

February 28, 2022

The City Council of the City of Rocky Mount met this day in a regular session scheduled for 4:00 p.m. in the George W. Dudley City Council Chamber of the Frederick E. Turnage Municipal Building with Mayor C. Saunders "Sandy" Roberson, Jr. presiding.

*NOTE: Participation limited due to Governor Roy Cooper's Executive Order relative to the Coronavirus pandemic (COVID-19)*

Councilmembers present: André D. Knight\*, Reuben C. Blackwell, IV, Richard Joyner, T.J. Walker, Lige Daughtridge, W.B. Bullock and Christine Carroll Miller.

Staff present: Peter F. Varney, Interim City Manager; Pamela O. Casey, City Clerk; Elton Daniels, Assistant City Manager; Kirk Brown, Director of Communications and Marketing; Robin Cox, Communications Specialist; Mark Adcox, Video Production Specialist; Kena Cofield-Jones, Director of Human Resources; Latasha Hall, Director of Business and Collections Services; Joel Dunn, Parks and Recreation Director; Corey Mercer, Fire Chief; Abdul Baloch, Chief Internal Auditor; Chris Beschler, Director of Energy Resources; Ken Hunter, Assistant to the City Manager for Budget and Evaluation; Archie Jones, Director of Human Relations; Robert Hassell, Police Chief; Brad Kerr, Public Works Director; Brenton Bent, Water Resources Director; Tracey Drewery, Assistant Fire Chief; Will Deaton, Development Services; Cornelia McGee, Community Development Administrator; Kelly Cook, Community Code Administrator; Kevin Harris, Downtown Development Manager; Charles Bunn, III, Battalion Chief of Safety and Training; Darvin Moore, Division Chief; Todd Gardner, Transit Administrator; and Richard J. Rose, City Attorney.

Security Officer: Senior Police Officer Shawn Battle.

The Mayor called the meeting to order at 4:05 p.m. and requested a moment for individual silent prayer. Councilmember Joyner requested that prayers be offered remembering those affected by the Russian-Ukraine war.

**APPROVAL OF/ADDITIONS TO AGENDA (ADDED TO AGENDA IN OPEN MEETING)**

Mayor Roberson inquired if there are any changes/additions to the agenda.

Councilmember Daughtridge stated that he will be recusing himself relative to item fifteen (15) on today's agenda concerning consideration of an agreement with Dukes Properties & Construction, LLC due to the appearance of a conflict of interest.

No amendments to the agenda were requested.

**APPROVAL OF MINUTES**

Motion was made by Councilmember Joyner, seconded by Councilmember Walker, and unanimously carried by roll call vote (6 ayes/0 nays) that that the minutes of a regular scheduled Committee of the Whole Meeting held January 10, 2022, and the minutes of a regular scheduled City Council Meeting held February 14, 2022, be approved as submitted to the City

Council prior to the meeting. No vote was recorded for Councilmember Knight pursuant to NCGS 166A-19.24).

The minutes of the regular scheduled Committee of the Whole meeting are below:

*NOTE: City Clerk, Pamela O. Casey, administered the oath of office of Mayor Pro Tempore to Councilmember T.J. Walker just prior to the COW meeting. Immediately following the administration of oath Mayor Pro Tempore T.J. Walker took his seat on the dais.*

**MINUTES OF A REGULAR SCHEDULED MEETING OF THE COMMITTEE OF THE WHOLE HELD MONDAY, JANUARY 11, 2022, IN THE GEORGE W. DUDLEY CITY COUNCIL CHAMBER OF THE FREDERICK E. TURNAGE MUNICIPAL BUILDING WITH MAYOR PRO TEM T.J. WALKER PRESIDING:**

*NOTE: Participation limited relative to the Coronavirus pandemic (COVID-19)*

MEMBERS PRESENT:

T.J. Walker, Mayor Pro Tem  
 André D. Knight  
 Reuben C. Blackwell, IV  
 Richard Joyner  
 Lige Daughtridge \*  
 W.B. Bullock  
 Christine Carroll Miller  
 Mayor C. Saunders "Sandy" Roberson, Jr.

\*Participating remotely

SECURITY OFFICERS:

Police Sergeant Stephen Walker

STAFF PRESENT:

Rochelle D. Small-Toney  
 Pamela O. Casey  
 Kim Batts  
 Jessie Nunery  
 Mark Adcox  
 Robin Cox  
 Elton Daniels  
 Kirk Brown  
 Brenton Bent  
 Archie Jones  
 Chris Ballard  
 Greg Cotten  
 Chris Beschler  
 Ken Hunter  
 Latasha Hall  
 Corey Mercer  
 Will Deaton  
 Mike Roupp  
 Tracey Drewery  
 Brad Kerr  
 Kena Cofield-Jones  
 Richard J. Rose

OPENING OF MEETING

Mayor Pro Tem T.J. Walker called the meeting to order at 5:04 p.m. and announced that the City Council will enter into Closed Session to hold discussion relative to matters concerning a personnel matter. He also announced that Councilmember Daughtridge would be participating remotely in the meeting today as well as the closed session.

**COMMITTEE RECOMMENDATION. Motion was made by Councilmember Knight, seconded by Councilmember Joyner, and unanimously carried by roll call vote (7 ayes/0 nays) that the City Council enter into Closed Session at 5:05 p.m. for discussion related to matters concerning a personnel matter.**

The minutes of the Closed Session shall be placed on file as **ESM-595** at the end of **Minute Book 38** upon approval for release by the City Attorney.

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**REGULAR SESSION.** The Mayor Pro Tem convened the Committee in regular session at 5:48 p.m.

**CRIME STATISTICS** - Chris Ballard

Police Captain Chris Ballard presented a summary of city-wide crime numbers to the City Council for December 2021. It was noted that the presentation covers crime incidents throughout the City currently and in

comparison with the prior year during the same time period. The Council was advised that crime numbers are tracked by the FBI and shared with the Bureau of Justice Statistics for tracking purposes and the presentation includes investigation outcomes for violent crimes and related arrests. The presentation also included maps depicting areas of shots fired, incidences of aggravated assault and murder and highlighted efforts and successes of the Police Department to combat violent crime.

