



# Minutes of the Roanoke Rapids City Council

A regular meeting of the City Council of the City of Roanoke Rapids was held on **Tuesday, January 17, 2023 at 5:30 p.m.** in the Council Chambers at the Lloyd Andrews City Meeting Hall.

**Present:** Emery G. Doughtie, Mayor  
Carl Ferebee, Mayor Pro Tem  
Sandra W. Bryant)  
Tommy Daughtry)  
Wayne Smith)  
Rex Stainback)

**Council Members**

Kelly Traynham, City Manager  
Geoffrey Davis, City Attorney  
Traci Storey, City Clerk  
Carmen Johnson, Finance Director  
Mike Moseley, Police Captain  
David Wise, Planning & Development Director  
Larry Chalker, Public Works Director  
Tony Hall, Main Street Development Director

**Absent:** Bobby Martin, Police Chief  
Christina Caudle, Human Resources Director  
John Simeon, Parks & Recreation Director  
Jason Patrick, Fire Chief

Mayor Doughtie called the meeting to order and opened with an invocation.

**Adoption of Business Agenda**

Mayor Doughtie asked Council members if there were 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 Smith and unanimously carried to adopt the agenda as presented.

**Special Recognition**

Police Captain Mike Moseley introduced and recognized four new hires who recently completed BLET at Halifax Community College. He noted the Basic Law Enforcement Training program is a 17-week comprehensive police course. It is over 800 hours of

training and is equivalent to 1-1/2 years of college in a 17-week period of time. Each of the new hires will go through a 12-week field training program. He recognized the following new hires.

- **David Shaffer** brings 18 years of law enforcement service. He has worked in Illinois, California, Tennessee and Florida in law enforcement and is a Marine veteran.
- **Braxton Johnson** graduated from Roanoke Rapids High School two years ago. He is a paramedic and a paramedic instructor.
- **Jay Conrad** is from Ohio. He is also a Marine veteran and EMT.
- **Joseph Birden** is from Scranton, PA. He has family in North Carolina so he moved to this region.

### Public Comment (Scheduled)

#### Gerald McDaniel

Mr. McDaniel stated he had some differences with the Mayor that he wanted to get it out in the open and perhaps they can talk later. He said he had always respected him as the hardest working man in this town. Since he was 12 years old, but he didn't think he would turn out to just tote water for Michael Wray. He was disappointed in him and here it goes.

He said Mayor Doughtie and State Representative Michael Wray appear to conspire to cover up an environmental disaster. That disaster being the premeditated dumping of coal ash in the Roanoke River immediately upstream from the most expensive real estate in this town. We're in a bad place when an unopposed incumbent who says the Avenue is gone and ain't coming back unless you need a wig or something like that. He asked what was a wig or something like that. What stores on the Avenue don't belong on the Avenue? What kind of dog whistling is that? What is something like that? Is there a business up there that doesn't belong up there with your furniture emporium? I feel like you're trying to get in between Michael Wray and myself and you just may end up as collateral damage socially because I'm tired of sitting around being quiet about it and putting up with it. I had somebody tell me, made it clear to me that a part of the Democratic Party around here said if you could get the Mayor to resign, do you know what that was going to leave as mayor. They didn't say who that was going to leave as mayor, but what that was going to leave as mayor. That's more of that dog whistling. I've had enough and I'm going to tell you about it because my nanny was black. My Mama had me up by the neck about a foot off the floor choking me and my nanny came and got me. My nanny saved my bacon. Her color was the color of love, so if you are going to talk to somebody about black folks around here, you better pick somebody else besides me. I'm the wrong one to talk to and that's

just the way it's going to be. That's part of it. This is a bill from the *Daily Herald* that says my subscription stopped October 15, 2020. They found me again in December 6, 2022. This is the same newspaper that printed when I ran against you Wayne that they couldn't contact me, couldn't find me. He asked if anybody couldn't find him around here. They claim they couldn't contact me so I didn't get to say a thing in the paper about the election. This past election the only time the *Daily Herald* put my name in the paper was two weeks after I took that shellacking in the primary. They made sure they got Michael Wray's picture in there, back and forth all the time. I was the only one left out of the entire election and was not even put in the *Daily Herald*.

Councilman Smith interrupted and asked Attorney Davis if this was appropriate in a council meeting. Attorney Davis replied he thought they had about hit the 5 minutes just now anyway.

