



Minutes of the Roanoke Rapids City Council

A regular meeting of the City Council of the City of Roanoke Rapids was held on **Tuesday, March 17, 2026, 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) **Council Members**
Andy Jackson)
Rex Stainback)
Curtis Strickland)

Kelly Traynham, City Manager
Geoffrey Davis, City Attorney
Krista Rourk, Purchasing Agent
Adam Salmon, Police Captain
Carmen Johnson, Finance Director
Ashley Thomas, Main Street Director
Kelly Daughtry, Parks & Recreation Director
Larry Chalker, Public Works Director
Richard Cook, Fire Chief

Absent: Traci Storey, City Clerk
Lawrence Wiggins, Police Chief
Christina Caudle, Human Resources Director
Kristyn Anderson, Planning & Development 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 and called for a motion to adopt the meeting agenda as presented.

There being no conflicts, motion was made by Councilman Bell, seconded by Councilman Jackson, and unanimously carried to adopt the agenda as presented.

Approval of City Council Minutes

Motion was made by Councilman Strickland, seconded by Mayor Pro Tem Bryant and unanimously carried to approve the March 4, 2026, Regular City Council Meeting minutes as drafted.

New Business

Presentation of Pavement Condition Survey

City Manager Traynham stated they would have a virtual presentation from WithersRavenel firm, the team that completed the pavement conditions survey. A couple of weeks ago staff had a project deliverables meeting and a copy of that presentation is provided for City Council that describes the process.

Public Works Director Chalker said in the current budget, funds were made available for a complete and comprehensive survey of all city streets. They contracted with WithersRavenel to perform the task. On Wednesday, February 25, 2026, he and City Manager Traynham received the initial presentation of the pavement conditions survey. He stated he thinks they will find this report very interesting and they will find moving forward that it will guide them in the best way to make the best use of any future funding for upgrading and improving the streets. He has provided each of them before the meeting with a copy of the presentation they received in case they need to refer to this information in the future. He acknowledged Main Street Director Thomas for assisting him with facilitating the virtual teams meeting for this presentation. He introduced Vlad Mitchev, PE, who they could see on the screen and would be giving a virtual presentation of this report. He said at the end if there were any questions, Main Street Director Thomas would help get those over to Vlad so he possibly could answer them.

Mr. Mitchev stated he and Zach Ward, PE worked on the project for Roanoke Rapids along with a couple other colleagues to collect the data. He gave a brief history of his work experience and is currently the Director of Pavement Operations with WithersRavenel.

Mr. Zach Ward introduced himself and gave a brief history of his work experience. He is Assistant Project Manager with WithersRavenel.

Mr. Mitchev summarized the 2026 Pavement Condition Survey for the City of Roanoke Rapids. (On file in Clerk's Office)

Key Points:

- Collected data from the end of December 2025 and early January 2026.

- Circle of Success
 - Funding and Planning
 - Condition Assessment
 - Lifecycle Modeling
 - Maintenance Toolbox
 - Bid Documents
 - Construction Inspection
 - Construction History
 - Common Corridor

- Project Purpose
 - Phase 1 – Pavement Condition Survey (PCS)
 - FHWA recommends a survey every 2-3 years
 - Unbiased Perspective

- Pavement Condition Survey (PCS)
 - Windshield Survey
 - Experienced 2-person crew
 - Survey vehicle maintains 5-10 mph speed
 - Equipment
 - Vehicle
 - Laptop
 - Measuring Wheel
 - GPS
 - Safety
 - PPE, vehicle mounted signs, strobe lights

- PCS Methodology
 - Roanoke Rapids maintains 85 miles of asphalt pavement streets
 - Seven common pavement surface distresses observed (By severity and extent)
 1. Fatigue Cracking
 2. Transverse Cracking

3. Block Cracking
4. Patching/Potholes
5. Surface Defects
6. Rutting/Roughness
7. Reflective Cracking

- Basic Street Inventory for Roanoke Rapids
 - Asphalt – 85.27 miles/93.7% of system
 - Concrete – 4.09 miles/4.5% of system
 - Unpaved – 1/67 miles/1.8% of system
 - Total: 91.03 miles

- Low and High-Volume Street Breakdown
 - Asphalt – Low 81.6% miles with Avg Rating 71.0 / High 18.4% miles with Avg Rating 73.8 for a total Average Rating of 71.5. Total cost to repair as assessed right now: \$17,399,290.
 - Concrete -Low 32.8% miles with Avg Rating 71.3 / High 67.2% with Avg Rating 76.3 for a total Average Rating 74.6. Total cost to repair as assessed right now: \$1,140,298.