An overview of Captain Ballard's PowerPoint presentation includes:

- National Incident-Based Reporting System (NIBRS) Part 1 crime comparisons by type were provided. Total crime numbers by months and years were reported as:

Crimes/NIBRS Part 1	December 2020	December 2021	+/-	YTD 2020	YTD 2021	+/-
Total	170	169	-1	2168	1822	-346

- December 2021 crime numbers for murders, aggravated assault and shooting into occupied building(s)/vehicle(s) (map of locations provided):
  - Aggravated assault cases and investigations:
    - Aggravated assault cases = 18
    - Aggravated assault victims = 39
    - Number cases with multiple victims = 9
    - Aggravated assault arrests = 4
    - Aggravated assault cases cleared = 2
  - Case Dispositions (total = 18):
    - Cases cleared by arrest = 2
    - Inactive cases = 3
    - Open cases = 13
  - Crime Report:
    - Murder, aggravated assault and shooting into occupied building/vehicle: total victims = 40
      - \*Victims with injuries = 9
      - \*Victims without injuries = 31
  - ShotSpotter and Citizen calls City-wide:
    - Shots fired = 107
    - Calls resulting in shell casings found = 31
    - Number shell casings found = 303
    - Number of Firearms Seized = 34
    - Number firearms seized (year to date) = 422
    - Weapon violation arrests = 12
- Community Involvement:
  - **Police Athletic/Activity League** - 13-15-year-old male and female basketball league is finishing the winter season and they are planning for the baseball/softball season
  - **Boys and Girls Club Holiday Party** - Officers attended and interacted with the youth and families on December 22<sup>nd</sup>; and
  - **Pack-a-Patrol-Car** - A partnership between Piggly Wiggly and the Police Department and citizens donated food to the Down East Partnership for Children.

Captain Ballard responded to questions from Councilmembers. Councilmember Joyner stated he has received numerous calls about stray dogs. Mayor Pro Tem stated he had spoken with the Animal Control Supervisor and several strays in the area mentioned had been picked up recently. Councilmember Knight stated he knew there were many stray dogs, and he appreciated all the Police Department is doing to work on that issue in addition to all the efforts the Police Chief and the police officers are doing to help continue to decrease crime in the City.

**COMMITTEE RECOMMENDATION. Received report; no formal action**

**UTILITY BUSINESS REPORT/REVENUES AND EXPENDITURES:** Kenneth Hunter, Assistant to the City Manager for Budget and Evaluation

The City Manager asked to preface the presentation by stating this was actually a continuation of presentations reporting the standing of all the funds within the City. She stated this would continue on a quarterly basis.

Kenneth Hunter, Assistant to the City Manager for Budget and Evaluation, informed Council that the Utility Department Directors were present to review the reports for their individual utilities.

Chris Beschler, Director of Energy Resources, presented Council with the business report for electric and gas. He stated the report is broken down into three sections: unit activity with respect to purchases and sales, revenues, and expenditures. Mr. Beschler reported the following information:

**Electric -**

- Unit purchases - November 2021 - 52 million kWh - compared to last year almost the same and purchases are in line with amount forecasted - year-to-date - about 308 million kWh
- Unit sales - November 2021 - 48 million kWh - about 3.6 million less kWh than forecasted but still comparable to last year - year-to-date - about 306 million kWh
- Utility sales - \$5.5 million in November; year-to-date about \$32.8 million
- Total Revenues - about \$5.5 million in November; year-to-date about \$33.6 million
- Total year-to-date Expenditures - energy purchases - \$19 million; Operating - \$8.2 million; Capital - \$3.6 million
- Reasons for major increase from last year is due to replacement of \$2.5 million dollar transformer in Old Mill Point of Delivery and a Pole Replacement Project
- Revenues are about \$3 million above expenditures

**Gas -**

- Unit purchases - forecasted about 1.6 million therms - actual purchase was 2.8 million therms - year-to-date about 8 million therms
- Unit Sales - what they were forecasted to be - actual about 1.6 million therms - year-to-date about 6.2 million therms
- Utility sales - \$1.6 million in November; year-to-date - about \$5 million
- Total Revenues - \$1.6 million in November; year-to-date - about \$5.2 million - 5.7% increase
- Expenditures - energy purchases - \$851,909 in November; year-to-date \$2.6 million; increase is due to substantial increase in gas prices and the Sunset Avenue Main Replacement Project is underway and the City has performed all the gas replacements from Interstate 95 going west into Nashville

Brenton Bent, Water Resources Director provided the following information to Mayor and Council:

**Water -**

- Units produced - 334,468 units of water for the month of November with a year-to-date total of just over \$1.8 million units; 8% increase in production over the same period last year
- Units sold - 330,445 units in November with a year-to-date total just above \$1.6 million; 6.6% increase over the same period last year

- Billed for 98.8% of the volume produced in November and the year-to-date number stands at 90.8%
- Water sales just over \$987,000; total revenues to date are \$5.2 million; 2.3% increase over the same period last year
- Operating expenses were just over \$900,000 for November; year-to-date this expense is at \$3.7 million - just 1% higher than last year
- Expenditures, including Capital expenses, for November were \$986,830.30; total expenditures year-to-date \$3.8 million - reflects 4% decrease from last year
- Revenues were exceeding expenditures for November by \$34,328.37 and by almost 1.4 million year-to-date

Mr. Bent stated these were all favorable numbers for our water operations.

**Sewer -**

- Units produced - 303,877 units for the month of November with a year-to-date total of just over \$1.8 million units; 53.8% decrease from the same period last year and is due primarily to the drier conditions experienced earlier this year
- Units sold - 249,084 units in November with a year-to-date total of almost \$1.2 million; just under 1% from last year
- Sales for November were just over 1 million with a year-to-date total of 4.9 million - shows a reduction of 7.3 % from last year
- Other revenues include fees charged from septic haulers and to treat leachate from Republic Services - total revenues year-to-date are down 12.2% from last year - again due to lower flows entering the treatment facility
- Operating expenses were just over \$1.2 million for November; year-to-date total of \$5.6 million - just 1.4% higher than last year
- Expenditures, including Capital expenses, for November were just under \$1.3 million; total expenditures year-to-date \$5.8 million - down almost 26% from last year
- Revenues experienced \$130,000 shortfall in November, but year-to-date that number is just over \$85,000

Mr. Bent stated that while it is difficult to predict the weather, he believes the deficit will be further reduced by the end of the fiscal year.