Mayor Doughtie asked Mr. McDaniel if he could sum it up.

Mr. McDaniel stated that was good enough. He said you were the one that told me when he got elected that he did not have time to talk on the phone for 2-1/2 hours and he didn't know if he ever needed 2-1/2 hours to talk to him.

### **Public Comment (Unscheduled)**

#### **Kathleen Robinson**

Ms. Robinson stated she always comes with a solution to a problem. The problem is that they need protection for our children and someplace safe for them to go. Right now, the Boys and Girls Club is not active. She proposed to the City to let the Boys and Girls Club do their thing and she would run the Boys and Girls Club on behalf of the City for free. She will also bring in her volunteers and would make sure that these children have a safe place. They have too many children that get suspended from school, whose parents have to work, and they run in the street. Police officers do not need that issue. We say we want to make Roanoke Rapids better and want to do the best we can for our citizens. Our future citizens are our children. Our teenagers are in danger of trafficking, drugs, guns, and most important death. We've lost so many teenagers in the last few months it's unreal and it's not from COVID, it's from guns and drugs. She gives these children a place in the summertime and in the winter. Because you need to know that this county and this city is in need of help, for Thanksgiving she fed 280 people from her home. She furnishes free camps to all the children not only in Halifax County, but some of our children come from Rocky Mount and Warren County. She does a food pantry box. She stated she is not a food bank. Every Friday she is now giving out 40 and 50 boxes. She needs some place right now to be able to continue doing that service for our city. It used to be y'all's city. God sent

me here for y'all's city. She asked for their support. If you really are concerned about the families and the safety of this city, please open up your hearts and give me a place to help continue doing what we need and that's saving our families.

Mayor Doughtie asked if the Boys & Girls Club was closed. Ms. Robinson replied it was not functioning at this time.

City Manager Traynham added she has reached out to the Boys and Girls Club because they have had a few inquiries about the status. Last Fall they temporarily discontinued the after-school care program. She has been notified by DJ Jones who is our regional Boys and Girls Club Coordinator and he said that they have not given up hope yet. They hope to give it one more try this summer. Their biggest issue has been the hiring of qualified staff. She asked about how they were advertising for jobs and he shared a few things. One of his employees sent me one of their flyers so we could share for distribution to help promote the need for jobs in the community specializing in the care of children. She understands that they are still under our lease agreement. The City has had a long-term lease with them for a number of years that will be coming to an expiration in about a year or two. At this time the Boys and Girls Club is just not active at the location, but they have not relinquished the location at this time.

Mayor Doughtie stated this was not the time and place to decide what they were going to do, but maybe they could have some discussion with them. Since she said they have a year on the lease maybe they could get it back open. Even if they hired someone else so that these children who are not being served can go there.

Mayor Pro Tem Ferebee asked if she could provide the qualifications that they are looking for because it sounds like they may have someone who wants to come in and help out. He did not know if there were some specific qualifications that have to be done in order to do that, but then there may be something else that can happen that will suffice.

City Manager Traynham said she encouraged the Boys and Girls Club and has offered the City's assistance at this time. Part of that is checking on the building. They have someone that will come once every couple weeks. Since it's a City owned building, they have authorized the Public Works department to do any routine inspections, especially when there is cold weather and things like that. They want to make sure that the building is well maintained. Another thing with that building is the grant funds that were used to construct the building require special purposes. This would have to be reviewed with any change of use. At this point in time the City needs to do its best to encourage the Boys and Girls Club to continue its efforts. They do not want

to ask them to remove themselves, but rather see what they can do to help promote and revitalize that organization and their efforts to serve our community.

Councilwoman Bryant stated she would like the City to at least make them aware of Ms. Robinson's interest in working with them because it's definitely a need and she would like to see it continue.

### **Approval of City Council Minutes**

Motion was made by Councilman Stainback, seconded by Councilwoman Bryant and unanimously carried to approve the November 15, 2022 City Council Regular Meeting, December 6, 2022 Work Session and January 3, 2023 Work Session minutes as drafted.

### **Committee Appointments**

#### **Roanoke Canal Commission**

City Clerk Storey stated the term for Julia Ann Fitts on the Roanoke Canal Commission has expired. Ms. Fitts is willing to serve another term on the Commission. She has served the maximum number of two consecutive terms allowed by City policy, but City Council has the authority – and has done so in the past – to waive this section of the policy. A ballot vote was taken earlier, and Ms. Fitts received a unanimous vote to be re-appointed. She asked for a motion to waive the City policy and reappoint Ms. Fitts to the Roanoke Canal Commission.

