



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 21, 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)
Curtis Strickland)

Council Members

Kelly Traynham, City Manager
Geoffrey Davis, City Attorney
Traci Storey, City Clerk
Carmen Johnson, Finance Director
Lawrence Wiggins, Police Chief
Ashley Thomas, Main Street Director
Kristyn Anderson, Planning & Development Director
Kelly Daughtry, Parks & Recreation Director
Kenneth Hollowell, Interim Fire Chief
Richard Cook, Interim Fire Chief

Absent: Sandra W. Bryant, Mayor Pro Tem
Christina Caudle, Human Resources Director
Larry Chalker, Public Works 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 Stainback, seconded by Councilman Bell, and unanimously carried to adopt the business agenda as presented.

Public Comment (Unscheduled)

Joey Davis

Mr. Davis said a couple of months ago Mr. Dickens was here talking about an accident he had by Chick-fil-A and was told it was a state road, no problem. He wanted to talk about another state road, Roanoke Avenue. Starting at Joe's To Go, it's 20 mph. Once you get to 8th Street where the school crossing is, it's 35 mph and at 4th Street it drops back down to 20 mph. He said they tore a building down at the junction and did a beautiful job. They left a mural there with stuff he considered was closed down or down at the river. He wanted to talk about downtown or what he calls dead town. There is a side street that has been closed for a couple of years, the building is about to fall in. Maybe after this meeting is over somebody can tell him who authorized flower beds on the street and side of the street on a state highway. Whoever did, the state or whoever, maybe they can do it again downtown and put flower beds in the street and side of the street. And they can do like he does when he goes to the cemetery, when the seasons change or holidays, they can put artificial flowers in there to beautify it.

Mayor Doughtie suggested to get him some answers since they do not have conversation back and forth during public comment, maybe a time other than a City Council meeting, he could ask some of the city officials, department heads or people at City Hall his questions so he could get some answers.

Approval of City Council Minutes

Motion was made by Councilman Bell, seconded by Councilman Stainback, and unanimously carried to approve the October 7, 2025 Special Meeting and October 7, 2025, Regular City Council Meeting minutes as drafted.

Committee Appointments/Reappointments

Roanoke Canal Commission

City Clerk Storey stated Michael Salanik is interested in serving on the Roanoke Canal Commission and has submitted a volunteer application. Mr. Salanik is eligible and there is currently a vacancy for the City of Roanoke Rapids with a term that expires July 17, 2028.

Motion was made by Councilman Jackson, seconded by Councilman Stainback and unanimously carried to appoint Michael Salanik to the Roanoke Canal Commission.

Halifax-Northampton Regional Airport Authority

City Clerk Storey stated Chris Canady's term on the Halifax-Northampton Regional Airport Authority will expire January 31, 2026. Deputy County Manager Christina Wells contacted Mr. Canady and he would like to continue serving on this board as one of the City's representatives. It would be a 3-year term which expires January 31, 2029.

Motion was made by Councilman Strickland, seconded by Councilman Bell and unanimously carried to reappoint Chris Canady to the Halifax-Northampton Regional Airport Authority.

New Business

Consideration of Resolution Approving Surplus Items

City Manager Traynham stated in Public Works Director Chalker's absence, she would like to present Resolution No. 2025.12 for their consideration. There are two vehicles identified to be deemed surplus. They have been used by the Police Department for a number of years and have exceeded their lifespans and usefulness for the City. The City has a process in place through an electronic auction where surplus property may be sold. The resolution would declare the two vehicles as surplus and authorize the sale by electronic auction which is GovDeals.com.

RESOLUTION NO. 2025.12

**Resolution Approving Surplus Items
In accordance with NCGS 160A-270(c) – Electronic Auction**

WHEREAS, the Roanoke Rapids City Council desires to dispose of certain surplus property of the City; and

WHEREAS, the following items have been identified as being surplus to the needs of the City:

<u>VEHICLE #</u>	<u>VIN NUMBER</u>	<u>DESCRIPTION</u>	<u>HOURS/MILAGE</u>
7	2C3DXAG2CH226292	2012 DODGE CHARGER	81,342
168	2C3DXAT6CH225191	2012 DODGE CHARGER	88,232

WHEREAS, the Roanoke Rapids City Council, at a Regular Meeting on December 13, 2011, adopted Resolution No. 2011.25 authorizing the use of electronic auction services to dispose of surplus property; and

WHEREAS, the necessary agreements with GovDeals, Inc. are in place to utilize the company's electronic auction service to dispose of surplus items;

NOW, THEREFORE, BE IT RESOLVED that the Roanoke Rapids City Council hereby declares the foregoing list of property to be surplus to the needs of the City, and authorizes disposal of these items by electronic auction (specifically by website: www.govdeals.com) in accordance with NCGS 160A-270(c).

