

**City Council Regular Session  
September 11, 2023**

The City Council of the City of Elizabeth City met in regular session on Monday, September 11, 2023 in Council Chambers, located on the 2<sup>nd</sup> floor of the Municipal Administration Building, 306 E. Colonial Avenue, Elizabeth City, NC.

MEMBERS PRESENT: Mayor Pro Tem Kem Spence  
Councilman Johnson Biggs  
Councilwoman Rose Whitehurst  
Councilwoman Katherine Felton  
Councilwoman Barbara Baxter  
Councilman Johnnie Walton

MEMBERS ABSENT: Mayor Kirk Rivers  
Councilman Joseph Peel  
Councilman Jarvis Gibbs

OTHERS PRESENT: City Manager Montre' Freeman  
Electric Superintendent Donnell White  
Chief of Police J. Phillip Webster  
Human Resources Director Montique McClary  
Fire Chief Chris Carver  
ECDI Director Debbie Malenfant  
Finance Director Alicia Steward  
Assistant Finance Director Brian Lewis  
Public Utilities Director Dwan Bell  
Parks and Recreation Director Sean Clark  
Grants Management Specialist Jon Hawley  
IT Director Matthew Simpson  
IT Systems Analyst Pedro Holley II  
City Clerk April Onley

The City Council regular session was called to order by Mayor Pro Tem Kem Spence at 7:00 p.m. Mayor Pro Tem Spence welcomed everyone to the meeting and recognized Councilwoman Whitehurst to provide the invocation, after which Councilman Biggs led the Pledge of Allegiance.

**1. Agenda Adjustments and Approval:**

Mayor Pro Tem Spence explained that Mayor Rivers was on vacation, so he'd be leading the meeting this evening. He requested the Council's pleasure regarding approval of the prepared agenda.

**Motion was made by Councilwoman Katherine Felton, seconded by Councilman Johnson Biggs to approve the agenda as presented. Those voting in favor of the motion were: Biggs, Whitehurst, Felton, Baxter and Walton. Against: None. Motion carried.**

**2. Comments from the Public:**

Mayor Pro Tem Spence inquired of the Clerk if there were persons present who wished to speak before the Council. Upon the Clerk's reply that there was one, the Mayor Pro Tem Spence asked that they be called forward.

**Rosie Overton – 280 Muddy Creek Road, Hertford, NC -** Ms. Overton stated that she was present to speak about foster care. There are over 11,000 children in foster care in the state of North Carolina. Her agency works for all 100 counties in NC and helps licensed foster homes so children have somewhere safe to stay. Elizabeth City is one of the biggest areas that she services in the East. She will leave pamphlets and flyers if we'd like to post them or have them

available in the offices for anyone who has questions.

### **3. Approval of Minutes:**

#### **a. Consideration – Approve August 28, 2023 Work Session Minutes;**

**Motion was made by Councilman Johnson Biggs, seconded by Councilwoman Katherine Felton to approve the minutes with any necessary corrections. Those voting in favor of the motion were: Biggs, Whitehurst, Felton, Baxter and Walton. Against: None. Motion carried.**

#### **b. Consideration – Approve August 28, 2023 Regular Session Minutes;**

**Motion was made by Councilwoman Katherine Felton, seconded by Councilman Johnson Biggs to approve the minutes with any necessary corrections. Those voting in favor of the motion were: Biggs, Whitehurst, Felton, Baxter and Walton. Against: None. Motion carried.**

### **4. Consent Agenda:**

Manager Freeman read the Consent Agenda items into the record, as follows:

#### **a. Consideration – Approve Changes to Peddler’s License Procedure;**

#### **b. Consideration – Authorize Grant Application for NCLM Insurance Pool Safety Grant;**

#### **c. Consideration – Call for a Public Hearing – Amendment to FY 2023-2024 Fee Schedule for Parks and Recreation’s Athletic League and Golf Fees;**

Mayor Pro Tem Spence requested the Council’s pleasure on the Consent Agenda.

**Motion was made by Councilman Johnson Biggs, seconded by Councilwoman Rose Whitehurst to approve the Consent Agenda. Those voting in favor of the motion were: Biggs, Whitehurst, Felton, Baxter and Walton. Against: None. Motion carried.**

### **5. Regular Agenda:**

#### **a. Any Item Removed from the Consent Agenda;**

There were no items removed from the Consent Agenda.

#### **b. Manager’s Announcements;**

Manager Freeman congratulated ECSU on winning the Down East Classic, which was Chancellor Dixon’s first win as Chancellor. He shared that he’d attended and provided greetings on behalf of the City and Council. September 9<sup>th</sup> was declared as “ECSU Day” in the City of Rocky Mount. He stated that he’d also like to take a moment to salute the Elizabeth City Police Department. On Friday evening, the ALE came into town and performed a sting operation along with our Police Department. So far, there have been several arrests and more are coming. They will continue doing more joint operations in an effort to control crime. He mentioned that today is also the anniversary of 9/11 and the attacks on our country. He saluted everyone who served on that day and the first responders who saved many as well as those who gave the ultimate sacrifice.

### **6. Adjournment:**

Having no further business to be discussed, Mayor Pro Tem Spence adjourned the meeting at 7:08 p.m.

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E. Kirk Rivers  
Mayor

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April Onley, NCCMC  
City Clerk

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