Motion was made by Councilwoman Bryant, seconded by Councilman Smith and unanimously carried to waive the City policy and reappoint Julia Ann Fitts to the Roanoke Canal Commission.

### **New Business**

#### **Consideration of Inter-Jurisdictional Agreement with the Roanoke Rapids Sanitary District**

City Manager Traynham reminded City Council that in the January 3, 2023 Work Session, the Inter-Jurisdictional Agreement with the Roanoke Rapids Sanitary District was presented. This agreement comes up every five years for renewal. Comparatively from the agreement five years ago and from the one that preceded that in 2012, the primary difference has been some updated terms with no substantial changes. The primary intent of this agreement is a communication tool. Since the City does not have its own water and sewer service when they get development requests in, they communicate those applications for pre-development interests to the Sanitary

District so they will know how to adequately charge for services. For example, when the City receives business use permits those copies are sent to the Sanitary District for review and comment. They also review site plans and construction plans as well.

Motion was made by Mayor Pro Tem Ferebee, seconded by Councilman Stainback and unanimously carried to approve the 2022 Inter-Jurisdictional Agreement with the Roanoke Rapids Sanitary District and City of Roanoke Rapids.

**Consideration of Resolution Supporting Integrated Mobility Division Feasibility Study Grant Application**

Planning & Development Director Wise presented Resolution No. 2023.01 and stated he previously presented City Council with a draft grant application for a feasibility study in the Historic District. He stated this resolution would be retro to the grant application that was submitted on January 12, 2023. He reported the grant was for a feasibility study to identify locations for sidewalks in the Historic District based off the 2011 Pedestrian Plan. The northwestern section of the historic district is disadvantaged. There are some areas with no sidewalks at all and people are walking and biking in the street.

Mayor Pro Tem Ferebee asked if there were any matching funds required. Planning & Development Director Wise replied no matching funds are required. Applicants can put forward matching funds to make an application more competitive, but he did not do so.

**RESOLUTION NO. 2023.01**

**RESOLUTION SUPPORTING CITY OF ROANOKE RAPIDS  
APPLICATION FOR INTEGRATED MOBILITY DIVISION  
FEASIBILITY STUDY GRANT PROGRAM**

**WHEREAS**, the City of Roanoke Rapids has identified the need for a feasibility study grant to further the development of accessible and safe pedestrian walkways,

**WHEREAS**, the City of Roanoke Rapids City Council is the duly recognized decision-making body of the City of Roanoke Rapids; and,

**WHEREAS**, the North Carolina Department of Transportation has established the paved trails and sidewalks feasibility grant program which provides funding for the study; and,

**WHEREAS**, the City of Roanoke Rapids is committed to creating a pedestrian friendly community; and,

**WHEREAS**, the completion of the study will identify pedestrian amenities that can be included into infrastructure improvements within the City of Roanoke Rapids; and,

**WHEREAS**, the Paved Trails and Sidewalk Feasibility Study Grant will help identify the community's pedestrian-related needs, and,

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Roanoke Rapids City Council hereby supports the submittal of an application with the assistance of the Peanut Belt Rural Planning Organization, for a grant from the North Carolina Department of Transportation for a Paved Trails and Sidewalk Feasibility Study Grant.

**ADOPTED this the 17<sup>th</sup> day of January, 2023.**

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Emery G. Doughtie, Mayor  
City of Roanoke Rapids

ATTEST:

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Traci V. Storey, City Clerk

Motion was made by Councilwoman Bryant, seconded by Mayor Pro Tem Ferebee and unanimously carried to adopt Resolution No. 2023.01 supporting the City of Roanoke Rapids application for the Integrated Mobility Division Feasibility Study Grant Program

**Consideration of Resolution Approving Surplus Items in Accordance with NCGS 160A-270(c) – Electronic Auction**

Public Works Director Chalker presented Resolution 2023.02. He stated there were 19 items on this list. One item did not sell before which was the City's older street sweeper so they were going to put it back up again to see if they can get better bids for it. He also called attention to five vehicles on this list that were well over 200,000 miles. There was one of them that they could not get the mileage; it was defective or something like that. They could see historically they get their money's worth out of the vehicles. They are excited to be able to utilize the Enterprise Lease Program and reminded Council that they told them if they got new things, old things would go up for auction. He reported this was just the first batch, there will be more later on and they will be bringing those to City Council as well.

