



# 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 21, 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

Andy Jackson) **Council Members**  
Rex Stainback)

Kelly Traynham, City Manager  
Geoffrey Davis, City Attorney  
Krista Rourk, Deputy City Clerk  
Lawrence Wiggins, Police Chief  
Christina Caudle, Human Resources Director  
Carmen Johnson, Finance Director  
Ashley Thomas, Main Street Director  
Kelly Daughtry, Parks & Recreation Director  
Kristyn Anderson, Planning & Development Director  
Larry Chalker, Public Works Director  
Richard Cook, Fire Chief

**Absent:** W. Keith Bell, Council Member  
Curtis Strickland, Council Member  
Traci Storey, City Clerk

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 Stainback, seconded by Councilman Jackson, and unanimously carried to adopt the agenda as presented.

## Special Recognitions

### **Proclamation Recognizing Volunteer Appreciation Month**

Main Street Director Thomas stated volunteerism is one of the clearest signs of a community that cares. She appreciated the opportunity to recognize the people who make Roanoke Rapids stronger through service. The volunteers who give their time, energy and talent across the city in ways both seen and unseen. Whether they serve through boards, committees, cleanups, events, churches, schools, donations or other community efforts, their willingness to get involved makes a real difference. Through Main Street, she has seen that spirit firsthand. Like the other City boards, the Main Street Advisory Committee has been giving of themselves with real thought, time, and energy. Volunteerism may not always be loud, but it is powerful. It builds pride, brings people together and helps move good in the city. Today, she simply wanted to say thank you to all volunteers, community partners who help support the City of Roanoke Rapids, their service matters and is appreciated.

Parks & Recreation Director Daughtry followed to speak about the volunteers in Parks & Recreation. She stated they enlist volunteers for almost every aspect of the department. They have volunteers on advisory boards and all the non-profit boards that help support their programs. They have volunteers in athletics, coaching, working concession stands, and organizing the swim team, soccer, softball, baseball, t-ball, flag football and tackle football leagues. They have volunteers at the library helping with programming such as special events and homework help. They have volunteers at TJ Davis Rec working to support the larger public events like Halloween events and Easter egg hunts as well as coaching basketball. They have volunteers that completely run the karate program that became so popular they had to move it from the multi-purpose room at TJ Davis Rec to Chaloner Recreation Center to allow for move kids to attend. The Senior Center has volunteers calling bingo, assisting with special programs, assisting seniors with senior health insurance information and exercise classes. They have a very special volunteer, Matt Riggan, who volunteers Monday – Thursday every week to help take out the trash, help maintain the fitness room supplies, and help with program setups. This is just a brief summary of volunteers that contribute to the success of Parks and Recreation in the community. Without volunteers, they would not be able to offer programs and services they currently have. In 2025, the estimated value of a volunteer hour in North Carolina is \$33.01 per hour. For the last nine months of the fiscal year, July – present, they conservatively estimate they have accrued 6,053 volunteer hours through the department. This equates to \$199,809.53 in value to the City of Roanoke Rapids. On

behalf of Parks and Recreation and the City of Roanoke, she thanked each and every one of the volunteers that assist them with providing services to the community. They are so important to this community and cannot thank them enough.

She presented the following proclamation and requested City Council's approval recognizing April 2026 as Volunteer Appreciation Month.

**PROCLAMATION**  
**Volunteer Appreciation Month**  
**April 2026**

**WHEREAS**, April is recognized annually as National Volunteer Month, a time to honor the dedication and passion of volunteers who strengthen our communities; and

**WHEREAS**, the City of Roanoke Rapids relies on the dedication of citizens who generously donate their time, knowledge, and expertise to assist with recreation activities, sports and events as well as serve on our various advisory boards, commissions, and committees, including the Planning Board & Board of Adjustment, Library Advisory, Senior Center Advisory, Main Street Advisory, Recreation Advisory, Canal Museum Advisory and Roanoke Canal Commission; and

**WHEREAS**, these civic-minded volunteers bridge the gap between residents and local government, providing critical insights and recommendations that help city staff and Council make informed decisions to improve the quality of life for all Roanoke Rapids residents; and

**WHEREAS**, these volunteers dedicate hundreds of hours to reviewing projects, enhancing parks and recreational activities, shaping community events, and advising on policies, often doing so behind the scenes with unwavering commitment; and

**WHEREAS**, the City of Roanoke Rapids believes that civic engagement is the cornerstone of a strong community, and our volunteers represent the best of our community's spirit.