Mayor Pro Tem Walker requested a few moments for City Council to review the power points that were provided by Public Work Director, Brad Kerr. He stated he felt all the information they need is in the slides and if there were no questions, he would like to move to Utility Delinquencies. The slides provided to City Council from Mr. Kerr are inserted below:

Unit Activity (ERU)	Nov. 2021 Forecast	Nov. 2021 Actual	Difference to Forecast	FY 2022 YTD Actual	Difference to 1 Year Ago
Units Charged	68,500	69,029	709	344,038	0.3%

Revenues	Nov. 2021 Actual	FY 2022 YTD Actual	YTD Dif. to 1 Year Ago	Expenditures	Nov. 2021 Actual	FY 2022 YTD Actual	YTD Dif. to 1 Year Ago
Utility Sales	\$345,123.00	\$1,717,327.87	0.1%	Operating	\$293,208	\$1,406,981	11.9%
Other	\$1,090.36	\$81,152.95	-1.8%	Capital	\$2,070	\$174,235	2550%
<b>Total Revenues</b>	<b>\$346,213.36</b>	<b>\$1,798,290.82</b>	<b>0.1%</b>	<b>Total Expenditures</b>	<b>\$295,278</b>	<b>\$1,581,216</b>	<b>25.0%</b>
				<b>Revenue Over/(Under) Expenditures</b>	<b>\$50,935.36</b>	<b>\$217,074.82</b>	

Unit Activity (Tons)	Nov. 2021 Forecast	Nov. 2021 Actual	Difference to Forecast	FY 2022 YTD Actual	Difference to 1 Year Ago
Waste Tonnage	6,653	6,768	115	33,403	0.1%
Recycling Tonnage	208	178	(31)	6,032	-10.7%

Revenues	Nov. 2021 Actual	FY 2022 YTD Actual	YTD Dif. to 1 Year Ago	Expenditures	Nov. 2021 Actual	FY 2022 YTD Actual	YTD Dif. to 1 Year Ago
Routes	\$398,037	\$1,931,939	16.8%	Operating	\$714,299.94	\$2,967,819.91	9.6%
Transfer Station	\$307,562	\$1,537,227	35.3%	Capital	\$0.00	\$0.00	1.0%
Other	\$11,290	\$80,955	68.7%	<b>Total Expenditures</b>	<b>\$714,299.94</b>	<b>\$2,967,819.91</b>	<b>9.6%</b>
<b>Total Revenues</b>	<b>\$716,890</b>	<b>\$3,550,121</b>	<b>25.1%</b>	<b>Revenue Over/(Under) Expenditures</b>	<b>\$2,642.58</b>	<b>\$582,354.14</b>	

Latasha Hall, Director of Business Services, provided City Council with the following report:

#### Utility Delinquencies -

- Total amount of delinquent accounts as of late December 2021 is about \$1.25 million - increase of 30.8% from previous month - significant decrease of 57.6% compared to this time in 2020
- Over \$458,000 in the 31 - 60-day category; customers are considered delinquent, but they do make payments
- There have been decreases in most categories from December 2020 to December 2021.
- During the challenges with COVID, our highest peak of delinquency was February 2021, with over \$3.3 million in delinquency
- A majority of our delinquencies are in the 120 Plus category; mainly accounts that will be submitted to third party collections
- Residential spike due to the COVID 19 pandemic
- For residential customers the change is also a reflection in the temperature changes
- Currently have 103 commercial and 87 residential stormwater only accounts; these accounts are increasingly harder to collect on due to lack of recourse

#### Collections Process -

- Ensure all collection calls are initiated with follow up collection notices
- Collection notices are 30-60-90-day letters in an attempt to get a response from our customers
- Ensure following the garnishment process; this is to the North Carolina debt set off
- Since implementation of third-party collection, we are submitting a total debt of over a million dollars for collection instead of a write off; total of 5327 customers that will have a negative impact to their consumer credit reporting

Councilmember Blackwell posed questions relative to conversations with citizens being referred to third party collection; where the collections reflect on our statements and when does the collection become a write off?

Mrs. Hall provided the following responses:

- third party collector stays within the statute of limitations for collections which can be anywhere from 3 - 5 years
- the third-party collector informs the customer what must be done to satisfy the debt

- collection is reflected in account receivables
- collection becomes a write off once the third-party collector has not been able to collect on the account

Councilmember Joyner asked how the programs are working that are provided through churches and other organizations to help people with their utility bills and if we keep up with that assistance.

Mrs. Hall responded that the assistance programs from outside agencies have been very helpful, and the City has been actively using the COVID 19 funds provided through the CARES ACT. She stated the assistance is kept up with and she can provide that information to the City Manager to make available to Council.

Councilmember Daughtridge asked if the delinquencies are for each account or each invoice and how many accounts there are in the City of Rocky Mount.

Mrs. Hall responded that the delinquencies are per account and there are over 37,000 accounts in the City of Rocky Mount.

Councilmember Miller asked if we knew how many QVC employees that had lost their jobs were City of Rocky Mount utility customers.

Mrs. Hall stated she would have to work with Ken Hunter and the City Manager to attempt to obtain that information from QVC.

Mayor Pro Tem Walker opened the floor for questions to Brad Kerr, Director of Public Works.

Councilmember Blackwell acknowledged it has been a challenging time. He asked if it appeared services would get back to a regular schedule soon and with the challenges that have occurred are there adequate balances to deal with equipment repair or leasing until we can get a replacement.

Mr. Kerr stated even with recruiting and filling vacancies there are still struggles related to equipment issues and supply chain issues and they are working towards continuing to improve. He also stated that leasing would be a challenge because everyone is having the same issues.

City Manager Small-Toney noted that the City is paying the solid waste workers double overtime to try to keep up and incent them to want to help. Still feels the greatest impact is COVID because we have people out. She stated that crews from the Streets Department were being asked to supplement solid waste services. She said the City is doing everything it can to ensure we return back to normal collections but there are some real challenges due to COVID and supply chain issues.

Councilmember Knight posed the following questions:

- How many solid waste trucks do we have?
- Why are there so many not functioning at this time?
- Has there been a delay in purchasing trucks?
- Who makes the decision when it is time to purchase trucks?

Mr. Kerr responded that he did not have the number of trucks at this time. He stated they do have an aging fleet and going forward they would be proposing a schedule that addresses replacements more frequently than before. He stated they do make recommendations for replacements and then it goes through the budget process.

Councilmember Knight requested that the Council, including himself, pay close attention to equipment replacements such as these so they do not find themselves in this position again.

The City Manager added that another issue is the one-armed bandit trucks require an extensive amount of training to be able to drive those trucks. She stated it was not due to not having sufficient outlay, it was due to supply chain issues and the extensive training required to drive the trucks.

Councilmember Daughtridge stated he thinks everyone understands supply chain issues and staffing issues, but he feels we need to do a better job communicating with our citizens, so they do not assume they were just skipped over.