**RESOLUTION NO. 2023.02**

**Resolution Approving Surplus Items  
In accordance with NCGS 160A-270(c) – Electronic Auction**

**WHEREAS**, the Roanoke Rapids City Council desires to dispose of certain surplus property of the City; and

**WHEREAS**, the following items have been identified as being surplus to the needs of the City:

<u>AUCTION #</u>	<u>DESCRIPTION</u>	<u>VIN#</u>	<u>FLEET #</u>	<u>LAST RECORDED MILEAGE</u>
72	2016 CHEVY IMPALA	2G1WD5E30G1133217	P-2	65,174
73	2000 DODGE DAKOTA	1B7FL26X0YS658001	432	136,304
74	1992 FORD F-150	1FTEF15Y4NNA92233	503	144,741
75	2000 FORD F-150-BURGANDY	2FTZX1729YCA66812	810	186,711
76	2000 FORD F-150-YELLOW	1FTZF1727YKB25290	502	213,816
77	2001 FORD EXCURSION	1FMNU41S11EB02487	P-165	235,891
78	1996 GMC YUKON	3GKEK18R0TG517831	205	222,806
79	1997 TOYOTA COROLLA	1NXBA02E9VZ541493	619	109,612
80	2007 CROWN VIC-BABY BLUE	2FAFP71W07X126071	153	81,078
81	2003 CHEVY MALIBU-WHITE	1G1ND52JX3M691802	154	72,716
82	2011 FORD CROWN-VIC (BLUE/GRAY)	2FABP7BV4BX155568	P-146	92,744
83	2007 DODGE CHARGER-WHITE	2B3KA43H37H709110	155	87,217
84	2007 CROWN VIC-DARK GRAY	2FAFP71W27X126069	P-14	
85	2001 CHEVY SUBURBAN	3GN GK26U11G121090	602	185,977
86	98 FORD F-150-YELLOW	1FTZF1722WKB61563	500	212,501
87	200 FORD F-150 YELLOW	1FTZF1729YKB25288	525	223,941
	2005 STERLING STREET SWEEPER	49HAADB85DN90240	263	
	CAMPER SHELL			
	BLUE BACKHOE ATTACHMENT			

**WHEREAS**, the Roanoke Rapids City Council, at a Regular Meeting on December 13, 2011, adopted Resolution No. 2011.25 authorizing the use of electronic auction services to dispose of surplus property; and

**WHEREAS**, the necessary agreements with GovDeals, Inc. are in place to utilize the company's electronic auction service to dispose of surplus items;

**NOW, THEREFORE, BE IT RESOLVED** that the Roanoke Rapids City Council hereby declares the foregoing list of property to be surplus to the needs of the City, and authorizes disposal of these items by electronic auction (specifically by website: [www.govdeals.com](http://www.govdeals.com)) in accordance with NCGS 160A-270(c).

**ADOPTED** this 17<sup>th</sup> day of January, 2023.

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Emery G. Doughtie, Mayor

ATTEST:

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Traci V. Storey, City Clerk

Motion was made by Councilman Smith, seconded by Mayor Pro Tem Ferebee and unanimously carried to adopt Resolution No. 2023.02 to officially declare the items as surplus and authorize the sale by electronic auction.



### **Consideration of Historic District Building Revitalization Incentive Grants Program**

City Manager Traynham stated during the 2022 fiscal year, City Council allocated \$500,000 from the offset funds from the American Rescue Plan Act to fund an incentive grant program that would help stimulate private investment and promote economic growth within the Roanoke Rapids historic district. The incentives were designed to permit the building rehabilitation and encourage innovative reuse that would help to spur private investment into the community. They know that it is a pretty well-spoken need for workforce housing throughout the community. The city really does not have many options when it comes to rentals. They have City employees, teachers, people that work at the hospital and so forth that it seems to be a great challenge to find adequate, safe and decent housing for the workforce.

