



Minutes of the Roanoke Rapids City Council

A regular meeting of the City Council of the City of Roanoke Rapids was held on Tuesday, October 18, 2016 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)
Joseph Scherer, MPA, MS, City Manager
Gilbert Chichester, City Attorney
Traci Storey, City Clerk
Kelly Lasky, Planning & Development Director
John Simeon, Parks & Recreation Director
Larry Chalker, Public Works Director
Stacy Coggins, Fire Chief
Christina Caudle, Main Street Director
Chuck Hasty, Police Chief
Kathy Kearney, Deputy City Clerk/Human Resources Manager
Leigh Etheridge, Finance Director

Council Members

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

Adoption of Business Agenda

Mayor Doughtie asked Council members about any known conflicts of interest with respect to the matters before them this evening.

There being no conflicts, motion was made by Councilwoman Cowen, seconded by Councilman Bobbitt and unanimously carried to adopt the business agenda as written for October 18, 2016.

Public Comment (Unscheduled)

Ms. Debra Lynch

Ms. Lynch of 1424 W. Circle Drive stated she had been a citizen of Roanoke Rapids for 32 years. She said she had a friend that presented an issue to her concerning an ordinance. She said it was Article XI-9, Sections 151-171 that presented an issue when they tried to locate a business in Roanoke Rapids for the skilled gaming industry. She reported the restrictions had not been looked at for many years according to someone in the Planning & Development office. She asked for the Council to address those restrictions because they were set real tight and she would like to see them scaled back a little bit so they could bring businesses into town. She said the location she had looked at was 305 Premier Boulevard which was located in the Belk shopping center. She said it complied with all the restrictions in that section except for the 1,000 feet from a public park. She stated it reaches about 500 feet to the outfield fence. She said in between the fence, there is a wooded area, a path and a two lane highway to the back of the building, so it is restrictive. She said the electronic gaming operations (internet cafés) have never caused an issue in Roanoke Rapids like a bar or something. She requested the Council consider lightening up the restrictions a little bit.

Mr. Columbus Jeffers

Mr. Jeffers of 44 St. James Road stated he wanted to speak on opening the Chaloner swimming pool for the summer of 2017 and keeping it open. He said they had heard there may be a possibility that the pool may be closed because of substantial repairs that had to be done. He said they understand that there was a large sum of money that was required to make the repairs to the pool. He stated they were here to ask the Council to consider keeping the pool open. He said it was vital to our community. He stated swimming is a vital exercise for kids and everyone. He said we lost over 28 lives here in North Carolina in the hurricane and perhaps if some may have learned to swim at an early age they would be here right now. He said transportation to other facilities in the area for the children of the Hodgestown/Southgate area is very limited. He said the children of this area have gone to this pool since 1961 and 90 percent of them walk to the pool. He said he had a petition with over 300 names on it that he would give a copy to the Council and one for the record. He quoted his wife, "People can find money to do what they want to do." He asked the Council to find the money to make the repairs to the pool. He quoted Charles Spurgeon, "An

ounce of heart is worth a ton of head sense.” He asked the Council to use their heart to find the money to keep the pool open.

Ms. Catherine Davis

Ms. Davis of 52 Forest Circle asked how much money did it cost the repair the Aquatic Center. She asked when was the last time the Chaloner pool was repaired. She stated the Chaloner pool was not the third facility to open for swimming, it was the second. She said first was T.J. Davis, then Chaloner and then the Aquatic Center. She said it means a lot to our children to have a positive place, partially supervised, so they can have safe activities to do during the summer. She stated Chaloner Recreation is not even open enough hours when you compare the usage. She said it was open from 11 a.m. to 5 p.m. and most of the children in the Hodgestown-Southgate community do not even get home from school until 4:30 p.m. She said by the time they get home from school and put their books down, they do not even have time to use the facility. She said it could be a place where they could get help with their homework and have activities. She stated when it boils down to it, it’s really about our children. She said we do not want our children hanging out on the street with the drug dealers or pimps prostituting the young girls because they have not had a positive influence in their life. She said when you think about a child being saved from the streets, there was no amount of money that could compare to that. She asked the Council to please think with their hearts and not their pocketbooks.

Ms. Eunice Smith

Ms. Smith of 1104 Georgia Avenue asked if the pool was taken out of the Southgate-Hodgestown community, what would they have to do and where would they have to go on a positive note to enjoy themselves. She said in 1963, she raised 8 children on Jordan Street and it was a joy to her for them to have a positive place for them to go because she had to work. She said Mr. Harding and Ms. Sledge ran the pool with an iron fist and she was satisfied that she could go to work in peace knowing they had somewhere to go. She stated she did not mind begging for the Council to find in their hearts to keep the Chaloner pool open.

