



# Minutes of the Roanoke Rapids City Council

A regular meeting of the City Council of the City of Roanoke Rapids was held on **Tuesday, July 15, 2025, at 5:30 p.m.** in the Council Chambers at the Lloyd Andrews City Meeting Hall.

**Present:** Emery G. Doughtie, Mayor

Andy Jackson)  
Rex Stainback)  
W. Keith Bell)

## **Council Members**

Kelly Traynham, City Manager  
Geoffrey Davis, City Attorney  
Traci Storey, City Clerk  
Carmen Johnson, Finance Director  
Ashley Thomas, Main Street Director  
Lawrence Wiggins, 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  
Curtis Strickland, Council Member  
Christina Caudle, Human Resources Director

Mayor Doughtie called the meeting to order at 5:30 p.m.

Mayor Doughtie provided the invocation. 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.

## Special Recognitions

### **Police Department/Life Saving Awards**

Police Chief Wiggins stated they were going to recognize two officers tonight for their response to an incident where they assisted the Fire Department. He asked Fire Chief Patrick to give some background on it.

Fire Chief Parick said in May the Fire Department received a call of a house fire on Henry Street. While in route they received multiple calls that they were concerned someone was still inside the home. The two officers being recognized tonight actually helped get the subject out of the home. He stated this shows how the City's departments work together so closely. The officers were in the area so were able to get there quicker than the fire truck that night to make sure everyone was out of the house. Luckily, they were able to locate the subject. If they had not been able to do that who knows what the outcome could have been. He reported the fire room was located next to the room the resident was in at the time of the fire. The officers were able to get the subject out through a window.

Chief Wiggins read the following citation:

*On May 21, 2025, at approximately 2330 hours (11:30 p.m., Officers of the Roanoke Rapids Police Department responded to 922 Henry Street to assist the Roanoke Rapids Fire Department with a structure fire. Upon arrival officers found a two-story residential home with heavy fire coming from the kitchen area extending up the side of the home. Officers were advised that someone was still in the home. Then Corporal Nielsen and Officer Cooke immediately attempted to gain entry into the home in an effort to preserve life. Being met with insurmountable smoke at the main entry to the residence, the officers were advised of a back window to where the unaccounted-for occupant slept. Without delay they ran to the backside of the residence, broke the window, and began to call out for the occupant to come to them. The occupant had condition(s) which made communicating in the moment more difficult; however, they convinced him to come out of the window to safety. Based on the location of the fire within the residence, had these officers not acted, the occupant would have encountered the fire while trying to escape, which would have more than likely caused his demise. The actions of both officers contributed to the meaningful outcome of the preservation of life of a member of a member of the Roanoke Rapids Community.*

Chief Wiggins recognized and awarded Sgt. Nielsen and Officer Cooke with the Life Saving Award.

### **Introduction of New Main Street Director**

City Manager Traynham introduced the newly hired Main Street Director, Ashley Thomas. She started her role on a limited part-time basis in May to take advantage

of the annual training offered by the NC Main Street Program and began full-time June 30, 2025. She stated they are in the process of revamping the Main Street program; it's been inactive for a little over a year. There will be some changes coming. She is confident that Ashley has the skills and abilities to manage the Main Street program and bring interesting new developments into Main Street Roanoke Rapids.

Main Street Director Thomas said she was happy to be here and looks forward to working with the Mayor and Councilmembers as well as the community.

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

#### **Joey Davis**

Mr. Davis stated he had a farmer from a neighboring county ask him what kind of grass did they have in Roanoke Rapids; he's got to keep his land from washing away. He said they have grass in Roanoke Rapids that cracks asphalt in the street, cracks cement in the sidewalks and blocks drainage where the water can't flow out when they have heavy rains. He wanted to know if it was an endangered species or was it illegal to spray it with Roundup to kill it. The sidewalks and streets are terrible as far as grass.

He also said there is an issue with the kids on motorized scooters and electric bikes riding all over the streets of Roanoke Rapids. He talked with a State Trooper, and he told him that by no means were they supposed to be on the street. The other day at the 300 block of Jackson Street, one ran right through the stop sign and almost got hit; he was the driver. Something needs to be done about it, because if not, there are going to be some fatalities or serious injuries.

Mayor Doughtie stated he concurs with both items he mentioned. He said he hoped the Public Works Director and Police Chief could bring some information back about whether or not they had a plan to visit those two items.

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

Motion was made by Councilman Stainback, seconded by Councilman Jackson, and unanimously carried to approve the June 17, 2025, Regular City Council Meeting minutes as drafted.