**NOW, THEREFORE, BE IT PROCLAIMED** that the Mayor and Council of the City of Roanoke Rapids do hereby proclaim April 2026 as **VOLUNTEER APPRECIATION MONTH** and urge all city residents to join in expressing heartfelt gratitude to all our volunteers for their invaluable service and dedication.

**ADOPTED THIS** 21<sup>st</sup> day of April 2026.

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Emery G. Doughtie, Mayor

ATTEST:

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Traci V. Storey, City Clerk

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

**Proclamation - Public Service Recognition Week**

Human Resources Director Caudle stated a proclamation has been drafted for their consideration in an effort to recognize National Public Service Recognition Week within the City of Roanoke Rapids. Celebrated every year during the first week in May, this observance honors the dedicated individuals who serve the community every day. In Roanoke Rapids, public service is carried out in a variety of ways by many committed teams. Within the City, they have police and fire, public works, parks and recreation, finance, planning and community development along with Main Street, human resources, city administration and even the elected body. These departments work together to maintain infrastructure, protect public safety, support economic development within the community, manage resources responsibly, and enhance the quality of life for all residents. Much of this work happens behind the scenes, but its impact is felt everywhere, on the streets, in the parks, in the neighborhoods and in the trust the community places within local government. Adopting National Public Service Recognition Week is simple, but a meaningful way to acknowledge these contributions of many employees throughout the City. The proclamation sends a purposeful message that they value the dedication, professionalism, and service of all City employees. Recognition like this strengthens morale, encourages excellence and reinforces pride in serving the public. She requested City Council approve the proclamation and take this opportunity to thank all the individuals who keep Roanoke Rapids running every day.

**PROCLAMATION  
PUBLIC SERVICE RECOGNITION WEEK  
MAY 3 – 9, 2026**

**WHEREAS**, Americans are served every single day by public servants at the federal, state, county and municipal levels; and

**WHEREAS**, public servants are critical to protecting the safety and security of the American people, working every day, often at great personal risk, to prevent harm, respond to crises and safeguard the lives and well-being of the communities they serve; and

**WHEREAS**, public service is a noble calling involving a variety of challenging and rewarding professions, and highly skilled and trained individuals offer their knowledge, effort, and expertise in support of the public good; and

**WHEREAS**, public service employees—including first responders, public health professionals, educators, infrastructure workers, and administrative staff—work tirelessly to keep our community running smoothly; and

**WHEREAS**, these dedicated individuals provide essential services that improve the quality of life, ensure safety, and foster economic prosperity in Roanoke Rapids, North Carolina; and

**WHEREAS**, the week of May 3-9, 2026, has been designated as Public Service Recognition Week to honor these contributions.

**NOW, THEREFORE, BE IT PROCLAIMED** that the Mayor and Council of the City of Roanoke Rapids do hereby proclaim the week of May 3 - 9, 2026, as **PUBLIC SERVICE RECOGNITION WEEK** in Roanoke Rapids, North Carolina and encourage all residents to recognize the vital contributions of our public service employees.

**ADOPTED THIS** 21<sup>st</sup> day of April 2026.

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Emery G. Doughtie, Mayor

ATTEST:

\_\_\_\_\_  
Traci V. Storey, City Clerk

Motion was made by Councilman Jackson, seconded by Mayor Pro Tem Bryant and unanimously carried to approve the proclamation recognizing May 3 – 9, 2026 as Public Service Recognition Week.

Human Resources Director Caudle reminded all City employees that in celebration of the upcoming National Public Service Recognition Week, the Employee Recognition Luncheon will be held tomorrow, April 22<sup>nd</sup>. It is a floating lunch hosted at Kirkwood Adams and is generously sponsored by BARC. City employees can stop by any time between 11 a.m. – 2 p.m., enjoy pizza, salad and dessert while taking a well-deserved break. Most importantly, it is an opportunity for them to recognize and appreciate all the hard work that they do for the City every day. She especially thanked the BARC Committee because without them, the luncheon would not be possible.

