

**River Bend Town Council
Work Session Minutes
January 14, 2021
Town Hall
5:00 p.m.**

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|-------------------------|---|
| Present Council Members | Mayor John Kirkland Don Fogle Brian Leonard Bud Van Slyke Buddy Sheffield |
| Town Manager | Delane Jackson |
| Town Clerk | Kristie Nobles |

Mayor Kirkland Statement

Mayor Kirkland stated that he would like to acknowledge that today, January 14th, is the 40th anniversary of the Town's Charter. He stated that on January 14, 1981 the North Carolina Secretary of State issued the Town's Charter and that many changes have taken place over the years that have strengthened the governance of the Town.

Discussion– Budget Amendment 20-B-04

The Manager stated that a budget amendment was needed to transfer previously allocated funds from fund balance to pay architectural costs associated with BUS. He also stated funds were needed for the costs associated with the recent dredging project. He suggested transferring funds from Parks and Recreation for that project.

Vote – Budget Amendment 20-B-04

Councilman Van Syke motioned to approve Budget Amendment 20-B-04 as presented. The motion carried unanimously. (*see attached*)

INTERVIEW OF APPLICANTS FOR COUNCIL VACANCY

The Mayor thanked those who applied for this vacancy and for their willingness to serve. He said the applicants had drawn numbers prior to the meeting to determine the order in which they would address the Council. Each applicant would be given two minutes to address the Council, after which each Council member would be permitted two questions to the applicant.

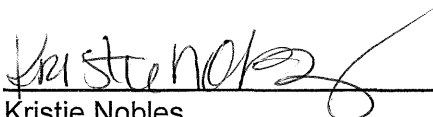
The process then began with each candidate, in turn, addressing the Council about their experience and skills, followed by questions from the Council members. After both applicants had spoken, the Mayor again thanked them and reminded the Council that they will make their final decision at the Regular Meeting on January 21.

REVIEW AGENDA FOR THE JANUARY 21, 2021 COUNCIL MEETING

The Council reviewed the Agenda for the January 21, 2021, Council meeting.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield **moved to adjourn**. The meeting adjourned at 5:38 p.m.



Kristie Nobles
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
January 21, 2021
Town Hall
7:00 p.m.**

Present Council Members: Mayor John Kirkland
Don Fogle
Brian Leonard
Buddy Sheffield
Bud Van Slyke

Town Manager: Delane Jackson
Town Clerk: Kristie Nobles
Town Attorney: Dave Baxter
Finance Administrator: Margaret Theis

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, January 21, 2021 at the River Bend Town Hall with a quorum present.

COUNCIL VACANCY – MAYOR

Nominations– Select Replacement for Council Vacancy- The Mayor called upon the Town Manager to explain the appointment process. The Council members (in alphabetic order) were called upon to offer their nomination. Councilman Fogle nominated Jeffrey Weaver, Councilman Leonard nominated Barbara Maurer, Councilman Sheffield nominated Jeffrey Weaver and Councilman Van Slyke nominated Barbara Maurer.

Vote- Replacement for Council Vacancy- Each Councilman was called upon to cast their vote for the appointment. Councilman Fogle voted for Jeffrey Weaver, Councilman Leonard voted for Barbara Maurer, Councilman Sheffield voted for Jeffrey Weaver and Councilman Van Slyke voted for Barbara Maurer. With no candidate receiving a majority, four more rounds of voting took place. No votes changed. The Mayor opened the floor for a motion to appoint.

Councilman Leonard **moved to appoint Barbara Maurer to the Council.** The vote was tied with two ayes (Leonard, Van Slyke) and two nays (Fogle, Sheffield). The Mayor voted aye and the motion carried.

Administer Oath of Office to New Council Member – The Town Clerk then administered the oath of office to Barbara Maurer and she took her place on the dais.

ADDRESSES TO THE COUNCIL

The Town Manager stated that Police Chief Sean Joll would like to make a presentation. Chief Joll stated that he would like to present Officer Rhors with a North Carolina Criminal Justice Education and Training Standards Commission Advanced Certificate. Chief Joll stated that this is the highest level of certification you can receive and Officer Rhors has completed extensive training for this certification.

CONSENT AGENDA

The Mayor presented the Council with the Consent Agenda. Councilman Sheffield **moved to approve the Consent Agenda as presented.** The motion carried unanimously. Within this motion, the following items were approved:

A. Approve

Minutes of the December 10, 2020 Work Session

Minutes of the December 17, 2020 Regular Meeting

TOWN MANAGER'S REPORT

The Manager announced that he has been releasing official COVID-19 vaccination information as he receives it on the Town website and Enews. He stated that he had no reports to review and the monthly department reports were distributed to Council prior to this meeting.

ADMINISTRATIVE REPORTS

PUBLIC SAFETY – Councilman Fogle

Councilman Fogle stated that Community Watch has no meetings scheduled at this time and CERT is scheduled for January 27 but that is subject to change.

PARKS & RECREATION/CAC – Councilman Leonard

Councilman Leonard stated that the reports were distributed to the Council previously and were in the citizen packet.

PUBLIC WORKS – Mayor Kirkland

The Mayor stated that the report was distributed to the Council prior to the meeting and was in the citizen packet. He also stated that PWAB is in need of members, and anyone interested should contact the Town Clerk for an application.

FINANCE – Councilman Van Syke

Financial Report – Finance Administrator Margaret Theis told the Council that the total of the General Fund Cash Balances as of December 31, 2020 was \$3,808,801 and Ad valorem tax collections for FY20-21 were at \$353,796. Ms. Theis stated that there was an error in the report for Vehicle Ad valorem tax collections. The corrected amount for Vehicle Ad valorem tax collections is \$13,660.

Budget Kick-off

Manager Jackson presented a short PowerPoint presentation outlining the normal budget process. The Council reviewed their Priorities and Vision Statement and the proposed meeting schedule. With no objections or changes, the schedule and priorities were approved by consent of the Council.