ADOPTED this 21st day of October, 2025.

Emery G. Doughtie, Mayor

ATTEST:

Traci V. Storey, City Clerk

Motion was made by Councilman Bell, seconded by Councilman Stainback, and unanimously carried to adopt Resolution No. 2025.12 to officially declare the vehicles as surplus and authorize the sale by electronic auction.

Consideration of Budget Amendment (Police Department)

Finance Director Johnson stated the Police Department uses Smart Safety Software for their law enforcement computers which has expired. Staff did not anticipate that when preparing the budget. She reported the amount for the software update is \$10,313. Also, to set up the Toughbooks properly with this software, the fees will be \$11,502.50. In order to get the Toughbooks set up properly she requested their consideration of Budget Ordinance No. 2025.34 in the amount of \$21,815.50.

**Ordinance No. 2025.34
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, 2025, and ending June 30, 2026, according to the following schedule:

SCHEDULE A – PROJECT FUND REVENUES

Fund Balance – Police	Smart Safety Software	\$10,313.00
	Toughbook Setup Fees	\$11,502.50
Project Revenues – Smart Safety Software & Toughbook Setup Fees		
FUND PROJECT TOTAL		\$21,815.50

SECTION 2. The following additional revenues and reductions in appropriations are available for the fiscal year beginning July 1, 2025, and ending June 30, 2026, in order to meet the foregoing appropriations, according to the following schedule:

SCHEDULE B – PROJECT FUND EXPENDITURES

Funding to General Fund – Police	Smart Safety Software	\$10,313.00
	Toughbook Setup Fees	\$11,502.50
Project Expenditures – Smart Safety Software & Toughbook Setup Fees		_____
FUND PROJECT TOTAL		\$21,815.50

SECTION 3. This ordinance shall become effective upon adoption.

Emery G. Doughtie, Mayor

Mayor Doughtie asked if this was one-time fee. Finance Director Johnson replied yes.

Councilman Jackson asked if the software expired in 2020. Finance Director Johnson replied she was not sure when it expired, but when they were going to transfer the information from the current laptops to the new Toughbooks, they discovered this particular software has expired and they were on an outdated version, therefore they need to upgrade.

Motion was made by Councilman Bell, seconded by Councilman Strickland, and unanimously carried to adopt Budget Amendment (Ordinance No. 2025.34) in the amount of \$21,815.50 for the purchase of Smart Safety Software and Toughbook setup fees.

Consideration of Budget Amendment (OSC Unauthorized Substance Tax)

Finance Director Johnson stated the Police Department received \$936.48 in OSC Unauthorized Substance Tax. She presented the following Budget Ordinance No. 2025.35 for their consideration:

**Ordinance No. 2025.35
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, 2025 and ending June 30, 2026, according to the following schedule:

SCHEDULE A – PROJECT FUND REVENUES

Police – OSC Unauthorized Substance Tax	
Project Revenues - OSC Unauthorized Substance Tax	\$936.48
FUND PROJECT TOTAL	\$936.48

SECTION 2. The following additional revenues and reductions in appropriations are available for the fiscal year beginning July 1, 2025 and ending June 30, 2026, in order to meet the foregoing appropriations, according to the following schedule:

SCHEDULE B – PROJECT FUND EXPENDITURES

Police – OSC Unauthorized Substance Tax	
Project Expenditures - OSC Unauthorized Substance Tax	\$936.48
FUND PROJECT TOTAL	\$936.48

SECTION 3. This ordinance shall become effective upon adoption.

Emery G. Doughtie, Mayor

Motion was made by Councilman Strickland, seconded by Councilman Stainback, and unanimously carried to adopt Budget Amendment (Ordinance No. 2025.35) in the amount of \$\$936.48 for OSC Unauthorized Substance Tax.

Consideration of Budget Amendment (Damage at Ledgerwood and Doyle Restrooms)

Finance Director Johnson reported recently the restrooms at Ledgerwood Field and Doyle Field were vandalized. The parties responsible have taken accountability for the damage and paid for the repairs. She presented Budget Ordinance No. 2025.36 for their consideration.

