



Minutes of the Roanoke Rapids City Council

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

Present: Emery G. Doughtie, Mayor
Sandra W. Bryant, Mayor Pro Tem

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

Council Members

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

Absent: Carmen Johnson, Finance Director
Christina Caudle, Human Resources Director
Jason Patrick, Fire Chief

Mayor Doughtie called the meeting to order at 5:30 p.m. He asked Police Chaplain Greg Page to provide the invocation.

Mr. Page recognized and thanked Police Chief Guyant for what he has done for him and the community. He provided the invocation, and 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 Bryant, and unanimously carried to adopt the business agenda as presented.

Approval of City Council Minutes

Motion was made by Mayor Pro Tem Bryant, seconded by Councilman Jackson, and unanimously carried to approve the October 1, 2024, Regular City Council Meeting minutes as drafted.

Public Hearing

Special Use Permit – Accessory Apartment (402 Cedar Street)

Planning & Development Director Kristyn Anderson, who was duly sworn, reviewed the following report concerning a Special Use Permit application submitted by Ephraim Kline.

MEMORANDUM

To: Kelly Traynham, City Manager

From: Kristyn K. Anderson, Planning & Development Director

Re: **Special Use Permit Request for an Accessory Apartment, Located at 402 Cedar Street**

Date: October 30, 2024

Special Use Permit Request

A Special Use Permit (SUP) request from Ephraim Kline (*applicant and property owner*) to establish an accessory dwelling unit to a single-family residence at 402 Cedar Street. This property is a .25± acre parcel of land in an R-8, Residential District, identified as Halifax County Tax Parcel 0908234.

EXECUTIVE SUMMARY

Accessory apartments and duplexes are permitted with approval of a Special Use Permit from City Council. As such, the applicant is seeking SUP approval for the existing single-family residence of Ephraim Kline to permit establishment of a family member suite. The Kline's seek to convert the garage located at the rear of the dwelling for use as an accessory apartment. The proposed apartment is to be independent from the single-family. Shared driveway access is provided via an existing driveway.

The Land Use Ordinance (LUO) defines a Single-Family Residence with Accessory Apartment as, "a residential use having the external appearance of a single-family residence but in which there is located a second dwelling unit that comprises not more than 25% of the gross floor area of neither the building nor more than a total of 750 square feet."

The Land Use Ordinance defines a Duplex as, "A two-family residence other than a two-family conversion."

The subject parcel has a size of .25± acres located next to similarly sized parcels at the intersection of West 4th and Cedar Street. North and directly adjacent to this property is Rochelle Park which consists of 4.13 acres.

SUBJECT PARCEL VICINITY MAP

Ephraim Kline has requested a Special Use Permit for an accessory apartment located at 402 Cedar Street. This property is currently developed with a single-family dwelling, and the zoning designation is R-8, Residential District. **(Note: the application and supporting documents are attached to this memorandum)**

The subject property is currently zoned R-8, Residential District, which is designed to accommodate single-family dwelling units on lots of 8,000 square feet and larger as set forth in Section 151-181. See zoning map excerpt below.



Planning and Development staff have made the following findings concerning this request:

1. The requested permit is within its jurisdiction according to the table of permissible uses; or

The requested permit is within the Roanoke Rapids City Limits. Accessory apartments and duplexes are authorized in the R-8, Residential District, with a Special Use Permit. The request is for Single-family residence with accessory apartment, which is provided a use classification of 1.130 per LUO Section 151-149, Table of Permissible Uses.

2. The application is complete; or

The application is complete.

3. If completed as proposed in the application, the development will comply with all of the requirements of The Land Use Ordinance; or

The development will be required to comply with all the requirements of the Land Use Ordinance if completed as proposed in the application.

The following seven (7) items were considered and evaluated as follows:

1: ingress and egress to the lot and proposed structures, especially by pedestrians and automobiles, is safe and convenient in terms of access and traffic flow; and,

Staff find this to be true. This site has frontage on Cedar Street, an improved street, with an existing driveway, providing access to the accessory apartment. This portion of Cedar Street serves several houses, and Rochelle Park therefore, there is a minimal amount of street traffic.