MAYOR'S REPORT – Mayor Kirkland

The Mayor stated that his report for the month was distributed to the Council prior to the meeting and was in the citizen packet.

Adoption of Mayor/Council Responsibilities Chart

The Manager presented the Council with a current Council Responsibility Chart. He said that it needed to be updated due to the resignation of Councilman McClard. Councilman Fogle stated that he suggests allowing Councilman Leonard to be the Deputy Finance Officer since his term does not expire this year. It was agreed that Councilman Leonard would become Deputy Finance

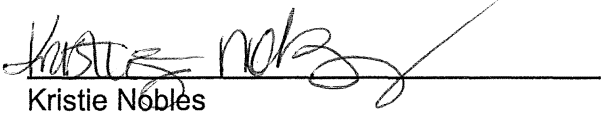
Officer and Councilwoman Maurer would assume the roles of liaison for the Parks and Recreation Advisory Board and Community Appearance Commission and the backup liaison for the Planning Board.

PUBLIC COMMENT

No public comments were made.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield moved to adjourn. The meeting adjourned at 8:35 p.m.



Kristie Nobles
Town Clerk

**River Bend Town Council
Work Session Minutes
February 11, 2021
Town Hall
5:00 p.m.**

| | |
|-------------------------|--|
| Present Council Members | Mayor John Kirkland Don Fogle Brian Leonard Bud Van Slyke Barbara Maurer |
| Absent Council Member | Buddy Sheffield |
| Town Manager | Delane Jackson |
| Town Clerk | Kristie Nobles |

Discussion– Amendment to Chapter 9.01 Animals

The Manager stated that since last June there have been discussions about horses being allowed in the Northwest Quadrant. The Manager stated that he has received three requests from people interested in keeping horses on property in that area. The Manager presented the Council with a draft amendment to Chapter 9 that would allow horses on lots that were at least 8 acres in size. He stated that this amendment could be changed as they see fit or leave the ordinance as it is which prohibits horses. Councilman Van Slyke asked the Manager if there have been any discussions with the surrounding property owners. The Manager stated that he had not had any. Councilman Fogle asked the Manager how he determined the 8 acres and quantity of horses. He said that 8 acres was basically the smallest acreage lot in the Northwest Quadrant and this size would cover most of the lots. He also said that he had spoken with Craven County Animal Control and they recommend at least one acre per horse. Councilman Van Slyke asked the Manager if there are other properties that this amendment would effect. The Manager stated that there are other properties in Town that this amendment would allow to have horses. Councilman Fogle asked if the amendment would define pets versus farm animals such as horses versus donkeys, mules, and other farm animals. The Manager stated no but the amendment could be amended to state whatever the Council wanted. Councilman Leonard expressed concern for allowing large animals and not small animals. The Mayor suggested that the Town Attorney research language for the amendment that would define exactly what type of animals were allowed and present it next week. The Council agreed. Councilman Fogle asked the potential buyers of the property on Old Pollocksville Road what their use for horses would be. Kim Price and Emma Gatlin answered that their horses would be strictly recreational and not for farm use.

Discussion – Budget Amendment 20-B-05

The Manager stated that a budget amendment was needed next week to recognize the FEMA funding received to pay for debris removal after Hurricane Isaias. The amendment will also recognize funding from storage fees recovered from an abandoned RV and allocate it to the Police Dept. It also moves \$10,000 of existing funding within the general fund to the Public Buildings Department to pay for upgrades to Town Hall.

Discussion – Speeding Enforcement

Police Chief Joll gave a presentation on speeding in the Town of River Bend. In the presentation, he displayed a video of “motion parallax” where items moving at the same speed appear to be moving at different speeds depending on their surroundings. He attributed some of the complaints about speeding in Town to citizens being effected by being close to vehicles, which makes them appear to be moving faster than they actually are. He said it is often times an optical illusion due to the persons proximity to the vehicle. He said that he has done speed monitoring in the Town and the majority of the time most vehicles were not speeding.

Discussion – Developing a Priority List for Future Projects

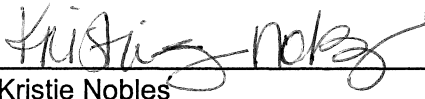
The Manager stated that the Council has been discussing developing a priority list for the top projects in the Town. He asked the Council for direction on developing the priority list. Councilman Van Slyke stated that if this list is not developed at this time that he would like to see it in the future. Councilman Fogle stated that due to the Covid-19 pandemic, this was not an ideal time but he agrees with the idea. The Mayor also agreed. The Manager stated that he would re-address this topic in June, after the budget is completed.

REVIEW AGENDA FOR THE FEBRUARY 18, 2021 COUNCIL MEETING

The Council reviewed the Agenda for the February 18, 2021, Council meeting.

ADJOURNMENT/RECESS

There being no further business, Councilwoman Maurer **moved to adjourn**. The meeting adjourned at 6:20 p.m.



Kristie Nobles
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
February 18, 2021
Town Hall
7:00 p.m.**

Present Council Members: Mayor John Kirkland
Don Fogle
Brian Leonard
Buddy Sheffield
Bud Van Slyke
Barbara Maurer

Town Manager: Delane Jackson
Town Clerk: Kristie Nobles
Town Attorney: Dave Baxter
Finance Administrator: Margaret Theis

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, February 18, 2021 at the River Bend Town Hall with a quorum present.

ADDITIONS TO AGENDA

The Manager stated that there were three items to add to the agenda. Those items were:

8. E. VOTE- CAC Appointment
9. B. VOTE – Resolution Accepting Loan Offer
14. CLOSED SESSION – NCGS § 143-318.11(a)(3) Consult with Attorney

Vote – Accept Amended Agenda – Councilman Leonard moved to accept the amended agenda additions as presented. The motion carried unanimously.

