site and they expect to open in January. She said they had a meeting last week with the property managers of the Wendy's restaurant and within the next few weeks they should receive plans for renovation of the restaurant. It does not include any changes to the drive-thru situation but does include ceiling to wall improvements and exterior improvements. Wendy's will be closed around Thanksgiving and reopen by the middle of December.

She said the Roseburg Forestry Office near the Villages of Cross Creek and the Fire Station on Hwy. 125 should begin construction in the upcoming weeks. The Rooney Ridge Senior Apartment development on Becker Drive at Hunting Ridge Road is nearing completion. Last week, the department issued the Certificate of Compliance for Fairwood Lanes bowling alley. It should be open to the public very soon.

She stated she has had some questions about what was going on at Chockoyotte Street near 4<sup>th</sup> Avenue. There is a single family home under construction at this time. The property was rezoned within the last year from commercial to residential. They expect to see two additional homes constructed on the property after this one.

She reported the department has been in contact with two separate commercial car wash developers. One is planning to construct a car wash at Premier Blvd. between Starbucks and the Harley Davidson dealership. The other one will be on Julian

Allsbrook next to Burger King in front of Tractor Supply. Those plans are expected to be submitted to the Planning office soon.

Councilwoman Scarbrough asked if the Roseburg Forestry office was in the area behind Fire Station No. 2 and the church that City Council had some difficulty with. Planning & Development Director Lasky replied it was adjacent to it. It is part of the total 104 acres, but that property has been commercially zoned since 2005 when the original planned unit development map was approved. It does not impact the area where the apartments were proposed.

Mayor Doughtie asked if that was a new business coming in. She replied it is an existing business, but new to this area; it will be their eastern office. He asked if it would be new jobs or will they bring their own people from somewhere else. Planning & Development Director Lasky replied she was not sure about the answer to that question. She knows they have properties along eastern North Carolina and South Carolina and it will be a headquarters office for their employees. She does not know of their job creation or where they will pull their employment at this time.

Mayor Pro Tem Ferebee asked Planning & Development Director Lasky if there was anything new about the apartment development. She replied she hears from the developer/property owner every few months. There are a lot of market fluctuations and he has had a group out of Greenville look at it. At this time he was finishing up a project in Elizabeth City and starting an office in the Wilmington area. He does maintain communication with the Planning office every few months to keep it active. They feel like there will be something one day, but it is just a matter of timing and the market.

### **Parks & Recreation**

Parks & Recreation Director Simeon was absent. No verbal report was given.

### **Fire**

Fire Chief Patrick announced the department completed the ISO Inspection today about an hour ago. They will be awaiting the results. After dealing with the inspector most of the day, he cannot confirm it, but he feels like they will remain about where they have been.

He reported during the month of August, the department responded to 187 calls with an average response time of 4.5 minutes. Firemen were engaged in 846.5 man-hours of training during the month. During that time they were doing tabletop drills at New Dixie Oil Company. Each one of the officers were given different scenarios. The scenario was a car had run into one of the storage tanks at New Dixie Oil. Each officer

had to determine what they would do and what assistance they would call in. Everyone did a good job and they found some areas they needed to work on and they would address those.

He said as for Fire Prevention, 43 fire inspections were completed with 2 plan reviews and they also completed 179 pre-fire surveys. Under Public Relations, they installed 13 smoke detectors and had different outreach programs. One of their big outreach programs was the Fire Safety Fair which was the biggest one they ever had. This was the 5<sup>th</sup> year and they had a tremendous turn out. They reached 1,124 citizens through their social media outreach. Fire Chief Patrick said they were called for mutual aid with Davie Fire Department to assist them with a structural fire.

He announced the department was notified last Friday they will be getting a grant to replace their Smoke House in the amount of \$125,000. The existing Smoke House is 25-30 years old that was donated by Carolina Telephone Company. The department has remodeled it three times. The new one will be a great asset because they will be able to get it out to the older citizens with the apartment complexes. It will also be more user friendly to adults than the one they have now. He said they were still in the grant process for the AFG grant which they applied for radios. They should know something by the end of this month about that one.

### **Public Works**

Assistant Public Works Director Love gave the report in absence of Public Works Director Chalker. He reported the department performed 171 patches during the month, bringing the number up to 682 for the year. Around October 21<sup>st</sup> the department will send the leaf trucks out for testing; Leaf season starts November 1<sup>st</sup>. On September 23<sup>rd</sup> they will start paving 7<sup>th</sup> Street. They will do it in two separate sections to help with traffic. Going from Berrywood to Dunshill and then open that part back up and do from Dunshill to Stoneybrook.

### **Main Street**

Main Street Director Caudle presented the August report. She reported the new buyers of David's Restaurant have an official closing date. They should be closing on that property in October. They think they can be open in November in time for the holiday rush. There are still some steps to complete the lending process. She will keep City Council informed as it progresses.

She announced several upcoming events. Market on the Mansion will be held on October 12, 2019 from 11 a.m. – 6 p.m. on the Patterson Mansion lawn. They hosted one of these last Spring which was very successful. This time they are doing a Fall Festival style event. A lot of the local businesses in the Main Street business district

participate. She encouraged everyone to attend. All the proceeds raised through the event are donated to local charities.

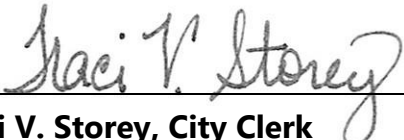
She said Lee Padrick, the Northeast Prosperity Zone Planner for the NC Department of Commerce, will be at City Hall on October 15, 2019 at 3 p.m. to do the Main Street Market Study presentation to the Main Street Board. She encouraged City Council members to also be there. He will go through what the market study says for the area. They collected data that is a 5, 15 and 45 minute drive time from the intersection of 10<sup>th</sup> Street and Roanoke Avenue. It will show the overall impact that Historic Roanoke Rapids could have on the community. It will identify some potential new businesses and even existing businesses that have some retail leakage, meaning dollars are being spent elsewhere by people that live in the community. This is a really good starting point for us to hone in and tailor some specific business recruitment efforts.

She announced Small Business Saturday is November 30, 2019. Most uptown and downtown Roanoke Rapids retailers participate in this event. Main Street Roanoke Rapids has again been granted the American Express Small Business Champion Award. That allows us to distribute a lot of free marketing materials and promotional items including reusable tote bags. Businesses usually start using them in early November and incentivize their shoppers to come back on Small Business Saturday. She reminded them to shop local especially during the holidays.

She said on December 10, 2019 at the Halifax County Arts Council Gallery, the Main Street Board is going to host a Cheers to 10 Years Social that will include a lot of the merchants. It will be a casual celebration to celebrate all they have accomplished in the ten years they have been part of the Main Street program. This will kick off what the Main Street Board is planning in doing quarterly merchant meetings to engage them with the Board and to make sure they are always a part of what that board is doing. It will be a floating reception starting at 5:15 p.m.

### **Other Business/Adjournment**

There being no further business, motion was made by Mayor Pro Tem Ferebee, seconded by Councilman Bobbitt and unanimously carried to adjourn. The meeting adjourned at 5:50 p.m.

  
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Traci V. Storey, City Clerk

**Approved by Council Action on: October 1, 2019**