Councilmember Knight stated he thought staff should look at cross training workers to help the situation when workers are out.

**COMMITTEE RECOMMENDATION. Received report; no formal action**

**INVENTORY AND MAPPING OF FOCUSED NEIGHBORHOODS AND REVIEW OF FORECLOSURE PROCESS: - Jayson Dawkins and Kenneth Hunter**

Mayor Pro Tem Walker asked the City Manager if she wanted to brief Council before the presentation.

City Manager Small-Toney stated this presentation is moving towards some of the discussion that should be had as it relates to the housing bond. She stated there are eight neighborhoods that were identified in that strategic plan leading up to your determination as to the amount of the housing bond issuance you're hoping to pursue in November.

Jayson Dawkins presented the following highlights to City Council:

- Project Timeline:
  - April 2021 Draft Affordable Housing Strategic Plan presented to City Council
  - May 2021 Intern team hired to conduct inventory and mapping project
  - July 2021 Site survey work and draft mapping
  - August 2021 Initiated coordination with support departments (Finance, Business & Collections Services, Public Works, Development Services)
  - October 2021 First draft neighborhood map completed
  - December 2021 Online neighborhood maps completed
- Inventory Information:
  - Parcel Information (Location, Ownership, Value, etc.)
  - Delinquencies
    - Taxes (by Year, past 10 Years)
    - Assessments
      - ◆ Community Code (Grass & Weed, Demolition)
      - ◆ Water & Sewer
  - Condition (Deteriorated or Dilapidated)
  - Occupied or Vacant
  - Empty Lot

Mr. Dawkins reviewed the following slide with City Council and then provided a demonstration of the neighborhood maps featuring detailed parcel information. City Council was provided with the following link to access the maps:

<https://storymaps.arcgis.com/stories/cca88ab83a01455db54c9ad911cfddaa>





ROCKY MOUNT, NC  
THE CENTER OF IT ALL

## Tier 3 Foreclosure Inventory in Focused Neighborhoods

Neighborhood	Ward(s)	# Parcels	Value of Delinquencies
Little Raleigh	3 & 4	175	\$1,434,572.21
Around the Wye	3	29	\$282,826.06
Happy Hill	2 & 4	118	\$891,269.00
Villa Place	2, 3 & 4	18	\$229,033.13
South Rocky Mount	3 & 4	133	\$1,010,439.22
Southeast Rocky Mount	2 & 3	149	\$1,897,409.90
Hillsdale	1 & 2	43	\$459,642.56
Holly Street/The Neighborhood	1 & 2	166	\$2,269,116.74
<b>Combined - 8 Neighborhoods</b>		<b>831</b>	<b>\$8,474,308.82</b>

Councilmember Blackwell confirmed the number of properties to be about 1600 and that the property values total a little over \$8 million dollars.

Councilmember Joyner asked if we have any history of these properties as far as absentee landlords; the percentage of home ownership versus rental property in boarded up property.

Mr. Dawkins stated he would have to look to see if they have that information and get back with Council.

Councilmember Knight asked if they had to consider foreclosing on these neighborhoods in order to move forward on the housing bond.

The City Manager stated this was just to give an idea of what the needs are in the community.

Councilmember Knight stated when he looks at the eight neighborhoods, he sees that the reason they are probably in the shape they are now is because historically the City did not allocate funds to these communities. He stated he would be more interested in empowering the people who actually are in the community, more or less than foreclosing. He stated if we are looking at foreclosures, we should look at the entire city, as opposed to just black and brown communities. Councilmember Knight stated he knows there are properties, including businesses, that are located in neighborhoods that have been contributing to the blight in the community. He stated he hopes a comprehensive plan will be looked at, so it doesn't seem as if just these eight neighborhoods are being spoken about.

Councilmember Blackwell agreed with Councilmember Knight and stated he wanted to be very conservative about how and when foreclosure is applied.

**COMMITTEE RECOMMENDATION. Information only; no formal action.**

**COUNCIL PRIORITY DISCUSSION** - Mayor Pro Tem T.J. Walker

Mayor Pro Tem Walker stated he hoped in future conversations, they can look at a way to shape up this foreclosure process and move forward with implementing in due time as we're also looking at housing bonds and other housing initiatives. He thanked his fellow councilmembers for voting him as Mayor Pro Tem.

**COMMITTEE RECOMMENDATION. no formal action.**

### **ADJOURNMENT**

Without objection, the Mayor Pro Tem adjourned the meeting at 6:57 p.m.

*A printed copy of the PowerPoint presentations are on file in the office of the City Clerk.*

**COMMUNITY UPDATE BY INTERIM CITY MANAGER**

Interim City Manager Peter F. Varney provided the following community update. The Interim City Manager:

- Began his report by advising that the City's Department of Energy Resources has been working on a project to install electric vehicle recharging stations and plans to begin with two stations (one on the west side of the City and one on the east side of the City). He added that potential sites are Westridge Shopping Center and Oakwood Shopping Center. He invited suggestions for other sites and added consideration is also being given to placing recharging stations at the I-95 northbound and southbound rest stops;
- Stated that the Council previously received a petition from the Neighborhood Presidents Committee dated June 10, 2021, requesting that the speed limit on "all City controlled neighborhood streets" be reduced from 35 MPH to 25 MPH. He advised that Public Works staff has met with the Neighborhood Presidents to discuss what can be done and the process to reduce the speed limits;
- Reminded citizens that every two weeks the City provides an electronic newsletter titled, "City Beat" that reaches more than 2,000 subscribers. The purpose of City Beat is to provide citizens with the latest news and information regarding the City as well as the positive impact of city government. The subscription is free. He invited all to stay connected by visiting the Communications, Marketing and Public Relations page located on [rockymountnc.gov](http://rockymountnc.gov) for subscription instructions;
- Invited the community to bring recyclable goods to the Nash County Courthouse in Nashville from 10 a.m.-1 p.m. on Saturday, March 5 for Nash County Recycles Day. He advised that the City is a sponsor of the event and citizens may drop off documents that need shredding, old prescription medication, electronics and more. Mr. Varney noted this type of event occurs three (3) times a year at the Nash County Courthouse, Golden East Mall - Rocky Mount and Tarboro and invited those interested to call 252-467-4960 for more information about acceptable item;
- Encouraged those who enjoy live theater to mark March 4-6 and 11-13 on their calendars as the Imperial Centre for the Arts and Sciences will be home to six (6) productions of Whistle Down the Wind. More than 30 local residents have been involved in the acting and production of the Andrew Lloyd Webber play. Showtimes and ticket information is posted at [imperialcentre.org](http://imperialcentre.org). You may also call 252-974-1266;
- Announced that the City has sponsored a tree (seedling) giveaway for a number of years and this year's event will begin tomorrow to last a couple days. The tree giveaway will take place at the Business Services Center;
- Stated that the Braswell Memorial Library's twenty (20) year anniversary celebration is scheduled for Tuesday, March 1 at 1 p.m. at the library;
- Announced that the City is resuming energy audits (free) for residential customers. He noted the audits are performed on Tuesdays and Thursdays and invited those interested to schedule an audit by calling the Energy Resources Department (252-467-2800);
- Reported that Denton Street Pool renovations are scheduled for this year and the pool will be closed during the 2022 season. He added it is hoped the pool will reopen in May 2020;
- Reported that the Public Works Department has completed the installation of fifteen (15) new bus shelters across the City for Tar River Transit riders. He stated the intent is to provide a safeguard for passengers from wind and rain. With the updated design, the City hopes to enhance the overall experience of passengers who are waiting for buses. For more information about Tar River Transit, visit [rockymountnc.gov](http://rockymountnc.gov);
- Announced his appointment of Cornelia McGee as the Interim Community Development Director. He advised that Cornelia McGee is currently serving in the role. He noted Ms. McGee has been with the City for nearly nineteen (19) years, which has included work with