ADDRESSES TO THE COUNCIL

Chief Joll presented Officer Baysden and Officer DeStefano with a Certificate of Commendation for excellent service in the line of duty and going above and beyond in service to the Town of River Bend.

CONSENT AGENDA

The Mayor presented the Council with the Consent Agenda. Councilman Sheffield **moved to approve the Consent Agenda as presented**. The motion carried unanimously. Within this motion, the following items were approved:

- A. Approve
Minutes of the January 14, 2021 Work Session
Minutes of the January 21, 2021 Regular Meeting

TOWN MANAGER'S REPORT

The Manager updated the Council on several current projects throughout Town. He stated that the Town has been approved for the grant for the water meter replacement throughout Town and the resolution for that project is in the agenda. The Manager stated that both the Channel Run Project and the CDBG project on Old Pollocksville Road are delayed due to the weather. He also

stated that he and the Zoning Administrator are currently revising the Town's Zoning Ordinances in accordance with NCGS §160D.

ADMINISTRATIVE REPORTS

PARKS & RECREATION – Councilwoman Maurer

Councilwoman Maurer stated that Parks and Recreation is not meeting at the current time, but they are looking at planning a Sunday in the Park when Town activities resume.

CAC - Community Appearance Commission

Councilwoman Maurer stated that the CAC has not met but has received an application for appointment to the CAC. She stated that Brenda Hall had submitted an application and that she feels Ms. Hall's skills and experience would make her a good fit for the board.

Vote – Appoint Brenda Hall to the CAC Advisory Board

Councilwoman Maurer motioned to appoint Brenda Hall to the Community Appearance Commission Advisory Board for a term beginning February 18, 2021 and expiring June 30, 2022. The motion carried unanimously.

Organic Garden

Councilwoman Maurer stated that the garden has been slow but the volunteers are planning for spring planting. She stated that the Green Team has been busy working in the greenhouse at New Bern High School.

Red Caboose Library

Councilwoman Maurer stated that the Library is open with the hours posted on numerous sites.

PUBLIC WORKS – Mayor Kirkland

The Mayor stated that there was no report this month, although the PWAB is in need of members, and anyone interested should contact the Town Clerk for an application.

Discussion –Drinking Water State Revolving Fund Resolution

The Manager stated that included in the agenda additions was a resolution to accept the Drinking Water State Revolving Fund Loan in the amount of \$602,000 for the construction of Water Meter Replacement. He stated that this is a loan that is not repaid.

Vote – Approve Drinking Water State Revolving Fund Resolution

Councilman Fogle motioned to approve the Drinking Water State Revolving Fund Resolution as presented. The motion carried unanimously. (see attached)

FINANCE –Councilman Van Syke

Financial Report – Finance Administrator Margaret Theis told the Council that the total of the General Fund Cash Balances as of January 31, 2021 was \$3,831,020 and Ad valorem tax collections for FY20-21 were at \$604,956 and Vehicle Ad valorem tax collections is \$51,267.

Vote – Budget Amendment 20-B-05

Councilman Van Slyke motioned to approve Budget Amendment 20-B-05 as presented. The motion carried unanimously. (see attached)

Planning Board – Councilman Sheffield

DISCUSSION – Amendment to Chapter 9.01 Animals

Councilman Sheffield stated that he was absent during the work session February 11, 2021 when this ordinance amendment was discussed. He stated that he had one concern with the amendment related to the quantity of horses allowed per acre. The Manager explained that the map highlighted all current lots in Town, not owned by the Town, that were at least 8 acres in size and could be used to keep horses if the proposed amendment was adopted. He further explained that the number on each lot represents its size in acres and the maximum number of horses allowed on it if the amendment was kept at one horse per acre. He further stated that the golf course was indicated in yellow and up to 141 horses could be kept on that lot. All other lots are indicated in green. Councilman Sheffield suggested changing the amendment to one horse per two acres. He also stated that the Planning Board has not made any suggestions on this topic. Councilman Leonard asked the Manager if the quantity per acre change will effect other properties in the Town. The Manager stated that it will only limit the quantity of horses allowed per acre on properties that are 8 acres or larger as indicated on the map. The Manager stated that the suggested change to one horse per two aces would cut in half the numbers on the map. (see attached)

Vote – Amendment to Chapter 9.01 Animals

Councilman Sheffield motioned to approve the amendment to Chapter 9.01 as presented. The motion passed with four ayes (Sheffield, Van Slyke, Fogle, and Maurer) and one nay (Leonard). (see attached)

MAYOR'S REPORT – Mayor Kirkland

The Mayor stated that he attended a meeting on February 13th presenting the issues surrounding installation of fiber optic internet cable in the New Bern area. The need for this infrastructure has been called into focus by the COVID-19 pandemic and the need for virtual classroom education for public school students. The failure to have the fiber optic infrastructure has caused the education effort to fail many students. There is a movement taking place nationwide and even globally, where business centers are relocating out of large cities. These relocating industries need the fiber optic infrastructure and will search for rural locations that can furnish that capability. In North Carolina, the area east of interstate Highway I-95 does not have that asset and will be bypassed until the needed infrastructure is provided. Effective installation of the fiber optic connection needs to flow from county to county and the area must come to recognize that the benefits of this installation will benefit all in the area of new corporate presence, even those located in an adjacent county. It is a different time and the new time demands a different attitude toward regional planning.

PUBLIC COMMENT

Mr. Kim Price addressed the Council and stated that he intends to purchase 18 acres on Old Pollocksville Road, and would like to have horses for his family for recreational purposes only.

CLOSED SESSION

Councilman Sheffield **moved to go into a Closed Session under NCSG §143-318.11(a)(3) to consult with the attorney.** The motion carried unanimously. The Council entered Closed Session at 7:56 p.m.