Ms. Marilyn Garner

Ms. Garner stated she was a retired educator. She said her career started here in Roanoke Rapids. She was hired in 1963 by then Superintendent Joe Talley as the librarian at John Armstrong Chaloner School. She said she had lived and worked here for over 30 years. She said she could truly say the pool, recreation center and school where she worked had a positive impact on her family and all the families represented here this afternoon. She stated as a young teacher she

experienced firsthand the seven cardinal principals of education. She said they were exemplified in the Chaloner-Hodgestown community which included the school, the recreation center and the pool. She said there were living testimonies here this evening. She said the principals she was referring to were: Health, Command of Fundamental Processes, Worthy Home Membership, Vocation, Citizenship, Worthy Use of Leisure and Ethical Character. She stated these were the thoughts of John Dewey, the great educator/philosopher. She said she could not believe as a young teacher that she was coming into an area where there were provisions. She stated the school was there, the recreation center was there and the pool was there and all these cardinal principals of education were addressed in the Hodgestown community. She said may the decision on the Chaloner pool not only include the monetary impact but please consider the socialistic and humanistic factors of the Hodgestown community which includes the pool. She asked what would be the outcome and the long-time effects of their decision on the Hodgestown community and the City of Roanoke Rapids.

Ms. Barbara Soloman

Ms. Soloman said the Chaloner Pool and Recreation Center has become a historical landmark in our community. She said for many years it has offered a positive and constructive environment for underprivileged children and their families in a distressed neighborhood. She said the pool was built just before integration began. She said the first year when she graduated from high school, she became the first person to work at the pool which was over 55 years ago. She stated not a lot has changed since then. She stated when she was there, the pool did not have lifeguards of their own; they had to get them from Burlington, NC to have lifeguards for the pool. She said when those children went into the pool, they stayed there from opening to closing; they looked like little prunes from staying in the pool so long. She said they learned quickly and soon they had home-grown lifeguards. She said as an educator, she has seen the children grow socially, emotionally, physically as well as mentally just by attending the pool and recreation area. She said they should see the faces of the children as they come in; they want someone to be positive to them. She said they need somewhere in their community they can be proud of. She asked if the pool and recreation center closed, where would our children go. She said they would not only have a distressed neighborhood, they would have a depressed one too. She said they hope and pray the City will see the necessity to keep Chaloner Pool and Recreation Center open.

Ms. Annette Daniel

Ms. Daniel of 620 Andrews Street said she was the President of the Hodgestown-Southgate Neighborhood Improvement Incorporation. She said there was rumor

going around the community that the Roanoke Rapids School District wants to purchase the Chaloner Recreation Center and pool for the Chaloner Middle School. She asked if this was true.

Ms. Cynthia Lee

Ms. Lee of 685 Huckleberry Bottom Road said she resided on Dixie Street for 25 years. She said she grew up and raised her kids in that community and really did not want the recreation center and pool to close. She said when they put the playground equipment there, her son was 3 years old and they took a picture of him on the hobby horse and put it in the newspaper. She said our kids need somewhere for them to go and be safe and begged the Council to consider keeping the pool and recreation center open.

Ms. Lakisha Flood Scott

Ms. Scott of 158 Lee Lane Road read the Mission Statement for the Parks and Recreation Department: *The mission of the Roanoke Rapids Parks and Recreation Department is to serve the community by providing a well-rounded program of activities for all ages and by providing safe, attractive, and clean park and recreation facilities.* She stated it appears the characteristics of the mission statement are being overlooked at J.A. Chaloner Recreation Center. She said she recalled being transported to the recreation center when she first moved to Roanoke Rapids from New Jersey. She said Calvin Jeffers would load as many people as he could from Lee Lane and transport them to the recreation center; it was so much fun. She said everyone was there; there was tennis, basketball and the pool was the highlight. She said she was very thankful for the legacy that Ms. Sledge left behind. She said Ms. Sledge took the time to care, she was a strong leader who demonstrated genuine qualities. She said the children in the neighborhood would benefit from the pool and recreation center as a whole. She stated exercise was the key to lowering obesity and diabetes. She said there were members in the community that were represented here tonight standing in the gap and interceding for those parents who have no transportation. She asked if the recreation is outsourced what will our younger generation do. She stated she was willing to help and volunteer every 2nd and 4th Saturday of each month. She stated it was about planting positive seeds. She said many of the kids in neighboring communities do not have positive impacts so we are willing to give back because she was a product of the recreation center. She said she thanked God for those who took the time and utilized their resources and just took the time out of their schedule. She said so many do not have the time to take in someone else's child to feed them or take them different places. She said as for social activities, there is really not anything here; the skating rink is gone, the bowling alley is gone so it is not really anything for them to do. She said many

parents in the area do not have the financial resources to sign their children up for karate and dancing. She stated the recreation center would be a positive and safe haven for our younger people. She said we need to plant positive seeds and make a difference in a child's life.

