



Minutes of the Roanoke Rapids City Council

A regular meeting of the City Council of the City of Roanoke Rapids was held on **Wednesday, March 6, 2024, at 5:30 p.m.** in the Council Chambers at the Lloyd Andrews City Meeting Hall.

Present: Emery G. Doughtie, Mayor
Wayne Smith, Mayor Pro Tem

W. Keith Bell)
Rex Stainback)
Curtis Strickland)

Council Members

Kelly Traynham, City Manager
Geoffrey Davis, City Attorney
Traci Storey, City Clerk
Shane Guyant, Police Chief
John Simeon, Parks & Recreation Director
Kristyn Anderson, Interim Planning Director
Larry Chalker, Public Works Director
Jason Patrick, Fire Chief

Absent: Sandra W. Bryant, Councilmember
Carmen Johnson, Finance Director
Christina Caudle, Human Resources Director
Tony Hall, Main Street Development Director

Mayor Doughtie called the meeting to order. 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 Mayor Pro Tem Smith, and unanimously carried to adopt the business agenda as presented.

Special Recognitions

Fire Department

Fire Chief Patrick said the first four new hires attended the Fire Academy at Nash Community College beginning in August and graduated in December 2023. He introduced and recognized the following firefighters:

- **D'Artagnan Beets**
Son of Tracy and Anna Beets, 2017 graduate of Roanoke Rapids High School. Badge pinned by his mother Anna and daughter Ivy.
- **Colby Edwards**
Son of Danny and Nettie Edwards, 2023 graduate of Roanoke Rapids High School. Badge pinned by his mother Nettie.
- **Nathaniel High**
Son of Robert High and Angela Hinson, 2023 graduate of Brunswick Senior High. Badge pinned by his mother Angela.
- **Rashad Norwood**
Son of Walter Williams and Melissa Fenner, 2020 graduate of Rocky Mount Preparatory. Badge pinned by his mother Melissa.
- **Vincent Mollicone**
He was previously employed by the City of Roanoke Rapids before moving out of the area. He served over 12 years with the Town of Halifax Fire Department. He is married to Taylor Mollicone. Badge pinned by his wife Taylor and daughter Madison.
- **Corey Jenkins** (*Unable to attend*)
He was previously employed with the City of Roanoke Rapids. Has served in multiple fire departments in the area for about 15 years. He is married to Jayme Jenkins.

Public Comment (Scheduled)

Mayor Doughtie stated the individual who had signed up to speak under scheduled comment could not attend tonight.

Public Comment (Unscheduled)

Ginny Lewis

Ms. Lewis thanked those who attended the 74th Annual Meeting for the Roanoke Valley Chamber of Commerce. She said she had a concern. She held the meeting in Kirkwood Adams Community Center last year during which they had speakers. During the time the speaker was speaking, the mic system went out. It was very embarrassing. Imagine to her surprise in planning this year's meeting, that was her first question. She was assured that there was a new microphone, and she would not be having a problem. She had representatives from the US Senator's Office and Congressman's Office as speakers. The mic was horrendous, very embarrassing, and people were trying to get their thoughts together. She knows money is tight. Kirkwood Adams Community Center is one of the City's largest money-making facilities in the area. It is rented out quite a bit. She feels if they are going to have this facility it needs to have equipment people can depend on. She did call and speak to supervisors that were in charge and she was assured they had problems in the past, but it was fixed. But it wasn't fixed. Fortunately, it is under warranty so it can be sent back. What she really got peeved off about was if they knew there was a problem, and they had a big event coming up. If she had been given a heads up, she had several opportunities for other speakers and microphones that could have been brought in. This year she is bringing it before them because next year they are celebrating 75 years, and she did not want to be that embarrassed again. Therefore, that was why she felt the need to bring it before them and let them know how she felt. She stated that was something that needs to be addressed.

Approval of City Council Minutes

Motion was made by Councilman Stainback, seconded by Councilman Strickland, and unanimously carried to approve the February 20, 2024 Regular City Council Meeting minutes as drafted.

New Business

Consideration of Resolution Prescribing Procedures for Disposal of Surplus Personal Property

City Manager Traynham said in the last six months, staff had the opportunity to review the City's policies and procedures when it comes to disposal of City-owned property. They have identified some updates that are needed to get the City into better compliance with NC General Statutes. The general statutes prescribe several different methods. Resolution No. 2024.02 outlines private sale and basically delegates

authority to the city manager to conduct private sale without board approval every time. Right now, they are limited to one certain method so this will help them to be able to dispose of items more efficiently. She would still bring certain items to their attention.