- Summary of Findings
 - Nationwide Accepted PCI Condition State Ranges (0-100 with zero being worse and 100 being best).
 - Roanoke Rapids Average PCI = 72
 - Network Condition – Fair
 - Roanoke Rapids falls in the middle range of other cities/towns in North Carolina

- Condition State Categories
 - Asphalt Streets
 - 48% of system is in Fair Condition
 - 26% in Good Condition
 - 2.1% in Very Good Condition
 - 18% in Poor Condition
 - Concrete Streets – Most are classified in Fair Condition

- Pavement Treatments
 - Rejuvenators, Thin Lift Treatments, Mill & Overlay, Total Street Rebuild
 - Rejuvenators and Thin Lift Treatments (Microsurfacing) can be applied on top to extend life of the pavement at a lower cost.

- Distribution of Repair Needs by Repair Category (Total Lane Miles: 170.25)
 - Preservation – Correct: 62.9%
 - Rehabilitation: 19.3%
 - Nothing: 7.3%
 - Preservation – Prevent: 1.8%
 - Crack Seal: 4%
 - Patching: 4.7%

- Distribution of Repair Needs by Repair Category (Total Cost: \$17,399,320)
 - Rehabilitation: 63.3%
 - Preservation – Correct: 35.3%
 - Preservation – Prevent: .02%
 - Crack Seal: .02%
 - Patching: 1.0%

- Roadway Assets
 - City Asphalt Streets – 1,298,005 SY
 - Reconstruction Unit Cost - \$60.00 / SY
 - Replacement Asset Value - \$77.9M
 - Current Asset Value - \$55.3M

- Recommendations
 - Annual Roadway Funding
 - \$15,000/centerline mile/Yr (To keep 72 PCI)
 - \$1.3M/Yr in Budget
 - Regular PCSs (Every 2-3 Years)
 - Utilizing the Full Repair Toolbox
 - Lifecycle Modeling
 - Integrate with Other Assets

Mr. Mitchev stated they also assist clients with preparation of bid and contract administration and construction inspection. They recommend inspection for rehabilitation and reconstruction projects.

Councilman Strickland asked what PCI stands for. Mr. Mitchev replied Pavement Condition Index.

City Manager Traynham thanked Mr. Mitchev and staff for the presentation. She stated they have a comprehensive report and other details that support the information provided in the presentation. They have data for every street to use for decision making.

Public Works Director Chalker added that if anyone would like to see the street condition PCI map that color codes each street, they could come see them and they will pull it up on the screen or send them a link. That really brings it out when they can look at the map and see the different colors.

Consideration of Ordinance No. 2026.12 (Donation to Library)

Finance Director Johnson reported the library received a donation in the amount of \$100. She requested City Council adopt the following ordinance:

**Ordinance No. 2026.12
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 Dept. – Donation to the Library Project Revenues – P&R Dept.	<u>\$100.00</u>
FUND PROJECT TOTAL	\$100.00

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

P&R Dept. – Donation to the Library Project Expenditures – P&R Dept.	<u>\$100.00</u>
FUND PROJECT TOTAL	\$100.00

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 Ordinance No. 2026.12 in the amount of \$100.00 for a donation to the library.

Consideration of Ordinance No. 2026.13 (Safe Kids Grant)

Finance Director Johnson said the Police Department was awarded a Safe Kids Grant in the amount of \$400. She presented the following budget ordinance for City Council’s consideration:

**Ordinance No. 2026.13
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. – Safe Kids Grant Project Revenues – Police Dept.	<u>\$400.00</u>
FUND PROJECT TOTAL	\$400.00

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

Police Dept. – Safe Kids Grant Project Expenditures – Police Dept.	<u>\$400.00</u>
FUND PROJECT TOTAL	\$400.00

SECTION 3. This ordinance shall become effective upon adoption.

Emery G. Doughtie, Mayor

Motion was made by Mayor Pro Tem Bryant, seconded by Councilman Bell, and unanimously carried to adopt Ordinance No. 2026.13 in the amount of \$400.00 for a Safe Kids Grant awarded to the Police Department.

City Manager’s Report

City Manager Traynham announced the next HCIA meeting will be held on Wednesday, March 25 at 6:00 p.m. hosted by Town of Weldon in the 400 building at Halifax Community College.

She provided the following updates from City Administration:

Parks & Recreation

- **Senior Center.** Several courses and activities are scheduled including computer courses in using Excel and Google Sheets, Google Forms, Smartphone Essentials, and Advance Care Planning.
- **Aquatics.** Swimming Lessons started March 16 and all exercise classes are meeting regularly (Aqua-aerobics, iron, Zumba, Tabata, and Tai Chi). Halifax Community College will hold a scuba class on March 28.
- **Library.** Stop by and view the America's 250th Display. During March, all patrons checking out a children's book will be entered in the Spring Raffle for an Easter Prize. Upcoming events include Artfully Amazing classes on March 31 and April 7.
- **TJ Davis.** Adult industrial league basketball season is underway with games on Tuesday and Thursday evenings. A Ping Pong Tournament is scheduled for 3/27.
- **Maintenance Division** is working on ballfield prep, spraying for weeds, cutting grass; minor improvements to Emry Park restrooms; repairing waterline at Chockoyotte Park in addition to painting restrooms and concession stand; need to replace dive tank pump.
- **EASTER HOLIDAY EVENTS.**
 - Senior Center Easter Egg Hunt and Social, 3 PM on 3/25
 - Adult Inclusion Easter Egg Hunt, 3/26
 - Youth Easter Egg Hunts at both TJ Davis and Chaloner Rec, 3/28

Police Department

- Governor's Highway Safety Grant implementation is underway for traffic enforcement.
- Scheduling In-Service Training for completion by August.
- Patrol Division will move to a modified schedule in April, same hours worked.