Planning and Development as well as Keep America Beautiful. He noted in 2018, Ms. McGee became the Community Development Administrator, where she has been responsible for administering the City's housing programs and community development initiatives. Ms. McGee is a University of North Carolina undergraduate alum as well as an East Carolina Master's degree alum. He stated he has full confidence in her abilities to lead the department at this time and requested attendees join him in giving her a round of applause;

- Stated he had the pleasure of honoring twenty-five (25) members of the City organization last week during the latest round of City Manager's Awards. These employees exemplified many aspects of the City's core values. Twenty-one (21) members of the Fire Department were honored for saving lives and property in a two-story apartment building fire that took place in November 2021.

#### **PETITIONS FROM THE PUBLIC**

The Mayor opened the meeting for petitions from the public and outlined guidelines for public petitions. He recognized the following individuals for public comment and a summary of comments is outlined below:

- ***Emily Lemus:***
  - Told the Council she is the Executive Director of My Sister's House, a domestic violence, sexual assault and human trafficking service provider for Nash and Edgecombe Counties;
  - Thanked the Mayor and City Council for their continued support over the years and personally thanked Mr. Varney and Ms. McGee for their patience noting she has sent them many emails over the years for CDBG funding and other grant opportunities and appreciates the tech support provided by the City;
  - Stated that last year My Sister's House celebrated its 40th anniversary of service to Nash and Edgecombe Counties;
  - Reported the organization has offices in the county seats of Nashville and Tarboro and operates a 16-bed shelter in Rocky Mount;
  - Reported in 2020 it sheltered 130 people;
  - Noted the organization offers full services to men, women and children and provided 2,622 emergency shelter nights and 7,866 meals. She added the organization has provided more than 100,000 meals in its 40 years of service;
  - Reported that the agency answered 598 crisis calls through its 24-hour crisis line last year, an increase of 39% from the previous year;
  - Reported that the organization provides court assistance and goes to civil court in Nashville and criminal court in Rocky Mount noting there has been an increase in court assistance of 59% from the previous year;
  - Added the organization is still here to help, to listen, to believe, and to reach out when service is needed; and
  - Invited Councilmembers and the public to attend their upcoming masquerade ball entitled "Unmasking Domestic Violence" on March 26 at Machaven in Downtown Rocky Mount. She stated this is a delayed celebration of the organization's 40th anniversary. For more information about that, or tickets visit their Facebook page at My Sister's House of North Carolina
- ***Crystal Wimes-Anderson:***
  - Thanked the Mayor and City Council for the opportunity to speak; and
  - Suggested the City's Administrative Policy relative to appointments to Boards, Commissions and Committees be revised to allow for service on more than one board, commission, or committee

o **Brenda Cooper:**

- Stated she is from South Rocky Mount and wished to point out some concerns;
- Said she has talked about speed bumps previously because vehicles are traveling so fast down the streets. She said there are serious issues about that because they continue to fly down the short streets as if they are on a speedway day and night. She requested speed bumps be installed on the short streets adding because of the seasons changing, children are going to be out more soon, and it will be very dangerous for them;
- Stated another concern is about dilapidated properties. She said they look bad, and it seems no one is paying attention to them. She said she has taken photos of a number of properties of concern;
- Added certain landlords continue to ignore the need to bring the houses up to code; and
- Said there are broken down vehicles sitting on side streets for months and months and months that in many places are impeding traffic

Councilmember Joyner requested that staff look into the matter of abandoned cars. Interim City Manager Varney reported there will be a presentation at the end of today's meeting relative to the City's code enforcement process.

o **Samuel Battle:**

- Thanked the Inspections Department for coming to Edgecombe County to assist in a recent store opening and said over 300 people were present;
- Said he is sorry about the events occurring in Russia and Ukraine but there is a war here in the City and he doesn't see anyone praying about that;
- Asked how much the City Attorney has been paid in the past ten (10) years; and
- Said citizens speaking at the public petitions portion of the meeting should be given responses to their concerns

There being no further public petitions, the Mayor closed the public petitions portion of the meeting.

**CONSENT AGENDA**

**A. AD VALOREM TAX RELEASES (recommended for approval):**

The City Council received the following schedule of ad valorem taxes recommended for release and/or refund:

**SCHEDULE A - acknowledge receipt of report of the following taxes under \$100 approved for release and/or refund by the City Manager:**

<u>YEAR</u>	<u>BILL NO.</u>	<u>NAME/ADDRESS</u>	<u>TAX</u>	<u>COMMENT</u>
<u>NASH COUNTY</u>				
2021	1001411	BELL-BOONE, GRACIE ANN 2018 SAPPHIRE RD ROCKY MOUNT, NC 27804	32.70 0.90	PERSONAL PROPERTY LOCATED OUTSIDE CITY LIMITS
		<b>TOTAL RELEASE:</b>	<b>33.60</b>	
2021	1992	GUARDIAN COURT LLC PO BOX 7397 ROCKY MOUNT, NC 27804	22.18 0.61	PEN INT LATE LIST REMOVAL
		<b>TOTAL RELEASE:</b>	<b>22.79</b>	
2021	3523	GRU LEASING CONTRACTORS LLC 544 PAUL ST ROCKY MOUNT, NC 27803	0.42	CITY VALUATION CORRECTION
		<b>TOTAL RELEASE:</b>	<b>0.42</b>	

2021	10587	REID, JAMES WILLIS III & LISA 4009 HAMPTON DR ROCKY MOUNT, NC 27803	34.44 0.95	PEN INT	LATE LIST REMOVAL
		<b>TOTAL RELEASE:</b>	<b>35.39</b>		

**B. TAXICAB LICENSE (recommended for approval):**

The City Council received a recommendation from Chief of Police Robert A. Hassell for the award of one (1) new taxicab license and renewal of two (2) taxicab licenses to Christopher R. Baker, Rocky Mount Cab Company.