Mr. Kenny Hicks

Mr. Hicks of 509 Hinson Street said he was raised and lived on Jordan Street in Hodgestown from 1962-1982. He said he played and swam at Chaloner Recreation Center all his life and still plays basketball at T.J. Davis Recreation Center at 54 years old. He said all his family and friends played at the Chaloner Recreation Center and learned to swim and play basketball there. He said when he was 10 years old, he played league ball and his coach was Mike Newsome. He said it did not cost anything to get in and all his friends from Hodgestown had a good time playing the league sport. He said he still plays league sports. He said he looks at T.J. Davis Recreation Center from the time he played there at 10 years old and there has been a new gym added to the old one, a new indoor pool, improvements to the old outdoor pool, new skate park, new weight room and improvements to the baseball field. He said then he looks at Chaloner Recreation Center, there is still the same programs, same basketball court, same building; only a swing set has been added since he was 5 years old. He said keep the pool and recreation center in the neighborhood so the next generation in Hodgestown will have a place to swim and play basketball. He said until his family moved from Jordan Avenue in 1982, he could stand on his porch and see two things: Chaloner School and Chaloner Recreation Center. He said you took the school from Hodgestown, don't let them take the recreation center.

Ms. Phyllis Burgess

Ms. Burgess said she got up this morning and said a prayer about what she could say. She said she wanted to paint a picture for you and see yourself as a little girl or a little boy with nowhere to go, then you find this place where you can go and hang out with friends anytime of the day or night. She asked wouldn't you want to go someplace where you can hang out with your friends and enjoy yourself and not worry about your surroundings because you know its older people there that will watch out for you and take care of you. She said that was the type of place Chaloner pool is and was to her as a child. She said she grew up there and she was one of the lifeguards that came away from there. She said she played tennis; she always wanted to be an Arthur Ashe. She stated being at Chaloner and growing up in Hodgestown was a thrill for her and she enjoyed every second that she lived there. She said she wanted the other kids, such as the two in the audience, to have that same experience that she had; somewhere safe to go, somewhere my mom knew where I was and she would not have to

worry about me. She stated we are losing our kids to the streets and not only the streets but we have kids that are underprivileged like she was. She said growing up her family could not afford to come uptown; they did not have a vehicle. She said they did not have a telephone in the house until she was in 10th grade. She asked to please keep the Chaloner pool active for our kids. She said this generation will be who is going to take care of us.

Mr. James Garner

Mr. Garner stated everything had been said. He said he grew up on Poplar Street across from Chaloner School and he just hopes and prays things will work out.

Mayor Doughtie stated our process is that we normally listen to what is said and he believed everyone on the Council would agree there has been some excellent comments made to them tonight. He said many times people from Roanoke Rapids that grew up in the community, if they are fortunate to get an education, move away and do not ever come back here. He said as he listened tonight, it appears many of you have had that opportunity to go other places and do other things. He said he has been here all his life too. He said they have stayed here and given back to the community and he recognizes them for that. He thanked everyone for the comments that they made to Council tonight. He said he thought everything said to the Council was in a professional manner and addressed very positively about a difficult situation that we face with many things, not just the recreation center. He stated he was talking to the City Manager this week and the ceiling tiles had fallen in his office because the roof has been leaking. He said Mr. Jeffers would probably agree that there has not been a lot done to the building since the power company was there. He said there was a lot things that go on and everything was important. He said he knew the Council will look at the things said tonight and will take them under advisement.

Mayor Doughtie recognized Brandon Marshall. He said Mr. Marshall was here tonight working on his Merit Badges for his Boy Scout program. He thanked him for coming to the meeting. He said young people come to the meetings from time to time. He stated we all think scouting is important like what the individuals said tonight about the pool. He said those types of things help build character and help associate with kids your own age as well as adults. He said he believed that was one place kids today were coming up short was interacting with adults and sometimes older people have a hard time interacting with young people as well. He encouraged them to come back again.

