



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, 2024, at 5:30 p.m.** in the Council Chambers at the Lloyd Andrews City Meeting Hall.

Present: Emery G. Doughtie, Mayor

W. Keith Bell)
Andy Jackson)
Rex Stainback)
Curtis Strickland)

Council Members

Kelly Traynham, City Manager
Geoffrey Davis, City Attorney
Traci Storey, City Clerk
Carmen Johnson, Finance Director
Shane Guyant, Police Chief
Kristyn Anderson, Planning & Development Director
Kelly Daughtry, Parks & Recreation Director
Larry Chalker, Public Works Director
Jason Patrick, Fire Chief

Absent: Sandra W. Bryant, Mayor Pro Tem
Christina Caudle, Human Resources Director

Mayor Doughtie called the meeting to order at 5:30 p.m. He provided an invocation and then the Pledge of Allegiance was recited.

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 Councilman Bell, seconded by Councilman Stainback, and unanimously carried to adopt the business agenda as presented.

Installation of Newly Appointed Council Member

Installation of Newly Appointed Council Member Andy Jackson

Senior Resident Superior Court Judge Brenda Branch administered the Oath of Office

to Andrew (Andy) Jackson who will serve the remainder of former Mayor Pro Tem Wayne Smith's term which ends November 2025.

Approval of City Council Minutes

Motion was made by Councilman Jackson, seconded by Councilman Bell, and unanimously carried to approve the September 3, 2024, Regular City Council Meeting minutes as drafted.

Committee Appointments

Roanoke Rapids Area Planning Board

City Clerk Storey stated Mr. James Herring has submitted a volunteer application for the Roanoke Rapids Area Planning Board which is enclosed in your packets. Mr. Herring is eligible and there is currently a vacancy on the board with a term that expires June 1, 2027. City Council took a ballot vote earlier and Mr. Herring received a unanimous vote to be appointed.

Motion was made by Councilman Strickland, seconded by Councilman Stainback and unanimously carried to appoint James Herring to the Roanoke Rapids Area Planning Board.

New Business

Consideration of Ordinance Declaring Temporary Road Closure for the Christmas Parade

Police Chief Guyant stated in recent years, NCDOT has made changes regarding closures of state roads for special events, it is necessary to adopt an ordinance in order to temporarily close Roanoke Avenue (NC 48) for the Roanoke Rapids Christmas Parade on December 8, 2024. He presented Ordinance No. 2024.25.

ORDINANCE NO. 2024.25 AN ORDINANCE DECLARING A TEMPORARY 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, 2024
Times: 1:30 p.m. to 4:00 p.m.
Route Description: Roanoke Avenue (NC 48) between 14th Street and 1st Street

This ordinance will 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 17th day of September 2024.

Emery G. Doughtie, Mayor

ATTEST:

Traci V. Storey, City Clerk

Motion was made by Councilman Stainback, seconded by Councilman Bell and unanimously carried to adopt Ordinance No. 2024.25 declaring a temporary road closure for the Christmas Parade on December 8, 2024.

Consideration of Resolution of Support for Submission of an Application for the Rural Transformation Grant

Planning & Development Director Anderson said the Rural Transformation Grant Fund provides local governments with grants and expert guidance to improve economic vitality and overcome the unique challenges many rural communities face among four categories.

The Rural Community Capacity (RC2) category is a university-based collaborative that provides educational programming, technical assistance, capacity building, economic development consultation, and focused guidance to local governments in rural and distressed communities. The eligible activities of RC2 include strategic planning and implementation of local projects. This category is designed to assist local units of government in the development of plans that will further the development of public improvements, technology, and infrastructure that promote economic development. Plans are intended to leverage a community's ability to apply for funding opportunities to implement locally identified projects.

A resolution of support is required as part of the application package which is due to the NC Department of Commerce on October 1, 2024. The grant application does not obligate any funding from the city's budget. She presented the following resolution:

RESOLUTION NO. 2024.07

**RESOLUTION FOR THE CITY OF ROANOKE RAPIDS APPLICATION FOR NORTH CAROLINA
DEPARTMENT OF COMMERCE RURAL TRANSFORMATION GRANT FUND RURAL
ENGAGEMENT AND INVESTMENT PROGRAM**

ROANOKE RAPIDS STRATEGY

WHEREAS, the Roanoke Rapids City Council has previously indicated its desire to assist in development efforts within the City; and,

WHEREAS, the City Council fully supports the proposed project by Roanoke Rapids Strategy which results in the development of a Strategic Plan.

WHEREAS, the City Council wishes the City to pursue a formal application for Rural Community Capacity Implementation funding in the amount of \$45,000 from the North Carolina Department of Commerce, Rural Transformation Grant, Rural Engagement & Investment Program.

NOW, THEREFORE BE IT RESOLVED, by the City of Roanoke Rapids City Council:

That City of Roanoke Rapids is authorized to submit a formal application to the North Carolina Department of Commerce, Rural Transformation Grant Fund, Rural Engagement & Investment Program in order to provide assistance to benefit the Roanoke Rapids Strategy.