Ordinance No. 2025.36

**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, 2025, and ending June 30, 2026, according to the following schedule:

SCHEDULE A – PROJECT FUND REVENUES

P & R – Funds Received for Damage at Ledgerwood/Doyle Bathrooms

Project Revenues - Funds Received for Damage at Ledgerwood/Doyle Bathrooms	\$1,392.00
FUND PROJECT TOTAL	<u>\$1,392.00</u>

SECTION 2. The following additional revenues and reductions in appropriations are available for the fiscal year beginning July 1, 2025, and ending June 30, 2026, in order to meet the foregoing appropriations, according to the following schedule:

SCHEDULE B – PROJECT FUND EXPENDITURES

P & R – Funds Received for Damage at Ledgerwood/Doyle Bathrooms	
Project Expenditures - Funds Received for Damage at Ledgerwood/Doyle Bathrooms	\$1,392.00
FUND PROJECT TOTAL	<u>\$1,392.00</u>

SECTION 3. This ordinance shall become effective upon adoption.

Emery G. Doughtie, Mayor

Motion was made by Councilman Jackson, seconded by Councilman Stainback, and unanimously carried to adopt Budget Amendment (Ordinance No. 2025.36) in the amount of \$1,392.00 for damage at Ledgerwood and Doyle restrooms.

Consideration of Budget Amendment (Police Department Donation)

Finance Director Johnson said the Police Department received a donation from Dominion Energy in the amount of \$6,271.28. She presented Budget Ordinance No. 2025.37 for their consideration.

**Ordinance No. 2025.37
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, 2025, and ending June 30, 2026, according to the following schedule:

SCHEDULE A – PROJECT FUND REVENUES

Police Dept. – Donations to the Police Dept. - Dominion	
Project Revenues – Police Dept.	<u>\$6,271.28</u>

FUND PROJECT TOTAL **\$6,271.28**

SECTION 2. The following additional revenues and reductions in appropriations are available for the fiscal year beginning July 1, 2025, and ending June 30, 2026, in order to meet the foregoing appropriations, according to the following schedule:

SCHEDULE B – PROJECT FUND EXPENDITURES

Police Dept. – Donations to the Police Dept. - Dominion
Project Expenditures – Police Dept. **\$6,271.28**

FUND PROJECT TOTAL **\$6,271.28**

SECTION 3. This ordinance shall become effective upon adoption.

Emery G. Doughtie, Mayor

Motion was made by Councilman Bell, seconded by Councilman Stainback, and unanimously carried to adopt Budget Amendment (Ordinance No. 2025.37) in the amount of \$6,271.28 for a donation from Dominion Energy to the Police Department.

Consideration of Budget Amendment (NC Governor’s Highway Safety Program)

Finance Director Johnson reported when the NC Governor’s Highway Safety Program Grant was originally presented to City Council for the second year, it was supposed to be a 75/25 match. There has been a change to a 70/30 match. Staff originally budgeted \$25,000, which was a little over the 25% just in case something like this happened. The 30% match is a little more, therefore a budget amendment is needed for the remaining balance of \$726. She presented the following ordinance for their consideration:

**Ordinance No. 2025.38
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, 2025, and ending June 30, 2026, according to the following schedule:

SCHEDULE A – PROJECT FUND REVENUES

Fund Balance – Police – NC Governor’s Highway Safety Program – FY 25-26
Project Revenues – NC Governor’s Highway Safety Program **\$726.00**

FUND PROJECT TOTAL

\$726.00

SECTION 2. The following additional revenues and reductions in appropriations are available for the fiscal year beginning July 1, 2025, and ending June 30, 2026, in order to meet the foregoing appropriations, according to the following schedule:

SCHEDULE B – PROJECT FUND EXPENDITURES

Funding to General Fund – Police – NC Governor’s Highway Safety Program – FY 25-26
Project Expenditures - NC Governor’s Highway Safety Program **\$726.00**

FUND PROJECT TOTAL

\$726.00

SECTION 3. This ordinance shall become effective upon adoption.

Emery G. Doughtie, Mayor

Motion was made by Councilman Stainback, seconded by Councilman Jackson, and unanimously carried to adopt Budget Amendment (Ordinance No. 2025.38) in the amount of \$726.00 for the NC Governor’s Highway Safety Program Grant.

Consideration of Resolution for NC Governor’s Highway Safety Program

Finance Director Johnson explained the resolution originally presented and approved by City Council for the NC Governor's Highway Safety Program grant (Resolution No. 2025.08) needs to be rescinded and a new resolution (Resolution No. 2025.13) adopted to correct the match for year two.