OPEN SESSION

Councilman Sheffield moved to return to Open Session at 8:18 p.m. The motion carried unanimously.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield moved to adjourn. The meeting adjourned at 8:19 p.m.

A handwritten signature in black ink, appearing to read "Kristie J. Nobles", written over a horizontal line.

Kristie J. Nobles
Town Clerk

**River Bend Town Council
Work Session Minutes
March 11, 2021
Town Hall
5:00 p.m.**

Present Council Members: Mayor John Kirkland
Don Fogle
Brian Leonard
Bud Van Slyke
Barbara Maurer
Buddy Sheffield

Town Manager: Delane Jackson
Town Clerk: Kristie Nobles
Town Attorney: Dave Baxter
Finance Administrator: Margaret Theis

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 5:00 p.m. on Thursday, March 11, 2021 at the River Bend Town Hall with a quorum present.

Discussion– Municipal Election Costs

Ms. Meloni Wray from Craven County Board of Elections presented the cost estimate for the 2021 Municipal Election for the Town of River Bend. Ms. Wray stated that the cost estimate for the election this year would be around \$3,500 without absentee voting. She stated that if the Town elected to utilize absentee voting the cost would increase by \$5,800. She stated that in the past elections there were very few residents who participated in absentee voting. Ms. Wray stated that if the Town changed the election date to even years the cost would decrease to an estimate of \$1,000 per election, which includes absentee voting. Councilman Leonard asked what the process is if the Town wished to change the election year. Ms. Wray stated that the Town of Trent Woods is currently in the process of changing their election years and she felt it might be possible to be included in their legislative bill for the possible change. The Manager asked the Council if they would like the Town Attorney to contact Senator Sanderson about being added to the Trent Woods bill.

Vote – Authorize Town Attorney

Councilman Sheffield motioned to authorize the Town Attorney to take necessary steps to add River Bend to the Trent Woods bill to change River Bend’s Municipal Election year. The motion carried unanimously.

Discussion – Audit Contract

The Manager stated that the Audit Committee met on March 3, 2021 to discuss two vacancies on the committee and the Audit Contract Proposal for 2021. The Manager stated that the Audit Committee recommends the current proposal for 2021 with Petway, Mills & Pearson, PA in the amount of \$14,500. Councilwoman Maurer asked the Manager if he was satisfied with the work of Petway, Mills & Pearson, PA. The Manager stated that the Town is currently pleased with the work of Petway, Mills & Pearson, PA but next year the Town will accept bids for the audit. The Manager stated that in the past the Deputy Finance Officer was appointed to the Audit Committee, since the resignation of Bud McClard that vacancy has not been filled. The Audit Committee suggested filling one of the vacancies with the Deputy Finance Officer. Councilman Leonard was appointed as the Deputy Finance Officer after the resignation of Bud McClard.

Discussion – Position Classification / Pay Plan

The Manager stated that a few years ago the Council approved a salary adjustment based on an annual state-wide peer group salary comparison conducted by NCLM. He stated that since that adjustment there has been an ongoing discussion regarding the need for a possible adjustment to the Town's Salary Grade and Step Plan. The Manager presented three different plan modifications for Council to review and discuss. The three proposals were as follows:

1. A 5-step modification that would eliminate the five lowest steps on the current plan and add five new steps at the high end of the current plan. The estimated cost of implementation, of this plan versus the current plan, without steps and COLA for the next fiscal year is \$992.
2. A modification that will keep the percentages the same between grades in the current plan but adjust the starting rate for entry-level positions and change the Police Department to depict the 2,184 hour work year that they work. The estimated cost of implementation is \$71,000.
3. A blended modification that updates the overall methodology of the pay plan to include: more uniform changes between pay grades, increase minimum entry-level pay for all three departments, show the Police Department as a 2,184 hour work year and keep the other departments at a 2,080 hour work year. The estimated cost of implementation is \$7,700.

The Manager stated that of the three different pay plans he would suggest option 3, which would be included in the 21-22 budget and not become effective until July 1, 2021. He pointed out that in option 3 a few positions held by newly hired or promoted employees would continue to be paid by the current plan and slowly transition to the new plan when their pay level advanced within the new plan. Otherwise, those employees would be receiving large pay increases. Councilman Leonard stated that he was in agreement with the proposed plan except for the change in the salary grades of department heads. There was a lengthy discussion about the details of the proposal. Councilman Fogle said that he thought the proposal made sense and he was in favor of it as presented.

Vote – Approve Position Classification / Pay Plan

Councilman Fogle motioned to approve the Position Classification / Pay Plan modification OPTION 3 as presented. The motion passed with four ayes (Sheffield, Maurer, Fogle, Van Slyke) and one nay (Leonard).

Discussion – Parks and Recreation Advisory Board Recommendation

Councilwoman Maurer stated that she attended the Parks and Recreation Advisory Board meeting on February 19, 2021. She stated that at this meeting the Red Caboose Library requested \$2,500 from the Town for a one time emergency contribution, with \$1,000 of that amount to cover rent. She stated that the Parks and Recreation Advisory Board does not support the request for \$2,500 but is willing designate \$1,000 to the Library from the current Parks and Recreation budget for their rent. The Manager stated that he would need Council action to transfer the funds from Parks and Recreation to the Library because that was not a part of the previous agreement. Councilman Sheffield stated that he approves the move of funds from Parks and Recreation to the Library. Councilman Fogle asked Councilwoman Maurer how many volunteers the Library currently has. She stated 40-50. Councilman Fogle stated that he felt that the Library was stable until it was added to the Parks and Recreation Department. He also stated that it appears that not all of the volunteers are supporting the Library. He stated that if every volunteer purchased a coupon book during the last fundraiser that there would not be any coupon books remaining. Councilman Fogle asked if the Library was limited on fundraising. The Manager stated that the Council had previously agreed that soliciting any funds by any Advisory Board / Town Group is prohibited. Councilman Leonard stated that this would be a one-time request and that he approves the transfer. He stated that the Library has suffered due to no fault of their own with the current Covid-19 Pandemic. He suggested that the Library consider a new location.