Attorney Davis added this was authorized by general statute. Most cities the size of Roanoke Rapids already have something like this in place. In a city-manager form of government a lot of these functions for a city or town are undertaken by the city manager. He stated this is limited to personal property; it does not involve real property. The limitation in this is less than \$30,000 which is prescribed by general statute. This process is explicitly authorized by general statute. It authorizes the City to set up something like this. As part of that the City can set up these procedures not only with respect to record keeping but also how it should be done.

Mayor Pro Tem Smith asked if this was going through GovDeals.com.

City Manager Traynham replied GovDeals.com is an option. The primary factor when disposing of City property is they obtain fair market value. That is the underlying theme. GovDeals.com has been an opportunity for that. The next item on the agenda is a resolution for City Council's consideration would be to dispose of certain property through the Enterprise Fleet Management program to get fair market value. One of the challenges is to explain how they determine fair market value or what a piece of personal property is worth. There are several different methods. GovDeals.com is one resource. They've had situations where property was not sold on GovDeals.com and then someone would ask to purchase it for scrap, but the City was not authorized to let it go. It would have to go to auction again. Although it is not required, she added a provision that anything more than \$10,000, City Council would be notified. The additional restriction is intended for transparency purposes and hopes through the next requested action will be a demonstration of that good faith effort. The City has old computers, printers, file cabinets etc. that could be sold locally as long as they get fair-market value. This type of resolution would cover those events.

Attorney Davis stated this is something that agencies such as the NC State Auditor's Office often recommend that cities have in place. It is not something unusual for a city of Roanoke Rapids' size. It is probably more unusual that the City does not have something in a more modern form of this in place.

Mayor Pro Tem Smith asked if Enterprise would charge a fee for selling the vehicles.

City Manager Traynham replied they could discuss that more in the next resolution. In the agreement with Enterprise, they give the City an estimated idea of what they

can get for the vehicles. It is financially more advantageous for the City to allow Enterprise to sell them at certain rates and the City will apply those funds to the leasing program to reduce the cash obligation.

Mayor Pro Tem Smith asked how much does Enterprise charge to sell the vehicles.

City Manager Traynham replied she was not exactly sure of the amount, but believed it was only a few hundred dollars. Enterprise reviews the City's list of vehicles and lets them know that it would be better to sell some vehicles themselves.

Mayor Doughtie asked if they were obligated to sell them if they don't get as much as they told them.

City Manager Traynham reported that Resolution No. 2024.02 prescribes that if they were unable to sell it, the city manager has the right to retain it. It does not obligate the City to declare it surplus perpetually. It allows some flexibility.

Mayor Doughtie recalled the discussion in the presentation by Enterprise that they would recommend the best time to sell certain vehicles.

City Manager Traynham said the vehicles described in the next resolution are vehicles that have been acquired by the Police Department through various methods. It is specifically about Enterprise being the selling avenue for obtaining fair market value. If in the event the City was audited by the state, they hold the responsibility of that method and is very well documented. It also takes the efforts off City staff in that regard. The previously adopted resolution from 2011 has a limitation of \$5,000 which may have been the limitation by general statute at that time. The current general statute allows up to \$30,000 for personal property and the council can delegate an employee, usually the city manager, to be responsible for that process. She reported Public Works Director Chalker just shared with her that the fee for Enterprise is \$395 per vehicle.

Councilman Bell asked if that included the titles and paperwork.

City Manager Traynham replied yes. They charge that fee, but the City does not pay the fee upfront. It is taken out of the proceeds the City would receive to put back into the program. The ultimate goal of the Enterprise Fleet Program is that it eventually becomes self-supporting through the turnover or sale of vehicles.

RESOLUTION NO. 2024.02

A Resolution Prescribing Procedures for Disposal of Surplus Personal Property

in Accordance with Article 12 of NC General Statute Chapter 160A

WHEREAS, the City of Roanoke Rapids has, from time to time, personal property for which it no longer has a need and considers to be surplus, as well as personal property that has been determined to have no value, that remains unsold or unclaimed after sale efforts, or that may pose a threat to public health or safety; and

WHEREAS, North Carolina General Statute 160A-266(c) provides that a city governing board may adopt regulations prescribing procedures for disposing of personal property valued at less than \$30,000 for any one item or group of similar items, provided that such regulations are designed to secure for the city the fair market value of the property and accomplish the disposal efficiently and effectively; and

WHEREAS, NCGS 160A-266(c) further provides that the governing board may authorize one or more city officials to declare surplus any personal property valued at less than \$30,000, to set its fair market value, and to convey title to the property for the city, provided that such official shall maintain proper records of such transactions; and

WHEREAS, in the event NCGS 160A is hereafter amended, the amended provisions shall supersede the provisions adopted herein and shall be effective as amended.