2: off-street parking and loading effect on adjacent property (in terms of traffic generation, economic impact, noise, glare and odor) similar to uses permitted in that zoning district; and,

Staff finds there is likely no negative impact on neighboring properties. The proposed use of the property is unlikely to cause any traffic generation issues. Any required parking of vehicles may be accommodated on the existing driveway.

3: refuse disposal effect on adjacent property with similar uses permitted in that zoning district; and,

Staff finds no likely negative effect should occupants utilize common practices in refuse disposal. Roanoke Rapids Public Works provides refuse collection.

4: utilities are available; and,

Staff believes this is probably true, with connections and extensions coordinated with appropriate entities.

5: the type, dimensions and character of screening and buffering satisfactorily screens adjacent property; and,

Staff finds screening to be adequate for residential development. This parcel of land is zoned R-8 residential, and based on its construction blends in with adjoining properties and requires no additional screening or buffering.

6: signs and lighting affect adjacent property similar to uses permitted in that zoning district; and,

Staff believes that exterior lighting is to be the norm for a residential property. There should be no signage for this additional residential use.

7: required yards, open space and existing trees and other attractive and natural features of the land are preserved.

Staff believes this is probably true. This lot is currently developed and landscaped.

Given the preceding, Staff has made the following findings concerning this request:

If completed as proposed, the development, more probably than not:

(a) provide no material endangerment to the public health or safety; or

Staff believes this is probably true. The applicant shall be required to comply with all applicable federal, state and local codes and ordinances. An assessment of the previously referenced seven items used to evaluate areas of concern indicates no specific endangerment to public health or safety.

(b) the use will not substantially injure the value of the adjoining or abutting property; or

Staff believes this is probably true. Staff finds no specific reasons for potential negative effects on the value of adjoining or abutting property.

(c) the use will be in harmony with the area in which it is to be located; or

Staff believes this is probably true. The proposed use will be residential in nature and in character with the existing surrounding residential land uses.

(d) the use will be in general conformity with the Comprehensive Development Plan, Thoroughfare Plan, or other plan officially adopted by the City Council.

Staff finds this to be true. The plans as submitted will agree with the policies of the Comprehensive Development Plan, Thoroughfare Plan as well as the Land Use Ordinance and other officially adopted plans of the City. The Comprehensive Plan Future Land Use map designates this area as suitable for medium density residential. The property is located within the Planning Jurisdiction and staff believes it is in conformity with the following Comprehensive Development Plan policies:

Residential Land Use

9.1 Innovative land planning techniques shall be encouraged as a means of providing for a variety of identified city-wide housing needs.

9.3 Land uses considered harmful to the health, safety and welfare of area residents shall be prohibited from infringing upon the livability of residential areas.

9.4 Proposed residential development which would expose residents to harmful effects of incompatible development or environmental hazards shall be prohibited.

THE APPLICANT HAS ADDRESSED THE REQUISITE QUESTIONS, WHICH MUST BE ANSWERED BY THE CITY COUNCIL IN HIS APPLICATION. IT IS YOUR OBLIGATION TO ENSURE EACH HAS BEEN ADEQUATELY ADDRESSED AFTER HEARING ALL THE PARTIES PRIOR TO RENDERING A FINAL DECISION.

Planning & Development Staff Review

After a complete review of the information submitted by the applicant, it is the Staff's opinion the request satisfactorily meets the requirements of the Land Use Ordinance.

Property owners within 100 feet of the subject property were notified of this public hearing by first class mail, sent October 25th, 2024. This meeting was advertised in the Daily Herald on Saturday, October 26th, 2024.

Planning & Development Director Anderson reported that one phone message was received. She returned the call but had not heard back from them as of this meeting.

Mayor Doughtie opened the public hearing to receive sworn testimony.

Ephraim Kline

Mr. Kline, owner/applicant, who was duly sworn, stated he has lived here for four years, and he has grown to like the city and bought a house. He is applying for the additional dwelling unit located at 402 Cedar Street. Circumstances have changed so he needs a little more space. There is already an existing building with his garage attached to it. He would like to expand that a little for more space.

Councilman Bell clarified that this is not connected to the actual building, but Mr. Kline would like to have a two-bedroom apartment. Mr. Kline replied yes.

Councilman Bell asked if he lived in the house. Mr. Kline replied yes. Councilman Bell asked if this space was for family. Mr. Kline replied yes, for him and his mother as well.