Mayor Pro Tem Ferebee said he had been on Council the longest at this particular time. He stated he had been involved with city government since 1989 so he has

been associated with the City at some capacity for 27 years. He said being a Councilman he has dealt with many issues within District 3 and he has not had as much enthusiasm or as much interest as this issue. He asked Council to look at this issue and consider what had been said tonight. He said looking out at the two guys in the audience, he thinks of his grandkids and having a good, positive place for them to go and communicate with other kids is important. He said that is what we are here for and what we are all about. He said he looks at the two educators that are on the Council and he knows they know.

Mayor Doughtie invited everyone to stay for the remainder of the meeting and suggested a 2 to 3 minute recess to allow those individuals wishing to depart the opportunity to leave.

Mayor Doughtie called the meeting back to order.

Approval of Council Minutes

Motion was made by Councilwoman Scarbrough, seconded by Mayor Pro Tem Ferebee and unanimously carried to approve the October 4, 2016 Regular Meeting Council Minutes.

New Business

Consideration of Budget Amendment for the NC Department of Commerce – Downtown Revitalization Grant.

Finance Director Etheridge stated the following budget amendment appropriates \$94,340 which was awarded to the City from the NC Department of Commerce for the Downtown Revitalization Grant. She said the funds would be used for downtown revitalization projects within Historic Roanoke Rapids as outlined in the grant specifications.

She respectfully requested Council to approve the following Ordinance No. 2016.17:

**Ordinance No. 2016.17
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, 2016 and ending June 30, 2017, according to the following schedule:

SCHEDULE A – PROJECT FUND REVENUES

Department of Commerce – Economic Development State Grant Project Revenues	\$ 94,340
GRANT FUND PROJECT TOTAL	\$ 94,340

SECTION 2. The following additional revenues and reductions in appropriations are available for the fiscal year beginning July 1, 2015 and ending June 30, 2016, in order to meet the foregoing appropriations, according to the following schedule:

SCHEDULE B – PROJECT FUND EXPENDITURES

Department of Commerce – Economic Development State Grant Project Expenditures	\$ 94,340
GRANT FUND PROJECT TOTAL	\$ 94,340

SECTION 3. This ordinance shall become effective upon adoption.

Motion was made by Councilwoman Cowen, seconded by Councilwoman Scarbrough and unanimously carried to adopt Ordinance No. 2016.17 as written.

Consideration of Amendment to the NC Municipal Records Retention & Disposition Schedule

City Manager Scherer indicated that the State Archives has recently published amendments to the NC Municipal Records Retention & Disposition Schedule that clarifies the retention for 911 calls received as text messages and reflects the recent legislation governing body-worn cameras for law enforcement personnel along with other administrative changes effective October 1, 2016.

City Manager Scherer stated copies of the amendments have been provided to Council for review. He stated these amendments must be adopted in order to legally destroy records under the amended Retention & Disposition Schedule.

City Manager Scherer requested Council to approve the amendments as presented.

Mayor Pro Tem Ferebee said there was a lot of comment regarding whether the body cameras and the record the camera takes becomes public record or not. He asked if the Records Retention amendments presented address that or is that not a part of this.

City Manager Scherer replied that was not part of this, it just outlines the retention and disposition of those records.

Mayor Pro Tem Ferebee asked Attorney Chichester to elaborate on the question for record retention regarding body cameras. Attorney Chichester replied it goes back to the Public Records Law and those provisions in North Carolina. He said the NC Department of Archives out of Raleigh is the overall umbrella organization or department that is charged with the responsibility of accumulating and preserving records for the State. He stated such as whether there were records kept in perpetuity or for a certain period of time and then when they can be purged. He stated this amendment is simply referring to the retention of records and that is a fairly complex set of laws. He said it addresses what records are kept in perpetuity and which ones are kept for a designated period of time. He said it also addresses which records can be purged after a specified period of time. He said every municipality or public organization has to have a policy for keeping, retaining and purging those records; the law requires us to do that.

Attorney Chichester said to address the issue about the body cameras, that is also part of the records, but this does not address just body cameras or emails, it addresses public records in general. He said we cannot operate legally without that in place.

Councilman Smith said it was his understanding that if it was a court action, it cannot be purged. Attorney Chichester replied that was correct. He said even before there is a court case, an anticipation of litigation letter is sent which states the party plans to file suit to put the City on notice that if there are any records, they cannot be destroyed, even with this policy in place.

Motion was made by Mayor Pro Tem Ferebee, seconded by Councilwoman Cowen and unanimously carried to adopt the amendments to the NC Municipal Records Retention & Disposition Schedule as follows:

STANDARD 6. EMERGENCY SERVICES AND FIRE DEPARTMENT RECORDS

Amending Item 3, 911 Recordings as show on substitute page 41 and Item 18 Emergency Notifications as show on substitute 43.

