



Minutes of the Roanoke Rapids City Council

A regular meeting of the City Council of the City of Roanoke Rapids was held on **Tuesday, April 7, 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)
Curtis Strickland)

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

Absent: Rex Stainback, Council Member
Christina Caudle, Human Resources Director
Larry Chalker, Public Works Director

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

Pastor Jason Yeatts of East Tenth Street Christian Church 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 Mayor Pro Tem Bryant, and unanimously carried to adopt the agenda as presented.

Public Comment (Unscheduled)

Ryan Carroll

Mr. Carroll stated he was a member of The City of Roanoke Rapids Main Street Advisory Committee and was here with a few of his fellow committee members to officially present an event that the committee has been working on. He announced the event would be called The Liberty on Main Street, Parade and Festival, which will be held on July 4th. He acknowledged Councilman Bell for assisting in the naming of the event.

He said the parade will begin at 10:00 a.m. and will take place on Hamilton Street from 14th Street to 11th Street. Immediately following the parade, the festival will be held at the Kirkwood Adams Civic Center and will run until approximately 3 p.m. The event is especially significant to them because this year also marks the celebration of America's 250th anniversary. They believe this is a great opportunity for Roanoke Rapids to host and start a patriotic, family-friendly tradition with an event that brings our community together. Events like this are important for Roanoke Rapids. They bring people together in the downtown district, they support local businesses, they create opportunities for community involvement, and most importantly, they give families and children something positive and memorable to be a part of. Their goal is for this to be a community event in every sense of the word.

Mr. Carroll said he wanted to make it clear that this event was for everyone in the community — businesses, churches, civic groups, schools, families, and organizations. They want everyone to feel invited and included to participate in the parade, set up as vendors, attend the festival, and celebrate together as a city. He hopes that this will become something that not only brings people together this year but grows into a yearly tradition that Roanoke Rapids can be proud of. He called on the Chair of the Main Street Advisory Committee, Amanda Briggs, to speak further about the event.

Amanda Briggs

Ms. Briggs said there were so many meaningful ways to be part of Liberty on Main. This celebration isn't just an event—it's a moment for the entire community to come together and show the heart of Roanoke Rapids. On July 4th, they are inviting organizations, businesses, and individuals to join the Main Street Committee in the parade and to take part in the festival as vendors. Whether they march, set up a booth, or simply come out to cheer, everyone's presence helps bring Main Street to life.

She announced that at the festival, they will be offering free food, a cooling station, and patriotic presentations that honor the spirit of Independence Day. It's a way of giving back to the people who make this community feel like home. For more information, please contact Ashley Thomas at 252-533-2838, and be sure to follow Main Street Roanoke Rapids on social media for updates and announcements.

Ms. Briggs said nonprofits and government entities may participate as vendors at no cost. We want this event to be accessible, inclusive, and reflective of the many voices that make Roanoke Rapids special. She stated, "Liberty on Main is more than a celebration of America's birthday—it's a celebration of us: our hometown, our businesses, our neighbors, and the shared pride we feel for our Main Street district." Everyone is invited, and they cannot wait to welcome everyone as they continue revitalizing and re-energizing the heart of Roanoke Rapids.

Approval of City Council Minutes

Motion was made by Councilman Strickland, seconded by Councilman Jackson, and unanimously carried to approve the March 17, 2026, Regular City Council Meeting minutes as drafted.

New Business

Proclamation Recognizing Fair Housing Month

Planning & Development Director Anderson said as part of the City of Roanoke Rapids' participation in the Community Development Block Grant (CDBG) program, the City is required to complete quarterly activities that promote fair housing awareness and uphold our commitment to equal opportunity in housing.

She stated for the second quarter of this fiscal year, staff are presenting for your consideration a proclamation recognizing April as Fair Housing Month. This annual observance commemorates the passage of the Fair Housing Act and serves as a reminder of the importance of ensuring that all individuals have equal access to housing, free from discrimination. The proclamation affirms the City's continued support of fair housing laws and reinforces our commitment to promoting inclusive and equitable housing opportunities for all residents of Roanoke Rapids.

Planning & Development Director Anderson said adoption of this proclamation will satisfy the City's quarterly CDBG requirement while also demonstrating our dedication to fostering a community where everyone has the opportunity to live where they choose without discrimination.