Councilwoman Maurer stated that the Library has been discussing that possibility. Councilman Fogle stated that he did not feel the Town should fund the Library because on October 2, 2019, when the Library requested official recognition as a Parks and Recreation activity, it said that no Town funding would be requested. Councilman Fogle then asked the two other Councilmen (Van Slyke and Sheffield), who were on the Council at the time the Library was approved as a Parks and Recreation activity, if they would personally join him to split the \$1,000 requested for the Library. Each declined. Councilman Sheffield said that a permanent solution needed to be found for the Library.

Vote – Approve Parks and Recreation Advisory Board Recommendation

Councilman Leonard motioned to approve the Parks and Recreation Recommendation of transferring \$1,000 from Parks and Recreation Budget to the Red Caboose Library. The motion passed with four ayes (Sheffield, Maurer, Leonard, Van Slyke) and one nay (Fogle).

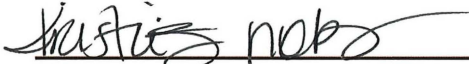
REVIEW AGENDA FOR THE MARCH 18, 2021 COUNCIL MEETING

The Council reviewed the Agenda for the March 18, 2021, Council meeting.

CLOSED SESSION was postponed until regular meeting March 18, 2021

ADJOURNMENT/RECESS

There being no further business, Councilwoman Maurer **moved to adjourn**. The meeting adjourned at 7:00 p.m.



Kristie J. Nobles
Town Clerk



**River Bend Town Council
Regular Meeting Minutes
March 19, 2021
Town Hall
3:00 p.m.**

Present Council Members: Mayor John Kirkland
Don Fogle
Brian Leonard
Buddy Sheffield
Bud Van Slyke
Barbara Maurer

Town Manager: Delane Jackson
Town Clerk: Kristie Nobles
Town Attorney: Dave Baxter
Finance Administrator: Margaret Theis

CALL TO ORDER

Mayor Kirkland called the meeting to order at 3:00 p.m. on Friday, March 19, 2021 at the River Bend Town Hall with a quorum present. The Mayor noted that this is the rescheduled date due to severe weather forecasted for the regularly scheduled meeting date on March 18, 2021.

CONSENT AGENDA

The Mayor presented the Council with the Consent Agenda. Councilman Sheffield **moved to approve the Consent Agenda as presented.** The motion carried unanimously. Within this motion, the following items were approved:

- A. Approve
Minutes of the February 11, 2021 Work Session
Minutes of the February 18, 2021 Regular Meeting

TOWN MANAGER'S REPORT

The Manager updated the Council on several current projects throughout Town. He stated that he has met with the engineer regarding the water meter replacement project and the next step is to develop plans and specifications. He also stated that the Public Works building retaining wall project was not completed by the FEMA deadline and an extension has been filed. The Manager stated that the Channel Run Project has not been started yet but the FEMA deadline to be completed is not until September, 2022. The Manager stated that the CDBG project is going smoothly and the first pay request has been submitted. Councilman Leonard asked the Manager if the results were in from the utility billing study that was completed. The Manager said it was and that there are a few simple issues that will generate savings for the Town. He stated that one simple change would be to revise how the sewer pumps are turned on and off.

ADMINISTRATIVE REPORTS

PUBLIC WORKS – Mayor Kirkland

The Mayor stated that there was no report this month, although the PWAB is in need of members, and anyone interested should contact the Town Clerk for an application.

FINANCE – Councilman Van Syke

Financial Report – Finance Administrator Margaret Theis told the Council that the total of the General Fund Cash Balances as of February 28, 2021 was \$3,908,746 and Ad valorem tax collections for FY20-21 were at \$682,813 and Vehicle Ad valorem tax collections is \$59,013.

Vote – Petway Mills & Pearson, PA 2021 Audit Contract

Councilman Van Slyke motioned to approve 2021 Audit contract with Petway Mills and Pearson, PA in the amount of \$14,500 as presented. The motion carried unanimously. (*see attached*)

Vote – Appoint Deputy Finance Office to Audit Committee

Councilman Van Slyke motioned to appoint the Deputy Finance Officer (Councilman Leonard) to the Audit Committee. The motion carried unanimously.

Environment and Waterways – Councilman Leonard

Councilman Leonard stated that at the Council Work Session meeting held the previous week the Council discussed the possibility of moving the Municipal Election for the Town to even number years. He stated that moving the election year to even number years would save the Town thousands of dollars. He stated that the Council authorized the Town Attorney to pursue communication with Senator Sanderson to possibly add River Bend to the current Local Act to change the election year in River Bend. The Attorney stated he has not been able to communicate with Senator Sanderson but would continue to try. The Manager stated that the resolution as presented would change future River Bend Municipal Elections to even number years and extend the terms of current Council members by one year.

Vote – Approve Resolution Regarding Elections and Extension of Terms

Councilman Leonard motioned to approve the resolution regarding elections and extension of terms as presented. The motion carried unanimously. (*see attached*)

PARKS & RECREATION – Councilwoman Maurer

Councilwoman Maurer stated that Parks and Recreation Advisory Board had a special meeting on March 23, 2021 to discuss the Red Caboose Library request of funds.

Organic Garden

Councilwoman Maurer stated that the garden has been very slow due to the weather. She stated that volunteers have been working with the Green Team at New Bern High School.

Red Caboose Library

Councilwoman Maurer stated that the Library is hosting a Book Sale and Open House on March 27, 2021.

MAYOR'S REPORT – Mayor Kirkland

Mayor Kirkland stated he had received an invitation from Steve Tyson inviting the Council to join a group to meet with Lieutenant Governor Mark Robinson. He asked everyone interested to contact himself. The Mayor also stated that he had included Mr. Helmut Weisser's July 4, 2015 speech in the agenda package and thought it was a beautiful tribute to the Town of River Bend and its community members.