She said when the American Rescue Plan Act funds that were provided from the Coronavirus State and Local Fiscal Recovery Fund came out and before there was much guidance on it, one of the primary things that it could be spent on was affordable housing and to improve existing structures. This is what effectively stimulated the idea of creating a grant program over time. As the federal government started to revise those uniform guidance requirements, it allowed for the supplanting of funds so that they could use them towards salaries and benefits or to offset our budget up to \$10 million. But they also do not want to lose track of what some of the intended measures or the allowable projects are under the ARPA funding program.

City Manager Traynham said Mr. Michael Hurt who is now the owner of 1000 Roanoke Avenue, the former McCrory building, had a plan for the last couple years to renovate the existing building and rehab the upstairs that already includes individual one-bedroom apartments and also to create some ADA accessible apartments on the ground floor. He will also do some substantial rehabilitation to create commercial and retail spaces for economic driving use and neighborhood friendly use that would complement the above residential units.

She stated the costs to renovate, repair and update older buildings is significantly expensive. A lot of times they see older buildings, especially in downtowns, that either end up continuing to deteriorate and eventually get demolished. It does take significant resources because of the aging infrastructure to upgrade things: all new electrical, new plumbing, new roofs and heating and air units. She did not want to be quoted on this, but a lot of times it is probably less expensive to just build new rather than renovate, but they do not want to lose the architectural fabric and the history of the community. The McCrory building is really one of the cornerstones of the Roanoke Rapids Main Street district. It is highly visible at the corner of Tenth Street and Roanoke Avenue which is probably one of the highest traffic count areas in the city as you get away from the interstate.

She said when developing a program that would be able to help with this, they have looked to what other cities and towns were doing that had successful Main Street programs. They wanted to try to model an incentive grant program that would be able to help stimulate private investment and lead to further economic improvements and changes in the district. Mr. Hurt with Hurt, LLC has demonstrated a successful resume in other cities and towns. They have seen what he has done in Halifax with the old, former hotel building. What Mr. Hurt wants to do with the McCrory building is going to cost a substantial amount of money. Over the years, in cities and towns and at conferences she attended, they talk about success stories and what made it possible. Ten out of ten times, it will be because there were local incentive grant programs.

City Manager Traynham called attention to the information passed out to them to compliment their agenda packet (*Historic District Building Revitalization Incentive Grants Program memorandum dated January 13, 2023 – On file in Clerk’s Office*). The program is intended to promote the stabilization, preservation, and reuse of existing historic buildings and to help offset the cost for repairs and upgrades to meet current business and living needs in the historic district. Being able to do that will help bring more people, more revenues and the return on investment is significantly greater than the investment that would be made. She reviewed the eligible activities for funding. (See page 3 of 5 of the memorandum).

She continued to summarize the document and explained the overall project design is that someone must have a vacant or underutilized building. The program itself is intended to be a grant, but is in the form of a forgivable loan. She explained the compliance requirements of the program (See page 4 of 5 of the memorandum).

She stated for this particular project they were looking at 13 apartments and the remaining commercial space. If there were to be any deviations from this it would require her approval first, but if it was substantial they would bring it back to the Council for any changes. For example, if the project went from 13 apartments down to 10 that may be considered a substantial change and they would bring it back to Council for consideration. These grants are issued by the sole discretion of City Council so they ask for Council’s authorization for particular projects. They were asking for City Council to consider the request and consider a motion to authorize staff to move forward with the grant program for 1000 Roanoke Avenue.

City Manager Traynham stated the next step would be that she would coordinate with the City Attorney to finalize the contract document they would want to have signed within 90 days of the decision. Some of the milestones they would be looking for would be that the grant recipient would need to show progress within six months of receiving

the grant award and that can include moving forward with the submittal of drawings, permits and so forth. Also, granting the City of the authority to conduct site visits as necessary and then submitting and providing proof of documentation of expenditures. When it comes to construction projects they have a formula that is provided to the Planning Department to verify that the costs are reasonable.

She said one of the things that Mr. Hurt has indicated is his willingness to set aside 10% of the units for first responders, teachers and those in that workforce. This property is located in the qualified census tract for other eligible grants that are not provided by the City, but it helps to strengthen the application and foresees the success of the revitalization of the McCrory building. She said Mr. Hurt is here in the audience and she would like to welcome him to share any information and answer any questions they may have for him as well.