Resolution No. 2025.13

North Carolina Governor’s Highway Safety Program
LOCAL GOVERNMENTAL RESOLUTION

WHEREAS, the Roanoke Rapids Police Department (herein called the “Agency”) has completed an application
(The Applicant Agency)

contract for traffic safety funding; and that The City of Roanoke Rapids (herein called the “Governing Body”)
(The Governing Body of the Agency)

has thoroughly considered the problem identified and has reviewed the project as described in the contract;

THEREFORE, NOW BE IT RESOLVED BY THE City of Roanoke Rapids, IN OPEN MEETING ASSEMBLED IN
(Governing Body)

THE CITY OF Roanoke Rapids, NORTH CAROLINA, THIS 21st DAY OF October, 2025, AS FOLLOWS:

- 1. That the project referenced above is in the best interest of the Governing Body and the general public; and*
- 2. That City Manager Kelly Traynham is authorized to file, on behalf of the Governing Body, an application*
(Name and Title of Representative)

contract in the form prescribed by the Governor's Highway Safety Program for federal funding in the amount of \$60,026.00 to be made to the Governing Body to assist in defraying the cost of the project
(Federal Dollar Request)

described in the contract application; and

3. *That the Governing Body has formally appropriated the cash contribution of \$25,726.00 as required by the*
(Local Cash Appropriation)
project contract; and
4. *That the Project Director designated in the application contract shall furnish or make arrangement for other appropriate persons to furnish such information, data, documents and reports as required by the contract, if approved, or as may be required by the Governor's Highway Safety Program; and*
5. *That certified copies of this resolution be included as part of the contract referenced above; and*
6. *That this resolution shall take effect immediately upon its adoption.*

DONE AND ORDERED in open meeting by Mayor Emery G. Doughtie
(Chairperson/Mayor)

ATTESTED BY: Traci V. Storey
(Clerk)

DATE: 10/21/2025

Motion was made by Councilman Stainback, seconded by Councilman Strickland, and unanimously carried to rescind Resolution No. 2025.08 and adopt Resolution No. 2025.13 accepting the NC Governor's Highway Safety Program Grant Agreement and funding for Year 2.

Consideration of Joint-Use Lease Agreement for Collegiate Summer Baseball League

City Manager Traynham said she had an update for the consideration of this item. It is still moving along and The Players League remains interested in the facility. There are some other logistics still being worked out with the lease because it is not just about the facility. They need to consider things such as parking, concessions etc. Also, in staff's due diligence review of the general statutes as it pertains to leases and NC local governments, the City Manager is authorized to approve a lease up to one year. The request here is for a multiple-year lease so with that being said under the terms of NCGS 160A-272, leases for one year or more and less than 10 years, a 30-day public notice is required prior to authorizing a lease. This will push consideration out to the first meeting in December. This information has been communicated with The Players League so that will give more time to work through some of the issues for consideration of a 3-5-year term lease to bring a collegiate wood bat league to Roanoke Rapids.

She stated staff will proceed with publishing that notice and then scheduling adoption by resolution, probably the first City Council meeting in December. No motion is being requested tonight.

Parks & Recreation Department Presentation

Parks & Recreation Director Daughtry gave a presentation with an update of the Parks & Recreation Department's Spring/Summer Programs & Events (March – August 2025). The report is on file in the Clerk's Office.

She highlighted the following:

WEEKLY/MONTHLY PROGRAMS

Open Gym	Game Time	Walking
Aqua Zumba	Sr. Transportation	Health Screenings
Swimming Lessons	Bingo	Aquatic Toddler Time
Lap Swimming	Adult Day Centers	Senior Clubs
Story Time	Chaloner After School	Quilter's Guild
Crocheting	Family Caregiver	Aquatics Exercise
Karate	TJ Toddler Time	Movie Monday
Aqua IRON	Open Swim	Wood Carving
Yoga	Library Drop-In Activities	Computers/classes
Pickleball		

She noted some of their same programs will be at different facilities and for different ages. For example, exercise classes, fitness rooms, and computer classes.

ATHLETICS

Spring/Summer Sports

RRHS: Tennis, Baseball

Youth: T-Ball, Baseball, Softball, Soccer

Adult: Basketball, Softball

Field Traffic Hours

1,716 hours

SPECIAL/SEASONAL PROGRAM

Emery Skate Park Fundraiser

Box Fan Giveaway

Outreach Programs (National Night Out, Fire Safety Fair, went to schools to let them know what the department offers)

Canal Tours

Easter Egg Hunts (This year offered an Inclusive Easter Egg Hunt)

Scam Jam (Shred-it Truck)
Outdoor Pool
Roanoke Valley Swim Team
Summer Learning Program at the Library
Blacklight Wiffleball Tournament
Happy Hour (Summer program at Senior Center)
Patriotic Picnic
Splashpad