PUBLIC COMMENT

No public comments were made.

CLOSED SESSION

Councilman Sheffield **moved to go into a Closed Session under NCSG §143-318.11(a)(3) to consult with the attorney.** The motion carried unanimously. The Council entered Closed Session at 3:40 p.m.

OPEN SESSION

Councilman Sheffield moved to return to Open Session at 4:11 p.m. The motion carried unanimously.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield moved to adjourn. The meeting adjourned at 4:11 p.m.



Kristie J. Nobles
Town Clerk



**River Bend Town Council
Work Session Minutes
April 8, 2021
Town Hall
5:00 p.m.**

Present Council Members: Mayor John Kirkland
Don Fogle
Brian Leonard
Barbara Maurer
Buddy Sheffield

Absent Council Member: Bud Van Slyke

Town Manager: Delane Jackson
Town Clerk: Kristie Nobles
Town Attorney: Dave Baxter

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 5:00 p.m. on Thursday, April 8, 2021 at the River Bend Town Hall with a quorum present.

Discussion– Parks and Recreation Recommendation for July 4th Activities

The Manager stated that the 4th of July is fast approaching and he is hopeful that the Town would be able to have a fireworks celebration. He contacted the Parks and Recreation Advisory Board to inquire about what activities they would be interested in doing. The Parks and Recreation Advisory Board responded and said they would suggest the fireworks celebration along with snacks, a magician and a band or dj. The Town Manager contacted the fireworks company that he had communicated with last year and the only available date around the holiday is July 2, 2021. The Manager stated that there is money left in the Parks and Recreation budget from the canceled event last year. The Manager stated that the fireworks display would cost \$7,500 and the contract would need to be executed by next Thursday to secure the date of July 2, 2021. Councilman Leonard asked about the location of the event and the Manager stated that he sent the company a GIS picture of the Town and it was determined that the area by the Public Works Building would be best suited. The Manager stated that attendees would be put in groups of 100 or less based on the Governors Orders on festivities.

Vote – Fireworks Display Contract

Councilman Sheffield motioned to authorize the Town Manager to enter a contract for the July 2, 2021 fireworks display in an amount not to exceed \$10,000. The motion carried unanimously. (see attached)

Councilman Fogle asked the Manager if he had given the Parks and Recreation Advisory Board any direction on what he would recommend for the July 4th festivities. The Manager stated that anything other than the firework display was at the suggestion of the Parks and Recreation Advisory Board. Councilman Fogle asked if there was an estimate of attendees for the event. Councilwoman Maurer stated she had no idea but thought maybe 150-200 people. The Manager stated he thought there would be a larger crowd with maybe 1,000+ attending. Councilman Fogle asked about parking of all the attendees. The Manager stated that he thought most of the attendees would be residents who would walk, ride bikes or golf carts and there would be designated areas for parking. The Manager stated that he would contact the Country Club to see if parking there is an option. Councilman Fogle then asked about a band for entertainment. Councilwoman Maurer stated that a band is not an option this year and that there are two djs that could be a possibility. Councilman Fogle asked if anyone had reached out to Big Jim Collier regarding playing at the event. Janet Nawojski stated that she does not think anyone has contacted him. Councilman Fogle stated he was disappointed the Parks and Recreation Advisory

Board decided that a band is not an option without consulting with the Council first. The Manager stated that he thinks that a band could be secured with the remaining funds. Councilwoman Maurer stated that the Parks and Recreation Advisory Board has spent a lot of time working on this and doing as much as they can do. She stated that the estimates for food and snacks is based on 150-200 attendees and if the Council expects more than that the estimate needs to be altered. Councilman Leonard asked about the contract for the fireworks display regarding bad weather and he asked if it could be amended to include Covid if the event has to be canceled. The Manager stated that he would talk to the contractor regarding that situation. The Manager stated that with the \$10,000 for the event and all the changes that need to be made to the estimate submitted, he suggested increasing the amount by another \$5,000 to secure a band. Councilman Leonard stated that he thought it would be a good idea to increase the amount to secure a band. Councilman Fogle stated that in the future he thinks the Council and the Manager should give better direction of expectations to the Advisory Boards for events. Councilwoman Maurer asked if the direction of the Advisory Boards was to do the work and bring the recommendation back to the Council. Councilman Fogle stated that just because that's the way it has been in the past, doesn't mean that it is the best way.

Vote – Increase Event Allowed Amount

Councilman Leonard motioned to authorize up to an additional \$5,000 to secure a band for the July 2, 2021 event. The motion carried unanimously.

Discussion – Re-opening Facilities

The Manager stated that the Facilities have been closed since April 6, 2020 due to Covid-19. He stated that he had not had many calls regarding opening Town Hall for daily business, but he has had inquiries to reopen for outside groups to hold meetings. Councilman Fogle stated that he agreed with keeping Town Hall closed and opening the Municipal Building for outside meetings. The Mayor stated that there are still contractors working in Town Hall. Councilman Sheffield stated that he agreed with keeping Town Hall closed and opening the Municipal Building. Councilman Leonard asked if masks would be required. The Town Attorney stated that the Governors recent order states that masks are required. Councilman Fogle stated that with Yoga it would be hard to wear a mask, so he would suggest adding that masks are recommended. Councilman Leonard stated that if the Council chose to make any changes that he suggests following CDC guidelines for masks. Councilman Fogle asked if Yoga would be able to meet. The Manager stated that Yoga is a part of Parks and Recreation and could meet in the building. The Manager asked that the Town Attorney research exercise and mask requirements for the next Council meeting. NO Motion was made.