Mayor Doughtie read the following proclamation:

**CITY OF ROANOKE RAPIDS, NORTH CAROLINA
PROCLAMATION – FAIR HOUSING MONTH
APRIL 2026**

WHEREAS, April 2026 marks the 58th anniversary of Title VIII of the Civil Rights Act of 1968, known as the Civil Rights Fair Housing Act; and

WHEREAS, this Act provides equal housing opportunity for all Americans regardless of race, color, religion, sex or national origin, as well as to ensure fair practice in the sale, rental, or financing of property; and

WHEREAS, the Fair Housing Amendments Act of 1988 added new rights, remedies, monetary penalties, and strengthened its enforcement procedures; and

WHEREAS, the Fair Housing Amendments Act seeks to provide equal housing opportunities, to affirmatively further housing choices, to eliminate legal barriers to equal housing, and to emphasize equal housing as a fundamental human right for all; and

WHEREAS, individuals in the City have the right to choose where to live without discrimination based on race, color, religion, age, sex, disability, gender identify, familial status, or national origin; and

WHEREAS, the City of Roanoke Rapids fully supports the intent and purpose of the Federal Fair Housing Act and local fair housing laws, and follows policies and practices in order to achieve its goal:

NOW, THEREFORE, I, EMERY G. DOUGHTIE, MAYOR OF THE CITY OF ROANOKE RAPIDS, do hereby proclaim April 2026 in the City of Roanoke Rapids, North Carolina, as **“FAIR HOUSING MONTH”**.

This 7th day of April 2026.

***Emery G. Doughtie, Mayor
City of Roanoke Rapids, North Carolina***

ATTESTED BY:

Traci V. Storey, City Clerk

Motion was made by Mayor Pro Tem Bryant, seconded by Councilman Bell and unanimously carried to approve the proclamation recognizing April 2026 as Fair Housing Month.

Designation of NCLM Voting Delegate

City Manager Traynham said Roanoke Rapids is one of over 500 small towns and municipalities across the state of North Carolina that is part of the NC League of Municipalities. The City is not just a member because of that, but also because of our insurance as well. Every year the Board of Directors vote on various issues that could apply to local governments. Every town or city is allowed to have one voting member that has to be appointed by the Council to participate in the annual election. The deadline for notifying the NCLM of the City’s voting delegate is tomorrow.

She reported the last couple of years Councilman Bell has been willing to participate as the voting delegate and has expressed interest in doing so again this year. She asked City Council for a motion to appoint a voting delegate for the election for the 2026-2027 NCLM Board of Directors.

Motion was made by Councilman Jackson, seconded by Councilman Strickland, and unanimously carried to designate Councilman Bell as the City’s voting delegate for the 2026-2027 NC League of Municipalities Board of Directors electronic election.

Budget Ordinance No. 2026.14 (OSC Unauthorized Substance Tax)

Finance Director Johnson stated the Police Department received \$132.34 in OSC Unauthorized Substance Tax. She presented the following budget ordinance:

**Ordinance No. 2026.14
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	\$132.34
FUND PROJECT TOTAL	\$132.34

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	\$132.34
FUND PROJECT TOTAL	\$132.34

SECTION 3. This ordinance shall become effective upon adoption.

Emery G. Doughtie, Mayor

Motion was made by Mayor Pro Tem Bryant, seconded by Councilman Strickland, and unanimously carried to Ordinance No. 2026.14 in the amount of \$132.34 for OSC Unauthorized Substance Tax.

Budget Ordinance No. 2026.15 (Youth Baseball Sponsorship, Veteran’s Breakfast Donation and Safe Kids Grant)

Finance Director Johnson said The Parks & Recreation Department received a donation of \$250 for a Youth Baseball Sponsorship; the Fire Department received a \$1,000 donation for the annual Veteran’s Breakfast and the Police Department received a Safe Kids Grant in the amount of \$400. She presented the following budget ordinance:

**Ordinance No. 2026.15
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. – Youth Baseball Sponsorship	\$250.00
Fire Dept. – Veteran’s Breakfast Donation	\$1,000.00
Police Dept. – Safe Kids Grant	<u>\$400.00</u>
Project Revenues	\$1,650.00
FUND PROJECT TOTAL	\$1,650.00

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. – Youth Baseball Sponsorship	\$250.00
Fire Dept. – Veteran’s Breakfast Donation	\$1,000.00
Police Dept. – Safe Kids Grant	<u>\$400.00</u>
Project Expenditures	\$1,650.00
FUND PROJECT TOTAL	\$1,650.00

SECTION 3. This ordinance shall become effective upon adoption.

Emery G. Doughtie, Mayor

Motion was made by Councilman Bell, seconded by Councilman Jackson, and unanimously carried to adopt Ordinance No. 2026.15 in the amount of \$1,650.00 for donations made to the Parks & Rec Department and Fire Department, and grant funds awarded to the Police Department.

City Manager's Report

City Manager Traynham announced the following upcoming events:

Author Event on Wednesday, April 15 - 3:00 – 4:00 p.m.