NOW, THEREFORE, BE IT RESOLVED by the Roanoke Rapids City Council that the city manager is hereby authorized to:

1. Declare surplus any personal property valued at less than \$30,000 for any one item or group of similar items, to set its fair market value, and to convey title to the property for the city, by public or private sale or exchanges. Surplus property is (a) property that is no longer needed for the conduct of City business and/or (b) property whose disposal would, based on sound property management principles and financial considerations, be in the best interests of the City. Prior to disposition of any individual item of property valued at more than \$10,000, the city manager shall report such proposed disposal to the City Council.
2. May dispose of any such surplus personal property by any means he/she judges reasonably calculated to yield the highest attainable sale price in money or other consideration, including but not limited to the methods of sale provided in Article 12 of the N.C. General Statutes Chapter 160A. Such sale may be public or private, and with or without notice and minimum waiting period.
3. May employ any method or methods that he/she considers to be the most appropriate, effective means of soliciting fair market offers for the surplus personal property, and that will accomplish the disposal efficiently and economically. Such methods may include on-line electronic listings or auctions of property.
4. Surplus property shall be sold to the party who tenders the highest offer, or exchanged for any property or services useful to the City if greater value may be obtained in that manner, and the city manager is hereby authorized to execute and deliver any applicable title documents.
5. Shall keep a record of all property sold under this section and that record shall generally describe the property sold or exchanged, to whom it was sold, or with whom exchanged, and the amount of money or other consideration received for each sale or exchange.
6. If no offers are received within a reasonable time, the city manager may retain the property, obtain any reasonably available salvage value, or cause it to be disposed of as waste material.

No surplus property may be donated to any individual or organization except by resolution of the City of Roanoke Rapids City Council.

7. May approve the discarding of any personal property that is determined to have no value, that remains unsold or unclaimed after the city has exhausted efforts to sell the property, or that poses a potential threat to public health or safety.
8. May cause to amend any provisions that are superseded by this Resolution from the date of adoption.

ADOPTED this 6th day of March 2024.

Emery G. Doughtie, Mayor

ATTEST:

Traci V. Storey, City Clerk

Motion was made by Mayor Pro Tem Smith, seconded by Councilman Bell, and unanimously carried to adopt Resolution No. 2024.02 prescribing procedures for disposal of surplus person property.

Consideration of Resolution Declaring Surplus Property and Authorizing the Property to be Sold by Enterprise Fleet Management

Police Chief Guyant stated a list of vehicles has been identified as being surplus to the needs of the City. The agreements with Enterprise Fleet Management allow the City to utilize their services to yield the highest attainable sale price and facilitate the disposal of the list of property provided in the following resolution that fair market value is secured.

He reported the City purchased the 2007 Chevrolet Tahoe from the Highway Patrol in 2011 and also the 2011 Ford Crown Victoria in 2015. The 2007 Chevrolet Suburban and 2018 Ram 3500 were from the LESO Program/Federal Law Enforcement Services Office which were obtained and have the title, so they belong to the City. The 2014 Gold Toyota Camry and 2014 White Toyota Camry were bought in 2018 as undercover vehicles. He added the 2018 Ram is a diesel and is not a good City vehicle because diesel fuel is so expensive.

Chief Guyant stated he was familiar with the fleet program with Enterprise from his dealing with them in getting the program started at Halifax County. This part of the

program really does help manage the City's fleet and make sure they do not get in a bind with older vehicles. Part of the process is getting rid of vehicles that are aged out. With the fluctuating car market as it is right now, for \$395 per vehicle, Enterprise will sell the vehicles for the City. From his experience with them, they get a much better price than the City would by selling through GovDeals.com or other means. Enterprise has more of a market for these vehicles. Some of the vehicles are in really good condition, but they are not functional for city government. The City did not spend any funds on the LESO vehicles because they were given to them by the federal government. The remainder of the vehicles were purchased at very low prices. Selling these vehicles allows them to obtain a higher value as opposed to going through GovDeals.com. Not every vehicle they have will fit this mold. A lot of vehicles they have will be scrap vehicles and not worth going through Enterprise. They will go through GovDeals.com because many people want the parts from them.

He said selling the vehicles in the shape they are in at this market through Enterprise is the best deal the City can get for \$395. They handle all the paperwork, there is no ancillary costs involved and the City will get more money for the six vehicles versus hanging onto them for a few more years and selling them. Now is the time to get rid of these cars.

RESOLUTION NO. 2024.03
Resolution Declaring Surplus Property and Authorizing the
Property Be Sold by Enterprise Fleet Management
in accordance with NCGS 160A-266(a)

WHEREAS, the Roanoke Rapids City Council desires to dispose of certain surplus property of the City of Roanoke Rapids and dispose of said property in accordance with the North Carolina General Statutes; and

WHEREAS, the Roanoke Rapids City Council, has authorized the City Manager to declare surplus any personal property valued at less than \$30,000 for any one item or group of similar items, to set its fair market value, and to convey title to the property for the city, by public or private sale or exchanges. Surplus property is (a) property that is no longer needed for the conduct of City business and/or (b) property whose disposal would, based on sound property management principles and financial considerations, be in the best interests of the City. Prior to disposition of any individual item of property valued at more than \$10,000, the city manager shall report such proposed disposal to the City Council.