Discussion – American Rescue Plan

The Manager stated that there has not been any new information on the American Rescue Plan Act of 2021 and nothing has been confirmed. He stated that he is anticipating receiving about \$900,000 for infrastructure projects in Town. The Manager presented three projects that he felt could be eligible for the funds. These projects include: a sewer project at the waste water treatment plant, a water quality project or building a new Public Works Building. In the past, the Council had discussed all three of these projects. The Manager stated that the funds would have to be spent by 2024. He stated that a water or sewer project would be a difficult project to complete by 2024 because of design and permitting requirements. The Manager stated he needs direction from the Council for which project to pursue when the funds become available from the American Rescue Plan.

Vote – American Rescue Plan

Councilman Leonard motioned to use the American Rescue Plan funds to construct a new Public Works Building. The motion carried unanimously.

Discussion – Arbor Day Proclamation

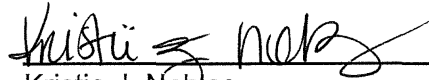
The Mayor stated that the Arbor Day Proclamation was a requirement for the Tree City Award that the Town is awarded annually.

REVIEW AGENDA FOR THE APRIL 15, 2021 COUNCIL MEETING

The Council reviewed the Agenda for the April 15, 2021, Council meeting.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield **moved to adjourn**. The meeting adjourned at 6:01 p.m.



Kristie J. Nobles
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
April 15, 2021
Town Hall
7:00 p.m.**

Present Council Members: Mayor John Kirkland
Don Fogle
Brian Leonard
Buddy Sheffield
Bud Van Slyke
Barbara Maurer

Town Manager: Delane Jackson
Town Clerk: Kristie Nobles
Town Attorney: Dave Baxter
Finance Administrator: Margaret Theis

CALL TO ORDER

Mayor Kirkland called the meeting to order at 7:00 p.m. on Thursday, April 15, 2021 at the River Bend Town Hall with a quorum present.

ADDITIONS OR DELETIONS TO AGENDA

Councilman Van Slyke made a motion to remove item 15 – Closed Session § NCGS 143-318.11(a)(6) – Personnel from the agenda. The motion carried unanimously.

CONSENT AGENDA

The Mayor presented the Council with the Consent Agenda. Councilman Sheffield **moved to approve the Consent Agenda as presented.** The motion carried unanimously. Within this motion, the following items were approved:

- A. Approve
Minutes of the March 11, 2021 Work Session
Minutes of the March 19, 2021 Regular Meeting

TOWN MANAGER'S REPORT

The Manager stated that over the past year the Planning Board has been working with the Town Staff and Town Attorney on the chapter 160D legislatively mandated changes to the Town's zoning ordinance. These changes need to be implemented by July 1, 2021. The Manager stated that a public hearing is scheduled for June 10, 2021 for FY21-22 Budget and the public hearing for the changes to the zoning ordinances could be scheduled for the same date.

The Manager stated he had requested extensions for ongoing grant projects around Town. The Channel Run project was delayed due to weather. The Public Works building project is 99% completed and the drainage improvement project should be completed within 60-90 days and those extensions have been approved.

The Manager stated that landscaping around Town Hall is expected to start within a week. Staff will be removing vegetation around the Town Hall Building and the Veteran's monument will be returned near its original location but near the new night light. The Manager stated that there is an issue with elevation around the Town Hall building and every year mulch has been added

around the building, which is causing complications with the exterior siding and drainage. Beginning next week the staff will begin removing vegetation and some of the mulch to improve drainage. Councilman Fogle asked the Manager if staff would be removing vegetation now or at a later date. The Manager stated that vegetation would be removed now and small vegetation would be installed. Councilman Fogle asked if the new vegetation would cause a problem when the times comes to update the exterior of Town Hall to match the exterior at Municipal Building as discussed at previous council meetings. The Manager stated that the new vegetation will be very small and the exterior walls would be easily accessed.

The Manager stated that at the April 8, 2021 work session the Council approved to fund the Independence Day celebration. He stated that the band, the fireworks display and the tent have been secured. The Manager has also contacted the owner of the Country Club and he has agreed to host the event at the Country Club. The café and concessions will be open and there is plenty of parking for the event at that location. Councilman Fogle asked if the Manager could participate in the upcoming meetings with the Parks and Recreation Advisory Board regarding this event. The Manager stated that he would be happy to attend the meetings and has been meeting with Janet Nawojski regarding this event. Councilman Fogle asked the Manager about supplemental restrooms for the event. The Manager stated he is contacting a vendor regarding rental restrooms.

ADMINISTRATIVE REPORTS

FINANCE – Councilman Van Syke

Financial Report – Finance Administrator Margaret Theis told the Council that the total of the General Fund Cash Balances as of March 31, 2021 was \$3,915,810 and Ad valorem tax collections for FY20-21 were at \$695,006 and Vehicle Ad valorem tax collections is \$65,608.

Discussion – Budget Amendment 20-B-06

Councilman Van Slyke stated that the presented budget amendment would transfer \$12,000 within the General Fund balance from Contingency funds to Recreation and Special Events funds for the July 4th activities.

Vote – Budget Amendment 20-B-06

Councilman Van Slyke motioned to approve budget amendment 20-B-06 as presented. The motion carried unanimously. (*see attached*)

Planning Board – Councilman Sheffield

Councilman Sheffield stated that the Planning Board met on April 1st at 6:00 pm at the Municipal Building. A quorum was present. There were no visitors. Chairman Lippert called the meeting to order. The usual reports were given. There was only one item on the agenda. The NC General Assembly has issued a list of requirements that municipalities either “may” or “must” include in their article 9 ordinances. River Bend already includes many of the items on the list. The board was given the homework assignment of reading over the requirements and making suggestions for those to be included in a draft being compiled by assistant Zoning Administrator McCollum at the next scheduled meeting on May 6th. The meeting was adjourned at 6:20 p.m.