STANDARD 9. LAW ENFORCEMENT RECORDS

Amending Item 136, Law Enforcement Audio and Video Recordings, as show on substitute page 90.

STANDARD 9. LAW ENFORCEMENT RECORDS

~~Adding Item 136, Law Enforcement Audio and Video Recordings, as shown on substitute page 90.~~ **Superseded October 1, 2016**

STANDARD 12. PERSONNEL RECORDS

Amending Item 19, Employee Eligibility Records, as show on substitute page 105.

STANDARD 4. BUDGET, FISCAL AND PAYROLL RECORDS

Amending Item 32 Escheat and Unclaimed Property File as show on substitute page 29.

STANDARD 12. PERSONNEL RECORDS

Adding Item 1-A Accreditation Records as show on substitute page 101.

~~Amending Item 19 Employee Eligibility records as show on substitute page 105.~~ **Superseded January 5, 2015.**

Amending Items 35 Family Medical Leave Act (FMLA) Records, 42 Leave File, and 43 Leave Without Pay File as shown on substitute pages 110-111.

City Manager's Report

City Manager Scherer stated since we had the department reports tonight, he would like to issue this Letter of Appreciation for the Public Works Department. He read the following:

The Public Works Department demonstrated outstanding dedication and professionalism in their actions responding to the effects of Hurricane Matthew during October 8th and 9th of this year. The in-depth knowledge of their jobs, total dedication to duty and willingness to assist in any capacity led to the City not suffering any major problems from the hurricane's torrential rain and wind. The department's employees always contribute full measure to any task and their

willingness to accept added responsibility in situations such as the storm's response show they are willing to discharge their responsibilities with complete efficiency and tireless dedication. I personally observed the department's personnel to be extremely knowledgeable, industrious and completely resourceful in handling dangerous situations such as street flooding and removing downed trees around power lines. To fully accomplish their tasks, many hours of weekend off-time were required yet all of the workers were uncomplaining and gave willingly and freely of their personal time and energy. The teamwork demonstrated by everyone during and after the storm was exceptional.

The Department Head, Larry Chalker, optimized his available manpower and material resources to effectively respond to the effects of Hurricane Matthew and mitigated the storm's impact on the City to a minimal level. His personal initiative and leadership skills identify him as being head and shoulders above any other Public Works leader in the state. He runs an orderly and highly productive organization in any environment, to include a hurricane storm. His decisiveness and determination were key to how the Public Works Department functioned over the two days they worked on storm response. Mr. Chalker is especially adept at dealing with his employees, and his demeanor, confidence and spirit of cooperation have been highly commendable in many "crisis management" situations such as Hurricane Matthew. Being very poised and self-reliant, he maintains his composure under the most trying conditions.

The City is very fortunate to have the dedicated personnel we do in the Public Works Department and they should be recognized for their efforts, both in this instance and every day.

Mayor Doughtie said he received many good comments about all the City's employees during the inclement weather. He thanked all of them on behalf of the City Council.

Councilwoman Cowen asked if there was anything they could do to show these individuals our appreciation than just a thank you; is there anything we can do to compensate them in a different way. City Manager Scherer deferred that question to Public Works Director Chalker.

Public Works Director Chalker replied they planned to do some things internally. He stated that have monthly meals to keep the moral going. City Manager reported they did feed the Public Works' employees lunch last Friday from Chick-Fil-A.

Finance Director's Report

Finance Director Etheridge presented the Financial Report for September 2016.

She reported during the month of September, the Finance Department issued 109 purchase orders, wrote 71 payroll checks, 313 direct deposit vouchers and 351 accounts payable checks.

She said the operating statement shows the City ended the month of September with an YTD excess in revenue over expenditures of \$133,366.66.

She said the percentage of actual money collected of adopted budgeted figures stands 29.6% for the month of September. She said the percentage of actual monies expended of adopted budgeted figures stands at 28.8%.

She said our auditor is completing the 2015-2016 Financial Statements and will advise the City on an upcoming presentation date.

She reported during the month of September, the City received the following revenues:

- \$2,898,819.84 - Ad Valorem Tax
- \$343,602.42 - Quarterly Utility Franchise Tax
- \$289,610.47 - Sales & Use and Hold Harmless Tax
- \$226,538.27- First Allocation Powell Bill Street Funding

Mayor Pro Tem Ferebee asked if the City was on track compared to the same time frame last year. Finance Director Etheridge replied the City was on track with the Sales Tax and was very comparable to the prior year. She said although we are on track, our expenditures are higher and we continually make concessions for revenue losses.