## City Committee Appointments

### **Roanoke Rapids Area Planning Board/Board of Adjustment**

City Clerk Storey stated the terms for Kathryn Wrenn and Dom Fenner who serve as Planning Board/Board of Adjustment members have expired. Ms. Wrenn and Mr. Fenner are willing to serve another term and have submitted volunteer applications for your consideration. Ms. Wrenn has served the maximum 2 consecutive terms allowed by the City Policy, but City Council has the authority to waive this section of the policy and has done so in the past. City Council took a ballot vote earlier and Ms. Wrenn and Mr. Fenner received a unanimous vote to be reappointed.

Motion was made by Councilman Jackson, seconded by Councilman Stainback and unanimously carried to waive the City Policy for Kathryn Wrenn and reappoint Ms. Wrenn and Dom Fenner to the Roanoke Rapids Area Planning Board/Board of Adjustment.

### **Recreation Advisory Committee**

City Clerk Storey reported Dom Fenner expressed interest in serving on the Recreation Advisory Committee and has submitted a volunteer application for your review and consideration. Mr. Fenner is eligible and there is currently a vacancy on the committee with a term that expires in September 2026. City Council took a ballot vote earlier and Mr. Fenner received a unanimous vote to be appointed.

Motion was made by Councilman Bell, seconded by Councilman Jackson and unanimously carried to appoint Dom Fenner to the Recreation Advisory Committee.

## New Business

### **Consideration of Budget Amendment (Fire Department Donation)**

Finance Director Johnson stated the Fire Department received donations in the amount of \$3,750.00. She presented the following budget amendment for their consideration:

**Ordinance No. 2025.21  
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**

Fire Dept. – Donations to the Fire Dept.  
**Project Revenues – Fire Dept.**

**\$3,750.00**

**FUND PROJECT TOTAL**

**\$3,750.00**

**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**

Fire Dept. – Donations to the Fire Dept.  
**Project Expenditures – Fire Dept.**

**\$3,750.00**

**FUND PROJECT TOTAL**

**\$3,750.00**

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

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Emery G. Doughtie, Mayor

Motion was made by Councilman Stainback, seconded by Councilman Bell, and unanimously carried to adopt Budget Amendment (Ordinance No. 2025.21) in the amount of \$3,750.00 for donations made to the Fire Department.

**Consideration of Budget Amendment (State Fire Protection Grant)**

Finance Director Johnson stated the Fire Department received a 2025 State Fire Protection Grant from NC OSFM in the amount of \$569.00. She presented the following budget amendment for their consideration:

**Ordinance No. 2025.22  
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**

Fire Dept. – 2025 State Fire Protection Grant from NC OSFM

Project Revenues – Fire Dept.	\$569.00
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FUND PROJECT TOTAL	<u>\$569.00</u>
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**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**

Fire Dept. – 2025 State Fire Protection Grant from NC OSFM

Project Expenditures – Fire Dept.	\$569.00
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FUND PROJECT TOTAL	<u>\$569.00</u>
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**SECTION 3.** This ordinance shall become effective upon adoption.

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Emery G. Doughtie, Mayor

Motion was made by Councilman Jackson, seconded by Councilman Bell, and unanimously carried to adopt Budget Amendment (Ordinance No. 2025.22) in the amount of \$569.00 for the State Fire Protection Grant.

**Consideration of Budget Amendment (Senior Center SHIIP Grant)**

Finance Director Johnson stated the Senior Center received SHIIP Grant funds in the amount of \$3,412.00. She presented the following budget amendment for their consideration:

**Ordinance No. 2025.23  
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**

Fund Balance – P&R – Senior Center – SHIIP Grant

Project Revenues - P&R	\$3,412.00
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FUND PROJECT TOTAL	<u>\$3,412.00</u>
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**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**

Funding to General Fund – P&R – Senior Center – SHIIP Grant	
<b>Project Expenditures - P&amp;R</b>	<b>\$3,412.00</b>
<b>FUND PROJECT TOTAL</b>	<b>\$3,412.00</b>

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

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Emery G. Doughtie, Mayor

Mayor Doughtie asked what does SHIIP Grant stand for and what it was used for.

Parks & Recreation Director Daughtry replied the Senior Health Insurance Information Program. The Senior Center uses that money to help educate seniors on what options there are for health insurance. They have volunteers that help, and they can use the money for outreach to help seniors learn that this is available to them.

Mayor Doughtie asked if they did that at the Senior Center. Parks & Recreation Director Daughtry said they do it at the center and do outreach in the community.

Motion was made by Councilman Bell, seconded by Councilman Stainback, and unanimously carried to adopt Budget Amendment (Ordinance No. 2025.23) in the amount of \$3,412.00 for the Senior Center SHIIP Grant.