<b>Public Comment (Unscheduled)</b>
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**Joey Davis**

Mr. Davis said he attended a recent meeting where the City received the survey about paving the streets. The streets in town are in really bad shape. About a month or so ago, the state highway department started up here and went all the way down 10<sup>th</sup> Street past the hospital filling up cracks in the street. He thought they were going to pave, but evidently not. He referred to Roanoke Avenue and confirmed it was a state highway. There are two spots: one in front of the energy plant and the other in front of Joe's to Go, he believed they had water problems. He said it seems like the State would be responsible for repaving those spots. Lastly, they keep putting gravel in the spot at 7<sup>th</sup> Street and Park Avenue; it's terrible there. He wanted to bring that to their attention and is sure they are doing the best they can.

Mayor Doughtie said the City has no control over Roanoke Avenue but would assume the State would take care of it as they could. He asked Public Works Director Chalker

if 7<sup>th</sup> Street and Park Avenue were city owned.

Public Works Director Chalker replied they were city-maintained streets. That is a Roanoke Rapids Sanitary cut from another water leak. When they can get to it, he was sure they would pave it back.

Attorney Davis asked Public Works Director Chalker who was responsible for paving it back when it is a Roanoke Rapids Sanitary District repair. Public Works Director Chalker replied it is the Sanitary District's responsibility to repair their cut.

### Approval of City Council Minutes

Motion was made by Mayor Pro Tem Bryant, seconded by Councilman Stainback and unanimously carried to approve the April 7, 2026, Regular City Council Meeting minutes as drafted.

### New Business

#### **Consideration of Ordinance No. 2026.16 (Fire Department Donations)**

Finance Director Johnson reported the Fire Department received donations for the Veteran's Breakfast in the amount of \$1,200. She presented the following budget ordinance for their consideration:

#### **Ordinance No. 2026.16 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**

Fire Dept. – Veteran's Breakfast Donations

<b>Project Revenues</b>	<b><u>\$1,200.00</u></b>
<b>FUND PROJECT TOTAL</b>	<b>\$1,200.00</b>

**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**

Fire Dept. – Veteran's Breakfast Donations

<b>Project Expenditures</b>	<b><u>\$1,200.00</u></b>
<b>FUND PROJECT TOTAL</b>	<b>\$1,200.00</b>

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

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Emery G. Doughtie, Mayor

Motion was made by Councilman Stainback, seconded by Councilman Jackson, and unanimously carried to adopt Ordinance No. 2026.16 in the amount of \$1,200.00 for donations to the Fire Department for the Veteran's Breakfast.

**Consideration of Ordinance No. 2026.17 (Police Department)**

Police Chief Wiggins reported the Police Department's current live scan equipment (finger-printing machine) has exceeded its usable lifespan and is no longer eligible for annual maintenance by the vendor. This equipment is required for the work they do as a law enforcement agency. There is also a need from other departments, specifically Parks & Rec due to the passage of HB612 which requires background checks by the SBI for any applicant that is offered a position in which they would work with children. This is a requirement in addition to the permissive authority to allow cities to require any applicant for employment to submit to a criminal background check. This new requirement took effect on October 1, 2025.

He said when the machine went past its maintenance life, the vendor assured them it would continue to function throughout the year. But as soon as it went past the terms, it started breaking down and they need to get it replaced. He requested City Council consider Budget Ordinance No. 2026.17 in the amount of \$31,000.

City Attorney Davis confirmed with Chief Wiggins that when a SBI background check is done, being fingerprinted at the local police department is the predicate to that happening.

Mayor Doughtie asked if the reason they are having to do a budget amendment is because it was not in the budget. City Manager Traynham replied that was correct. There was funding in the budget for the maintenance contract, but the contract could not be updated because of the age and the failing of the system. Replacement at this time is the only option. It is a critical need because they realize that they cannot wait until the new fiscal year for this purchase.

Attorney Davis added the requirements included in their packets as far as the HB612, the Fostering Care in NC Act was not even in anyone's mind and he was not even sure it had been presented to the legislature when the City passed its budget last year. This need has become much more acute since the passage of that. It was kind of an overnight thing that has put these extra requirements on local police departments.