Councilman Smith stated he noticed Finance Director Etheridge did not go over the payments for the Theatre. He asked Finance Director Etheridge if it was correct that the City pays \$51,000 in swap/float interest a month and the bank charges \$145 to wire money from one bank to the other. Finance Director Etheridge replied that was correct.

Councilman Smith asked if the City was paying 5.5% over LIBOR in interest each month. Finance Director Etheridge replied yes she believed it was 5.51%.

He stated he had not actually seen the contract that the City signed for the Theatre. He said he would like to see the contract or let our Attorney see the contract if he did not already have a copy of it and see if there is a pre-payment penalty in it. He would like to pay a certain amount of money if we could get a small bank to finance a loan of about \$14 million at a 2% rate instead of a 5.51% rate to see what consequences that would have on our payments. He stated he would like for the Attorney to see if there was a clause in the contract or not. He said they were paying a lot of money and not getting any benefits from Bank of America.

Finance Director Etheridge said she would engage conversations with both the City Manager and the City Attorney.

Mayor Doughtie said he noticed the City received almost \$2.9 million in Ad Valorem Tax which was at 40% because we collect a total of \$6.8 million for the year. He asked if the reason for collecting such a large amount in September was the discount that citizens get by paying taxes by the end of August. Finance Director Etheridge replied yes, the City does typically see higher collection rates in September. Mayor Doughtie added that another month for higher payments was January where citizens make their payment before the end of the year. Finance Director Etheridge agreed.

Departmental Reports

Human Resources

Human Resources Manager Kearney reported the only position(s) being advertised for was the Fire Department Applicant Pool. She said it closes on October 21st and the testing will be on October 29th.

She reported the department received 22 applications in the month of September. She said they hired 1 part-time property maintenance person, 1 part-time life-guard and 1 part-time public works person.

She said she spent most of her month getting everyone scheduled for flu shots. She stated they had 67 employees including a few retirees to get their flu shot.

Police

Police Chief Hasty stated the Council had his report and he wanted to highlight some items for October.

Chief Hasty announced October was Domestic Violence Awareness Month. He reported in 2015 in the State of North Carolina there were 53 domestic violence related homicides. He said so far in 2016 there have been 51 domestic violence related homicides. He stated the Police Department attended the Hannah's Place Annual Program at Centennial Park on Friday, October 14th and they planned to attend their annual Domestic Violence Awareness Luncheon on October 21st.

Chief Hasty announced Halloween will take place on October 31st from 6:00 – 8:00 p.m. He said the Police Department will also help host a Trunk or Treat with the Parks & Recreation Department on Doyle Field from 6:00-8:00 p.m. on October 31st along with the other activities going on at T.J. Davis Recreation Center.

Chief Hasty announced the Police Club is holding a fundraiser for the Annual Christmas For Kids on October 28th from 11 a.m. – 2 p.m. at Pro Build. He said the fish plate cost \$8 and D.I.R.T. Ministries is helping with the fundraiser. He said if someone was interested in purchasing a ticket to see him. He said the fundraiser was to take underprivileged kids shopping. He said they try to get 30 kids to take shopping that day and the Fire Department helps with this as well.

Chief Hasty reported they were in the process of getting more Narcan. He said the last several weeks they have had numerous overdoses on heroine where officers have used Narcan. He said it is a sad state that we're in; it's not only here, it is a nationwide epidemic and they are doing what they can to fight it.

Mayor Pro Tem Ferebee asked how a child would get on the list for the Christmas shopping. Chief Hasty replied they get the list from the school systems and social services. He said if you had a child you would like to put on the list, we just need a parent's or guardian's name, the child's age and a good contact number to arrange transportation. He said they usually eat breakfast at Chick-Fil-A and then go over to Walmart shopping.

Chief Hasty stated he had the answer for Mayor Pro Tem Ferebee concerning the body camera. He said on October 1, 2016 the law went into effect that the video is not a public record nor a personnel record. He said a judge can release that information through the court system. He said the Police Chief can allow people to view it that are involved with the action or the incident but it would have to go through a judge to get it submitted to the public.

Councilman Smith asked Chief Hasty how many people was he short now. Chief Hasty replied as of today he was fully staffed. He added the department had received a request from Emergency Management for manpower to send down to Lumberton to assist them through their crisis. He said he was waiting for an email from them to get more details. He stated it would be overtime, but they would be reimbursed by FEMA.

Planning & Development

Planning & Development Director Lasky reported she attended a meeting of the Upper Coastal Plain Council of Governments about the Brownfields Program. She said they continue to apply for funds for studies of Phase I and II for reuse of properties that may be subject to environmental contamination. She stated projects in town that have benefitted from this program the past few years include the Patterson Mill site and the WestPoint Stevens property. She said they had two targeted sites: one of which is the owned by David King, Interstate Storage and another potential site for study. She said this was in order to help market the sites for sale in the future for transfer of property without the environmental responsibility.