Mayor Doughtie asked what if the current owner was to sell the property or move and did it have anything to do with it being a family member.

City Manager Traynham replied Special Use Permits run with the property so regardless of ownership, the approval for an accessory apartment remains with the property itself.

Blondell Kline

Ms. Kline, who was duly sworn, stated she needed to know something about the plans he (Mr. Kline – her son) submitted. At the time he submitted the plans she was not here. Because of an emergency she had to move to this area. He has agreed to remodel the place so it would be comfortable to her and two great-grandchildren she brought

with her. Instead of two bedrooms, they would like to make one of the bedrooms big enough to subdivide so each child could have their own personal space. One child is 14 years old and the other is 10 years old – a boy and a girl. She asked if this would be okay or would they need to resubmit plans.

Planning & Development Director Anderson replied when it comes to the plans that were submitted, what they need to do first is get approval for the Special Use Permit application which is for the apartment in general. For plans, all of that would be reviewed by the Planning & Development Department. It would be reviewed by the building code to see what is applicable and how to accommodate it.

Ms. Kline said since the building/garage is not attached to the house, they intend to attach it with a breezeway that would hold a laundry room.

Planning & Development Director Anderson stated if the SUP is approved, they could do that.

With nobody else wishing to speak, Mayor Doughtie closed the public hearing.

Planning & Development Director Anderson asked City Council to review the SUP Evaluation Work Sheet and take action on each of the Findings of Fact. She stated all the Findings of Fact would need to be found true in order to approve the permit.

City Council Quasi-Judicial Forum and Special Use Permit Evaluation Work Sheet

SECTION I:

1. The requested permit is within its jurisdiction according to the table of permissible uses; or
2. The application is complete; or
3. Cemeteries are a use subject to Conditions in the Land Use Ordinance; or

SECTION II. *The following items are to be considered per Section 151-94(d)(5):*

1. The establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety or general welfare.
2. The special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor diminish or impair property values within the neighborhood.
3. The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

4. The exterior architectural appeal and functional plan of any proposed structure will not be so at variance with either the exterior architectural appeal and functional plan of the structures already constructed or in the course of construction in the immediate neighborhood or the character of the applicable district, as to cause a substantial depreciation in the property values within the neighborhood.
5. Adequate utilities, access roads, drainage, parking, or necessary facilities have been or are being provided.
6. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
7. The special use shall, in all other respects, conform to all the applicable regulations of the district in which it is located.
8. Public access shall be provided in accordance with the recommendations of the city's land use plan and access plan, or the present amount of public access and public parking as exists within the city now. If any recommendations are found to conflict, the system requiring the greatest quantity and quality of public access, including parking, shall govern.
9. The proposed use shall be consistent with recommendation and policy statement as described in the adopted land use plan.

Mayor Doughtie asked City Council to consider each one of the following Findings of Fact:

(a) Will not materially endanger the public health or safety; or

Motion was made by Councilman Stainback, seconded by Councilman Bell and unanimously carried that based on the public hearing testimony and the foregoing staff report dated October 30, 2024, it is the consensus of the City Council that the requested permit will not materially endanger the public health or safety.

(b) Will not substantially injure the value of adjoining or abutting property; or

Motion was made by Councilman Jackson, seconded by Mayor Pro Tem Bryant and unanimously carried that based on the public hearing testimony and the foregoing staff report dated October 30, 2024, it is the consensus of the City Council that the requested permit will not substantially injure the value of adjoining or abutting property.

(c) Will be in harmony with the area in which it is to be located; or

Motion was made by Councilman Strickland, seconded by Councilman Jackson and unanimously carried that based on the public hearing testimony and the foregoing

staff report dated October 30, 2024, it is the consensus of the City Council that the requested permit will be in harmony with the area in which it is to be located.

(d) Will be in general conformity with the Comprehensive Development Plan, Thoroughfare Plan, or other plan officially adopted by the City Council.

Motion was made by Councilman Bell, seconded by Councilman Stainback and unanimously carried that based on the public hearing testimony and the foregoing staff report dated October 30, 2024, it is the consensus of the City Council that the requested permit will be in general conformity with the Comprehensive Development Plan, Thoroughfare Plan, or other plan officially adopted by the City Council.