Motion was made by Councilmember Blackwell, seconded by Councilmember Joyner, and unanimously carried by roll call vote (6 ayes/0 nays) that the recommendations outlined in the Consent Agenda be approved inclusive of approval of the tax releases and/or refunds, approval of the issuance/renewal of taxi rights, as recommended, and authorization for the City Clerk to execute the taxi right (3 licenses) on behalf of the City. No vote was recorded for Councilmember Knight pursuant to NCGS 166A-19.24).

**GRANT APPLICATION/GOLDEN LEAF SITE PROGRAM - IDENTIFICATION**

The City Council received a recommendation for the approval of a SITE Program grant application through the Golden LEAF Foundation. It was explained that the grant distributes funds for the identification, design, and development of industrial sites and the City is eligible to apply for the grant. The Council was further advised that no local match is required and, if awarded, the grant would provide professional technical assistance to review potential sites, engage the community, and determine the potential for redevelopment. It was noted the City will need to obtain a letter of support from Edgecombe County pursuant to grant requirements.

Motion was made by Councilmember Miller, seconded by Councilmember Joyner, and unanimously carried by roll call vote (6 ayes/0 nays) that staff be authorized to submit the grant request, as recommended, and that the Mayor and City Clerk be authorized to execute same and any subsequent documentation or certifications required, including the grant application and subsequent grant agreement, if awarded, on behalf of the City. No vote was recorded for Councilmember Knight pursuant to NCGS 166A-19.24).

Interim City Manager Peter F. Varney reported that while this particular grant will be for the Edgecombe County side of Rocky Mount, there is a plan to make the request for the Nash County side of the City as well.

**FY 2022 FEDERAL TRANSIT ADMINISTRATION'S CERTIFICATIONS AND ASSURANCES/FY 2023 SPECIAL SECTION 5333(B) WARRANTY FOR TRANSIT FUNDING**

The City Council was provided with FY 2022 Certifications and Assurances for Transit grant funding and advised that the certifications and assurances ensure the City will comply with all regulations for any amount of federal dollars allocated and an FY 2023 Special Section

5333(b) Warranty for said funding which is administered by the North Carolina Department of Transportation/Public Transportation Division.

Council was further advised that the City will be allocated \$1,547,247 in federal funding for FY 2022.

Motion was made by Councilmember Miller, seconded by Councilmember Joyner, and unanimously carried by roll call vote (7 ayes/0 nays) that the Certifications and Assurances and Special Section Warranty be approved; and that the Mayor, City Manager, City Attorney, and City Clerk be authorized to execute the required documentation on behalf of the City.

**ONE NORTH CAROLINA GRANT/HUBBELL POWER SYSTEMS (PROJECT FUSION 2)**

Interim City Manager Peter F. Varney advised the City Council in November of 2021 a Building Re-Use Grant Agreement with the North Carolina Department of Commerce came before Council and was approved for upfit funding (\$300,000) for Hubbell Power Systems, formerly identified as Project Fusion 2. He explained that Hubbell Power Systems is expanding their site at 546 English Road, investing \$8,645,000 in the expansion/renovation, and creating 73 additional jobs.

Mr. Varney advised that the North Carolina Department of Commerce is awarding additional funding for the expansion from the One North Carolina Fund in the amount of \$200,000. He explained that the additional funding passes through the City to Hubbell Power Systems in the same way as the building re-use grant.

It was recommended that the Council authorize the Mayor and City Clerk to execute the Local Government Grant Agreement, Company Performance Agreement, and Local Government Disbursement Request and Certification for the additional grant (\$200,000) on behalf of the City. At the request of Councilmember Blackwell, Interim City Manager Varney provided an overview of the project.

Motion was made by Councilmember Joyner, seconded by Councilmember Miller, and carried by roll call vote (7 ayes/0 nays) that the Mayor and City Clerk be authorized to execute the grant agreement and required documentation, including the Performance Agreement, Disbursement Request and Certification Form for the One North Carolina Grant (C-2022-6) on behalf of the City.

**PROPERTY ACQUISITION/FIRE STATION NUMBER 2 - COMMUNITY MEETING SPACE PARKING**

Interim City Manager Varney advised the City Council that the Rocky Mount Fire Department is planning to rebuild Fire Station Number 2 at the corner of Grace Street and Raleigh Road. He explained that the revised design calls for the addition of community meeting space and the City will need to acquire additional property to accommodate parking. Mr. Varney further explained that the additional property is a vacant triangular-shaped parcel with frontage along Grace Street (Nash County parcel #030433). He advised the tax value of the parcel is \$1,370 and the owner has agreed to a sales price of \$3,000.

Motion was made by Councilmember Walker, seconded by Councilmember Knight, and carried by roll call vote (7 ayes/0 nays) that staff be authorized to acquire the property at the recommended price on behalf of the City.

Councilmember Walker publicly thanked Councilmember Knight for his brilliant idea of the property acquisition which allows for the necessary parking associated with the expansion. He said it was Councilmember Knight's wisdom that led to consideration of the property acquisition and said he thinks the public will be more than happy with the larger, beautiful, fire station.

**SPECIALTY RADIO REPLACEMENTS/INSTALLMENT CONTRACT**

The City Council was advised that the Fire Department and the Gas Division of Energy Resources use radios powered by "intrinsically safe" batteries designed to prevent any electrical spark or charge from igniting a fire in hazardous environments. It was explained this is a necessary feature in operations where natural gas may be leaking into the atmosphere. It was further explained that Motorola's underwriter will not certify the current batteries for radios and the new batteries are no longer manufactured which necessitates replacing 76 radios used by the Fire Department and Gas Division to ensure the ability for critical communication.