Planning & Development Director Lasky reported the Upper Coastal Plain Council of Governments will be holding a Sustainability Summit on October 26th at Halifax Community College; the event is free and open to the public. She stated topics will include healthy eating, energy efficiency and a wide variety of other topics.

She reported she had been meeting with Main Street Director, Christina Caudle and the Main Street Program to develop a streetscape plan and they anticipate starting that project soon.

She said she was in final stages of completing the GIS mapping to update the City's zoning map and have that available online. She stated she has just returned from a conference where she picked up additional skills in the GIS capabilities to complete the mapping and to have an updated map for the Council's viewing.

She said she had been responding to complaints, completing storm prep and assessment reviews and completing inspections as required.

Councilman Smith asked for the status of the SECU project. Planning & Development Director Lasky replied the plans were approved, but the permit has

not been picked up or paid for yet because a contractor has not been selected. She stated it was her understanding they bid the project out and the department has been awaiting the selected contractor to pick the permit up.

Councilman Smith asked about the chip mill at KapStone. Planning & Development Director Lasky replied that just this afternoon she signed off on a Certificate of Completion for the new office building and shop. She added the department continues to review phase plans for the foundations for the new equipment so it is moving forward as planned.

Councilman Smith asked for an update further to the meeting he had with Planning & Development Director Lasky and the gentleman from Greenville. She replied she has a meeting on October 26th in Greenville for that and she has discussed with them incorporation to assist the City with some of the visioning exercises with the streetscape process. She stated they continue to work toward those goals to see if East Carolina University's programs can benefit Roanoke Rapids.

Parks & Recreation

Parks & Recreation Director Simeon announced further to the Trunk or Treat event Chief Hasty mentioned earlier, the Optimist Club will be hosting its Halloween festivities on October 31st from 6-8 p.m. at T.J. Davis Recreation Center as well. He added the Optimist Club has been hosting this activity for years and they are a great club to work with.

Parks & Recreation Director Simeon also announced the department was working on the Christmas Parade which is scheduled for December 4, 2016 at 2 p.m. He invited the Council to participate and asked that they contact the City Clerk to let her know if they will be participating.

Parks & Recreation Director Simeon reported the Senior Center is currently accepting appointments for Medicare Part B, which is for medical prescriptions. He said the open enrollment period is from October 20th - December 5th on Mondays and Thursdays. He encouraged anyone using Medicare Part B to visit the Senior Center to review those plans. He said they will go over the plans in detail and many of the times there will be significant savings they can help you with.

Parks & Recreation Director Simeon called attention to the framed photo of the U9 Eastern Regional Baseball Tournament. He said they recently had a wrap up

meeting regarding the tournament and tourism models showed we had a \$475,000 economic impact from hosting that tournament alone.

Mayor Pro Tem Ferebee said he understands the City has solicited some estimates for the pool and possibly received one back and asked if he anticipated receiving any more. Parks & Recreation Director Simeon replied yes, and he has discussed it with the City Manager and they hope to gather some more quotes and figures. He said once they have the information together they will present it to the Council.

Mayor Pro Tem Ferebee stated there was a schedule submitted earlier as to some processes that were scheduled to happen and asked if they were on track with that. Parks & Recreation Director Simeon replied they are close but they ran into some snags because it is a busy time of year due to pools closing for the season. He added another problem is the contractors are not local so many of them are in Raleigh or Charlotte and trying to get them here during the busy season has been a challenge.

Mayor Pro Tem Ferebee asked if the funds were allocated, would the City be on track to open the pool in 2017. Parks & Recreation Director Simeon replied yes.

Councilman Smith asked how the Council could decide whether or not to allocate funds if we do not know how much it was going to cost.

Mayor Pro Tem Ferebee said his question was in the event Council did allocate funds, if the City was on track as to the schedule that was given earlier.

Public Works

Public Works Director Chalker presented the September 2016 Report.

He reported the cemetery staff performed nine (9) openings and closings and sold three (3) lots. He said the total collected for these services for the month were \$12,654.00 with a total year to date collected of \$37,810.00.

He said grass cutting has dropped off. He reported in the month of August the department sent out 115 letters and in September they sent out 39 letters.

He reported that the department would be on Roanoke Avenue trimming/cutting the holly trees.

He gave a report on Hurricane Matthew. He stated thus far the department has spent 375 hours at a cost of \$9,254; \$4,000 in equipment costs with a total cost to the City of \$13,261. He said the department has collected 782 cubic yards of material which was minimal in comparison to Hurricane Irene where they collected 73,672 cubic yards.