**Ordinance No. 2026.17  
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 Department Live Scan Equipment	
<b>Project Revenues – Police Department Live Scan Equipment</b>	<b>\$31,000.00</b>
<b>FUND PROJECT TOTAL</b>	<b>\$31,000.00</b>

**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 Department Live Scan Equipment	
<b>Project Expenditures – Police Department Live Scan Equipment</b>	<b>\$31,000.00</b>
<b>FUND PROJECT TOTAL</b>	<b>\$31,000.00</b>

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

\_\_\_\_\_  
Emery G. Doughtie, Mayor

Motion was made by Mayor Pro Tem Bryant, seconded by Councilman Stainback, and unanimously carried to adopt Ordinance No. 2026.17 in the amount of \$31,000.00 for live scan equipment for the Police Department.

**Consideration of Resolution Declaring Surplus Property**

Parks & Recreation Director Daughtry said the typical lifespan of a playground or playground equipment is 8 to 15 years. It can be stretched to around 20 years. She reported the playground and swing set at Long Park is over 40 years old. This equipment has been observed by staff to be unsafe and is recommending the equipment be declared as surplus and disposed of in accordance with NCGS 160A-266. Currently, there is no plan for replacement of this equipment. Replacement has been requested for in the FY2026-2027 budget. Long Park will remain a recreational space and open to the public. She presented Resolution No. 2026.02 for City Council’s consideration.

Attorney Davis added this is a liability issue and unsafe. Because it is in the nature of children, even if they were to put police tape or some kind of cone screening, it is an attractive nuisance. This winter with the long freeze they had, it was especially hard on aging things like this. Something needs to be done about it from a liability perspective.

**RESOLUTION NO. 2026.02**  
**Resolution Declaring Surplus Property**  
**in accordance with NCGS 160A-266**

**WHEREAS**, the Roanoke Rapids City Council desires to dispose of certain surplus property of the City of Roanoke Rapids and dispose of said property in accordance with the North Carolina General Statutes; and

**WHEREAS**, the following items have been identified as being surplus to the needs of the City and disposal would, based on sound property management principles and fiscal considerations, be in the best interests of the City:

**Long Park Playground Equipment & Swing Set      Site #204, Building #004, 500 E 6<sup>th</sup> Street**

**WHEREAS**, the Roanoke Rapids City Council, has authorized the City Manager to declare surplus any personal property valued at less than \$30,000 for any one item or group of similar items, to set its fair market value, and to convey title to the property for the city, by public or private sale or exchanges. Surplus property is (a) property that is no longer needed for the conduct of City business and/or (b) property whose disposal would, based on sound property management principles and financial considerations, be in the best interests of the City. Prior to disposition of any individual item of property valued at more than \$10,000, the city manager shall report such proposed disposal to the City Council.

**NOW, THEREFORE, BE IT RESOLVED**, that the Roanoke Rapids City Council hereby authorizes the City Manager or her designee to sell the surplus property described above by means set forth in accordance with NCGS 160A-266 and consistent with procedures for surplus property disposal.

**ADOPTED** this 21<sup>st</sup> day of April 2026.

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Emery G. Doughtie, Mayor

ATTEST:

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Traci V. Storey, City Clerk

Motion was made by Mayor Pro Tem Bryant, seconded by Councilman Stainback, and unanimously carried to adopt Resolution No. 2026.02 declaring property as surplus and authorizing disposal in accordance with NCGS 160A-266.

## City Manager's Report

City Manager Traynham said today City Council met earlier today to hear the requests from the departments for the FY2027 budget needs. As always they know the needs exceed their capacities and they will be working diligently in the next few weeks to create a balanced budget for City Council's consideration and approval.

She announced tomorrow at Kirkwood Adams, there will be an employee appreciation luncheon.

She provided the following updates from City Administration:

### Finance

- *Soliciting proposals from qualified firms for completion of the annual independent financial audit*
- *Drafting the FY27 Operating Budget and Fee Schedule. Staff are finalizing estimates of salaries, benefits, and debt payments.*

### Human Resources

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

### Police Department

- *Community Meeting, Monday, 4/27 at 6:30 PM, Kirkwood*
- *C.L.E.A.R. (Cops Listening, Engaging and Responding) with officers at Starbucks Coffee, April 29, 8:00 - 10:00 AM*

### Parks & Recreation

- **Senior Center.** *Scheduled activities include Smartphone Extras (April 27, 11:00 AM – 1:00 PM)*
- **Roanoke Canal Museum** *The Friends will host Dominion Energy to provide a presentation on the history of energy in the area, May 7<sup>th</sup>*