**Consideration of Budget Amendment (Library Donation)**

Finance Director Johnson stated the library received a donation in the amount of \$100.00 for the children's program. She presented the following budget amendment for their consideration:

**Ordinance No. 2025.24**  
**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 the 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**

Fund Balance – Children's Program

<b>Project Revenues – Children’s Program</b>	<b>\$100.00</b>
<b>FUND PROJECT TOTAL</b>	<b>\$100.00</b>

**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**

Funding to General Fund – Children’s Program	
<b>Project Expenditures – Children’s Program</b>	<b>\$100.00</b>
<b>FUND PROJECT TOTAL</b>	<b>\$100.00</b>

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

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Emery G. Doughtie, Mayor

Motion was made by Councilman Stainback, seconded by Councilman Jackson, and unanimously carried to adopt Budget Amendment (Ordinance No. 2025.24) in the amount of \$100.00 for the children’s program at the library.

<b>City Manager’s Report</b>
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City Manager Traynham announced on Wednesday, July 23<sup>rd</sup>, the City of Roanoke Rapids will host the HCIA meeting at 6 p.m. at Kirkwood Adams. Guest speakers from Hayes Group Consulting will conduct an interactive session on the City’s strategic planning efforts with county-wide leaders.

She said the next scheduled City Council meeting is on August 5<sup>th</sup> which corresponds with the annual National Night Out public safety event. National Night Out occurs annually on the first Tuesday in August. The event begins at The Centre at Halifax Community College at 5:00 p.m. She requests City Council to consider meeting at 4 p.m. to conduct its regular meeting. This would allow time for the meeting to be concluded and for any elected officials, City staff and the community to attend the event. It was the consensus of City Council to start the meeting at 4:00 p.m. on August 5, 2025.

She announced the Fire Safety Fair will be held on August 22<sup>nd</sup> at Kirkwood Adams. It will include not only the Fire Department, but the Police Department and other community vendors. There will be a bicycle rodeo, backpacks filled with school supplies and other goodies for attendees.



City Manager Traynham said the new fiscal year began on July 1<sup>st</sup>. It is a lean budget, but they were immediately implementing the following priorities:

- Market-based Compensation and Employee Classification Plan, Option 3
- Executed contract for online cloud-based recreation management software – RecDesk. Once set up, citizens will be able to complete facility reservations online or online register and pay for those activities.
- Police Department computers/Toughbooks

She said as mentioned earlier, now that they have a new Main Street Director who is actively busy now. The NC Main Street program representative for this area conducted a site visit on July 1<sup>st</sup>. They discussed the local program, and the state representative suggested the City change the structure of the program temporarily. Right now, they are a quasi-program which involves the non-profit group. They are getting ready to start the process of trying to renew the non-profit and advisory board. In this temporary time, it may be good for them to switch to a city run Main Street program for reporting purposes until they have the organization reestablished locally. Also, yesterday they participated in a PlacerAI analysis report through the NC Department of Commerce and Main Street program. It is reassuring to know that there is a lot of business potential in the Main Street district. Even tapping into a little of it provides some fruitful opportunities for all types of business activities to draw people into the Main Street district.

City Manager Traynham reported they continue to recover from the May 16, 2025 severe weather local disaster. To date, there are 12,000 cubic yards of tree debris spread between the Public Works facility and limb and leaf yard off Sam Powell Dairy Road. On June 12, 2025, the City submitted for public assistance funds from the NC Emergency Management. As of yesterday, the request is still pending a decision; NCEM is circulating that documentation. She hopes the City will be reimbursed for the additional expense because crews continue to clean up from that storm every day. There was substantial damage especially in Emry Park, the Canal Trail, Long Park, etc. It is taking time due to regular tasks, but staff are working diligently with a vendor to remediate those efforts.

She said one of their budget needs was a playground request at Rochelle Park. The storm caused damage to that playground and they have received reimbursement from the City's property and liability insurance carrier to replace the damaged playground structure at Rochelle Park.

She reported the following activities with the Parks & Recreation Department:

- The dive tank at the outdoor pool is closed because it lost a significant amount of water; repairs are underway.
- Chaloner Recreation Center is advertising for an Afterschool Program for elementary grades for the upcoming year beginning this fall.
- The Splash Pad is open daily.
- Happy Hour event at the Senior Center on July 16<sup>th</sup>.
- Library Summer Learning Program will conclude on July 17<sup>th</sup> at 1 p.m. with a special event.

City Manager Traynham said staff are working with the venue staff at Carolina Crossroad Amphitheater as they are preparing to kick off their first outdoor concert on August 15<sup>th</sup>. The safety of the attendees in the community is a priority so staff are working to develop an emergency operations plan in communication with the venue staff.