Mr. Hurt stated he has been a general contractor for 20 years. His wheelhouse is kind of transitioning from doing mostly commercial projects to taking state, federal and local government work to multifamily and historical revitalization. He grew up in Franklin County and been working around the state throughout his tenure with Danco Builders. He left Danco Builders a year and a half ago to venture out on his own. He started getting into rental properties pretty significantly around the age of 31 and he built a very good portfolio. He's gotten into the niche of wanting to work in historical communities and rehabilitate structures similar to the McCrory building. The Halifax Hotel was a project they took on that they were able to acquire from the Town of Halifax. They were able to convert that building which was two stories, the roof had fallen through completely, it was basically three walls standing, into 13 apartments and 4 commercial retail spaces. Since that project, they have taken the show on the road a little bit. They have projects going forward in Warrenton to rehabilitate the Dameron Building which is a \$2.1 million project with an appraised value of \$3.1 million. They are working in Nashville, NC right now at the Nashville Junction. It is a 20,000 square foot warehouse facility that used to be the American Co-op Building and formerly National Building Supply. They are converting it into 13 commercial retail spaces. They were able to acquire the building for roughly half a million dollars, but it has an appraised value of roughly \$2.4 million.

He said with the McCrory building, they are thinking they will have to invest roughly \$2 million to \$2.5 million, depending on inflation. In the past year and a half they have seen what inflation has done to the cost of materials, the supply chain and just the cost of labor. They were planning to do 13 apartments, 11 apartments upstairs and 2 ADA compliant apartments downstairs, and 4 commercial retail spaces downstairs as well. That should contribute to the economic growth and development of the Avenue.

He said they also took the initiative to buy the Dixon building at 1006 Roanoke Avenue which is adjacent to the McCrory Building. They already have the commercial unit downstairs pre-leased. In about six months they will have the two-bedroom, two-bath apartment unit on the 2nd floor finished. That will be more of a market rate apartment and believe they will get around \$1,200 a month.

Mr. Hurt stated they were excited to be in Roanoke Rapids and see a lot of opportunity here. He enjoys the aesthetics of historical buildings. You can never match it; you can never recreate it for it to be cost effective and cost efficient. They enjoy doing it and it is something he is passionate about. He thanked them for the opportunity and hopes they can work together.

Mayor Doughtie said he appreciated his interest in the community.

City Manager Traynham added that of the \$500,000 that was designated for the historic building rehabilitation, the request is for \$300,000 which would equate to about \$16,000 per residential unit and about \$100,000 in the remaining building renovations. For the scope and size of this building it is relative, and the request is considered to be reasonable. The return on the investment is expected to be far more than what the initial investment would be. This would not be possible without the American Rescue Plan Funds. As previously mentioned, this would be an ARP eligible project, but under the standard allowance that the City has taken they are able to proceed with the project without the federal guidelines and can do this under local spending policy.

Mayor Doughtie asked for clarification on how the process would work.

City Manager Traynham replied since Mr. Hurt is the property owner and not just a contractor, it would be an upfront payment. The City would still require documentation and proof of expenditures. The granted funds would be secured in a forgivable loan program through a deed of trust instrument. This is something that will help spur private investment. If they do not do it, the building may continue to sit there. She asked that tonight City Council consider the request and authorize the City Manager to work with the City Attorney to prepare a grant contract for execution.

Mayor Pro Tem Ferebee asked if the \$300,000 request was all inclusive for the particular project. City Manager Traynham replied yes, and they would require proof that the funds go towards this particular project.

Mayor Pro Tem Ferebee asked Mr. Hurt how much would the rent be for the one-bedroom apartments. He replied they were projecting between \$900-\$1,000 per

month. They want to make sure they are reasonable, but market rate is the intent.

Councilwoman Bryant asked how many square feet are the apartments. Mr. Hurt replied between 650-700 square feet for the one-bedroom. The ADA apartments downstairs will be a little larger.

Motion was made by Mayor Pro Tem Ferebee, seconded Councilwoman Bryant to award an incentive grant for the rehabilitation of the former McCrory Building located at 1000 Roanoke Avenue and direct the City Manager to finalize a grant contract subject to review by the City Attorney.

Before a vote was taken, Councilman Smith asked if that would include them being able to sign the contract and not have to come back to City Council. City Manager Traynham replied the intent was to have it done administratively with the understanding that the contract itself would be modeled after the existing grant program. They would like City Council to approve and authorize them to move forward with it.

Mayor Pro Tem Ferebee amended his previous motion to include Councilman's Smith request to authorize the City Manager and City Attorney to handle the contract without coming back to City Council. Councilwoman Bryant seconded the motion. All voted in favor; motion carried.