Summer Camps (TJ Davis)

Tennis	Soccer
Volleyball	Basketball
Baseball	Karate
Softball	Jr. Life Guard
Police	Adventure
Football	

MAINTENANCE & PARKS

Maintain 115 acres of parks/facilities
154 Maintenance Requests Completed
58 Kirkwood Adams Set ups
Ledgerwood Prep for Baseball Tournament
Prepping fields for all athletic's games
Cleaned up storage shed behind TJ Davis and painted
Replaced one HVAC unit at Kirkwood Adams (There are 8 total – trying to do 1/year)
Painted multi-purpose room at TJ Davis
Painting training pool
Scoreboards installed (Purchased with grant funds and Occupancy Tax)
Pickleball courts installed at Rochelle Park

IMPACT

139,369 Contacts
Kirkwood Adams was rented for 423 Hours
183 Reservations for TJ Davis, Parks, Kirkwood Adams, Aquatics, Chaloner and Lloyd Andrews

NON-CITY RESOURCES

Volunteer Hours – 6,410.5 which calculates to a value of \$202,828.33.
Financial Resources - \$173,116 (Includes monetary donations, donated labor, sponsorships and grants).
Both combined equals \$375,944.33 of Non-City Resources the department was able to use from March – August 2025.

Parks & Recreation Director Daughtry noted the City participated in the Adult Industrial Softball League for the first time in years and came in 2nd place this year. It was a good opportunity for different departments to come together in a social setting. She also thanked her staff. Although she may present this information, if not for the staff, they could not offer these activities and events for the community.

Councilman Jackson asked for a status report on Emry Park. Parks & Recreation Director Daughtry replied since the concrete will cost so much, they are working to obtain quotes. They've had a hard time getting local contractors to commit to pouring some of the forms. She's talked with two fairly local companies, and she is waiting for them to schedule a time to meet on-site to take some measurements.

City Manager's Report

City Manager Traynham announced the following upcoming City events:

- Youth Basketball (Ages 7 -14 years old) registration deadline is October 31st which can now be completed online.
- Trunk or Treat will be held October 31st on Carolina Street between 5th & 6th Streets by TJ Davis Rec Center. Seeking businesses or individuals to participate by decorating their trunk, distributing candy or donating candy.
- The local schools will have Teacher Workdays on Monday, October 27th and Tuesday, October 28th so Parks & Recreation will host activities on those days including a Treat or Treat event on October 28th at the Library.
- Halloween Social at the Senior Center on October 29th.
- Special Toddler Time at TJ Davis on October 31st.
- Optimist Club Halloween Carnival at TJ Davis on October 31st
- Halloween Party at Chaloner Rec on October 31st.

She reminded everyone to have a safe Halloween experience and suggested keeping lights on for safety and security.

City Manager Traynham reported the NCDOT recently issued a driveway permit that will help enhance further development at the Cross Creek Subdivision on Hwy 125 for the Takata single-family development. It has been pending for approximately two years. With persistence and holding steady to the requirements of the development world, that hurdle has been crossed. The City looks forward to the additional development.

She said the City continues to receive applications for the Main Street Advisory Committee. She encouraged anyone interested to apply and can do so online. Appointments will be considered at the next City Council meeting and some discussion of the bike amenities placement.

City Manager Traynham announced the month of October is celebrated as Fire Prevention Month. The Fire Department has been at various schools and organizations promoting fire safety and prevention tips.

Finance Director's Report

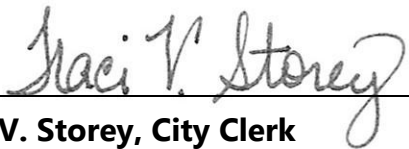
Finance Director Johnson presented the financial report for the period ending September 30, 2025. During the month of September, General Fund year-to-date receipts totaled \$8,070,372.95. General Fund year to date expenditures totaled \$5,278,156.96. As a result, Year-To-Date Revenues exceeded Expenditures by \$2,792,215.99. After the month of September, 26.4% of the appropriated budget has been expensed.

She reported the City had received its first allotment of ad valorem tax revenue. The City is in good financial standing.

Mayor Doughtie stated with the receipt of the ad valorem tax revenue, the financial reports looks much better.

Adjournment

There being no further business, motion was made by Councilman Bell, seconded by Councilman Stainback, and unanimously carried to adjourn. The meeting adjourned at 6:03 p.m.



Traci V. Storey, City Clerk

Approved by Council Action on: November 5, 2025