She said Planning & Development Director Anderson has been instrumental in the strategic planning process. This program is in conjunction with East Carolina University through the grant. They conducted a site visit on July 7<sup>th</sup> to monitor progress, and they are doing well with that. There will be a presentation at HCIA next week and the department heads management team will have a session on July 24<sup>th</sup>. The City Council session will be scheduled in the upcoming weeks. They will also have an online community survey to receive feedback and inform the community of their efforts.

City Manager Traynham called upon Parks & Recreation Director Daughtry to share information on the success of the baseball tournament held the end of June.

Parks & Recreation Director Daughtry stated the baseball tournament was a big undertaking because they are a small department. People do not really see the behind-the-scenes type things, so she wanted to share some information with them. She reported the following:

- The tournament was held June 26-29 at Ledgerwood Sports Complex.
- There were 26 teams with five age groups (U8, U9, U10, U11 and U12).
- 56 games were played in 4 days.
- Every field was prepped before every game by Parks & Rec staff and volunteers.
- Parks & Rec has 16 staff that worked, 2 were present the entire tournament, 7 were present most of the tournament and 7 were present for rotating shifts.
- Public Works installed an AC unit in one of the concession stands, assisted with back filling dirt around the batting cage, emptied trash multiple times during the tournament, assisted with closing unwanted entrances to the park,

provided multiple generators for the tournament, provided light towers for the parking area, and assisted with overhead drone pictures.

- Police Department and Halifax Co. Sheriff's Office provided assistance and security during the tournament.
- Fire Department provided assistance on the ball fields and First Responder services.
- There were 1,179.5 volunteer hours recorded. Value of a volunteer hour in the State of NC is \$31.64 per hour. A total of \$37,319.38 of value through their community volunteers. Those volunteers were solicited through the Youth Fellowship Baseball Association and a lot of businesses that donated time as well.
- \$23,715.03 was donated specifically for the tournament through financial donation and free labor. Those are funds the City did not have to put into Ledgerwood to make the tournament happen.
- \$52,133 was donated towards the new batting cage that was completed by the tournament and used at the tournament. \$25,380 was paid through the Youth Baseball Association and the remaining \$26,753 was paid through other monetary and labor donations from other businesses in the community.
- The total value of non-city resources spent directly on the tournament through volunteers and donations equal \$61,034.41. Including the batting cage, the total non-city resources spent at Ledgerwood in June comes to \$113,167.41.

She stated it would take a long time to calculate the number of hours Parks & Rec staff spent before and during the tournament to make it happen, but that is part of their job and what they do. She wanted to make sure they gave credit to the other departments within the City because without them they could not have done it or the Christmas Parade. She thanked the community because there were a lot of people that came together to make the tournament a success. It takes a lot of people to keep the water coolers filled, to cut the grass and line the fields.

### **Finance Report**

Finance Director Johnson reported this was the preliminary report for the month of June 2025, as they continue to pay prior year expenses through the end of August. To date, General Fund year-to-date receipts totaled \$19,415,835. General Fund year-to-date expenditures totaled \$18,680,736. They are at 96% of the appropriated budget.

She said the City has the following revenues to collect for FY2024-2025:

- **Ad Valorem Tax for June**

- **Motor Vehicle** Tax for June
- **Sales & Use** Tax for May & June
- **Hold Harmless** Tax for May & June
- **Utility Franchise** Tax Quarterly Payment in June

Finance Director Johnson stated they just received the May Sales & Use Tax yesterday which was in the amount of \$459,000.

Councilman Jackson asked Finance Director to go over the total revenue one more time.

Finance Director Johnson referred to the back page of the report. They received current ad valorem, prior year ad valorem, motor vehicle tax, sales tax, hold harmless tax, utility franchise tax, residential solid waste, commercial solid waste, interest, grants and donations and other revenues.

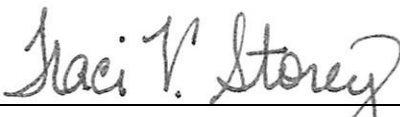
Councilman Jackson clarified he was asking for the total year-to-date revenue and expenditures.

Finance Director Johnson restated the year-to-date receipts total \$19,415,835 thus far. General Fund year-to-date expenditures totaled \$18,680,736. Right now, revenues exceed expenditures by \$735,099.

City Manager Traynham stated despite the adjustment in their revenues for the year, they still came out in the positive. There are still some items coming in and going out to account for. The year end stays open through August for accounting purposes. This is not specific to Roanoke Rapids. Auditing will come in the fall. They have not closed out the Fiscal Year 2024-2025 yet.

<b>Adjournment</b>
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There being no further business, motion was made by Councilman Bell, seconded by Councilman Stainback, and unanimously carried to adjourn. The meeting adjourned at 6:05 p.m.

  
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**Traci V. Storey, City Clerk**

**Approved by Council Action on: August 5, 2025**