Public Works Director Chalker reported throughout the city, we lost 12 trees which the department worked well into the night to keep the streets clear for emergency vehicles. He said they had to close Becker Drive Extension, Vine Street, a portion of Smith Church Road, Drake Street, Dixie Street (to Chaloner Recreation Center) and the 500 block of Cedar Street. He stated they try to make these decisions to keep people as safe as possible so if you ever see barricades and cones out, please do not drive around them.

He said there is a County After Action Review Meeting this week and the Public Works department has also scheduled an After Action Review meeting for tomorrow morning. He said this meeting serves as a critique on how they can do things better or differently next time. He said it also gives those working in the storm a voice to give suggestions or ideas.

Public Works Director Chalker thanked the City Manager for his gracious comments about the Public Works department and he would be remiss not to mention that the rest of the City's departments were out there working hand and hand with them along with Dominion NC Power.

Fire

Fire Chief Coggins presented the September 2016 report. Chief Coggins reported the Fire Department responded to a total of 132 responses throughout the month of September with the average response time being 4.38 minutes.

He said in an effort to reduce unnecessary calls the department deferred 14 calls and remained in stand by status. He reported firemen were engaged in a total of 628 man hours of training covering various topics. He said the inspections division conducted 27 fire prevention inspections and completed 4 plan reviews. He said the department will be running their agility course next Saturday in hopes of increasing their numbers and hiring pool.

He said the department has been extremely busy with Fire Prevention the last couple of weeks and in next month's report he will give the Council the exact number of people they were able to give the message to.

Fire Chief Coggins reported the department has already received the air packs and they expect the grant funds to be transferred within the next 5 days.

He said the department held fire extinguisher training with Lowe's Distribution as well as employees at Public Works.

Fire Chief Coggins stated Assistant Chief Patrick attended a two week class at the National Fire Academy entitled Fire Department Service Communications. He stated the department was trying to get him prepped to move up upon his retirement. He said Assistant Fire Marshall Hux has completed his Level III Fire Inspector State Testing.

He encouraged everyone to check their smoke detectors and carbon monoxide detectors due to the cold weather season coming soon. He said if they were not able to do so, please contact the Fire Department and they would come out and help the best they can.

Main Street

Main Street Director Caudle reported they had developed a Patterson Mansion Redevelopment Committee. She said the members include herself, Kelly Lasky, Elizabeth Robinson (Heaton Real Estate listing agent), Cathy Scott and Sherry Mills. She stated they had a kick off meeting on September 28th where they identified some best new uses, talked about the existing use and brainstormed some redevelopment ideas and funding opportunities. She reported they did have a meeting scheduled with the State Historic Preservation Office from Greenville on October 11th, but that meeting was cancelled due to the flooding there and the meeting will be rescheduled for some time in November. She stated the ultimate goal is to try to secure investors to redevelop the property since it is the largest contributing historic properties in the district.

She reported they had a signed contract in place for the Downtown Revitalization Grant and should receive the \$94,000 grant funds in the next few weeks. She said 3 of the 4 projects are design related and 2 involve planning. She said the streetscape planning guide will be a tool for us to secure funding to improve sidewalks, trees and furnishings and need the planning document to move forward.

She said they were looking to develop a master design plan for 1029 Roanoke Avenue and then complete the Phase I development.

She said both of those timelines, she was working with Planning & Development Director Lasky and the Design Committee through the non-profit. She said they

hoped to do some public involvement in early 2017 and have completed documents and completed Phase I by the end of the fiscal year.

Main Street Director Caudle said the other two projects were to assist with funding the Main Street's existing façade improvement grant and development of local incentive to help attract additional businesses into the District.

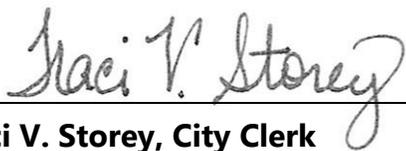
She announced there was one new business, Designer Corner, located at 1032 Roanoke Avenue, which is the old bakery shop. She said they hope to open later this month or early November.

She said they were still seeing some building permit activity with the following:

- Carolina Chips at KapStone
- A&D Laundromat at 2nd Street & Roanoke Avenue
- Old Train Depot at E. 14th Street & Roanoke Avenue

Other Business/Comments by Council Members

There being no further business, motion was made by Councilwoman Scarbrough, seconded by Mayor Pro Tem Ferebee and unanimously carried to adjourn.



Traci V. Storey, City Clerk

Approved by Council Action on: *November 15, 2016*