### Main Street

- *Accepting Registrations for **Liberty on Main** event on July 4 at Kirkwood Adams (10am-3pm)*

### Planning

- **Halifax-Northampton Hazard Mitigation Plan (HMP).** *The draft Halifax Northampton HMP for public review. Your input is vital to ensure that the plan reflects the community's needs and priorities. By May 5<sup>th</sup>, please take a moment to review the plan draft and provide your feedback using the links below: ○ Draft Link: <https://acrobat.adobe.com/id/urn:aaid:sc:va6c2:8088845c-5939-4ae2-8da4-50e9042e7a0c>*
- *Feedback Form Link: <https://forms.office.com/r/MKN9ghSGzM>*
- *For your convenience, we have also attached a flyer with the feedback form and Halifax Northampton HMP PDF Link to help spread the word within the planning area.*

### Fire

- *Hydrant Flushing Annual Testing to be completed during April and May*
- *Statewide Burn Ban remains in place due to the persistent dry climate conditions*
- *Annual Veteran's Breakfast on Friday, May 1 at Kirkwood Adams*

City Manager Traynham announced that tomorrow, April 22<sup>nd</sup>, is Administrative Professionals Day.

She said the City of Roanoke Rapids is deeply saddened by the loss of one of our own. William “Patrick” Pegram served with dedication and courage, and his impact on this department and community will not be forgotten. They ask that you keep the family, friends, and fellow firefighters in your thoughts and respect their privacy during this difficult time. A graveside service will be held at 2:00 p.m., Wednesday, April 22 at Sunset Hill Cemetery, located on West North Main Street in Littleton. The Roanoke Rapids Fire Department will reinforce the bond of “fire family” or “brotherhood” in ceremonial funeral traditions.

City Manager Traynham stated this tragedy is a reminder of the importance of mental health support. Different people respond differently. They encourage anyone who is struggling to reach out – help is available. The most supportive thing they can do is be willing to help one another find the right help. She wanted to let employees know there are resources available to them and to their families, especially first responders.

She provided Crisis and Support Helplines below:

- Peer support and consultation are available to all North Carolina first responder agencies under the [Responder Assistance Initiative \(RAI\)](#). The RAI services are confidential and provided as a no-cost benefit to public safety employees. **RAI’s Information and Resource Line 1-866-731-6901**
- **988 Suicide & Crisis Line.** Dial 988 for free, 24/7, confidential support for anyone in emotional distress or experiencing a mental health crisis.
- **Frontline Helpline – 1-866-676-7500.** Frontline Responder Services offers 24/7 support with call-takers who are experienced first responders serving those who serve on the front lines.
- **Safe Call Now – 1-206-459-3020.** A confidential, 24/7 helpline staffed by current and former first responders. Safe Call Now supports first responders and their family members with peer-based guidance and crisis intervention.

## Finance Director’s Report

Finance Director Johnson reported for the month of March 2026, General Fund year-to-date receipts totaled \$16,672,105.97 and year-to-date expenditures totaled \$14,405,286.27. As a result, year-to-date revenues exceeded expenditures by \$2,266,819.70.

She stated the City is in good financial position, but even with their year-to-date surplus, the City still has an April Theatre payment, administrative and operational requirements they have to maintain for the upcoming quarter so they need to be mindful of expenditures in order to not incur a loss at June 30<sup>th</sup>.

**Other Business/Closed Session**

Motion was made by Councilman Stainback, seconded by Councilman Jackson and unanimously carried to go into Closed Session to consult with the City Attorney as allowed by NCGS 143-318.11 (a)(3).

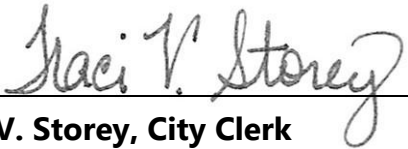
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*Minute Book Pages 22310 - 22319 contain Minutes and General Account of a Closed Session which have been sealed until such time as public inspection of those minutes would not frustrate the purpose of the Closed Session.*

**Adjournment**

City Council returned to open session. No action was taken.

There being no further business, motion was made by Councilman Stainback, seconded by Councilman Jackson, and unanimously carried to adjourn. The meeting adjourned at 6:33 p.m.

  
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**Traci V. Storey, City Clerk**

**Approved by Council Action on: May 5, 2026**