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon its adoption.

ADOPTED this the 17th day of September 2024 in Roanoke Rapids, North Carolina.

Emery G. Doughtie, Mayor

ATTEST:

City Clerk

Mayor Doughtie asked if the Planning & Development Department would be the ones working to use this money. Planning & Development Director Anderson replied that was correct. They intend to guide it towards a strategic plan which will potentially help with other grants and funding opportunities.

Motion was made by Councilman Bell, seconded by Councilman Stainback and unanimously carried to adopt Resolution No. 2024.07 authorizing submission of an application to the NC Department of Commerce Rural Transformation Grant Fund.

Consideration of Budget Ordinance to Dissolve Fund 16

Finance Director Johnson said regarding to the recent visit by the City’s independent auditors, they recommended dissolving Fund 16 and creating a new department in Fund 10 called Parks & Recreation Special Programming. This will eliminate unnecessary record keeping and will allow the funds to be kept separate. She presented the following ordinance:

Ordinance No. 2024.26

**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, 2024 and ending June 30, 2025, according to the following schedule:

SCHEDULE A – PROJECT FUND REVENUES

P & R – Dissolve Fund 16 – Move to Fund 10 – 10-6205 (New Dept.)	
Project Revenues as of 9/11/2024 (May be slight difference by 9/17/2024)	\$62,139.34
FUND PROJECT TOTAL	\$62,139.34

SECTION 2. The following additional revenues and reductions in appropriations are available for the fiscal year beginning July 1, 2024 and ending June 30, 2025, in order to meet the foregoing appropriations, according to the following schedule:

SCHEDULE B – PROJECT FUND EXPENDITURES

P & R – Dissolve Fund 16 – Move to Fund 10 – 10-6205 (New Dept.)	
Project Expenditures – Project Revenues as of 9/11/2024 (May be slight difference by 9/17/2024)	\$62,139.34
FUND PROJECT TOTAL	\$62,139.34

SECTION 3. This ordinance shall become effective upon adoption.

Emery G. Doughtie, Mayor

Councilman Bell asked for some examples of what would be included in the Parks & Recreation Special Programming. Finance Director Johnson stated the City does not give Parks & Recreation programming money so they use this money for their summer camps and other programs.

Parks & Recreation Director Daughtry added money that goes into that account is raised by the department and used to provide free programs such as the Halloween events or any activity they have at Chaloner Recreation that is free. The department does not have a programming budget, so they have to raise money for that.

Motion was made by Councilman Stainback, seconded by Councilman Strickland and unanimously carried to adopt Budget Ordinance (Ordinance No. 2024.26) in the amount of \$62,139.34 to dissolve Fund 16 and move to Fund 10.

Consideration of Resolution for Amended Interlocal Agreement between Halifax County and the City for Collection of Ad Valorem Taxes

City Manager Traynham said the City and Halifax County came to an interlocal agreement in 2011 for the County to collect the taxes that are levied by the City in exchange for certain rates. As time has evolved, there have been some proposed amendments to the interlocal agreement for the collection of those taxes. She referred to the letter enclosed in their packets which summarizes what the proposed amendments accomplish. The County requests approval by adopting the following resolution.

Resolution No. 2024.08

**RESOLUTION REGARDING
AMENDED AND RESTATED INTERLOCAL AGREEMENT
FOR COLLECTION OF AD VALOREM TAXES**

WHEREAS, the City of Roanoke Rapids (the City) is a unit of local government that has the authority to levy and collect property taxes; and

WHEREAS, Halifax County (the County) is a unit of local government that has the authority to levy and collect property taxes; and

WHEREAS, pursuant to Article 20, Chapter 160A, N. C. General Statutes, a unit of local government may, by interlocal agreement, contract to exercise for another unit any power, function, public enterprise, right, privilege, or immunity of local government; and

WHEREAS, by instrument dated June 5, 2012, the City and the County entered into an interlocal agreement for collection of the City's property taxes by the County; and

WHEREAS, the City and the County desire to make certain amendments to the interlocal agreement for the collection of the City's property taxes by the County, as presented to the City Council in an Amended and Restated Interlocal Agreement, a copy of which is attached to this resolution;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Roanoke Rapids hereby approves the Amended and Restated Interlocal Agreement between the City of Roanoke Rapids and Halifax County regarding the collection of taxes and others related matters as stated therein.

Adopted this 17th day of September, 2024.

Emery G. Doughtie, Mayor

ATTEST:

City Clerk, City of Roanoke Rapids

Motion was made by Councilman Bell, seconded by Councilman Jackson, and unanimously carried to adopt Resolution No. 2024.08 amending and restating the interlocal agreement with Halifax County for collection of ad valorem taxes.