FINAL DECISION – All motions above must be found TRUE to approve the requested permit.

Motion was made by Councilman Bell, seconded by Councilman Jackson and unanimously carried that based on the public hearing testimony and the foregoing staff report dated October 30, 2024, it is the consensus of the City Council that the requested Special Use Permit be granted to Ephraim Kline (applicant and property owner) for an accessory dwelling located at 402 Cedar Street with the conditions set forth by the Land Use Ordinance.

New Business

Consideration of Budget Ordinance (Flock Camera)

In Finance Director Johnson’s absence, City Manager Traynham presented the following budget ordinance for City Council’s consideration:

**Ordinance No. 2024.31
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 – Police – Flock Camera on River Road, RR	
Project Revenues – Flock Camera on River Road, RR	\$3,000.00
FUND PROJECT TOTAL	\$3,000.00

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

Funding to General Fund – Police – Flock Camera on River Road, RR	
Project Expenditures – Flock Camera on River Road, RR	\$3,000.00
FUND PROJECT TOTAL	\$3,000.00

SECTION 3. This ordinance shall become effective upon adoption.

Emery G. Doughtie, Mayor

Motion was made by Councilman Bell, seconded by Councilman Strickland and unanimously carried to adopt Ordinance No. 2024.31 in the amount of \$3,000 for the installation of a Flock camera on River Road.

Consideration of Budget Ordinance (OSC Unauthorized Substance Tax)

City Manager Traynham presented the following budget ordinance for City Council’s consideration:

Ordinance No. 2024.32
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 – Police – OSC Unauthorized Substance Tax	
Project Revenues - OSC Unauthorized Substance Tax	\$7,082.66
FUND PROJECT TOTAL	\$7,082.66

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 – Police – OSC Unauthorized Substance Tax	
Project Expenditures - OSC Unauthorized Substance Tax	\$7,082.66
FUND PROJECT TOTAL	\$7,082.66

SECTION 3. This ordinance shall become effective upon adoption.

Emery G. Doughtie, Mayor

Motion was made by Councilman Jackson, seconded by Mayor Pro Tem Bryant and unanimously carried to adopt Ordinance No. 2024.32 in the amount of \$7,082.66 for OSC Unauthorized Substance Tax.

Consideration of Ordinance Declaring Use of a Road for Slow Moving Traffic (Christmas on the Avenue)

Parks & Recreation Director Daughtry stated NCDOT has requested the City acquire a permit to have slow moving traffic on Roanoke Avenue for the Christmas on the Avenue event to be held on Friday, December 6, 2024 from 5:30 p.m. – 9:30 p.m. It is similar to the ordinance to close the road for the Christmas parade. She presented the following ordinance for their consideration:

ORDINANCE NO. 2024.33
AN ORDINANCE DECLARING USE OF A ROAD FOR SLOW MOVING TRAFFIC
ASSOCIATED WITH CHRISTMAS ON THE AVENUE

WHEREAS, the City Council of the City of Roanoke Rapids acknowledges a tradition of providing an annual Christmas tree lighting and events for the pleasure of its citizens; and

WHEREAS, the City Council of the City of Roanoke Rapids acknowledges its citizens realize a financial benefit from holding an annual Christmas parade; and

WHEREAS, the City Council of the City of Roanoke Rapids acknowledges this type of event requires approximately four (4) hours of slow moving traffic, such as Hayrides, traveling from 600 Roanoke Avenue to 1026 Roanoke Avenue;

NOW, THEREFORE BE IT ORDAINED by the City Council of the City of Roanoke Rapids pursuant to the authority granted by G.S. 20-169 that they do hereby declare use of a road for slow moving vehicles associated with Christmas on the Avenue during the day(s) and times set forth below on the following described portion of a State Highway System route:

Date(s): Friday, December 6, 2024

Times: 5:30 p.m. to 9:30 p.m.

Route Description: Roanoke Avenue (NC 48) between 11th Street
and Jarman Street

This ordinance will become effective when signs are erected giving notice of the limits and times of the parade, and implementation of adequate traffic control to guide through vehicles around the parade route.

ADOPTED this 6th day of November 2024.