The Library will host Amy Nathan, author of *Riding into History* for a reading and discussion with Dr. Ervin Griffin, Sr. and committee members will join in discussion of local Civil Rights hero Sarah Keys Evans and our Inclusive Public Art Project honoring her legacy.

Scam Jam on April 16 - 9:00 a.m. – Noon at the Senior Center

Shred it Truck on-site, 9:00 a.m. until noon
Scam Prevention presentation by RRPD at 10:00 a.m.

RRPD Community Meeting on April 27 - 6:30 - 8:00 p.m. at the Kirkwood Adams Civic Center

She gave the following updates from City Administration:

Parks & Recreation

- **Senior Center.** Scheduled activities include an Advisory Meeting (April 13), Smartphone Essentials (April 20, 11:00 AM-1:00 PM), Smartphone Extras (April 27, 11:00 AM – 1:00 PM)
- **Aquatics.** All equalizers are scheduled for replacement to comply with The Virginia Graeme Baker Pool and Spa Safety Act (VGB Act), a federal law enacted in 2008 requiring all public and semi-public pools and spas to have compliant, anti-entrapment drain covers to eliminate suction risks. Aqua Toddler Time moved to Tuesdays at 6:00 PM based on parent feedback.
- **TJ Davis.** Recreation Advisory Committee Meeting (April 9). Staff are finalizing plans for youth summer camps that will begin June 22.

Police Department

- Participating in Career Day at Manning Elementary School, April 16
- C.L.E.A.R. (Cops Listening, Engaging and Responding) with officers at Starbucks Coffee, April 29, 8:00 - 10:00 AM
- Programming underway for modified/renewed Youth Police Summer Camp and Junior Citizens on Patrol for high schoolers

Planning & Development

- Reviewing new construction drawings for the planned Home2Suites (site of demolished Quality Inn) to include 99 rooms within 5 stories.
- Construction of new 7-Eleven progressing quickly at Julian Allsbrook Hwy and Old Farm Road.
- In communication with Kings Deli concerning reopening after truck collision.

- Facilitating the city's CDBG housing program with our grant administrator, Insight. Anticipate contractor award recommendations to City Council during 4/21 meeting in addition to a public hearing to hear community development needs

Public Works

- Reminder to bag/box loose yard trimmings (grass, leaves, pine straw) for curbside collection
- Offering Employee Safety Training for use of fire extinguishers (April 15)
- Inspecting damaged façade at City Hall after severe weather on 4/5
- Nuisance Abatement letters will be mailed to property owners for tall grass, 10"+

Main Street

- Facilitated an on-site meeting (3/31) and discussed the **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 that are currently under demolition order. Staff are seeking multiple sources of funding to address the critical public safety needs.
- Planning underway for Liberty on Main event on July 4 at Kirkwood Adams (10am-3pm)

Fire

- Completed annual test and inspection of 15,000 linear feet of fire hose equipment
- Providing CPR courses to community organizations
- Hydrant Flushing Annual Testing to be completed during April and be completed in May
- Assisted Town of Weldon with a fire call
- Statewide Burn Ban remains in place due to the persistent dry climate conditions
- Annual Veteran's Breakfast on Friday, May 1 at Kirkwood Adams

Human Resources

- Open Enrollment for FY27 employee benefits, May 6 at Kirkwood
- Developing the NeoGov employee personnel management profiles

Finance

- Soliciting proposals from qualified firms for completion of the annual independent financial audit
- Drafting the FY27 Operating Budget and Fee Schedule. The NCLM FY27 Revenue Projections Memo was published on March 27. Staff are finalizing estimates of salaries, benefits, and debt payments. Tentatively scheduling a Budget Work Session on April 21st where City Council will hear the needs from Department Heads.

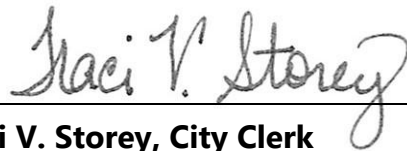
Mayor Doughtie asked if any firms have sent any information back about their interest in conducting the City's audit.

City Manager Traynham replied not yet. It has been informal solicitation at this point. In the digital world they are in now, some of the work is not as "on-site" required as in the past. The City also moved its financials to a cloud-based server a year ago so it

is accessible from any internet source. Staff are hoping that the ease of implementation and the new software system will make it more advantageous for auditing firms to consider the City of Roanoke Rapids as a client plus the City's positive financial history as far as managing funds.

Adjournment

There being no further business, motion was made by Councilman Bell, seconded by Councilman Strickland, and unanimously carried to adjourn. The meeting adjourned at 6:02 p.m.



Traci V. Storey, City Clerk

Approved by Council Action on: May 5, 2026