Consideration of Roanoke Rapids Graded School District School Crossing Guard Services Proposal

City Manager Traynham reminded City Council that this agenda item was brought up at the September 3, 2024 meeting where City Council reviewed a proposal from the RRGSD for a Cross Safe School Crossing Guard Services proposal. The proposal and request from the RRGSD is for the City to contribute 50% of the costs for the contract for the current school year. She reported the RRGSD Board conducted a special meeting on Tuesday, September 10, 2024, and considered the Cross Safe proposal. During the meeting, it was stated that the RRGSD's budget for school crossing guards is approximately \$51,000 for the current school year. The contract costs are approximately \$56,000. Currently, it costs approximately \$47,000 to hire off-duty police officers.

She said following a brief discussion a RRGSD board member made a motion to approve the contract with Cross Safe for the remainder of the 2024-2025 school year for a total amount not to exceed \$56,052, subject to final review of the contract by board attorney and contingent upon agreement by the Roanoke Rapids City Council to reimburse RRGSD for 50% of the total contract costs. The motion was seconded and approved 5-1.

City Manager Traynham said the City has received a Memorandum of Understanding

from RRGSD's attorney which would be necessary to enter into if the City Council agreed to participate in the cost sharing for the crossing guard services. She asked for City Council's consideration of the Memorandum of Understanding that they have before them which states the City would agree to a 50% contribution. If City Council would approve the MOU, they would have to come back with a budget amendment since these funds are not allocated for the current fiscal year.

She said they have discussed different alternatives and options with the Police Chief to the Cross Safe proposal. At this time, they feel these options should be explored and discussed with the RRGSD prior to any recommendation for the City to participate financially in this agreement.

Police Chief Guyant stated he agrees with the city manager. They have been in discussions with the RRGSD. The idea that was proposed of going with this school crossing guard services was researched by former Chief Hinton. He thanked him and stated he had done a great job in getting this information and trying to find a solution to the problem. He does not think this a frugal fiscal thing for the City to get involved in. As the city manager said, there are other options out there. NCDOT conducted two studies of which one has concluded. That study was for Belmont Elementary School traffic pick up changes. It has been approved by the school superintendent, but it has to go before the RRGSD Board for further review. The other study is for Chaloner Middle School. He believes there are so many more options on the table under City Manager Traynham's leadership that is a more viable option than entering into this agreement.

Motion was made by Councilman Strickland, seconded by Councilman Bell and unanimously carried for the City to not participate in the school crossing proposal as presented.

Mayor Doughtie stated he agrees with both City Manager Traynham and Chief Guyant that the City needs to explore all the options that are available. He and City Manager Traynham discussed that there needs to be some communication and conversation between the RRGSD and the City Council. Since it deals with a contract, it will also involve their attorneys sitting down and talking. At the end of the day, everyone wants to reach an agreement that keeps the students and adults safe and hopefully be as financially responsible as possible.

City Manager's Report

City Manager Traynham announced the following upcoming events:

- Hope for Hardy will host the Twilight Festival on Friday, September 20th in Centennial Park with a concert and prize drawing. She thanked the City staff involved in the planning and efforts.
- The City will host the Roanoke Canal Trail 5k on Saturday, September 21st. Check-in will begin at 8 a.m. and the race starts at 10:00 a.m.
- Battle of the Badges Blood Drive will be held Tuesday, October 1st from 12 – 6 p.m. at the Kirkwood Adams Community Center. Individuals can register in advance at the Red Cross website.

She reported the MAPS Group has been contracted by the City to conduct a position classification study. Orientation meetings will be held next week with employees. Consultants will interview and ask employees to complete a questionnaire about the work they do. This ensures the positions are within the appropriate grades and pay on the salary schedule as well as their exemption status. She stated that further information was included in the Human Resources report in their packets.

City Manager Traynham said in light of Chief Guyant's retirement December 1st, the City has contracted with Developmental Associates to conduct a recruitment and assessment selection process for the Police Chief position. As part of that, they would like the public's input into the Police Chief selection recruitment process. They want to know what the community would like from its next Police Chief and the things that are important to the community. A survey has been posted on social media sites and through a press release. She encouraged citizens to complete the brief survey before September 25th.

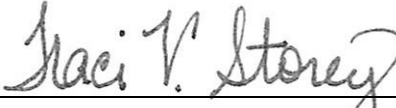
Finance Director's Report

Finance Director Johnson presented the financial report for the period ending August 31, 2024. General Fund year to date receipts totaled \$797,949.86. General Fund year to date expenditures totaled \$3,961,480.44. Year to date expenditures exceeded revenues by (\$3,163,530.58). She assured City Council that this was normal; they pay a lot of upfront annual invoices in July. They have received their first allotment of sales & use tax and utility franchise tax. They typically receive a large allotment of ad valorem tax in September.

She said they did receive a little ad valorem, residential and commercial solid waste fees along with some grants and donations in the month of August. She stated the interest revenue is still doing well.

Adjournment

There being no further business, motion was made by Councilman Stainback, seconded by Councilman Bell, and unanimously carried to adjourn. The meeting was adjourned at 6:00 p.m.



Traci V. Storey, City Clerk

Approved by Council Action on: October 1, 2024