Emery G. Doughtie, Mayor

ATTEST:

Traci V. Storey, City Clerk

Motion was made by Mayor Pro Tem Bryant, seconded by Councilman Stainback and unanimously carried to adopt Ordinance No. 2024.33 declaring use of a road for slow moving traffic associated with Christmas on the Avenue.

Consideration of Amendment to the City of Roanoke Rapids Code of Ordinances – Chapter 131

Police Chief Guyant stated the Parks & Recreation Department would like to conduct a bow and arrow course at the TJ Davis Recreation building. Upon reviewing Chapter 131, Section 131.04 Weapons Prohibited on City Property, the department would not be able to conduct this type of class on City property because of the way the ordinance was currently written. They also realized they could not invite the public to participate in firearm safety classes at the police firing range. They met with Attorney Davis and made the proposed revision by adding number (5) to the ordinance. He presented the following ordinance for City Council’s consideration:

ORDINANCE NO. 2024.34

AN ORDINANCE TO AMEND CHAPTER 131 “OFFENSES AGAINST PUBLIC PEACE AND SAFETY” OF THE ROANOKE RAPIDS CITY CODE.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF ROANOKE RAPIDS, NORTH CAROLINA that:

SECTION 1. Section 131.04 be amended to read as follows:

§ 131.04 WEAPONS PROHIBITED ON CITY PROPERTY.

(A) Except as provided division (B) below, it shall be unlawful for any person to possess or carry concealed about his or her person any weapon in city-owned buildings and parks. For purposes of this section and prohibition, the term **WEAPON** shall refer to and include any weapon listed in G.S. § 14-269 and any deadly weapon of like kind.

(B) This section and prohibition shall not apply to the following persons:

- (1) Officers and enlisted personnel of the armed forces of the United States when in discharge of their official duties as such and acting under orders requiring them to carry arms and weapons;
- (2) Civil officers of the United States while in the discharge of their official duties;
- (3) Officers and soldiers of the militia and the national guard when called into actual service;
- (4) Sworn law enforcement officers; and
- (5) Persons participating in a City of Roanoke Rapids sanctioned educational event that are under direct supervision of City of Roanoke Rapids employees that are certified to teach safety and education courses related to weapons. (Examples: Archery course taught by Roanoke Rapids Parks and Recreation certified staff, Firearms Safety course taught by Roanoke Rapids Police Department sworn officers, etc.)

(C) A conspicuous notice shall be posted at each entrance to any property set forth in division (A) above stating: "Possession of weapons or carrying a concealed handgun is prohibited."

(D) Weapons possessed in violation of this section are hereby declared to be contraband. The Chief of Police or his or her designee shall hold such weapon for disposal pursuant to court order. In the absence of any court order, the weapon shall be destroyed.

(1997 Code, § 131.04) (Ord. passed - -) Penalty, see § [131.99](#)

SECTION 2. This ordinance shall become effective upon its adoption.

Emery G. Doughtie, Mayor

Motion was made by Councilman Jackson, seconded by Councilman Bell and unanimously carried to adopt Ordinance No. 2024.34 amending the City of Roanoke Rapids Code of Ordinances Chapter 131, Section 131.04.

Consideration of CDBG-NR Program Administrative Service Proposals

City Manager Traynham reported in the spring, the City was awarded a FY2022 Community Development Block Grant for the Neighborhood Revitalization Program. This federal program is directed through the NC Department of Commerce Rural Economic Development Division and subject to HUD. Contingent upon this award, the City is required to recruit and retain an administrative consultant to provide a "turn-key" job in construction, housing rehabilitation and all the policies that are required for state and federal compliance. They have conducted competitive requests

for proposal (RFP) processes twice. The first time, they received one response from Insight Planning & Development. Based on the administrative guidance rules, they had to conduct a second RFP. After the second round, the City received three (3) proposals for consideration. The deadline was Friday, November 1, 2024 at noon.

She said in the RFP the evaluation criteria were provided with the potential points associated with it. After staff reviewed and evaluated the proposals (Proposal Tabulation sheet on file in Clerk's Office), Insight Planning & Development was the highest ranked consulting firm followed by McDavid Associates, Inc. then Eli Patrick & Co. She explained Insight Planning & Development and McDavid Associates were competitive with one another, but Insight Planning stood above and beyond with its designations for being a certified historically underutilized business and verified service-disabled veteran owned small business statuses. The team that works for Insight Planning & Development have provided services to the City of Roanoke Rapids for 20 or more years. Their experience is valued here.