### **City Manager's Report**

City Manager Traynham reported they were in the process of getting the schedules together for the upcoming budget preparation for fiscal year 2022-2023. If they have any planned trips or any times that they are unavailable, please let them know. They will present City Council with some dates as soon as possible. The budget preparation process is one of the most important things that they do. They want to make sure they identify what the City's needs are. Staff is already working to identify those needs. She stated it would be a couple more months before they have any revenue projections. It is a process that will be undertaken and they want to do so in a fair and open way.

She said they had a lot of things going on. They have activity as far as expenditures of grant funds with Main Street. Since they have gotten through the holidays, people are ready to move forward and start having meetings and planning work so that they can see the fruition of the programs and projects that have been planned for those expenses.

City Manager Traynham stated that many of them know that City employee Thomas Goble with the Recreation Department at the Senior Center has been out sick and undergoing treatments. There has been a lot of community support and some fundraisers that are being sponsored by churches and friends. She reminded them that it was flu season so there are a lot of people out sick. They are doing their best to keep up and meet those needs as they become available. They are in the process of completing annual reports that are due. Staff is busy with grants which are not free per say. They usually come with responsibilities of paperwork and documentation.

She announced during the upcoming work session scheduled for February the 7<sup>th</sup> they will have a presentation from the City's auditor for the prior fiscal year audit report. She will be emailing City Council the audit report or if they want a paper copy she will be glad to provide one. This will allow the opportunity to have any questions prepared for the auditor at that time. At the business meeting in February they will bring the audit report up for acceptance.

City Manager Traynham reported on Thursday night there will be a Planning Board meeting here at 5:30 to review a rezoning request. There is a large tract of property on Hwy. 125 across from what was formerly Chichester Law Office. It is a request to rezone from B-4 to B-3. The Planning Board will review that Thursday evening and then a public hearing will be held during the business meeting in February for City Council to make the final decision in that request.

She said the new vehicles continue to come in a few at a time under the Enterprise Leasing Program. As approved by City Council, they received a new trash truck last week that will be upfitted and put in good use as soon as possible. This has made a big difference having the new vehicles and new equipment. Usually by now she has heard from Public Works Director Chalker a dozen times about how they had not been able to complete a route or do certain things. But the new equipment is already showing them that it is helping with the efficiency because the downtime has been reduced.

### **Finance Director's Report**

Finance Director Johnson presented the financial report for the period ending December 31, 2022. The General Fund year to date receipts totaled \$10,421,552.26. General Fund year to date expenditures totaled \$9,112,586. As a result, year to date revenues exceeded expenditures by \$1,308,935.86.

She reported the City received its second Powell Bill allocation in January. They also

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received second big lump sum of property tax in January and that will be reflected in the January report. The interest they are earning on their account is really good right now. Year to date interest income is \$141,000. She noted the auditor will present his audit report on February 7, 2023 during the Work Session.

City Manager Traynham complimented Finance Director Johnson for suggesting putting monies in one account to grow interest faster. She appreciates her looking out for things like that and being more innovative in order to help increase revenues and find new sources.

<p style="text-align: center;"><b>Other Business/Closed Session</b></p>
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Motion was made by Mayor Pro Tem Ferebee; seconded by Councilman Smith and unanimously carried to go into closed session to discuss a Legal Matter as allowed by NCGS 143-318.11(a)(3) and to discuss a Personnel Matter as allowed by NCGS 143-318.11(a)(6).

**[Remainder of page intentionally left blank]**

*Minute Book Pages 21058 - 21062 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.*

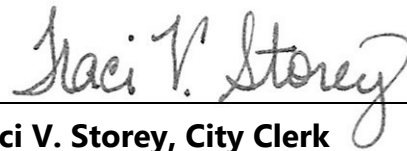


**Adjournment**

City Council returned to Open Session.

Motion was made by Councilman Smith, seconded by Councilwoman Bryant and unanimously carried to give City Manager Traynham a 4% pay increase with a 3% bonus effective December 4, 2022.

There being no further business, motion was made by Councilman Stainback, seconded by Mayor Pro Tem Ferebee and unanimously carried to adjourn. The meeting adjourned at 7:40 p.m.



**Traci V. Storey, City Clerk**

**Approved by Council Action on: February 21, 2023**