It was recommended that the City enter into a three-year installment option for acquisition of the radios (76) at a cost of \$131,417.12 per year for a total cost of \$394,251.36. A budget ordinance appropriating funds from the General Fund and Gas Fund for the current year acquisition costs was provided.

Motion was made by Councilmember Miller, seconded by Councilmember Joyner and unanimously carried by roll call vote (7 ayes/0 nays) that the purchase of the radios be approved; that the contract with Motorola for the radio replacement be approved (**C-2022-7**) be approved and the Mayor and City Clerk be authorized to execute the same on behalf of the City; and that **Ordinance No.O-2022-16** entitled **ORDINANCE AMENDING THE BUDGET ORDINANCE FOR THE FISCAL YEAR 2021-2022 FOR REPLACEMENT RADIOS** be adopted.

**MUNICIPAL AGREEMENT/MONK TO MILL TRAIL**

The City Council was provided with a municipal agreement with the North Carolina Department of Transportation (NCDOT) for the design and construction of the Monk to Mill Trail and project map. It was explained that the project will be locally administered with a current estimated cost of \$2M and as a designated bike/pedestrian project the local share is 20% or \$400,000 with the balance to be covered by NCDOT. Council was advised that the project is Powell Bill eligible and project costs are programmed in the CIP. The project feasibility study may be viewed by visiting the MPO section of the City's website.

Motion was made by Councilmember Miller, seconded by Councilmember Joyner, and unanimously carried by roll call vote (7 ayes/0 nays) that the municipal agreement **(C-2022-8)** with the North Carolina Department of Transportation (TIP#: EB-5763/WBS Elements: PE 51068.1.1) be approved and that the Mayor, Finance Director and City Clerk be authorized to execute the agreement on behalf of the City.

**BID/SWEEPER TRASH SCREENING**

The City Council received the tabulation of bids received for sweeper trash screening. Quotes were received and opened on January 4, 2022, after all necessary legal procedures had been implemented and the solicitation was posted on the City's purchasing webpage, North Carolina Historically Underutilized Business website and the North Carolina Interactive Purchasing System website. The bid tabulation is on file in the office of the City Clerk as **BD-2022-7**.

Motion was made by Councilmember Joyner, seconded by Councilmember Walker, and unanimously carried by roll call vote (7 ayes/0 nays) that the bid be awarded to E&M Contracting, Inc. at a total cost of \$99,975, plus a 10% contingency, and that the Purchasing Division be authorized to issue a purchase order for the equipment in accordance with the Council's award.

Interim City Manager Peter F. Varney explained that the street sweeper picks up dirt, debris, and anything it encounters in the streets which includes a lot of dirt, leaves and debris. He explained that the dirt and debris is then deposited at the City's compost site and a sizable amount has accumulated. He further explained that the City has acquired a permit from the North Carolina Department of Natural Resources for the operation of the site and staff will be filtering or sifting the debris to separate the trash from the dirt.

**DOWNTOWN RESIDENTIAL PRODUCTION GRANT AGREEMENT/DUKES PROPERTIES & CONSTRUCTION, LLC**

The City Council received a Downtown Residential Production grant request from Dukes Properties & Construction, LLC to be used towards redevelopment at 201-215 S. Grace Street to repurpose five (5) offices into eight (8) residential apartments. Council was advised that the development cost for the project is \$600,000 and the policy requires Council approval for any grants exceeding \$80,000. If approved, Dukes Properties & Construction, LLC would receive a grant of \$60,000.

It was noted that the Council approved the Downtown Residential Production program in July 2021 to encourage property owners to reuse upper floors for loft apartments or condominiums and to encourage new construction or building rehabilitation creating residential units. The program will reimburse the applicant at a rate of \$7,500 per residential unit created or substantially upgraded with a maximum grant of \$150,000, not to exceed 20% of the overall project budget.

Motion was made by Councilmember Knight, seconded by Councilmember Joyner, and unanimously carried by roll call vote (6 ayes/0 nays) that



the grant agreement with Dukes Properties & Construction, LLC (C-2022-9) be approved and that the Mayor be authorized to execute the same on behalf of the City.

Councilmember Daughtridge recused himself from the vote due to the appearance of a conflict of interest. He added he had done business with this developer during the time he had an ownership interest in Top Dog Waste Solutions and that sold his interest in the business as of January 1, 2022.

Councilmember Knight questioned when Councilmember Daughtridge sold his ownership interest.

Mayor Roberson asked the City Attorney to provide an opinion relative to the recusal.

Councilmember Knight stated he was confused because it was his memory that Councilmember Daughtridge provided a statement to the Council previously that he no longer owned that business.

City Attorney Richard J. Rose stated it is his opinion that this item is one from which Councilmember Daughtridge can and should recuse himself.

**COMMUNITY CODE COMPLIANCE PROCESS** - *Kelly Cook*

Interim City Manager Peter F. Varney stated at the last City Council meeting there was a request for information relative to the City's code enforcement process. Mr. Varney introduced Will Deaton and Kelly Cook from the Department of Development Services to provide a presentation relative to the process.

Mr. Deaton provided a PowerPoint presentation of the Community Code compliance processes to include public nuisance and minimum housing code inspections. He outlined the process for public nuisance notices and minimum housing code cases to include:

• **Public Nuisance Notices**

- o Obtaining photos of the condition followed by contact with the responsible party, if possible;
- o Notice to property owner(s) via first class mail and certified mail with a 10-day compliance period;
- o Upon expiration of the compliance period and/or no contact with the property owner(s), the City will negotiate a cost of abatement with one of the nuisance abatement contractors;
- o Contractor is required to photograph the violation upon arrival at the location as well as when the work is completed; and
- o Costs associated with the nuisance abatement are billed to the property owner(s)

Mr. Cook explained that for the most part minimum housing codes are governed by the North Carolina General Statutes, though the City is able to create certain processes and procedures. He outlined the process for addressing minimum housing code cases as:

- **Minimum Housing Code Cases**

- All legal processes including rights of appeal are in accordance with Chapters 160A and 160D of the NCGS;
- Housing code inspections are complaint-driven (90% based on telephone complaints from tenants; occasionally made aware of issues by Fire Department and Inspections Division) and the City's minimum standard for response time is 24 hours;
- Inspection is scheduled with the reporting or responsible party (must have permission to gain entry onto the property; very detailed inspection); each violation is documented with accompanying photos;
- Property ownership is verified via the respective county's Register of Deeds; a title report may be necessary, and a Notice of Complaint and Hearing is mailed via first class and certified mail to all parties in interest. The notice also contains a copy of the inspection report;
- Complaint hearings are conducted monthly and each case results in an Order to Repair or an Order to Repair or Demolish;
- Upon expiration of the applicable order with no permits in place, no work started, or no follow-up inspections requested, civil penalties are assessed in the case of occupied dwellings and dilapidated properties may be considered for demolition;
- Any change in ownership or property status requires a case review and for a new case to be opened under the new owner with the requirement for the legal process to start again;
- Staff is reviewing every open housing case file for review relative to the legal service and verification of documentation and inspection reporting

Mr. Cook told the Council there is no requirement in North Carolina for sellers to disclose to buyers that property is under code. He added that sometimes buyers learn that information when they attempt to have utilities connected and are unable to do so because a flag is place on the utility account. He added that electricity cannot be turned on without a clear inspection.