City Manager Traynham requested City Council consider a motion for her to negotiate a contract with Insight Planning & Development for the CDBG-NR Program.

Mayor Doughtie asked for the amount of the contract for these services which would be taken out of the grant. City Manager Traynham replied there were different line items for it, but the total amount in the proposed contract would be just over \$100,000. It includes other housing activities that are part of it. All of the funds are allowed under the grant program. No City funds are involved.

Mayor Doughtie confirmed that it was approximately 10%. City Manager Traynham replied that was correct.

Mayor Doughtie said the City has received several million dollars from CDBG grants and asked if City Council could get addresses of homes remodeled or redone and when they were done. City Manager Traynham replied yes, she could do that.

Mayor Doughtie confirmed that the person whose home was rehabilitated must live in the house for eight (8) years before the grant is forgiven. City Manager Traynham said in this particular program, the person has to be income qualifying as well as own and occupy the home. In the grant administrative services, legal services are included where a document is recorded against the property. After every two years 25% is forgiven until after eight years. If the person were to pass away, the situation would change or ownership would change, they would not have to pay it back if the next occupant would be a qualifying applicant. If not, it would pop up during any real estate transaction where ownership would change.

Councilman Bell stated he sees that this program helps a lot of elderly people and questioned what would happen if the person became incapacitated and had to move into a nursing home. He asked if the nursing home starts looking for funds to support that person living in the nursing home, could they come in and request that the home be sold to collect money to help pay the bill. City Manager Traynham replied she did not know the answer to that and would have to check with the NC Department of Commerce about that possible situation. They understand that special circumstances happen. She stated they have seen families benefit from this program. The homeowners interested in the program go through legal counseling so they understand upfront what those consequences would be in the document.

Motion was made by Councilman Stainback, seconded by Councilman Strickland and unanimously carried to authorize the City Manager to negotiate and execute a CDBG-NR Administrative Services Contract hereby awarded to the most qualified consultant (Insight Planning & Development) based on proposal evaluation and scoring completed by City Administration.

City Manager's Report

City Manager Traynham thanked all the City staff involved in the recent Halloween activities. She saw in a report today that over 2,200 people attended the Truck or Treat activities on Thursday evening.

She announced on Saturday, November 23rd, the City will host a library dedication in memory of former City Attorney Gilbert Chichester. On Monday, November 11th, City offices will be closed in observance of Veterans Day.

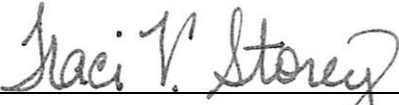
She reported the City is finalizing with the Upper Coastal Plain Council of Government (UCPCOG), a Brownfield Coalition grant application. The City's specific part would address the Interstate Storage property, former Roanoke Mill No. 2 located at 501 Jackson Street. If funded, all the former mill sites in town would be part of that program. It is a very competitive program. The EPA anticipates awarding just over 20 of the coalition applications. They should find out after the new year if they are awarded or not.

City Manager Traynham said there are several funding opportunities out there and management staff had the chance to meet with the Hometown Strong Program and Blue Cross Blue Shield regional representatives. They are interested in developing partnerships and assist the City in finding opportunities. City staff are diligently looking for these grant opportunities to meet their needs.

She reported later in the month, the \$25 Walmart Thanksgiving gift cards will be distributed to all City full-time and permanent part-time employees. Leaf season began November 1st where loose leaves will be collected until February. She noted collection in the alleys will take place at the end of the season. The new Toyota dealership on Premier Blvd. has indicated a potential grand opening date of Thanksgiving. Plans for the McCrory building have been submitted for review. This has been an ongoing process through state and federal historic property review so the developer can obtain the tax credits for that project. The Dixon building next to it just opened at the end of October as a med spa.

Adjournment

There being no further business, motion was made by Councilman Stainback, seconded by Councilman Bell and unanimously carried to adjourn. The meeting adjourned at 6:20 p.m.



Traci V. Storey, City Clerk

Approved by Council Action on: November 19, 2024