WHEREAS, the following items have been identified as being surplus to the needs of the City and disposal would, based on sound property management principles and fiscal considerations, be in the best interests of the City:

<u>FLEET #</u>	<u>VIN NUMBER</u>	<u>DESCRIPTION</u>
P-29	1GNEC03097R342701	2007 Chev. Tahoe – Mileage 219,125
P-152	2FABP7BVXB155574	2011 Ford Crown Vic. – Mileage 85,164
P-177	1GNFK163571248154	2007 Chev. Suburban – Mileage 125,914
P-171	4T1BF1FK4EU827923	2014 Gold Toyota Camry – Mileage 75,359
P-170	4T1BF1FK8EU798717	2014 White Toyota Camry – Mileage 96,906
P-175	3C63RPGL5JG410034	2018 Ram 3500 – Mileage 13,237

WHEREAS, the necessary agreements with Enterprise Fleet Management are in place to utilize the vendor’s services to yield the highest attainable sale price and facilitate disposal of the foregoing list of property provided that fair market value is secured; and,

NOW, THEREFORE, BE IT RESOLVED, that the Roanoke Rapids City Council hereby authorizes the City Manager or her designee to sell the surplus property described above by means set forth in accordance with NCGS 160A-266 and consistent with procedures for surplus property disposal.

ADOPTED this 6th day of March 2024.

Emery G. Doughtie, Mayor

ATTEST:

Traci V. Storey, City Clerk

Motion was made by Councilman Stainback, seconded by Mayor Pro Tem Smith, and unanimously carried to adopt Resolution No. 2024.03 declaring surplus property and authorizing the property to be sold by Enterprise Fleet Management in accordance with NCGS 160A-266(a).

City Manager’s Report

City Manager Traynham announced tomorrow at Kirkwood Adams Community Center there will be several representatives for funding resources and even grant writers present at the Thriving Communities Convening – Empowering Northeastern NC event. Doors open at 9:30 a.m. and the program will begin at 10 a.m. It includes lunch and concludes at 4 p.m. There will be various NC state representatives from these resources as well as grant writers and technical assistance personnel to help answer questions. This is open to the public and other communities.

She said they have talked about litter being a chronic issue in the community this time of year. During the City Council retreat they discussed litter being the center of the problem and the City, other agencies or groups and citizens taking part in helping to address these community problems. Assistant Public Works Director Doug Love stepped up and contacted Boy Scout Troop 144, Pack 411 here in Roanoke Rapids who are led by Scout Master Daniel Harris. She recognized and thanked the scouts for picking up garbage on approximately 5 acres of property near Old Farm Road and Lowe's Drive. They filled 34 large bags of trash. She noted prior to that Public Works staff have been busy picking up trash that equated to 2.2 tons of litter trash in the last month or so. This does not include the curbside trash collection. While these efforts are incremental, it does take the village and everyone taking part to pick up litter in the community.

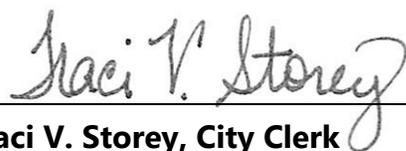
City Manager Traynham stated the Police Department has organized a Pine Wood Derby with other law enforcement agencies in the area. The derby will be held on April 6th at Rosemary Baptist Church.

She said in other ways of giving, the press box at Doyle Field by the Aquatic Center has received some recent upgrades. A new roof was donated by Kenneth Daniel Roofing, a new HVAC unit donated by Patton Mechanical, Parks & Recreation Department installed the new flooring and roof, and electrical upgrades were provided by the Roanoke Rapids High School. Dominion Energy volunteered their truck and labor for light replacement in the athletic field. This is a true sense of community and a good example of multiple groups coming together to serve a purpose and make a facility improvement.

City Manager Traynham reported this weekend, weather permitting, there will be a high school age softball tournament at Chockoyotte Park. These tournaments bring tourism and dollars into the community. Youth Baseball will be holding evaluations on Saturday. Spring is almost here, and the City's athletic fields and facilities are seeing increasing usage.

Adjournment

There being no further business, motion was made by Councilman Bell, seconded by Councilman Stainback and unanimously carried to adjourn. The meeting was adjourned at 6:12 p.m.



Traci V. Storey, City Clerk

Approved by Council Action on: March 19, 2024