Public Works

- **Street Light Survey** was conducted on March 11. Staff documented 87 fixtures with maintenance needs. Lighting of the publicly accepted rights-of-way within corporate limits is a financial obligation of the city.

Main Street

- Submitted **Downtown Public Safety and Redevelopment Project Proposal to Office of Congressman Don Davis for Community Project Funding (CPF).** The proposal seeks funding to address the structurally compromised buildings on Roanoke Ave (200 block) that are currently under demolition order.
- McCrory Building Update from Hurt LLC as of 3/17/26, currently seeking financing approval and talking with two banks with interest in the project. Upon board approval the process will start with underwriting. Once financing is attained, project will begin.

Fire

- Conducting annual testing of fire hoses, truck service needs.
- Repainting both Stations
- Planning to host annual Veteran's Breakfast on first-Friday in May

Human Resources

- Open Enrollment for FY27 employee benefits, May 6 at Kirkwood

FY27 Budget Planning

Departments have entered their operating budget requests meetings were held with the Finance Director and City Manager. During the next few weeks, the City Manager, Finance Director, Human Resources Director, and Finance Staff are estimating general fund revenues, salaries, benefits, and debt payments to develop the FY27 initial requests. The NCLM FY27 Revenue Projections Memo is expected to be published around April 1.

Meeting ADA Standards for Website Accessibility. The United States Department of Justice finalized a rule clarifying municipal websites and mobile apps be accessible under the Americans with Disabilities Act (ADA), Title II to meet the Web Content Accessibility Guidelines (WCAG) international standard (WCAG 2.1 Level AA). Update: On 3/12/2026, City Administration met with our local vendor for website services and discussed the city's obligation to comply with the ADA mandate by 4/26/2027. The City is soliciting proposals for an ADA-complaint website to ensure people with disabilities can access all government online services and information.

Council's Next Steps in Budget Timeline:

1. April: Conduct Budget Work Sessions with City Administration
2. May: Receive presentation of recommended budget and budget message for review
3. Before considering adoption, receive comments and hold required public hearing
4. June: Conduct final review and Adopt Budget Ordinance before July 1

Mayor Doughtie said he read the answers that the developer for the McCrory building, Mr. Hurt gave about his progress and what he was doing. He asked if it was possible to request any documentation that he had made application for the funding.

City Manager Traynham replied in the agreement, it states the City can ask for that and she has requested some of the information but has not received it yet.

Mayor Doughtie stated he believed that would give the City more confidence Mr. Hurt was moving ahead with the project. City Manager Traynham agreed.

Mayor Doughtie said as for the pavement report, obviously that was a humongous figure he gave them. He questioned if the best way the City would start to put the plan in action would be for Council to decide how much money they were going to spend. He asked if the City would seek the bidding or would their firm do the bidding so they could see how far the money would go.

City Manager Traynham replied WithersRavenel offers additional services for pavement management and construction assistance that would be under a separate contract. Now that they have concluded the project, they have given the City the street data with the segments, recommended treatments, and some prioritization. Essentially the City will consider what their budget is and where to apply the funding. She stated the City could contract with them for pavement management services

where they would help prepare the bids and documents. It's probably something that could be worthwhile to ensure compliance and get the full scope of treatment.

Attorney Davis added at some point Council would determine how much money they would spend on it and then bids would be solicited.

Mayor Doughtie asked if the monies used for the study were obtained through a grant.

City Manager Traynham replied it wasn't through a grant; it was using the Powell Bill state funding to complete the study. It was eligible under that funding.

Mayor Pro Tem Bryant asked if the Shred-it truck was going to be at the Police Department. City Manager Traynham replied the Scam Jam event and Shred-it truck was going to be held April 16th at the Jo Story Senior Center.

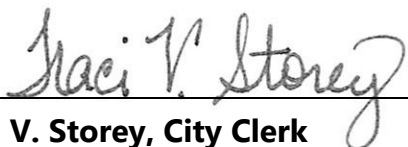
Finance Director's Report

Finance Director Johnson reported for the month of February 2026, General Fund year-to-date receipts totaled \$15,413,750.27 and year-to-date expenditures totaled \$13,111,363.35. As a result, year-to-date revenues exceeded expenditures by \$2,302,386.92.

She stated the City is in good financial standing for February. It remains critical to hold on to as much year-to-date earnings as possible.

Other Business/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 6:25 p.m.



Traci V. Storey, City Clerk

Approved by Council Action on: April 7, 2026