Mr. Cook invited questions from Councilmembers. In response to questions, Mr. Cook provided the following information:

- The process is basically the same for occupied and unoccupied properties in that permission needs to be obtained to enter the property. He added in the case of unsafe conditions, staff is able to obtain an administrative warrant. He explained that fire properties and properties with catastrophic damage take priority.
- He told the Council the Nuisance Ordinance is of help and staff works to engage the owners of fire-damaged properties so as not to make the situation harder for them. He added that it is understood that insurance claims may take some time to conclude, and staff works to have open communication with the owner and in some cases the property manager.
- He reported that one of the most challenging aspects of damaged properties is to close and secure the properties.
- He reported there are 16 fire-damaged houses under code within the City and 9 have active permits with the other 7 being in various stages of the legal process. He advised that the maximum time allowed for repair is 90 days and any case exceeding 90 days will need to go before the Community Appeals Board for a hearing.
- He noted that the compliance period for minimum housing code complaints is 90 days and the compliance period for nuisance ordinances is 10 days

- He told the Council that during his tenure he has only missed attending one community meeting to which he was invited and welcomes the opportunity to present information to neighborhood associations.
- Mr. Cook advised that in the case of debris being left in the right of way, the Nuisance Order allows staff to respond immediately and bill the costs of clean up to the property owner.
- He explained that the process followed for residential and non-residential compliance is very similar and the City adopted a Non-Residential Building Maintenance Order a couple years ago. He added when buildings have structural failures there is no choice but to demolish the structure.
- In response to a question from Council he advised the department is sufficiently staffed with five inspectors plus himself who are all experienced staff members who know their territory relatively well.
- He told the Council during the months of April through November grass and weeds are a big issue.

Mayor Roberson thanked Mr. Cook and Mr. Deaton for the presentation and Mr. Varney for bringing this information to the Council.

**FY 2022 HEALTH BENEFITS CONTRACT/AETNA LIFE INSURANCE COMPANY**

The City Council was advised that the City entered into a Master Service Agreement with Aetna Life Insurance for a period of three (3) years starting July 1, 2018, with a one-year extension of the contract. It was noted the term of the agreement will expire on June 30, 2022. It was explained that Aetna has provided a proposal to extend health benefits for the City's self-funded medical plan for one year and while most of the terms and conditions of the existing contract will remain unchanged Aetna has offered to provide favorable changes with better discounts and fees for pharmacy contracts and enhanced wellness allowances.

The Council was advised that the extension increases the cost of the plan by \$10,000 annually and reduces premiums for the HSA plan by 20%. The main features of the one-year plan to be effective July 1, 2022, through June 30, 2023, were outlined as:

- a) Administration Fee - no change;
- b) Broker Compensation - no change;
- c) Fee Holiday to change from \$58,383 to \$20,000;
- d) Wellness Allowance will increase from \$50,000 to \$60,000;
- e) Employee Assistance Program - no change; and
- f) Improved Pharmacy Rebates

Motion was made by Councilmember Blackwell, seconded by Councilmember Joyner, and unanimously carried by roll call vote (7 ayes/0 nays) that the Master Services Agreement with Aetna Life Insurance Company (**C-2022-10**) for the administration and pharmacy contract be extended, as recommended; that the Mayor be authorized to execute the same on behalf of the City; and that **Resolution No. O-2022-8** entitled **RESOLUTION EXTENDING MASTER SERVICE AGREEMENT WITH AETNA LIFE INSURANCE COMPANY FOR THE CITY EMPLOYEE HEALTH INSURANCE PLAN** be adopted.

Councilmember Daughtridge suggested that, as stewards of the City, Council should request the contract be put out to bid at the expiration of the term of the contract approved this evening because the City has used the same consultant for more than fifteen (15) years. Discussion was held. Interim City Manager Peter F. Varney suggested for consistency and ease of administration that the contract be bid out every three (3) to five (5) years.

#### APPOINTMENTS

Councilmember Walker nominated Peter Gilliland to fill the Ward 4 unexpired term on the Tree Advisory Board for a term to expire June 30, 2024.

Councilmember Daughtridge made the following nominations:

- **Redevelopment Commission** (term expires June 30, 2026):
  - o James Mills (reappointed)
- **Martin Luther King, Jr.**
  - o Nekkia McGee (term expires June 30, 2024; reappointed);
  - o Vanessa Whitaker (term expires June 30, 2024; reappointed)

Motion was made by Councilmember Joyner, seconded by Councilmember Walker, and unanimously carried by roll call vote (7 ayes/0 nays) that the nominations be accepted and appointments made, as recommended.

#### OATH OF OFFICE/NORTH CAROLINA EASTERN MUNICIPAL POWER AGENCY (NCEMPA)

Mayor C. Saunders Roberson, Jr. administered the oath of office to Councilmember Lige Daughtridge as the City of Rocky Mount's appointee to the North Carolina Eastern Municipal Power Agency (NCEMPA) Board of Commissioners.

Councilmember Knight stated it appears that oaths are administered for some positions appointed by Council and not others requested that the City Attorney provide information relative to the administration of oaths.


Councilmember Daughtridge questioned if the City's Boards, Commissions, and Committees are meeting in-person or remotely at this time or if they are not holding meetings due to COVID restrictions.

Interim City Manager Varney responded that he would look into the matter and provide information.

Councilmember Miller noted that the City's Boards, Commissions and Committees should be keeping and submitting their minutes to be kept as official minutes. Interim Manager Varney concurred that minutes of the Boards, Commissions, and Committees should be provided to the City Clerk's Office, once approved.

#### ADJOURNMENT

There being no further business, by consensus, the meeting was adjourned at 5:24 p.m.

  
 Pamela O. Casey  
 City Clerk