Public Safety – Councilman Fogle

Councilman Fogle stated that at the work session the previous week, the Town Attorney was asked to research the most recent Governors Executive Order regarding masks and social distancing for exercise activities. The Attorney stated that with the most recent order it states that there is a general requirement that face coverings be worn indoors if anyone else in that space is not a member of the same household and in public spaces outdoors if social distancing is not

obtainable. The Attorney states that the question regarding the Governor's Executive Order and facial coverings worn during exercising states that face coverings are required during exercising indoors with a few exceptions (eating or drinking, medical conditions, children under the age of 5, hearing impaired). Councilman Fogle stated that on page 7 section 1.5 general recommendations face coverings are strongly encouraged, and in section 2 it states that masks are required. The Attorney stated section 1.5 is the general recommendations and best practices, and section 2 is the requirements of the latest Executive Order. Councilman Leonard stated that if the Municipal Building opens for activities outside of Town sponsored activities that facial coverings should be required and he asked who would enforce those requirements. He also stated he would suggest keeping the Town Hall closed and the Municipal Building open for Town sponsored activities only. Councilman Fogle asked if the Municipal Building could be used as long as masks are worn and social distancing is practiced. The Manager stated that under the Town's current rules the Municipal Building can be used for Town sponsored activities only and not for private functions or meetings. Councilman Fogle asked if yoga was a Town sponsored activity. The Manager stated yes it is and Councilman Fogle asked if yoga could use the room. The Manager stated that he has not given yoga permission to use the Municipal Building yet. He stated he would need the council to approve for yoga to use the room. Councilman Fogle stated he would like to see the Municipal Building opened for yoga with the understanding that masks and social distancing are required. Councilman Fogle asked the Attorney if yoga would be allowed if they followed the Executive Order. The Attorney said that would be allowed. Councilman Leonard stated he thinks allowing yoga would allow exceptions for certain groups and may cause issues with those activities not sponsored by the Town. Councilman Van Slyke asked if this would allow outside groups that are not Town sponsored to meet. The Manager stated that only Town sponsored activities would be permitted to meet.

VOTE- Reopen Town Facilities

Councilman Fogle motioned to continue the existing restrictions regarding the closure of the Town Hall and the Municipal Building use for Town sponsored activities consistent with the Governor's most recent Executive Order. The motion passed with 4 ayes (Sheffield, Leonard, Fogle, Maurer) and 1 nay (Van Slyke).

PARKS & RECREATION – Councilwoman Maurer

Councilwoman Maurer stated that the Parks and Recreation Advisory Board has met twice in the past month to discuss the July 4th activities. She stated that Gloria Kelly had submitted an application and that she feels Ms. Kelly's skills and experience would make her a good fit for the board.

Vote – Appoint Gloria Kelly to the Parks and Recreation Advisory Board

Councilwoman Maurer motioned to appoint Gloria Kelly to the Parks and Recreation Advisory Board for a term beginning April 15, 2021 and expiring June 30, 2021. The motion carried unanimously.

CAC

Councilwoman Maurer stated that the CAC is scheduled to meet on April 28, 2021 at 1:30 p.m. at the picnic area.

Organic Garden

Councilwoman Maurer stated that the Garden Club has been busy with spring planting and have been meeting with the Green Team from NBHS bi-weekly.

Red Caboose Library

Councilwoman Maurer stated that the Library had joined with Craft Benders to have a craft fair and the Library is currently pursuing a permanent space for the Library to occupy.

PUBLIC WORKS – Mayor Kirkland

The Mayor stated that there was no report this month. He also stated that PWAB is in need of members, and anyone interested should contact the Town Clerk for an application.

MAYOR'S REPORT – Mayor Kirkland

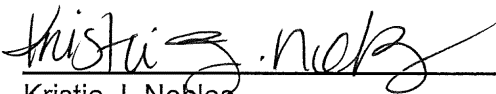
It is wonderful that the traveling version of the Vietnam War Memorial was able to visit New Bern. If you were honored to have visited the Memorial displayed at Lawson Creek Park I am certain that you were impressed and were in some way changed in how you look at the United States involvement in the Vietnam War. Having seen the traveling version, I would recommend that if travel takes you to Washington D C please visit the Wall located on the National Mall. The site location there adds a very important dimension to the presentation of the Memorial. This visit to our area comes at a time when the nation struggles with how we treat persons who have oriental ancestry. It is interesting that the memorial designer was Maya Lin a young lady and a student at Yale University when she submitted the design for consideration. Her's was one of 1,400+ submitted designs. Maya Lin was born in Ohio of Chinese parents who were both professors. Ms. Lin is one of so many of our citizens that come from national backgrounds and cultures very different from the Anglo-Saxon background accepted as the norm in the nation. Yet, like Ms. Lin, all these individuals, which are seen as different, contribute to what our nation has become. Anyone who has visited the Vietnam War Memorial will forever remember how much they were changed by that visit. Please research Ms. Maya Lin's background and find for yourself what a remarkable woman from a Chinese heritage she is and what she has contributed to our nation.

PUBLIC COMMENT

No public comments were made.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield moved to adjourn. The meeting adjourned at 7:55 p.m.



Kristie J. Nobles
Town Clerk

**River Bend Town Council
Budget Workshop Minutes
April 27, 2021
River Bend Town Hall
4:00 P.M.**

| | |
|--------------------------|---|
| Present Council Members: | Mayor John Kirkland Don Fogle Brian Leonard Barbara Maurer Buddy Sheffield Bud Van Slyke |
| Town Manager: | Delane Jackson |
| Town Clerk: | Kristie Nobles |
| Finance Assistant: | Mandy Gilbert |

The Mayor called the meeting to order at 4 p.m. The Mayor stated- "This is the most important thing that the Council does in the whole year. You put this budget in place and once it's approved the Manager executes it and if you, the Council, add any additional projects to it, it has to be covered with a budget amendment." He then recognized the Town Manager.

The Manager presented a resolution in opposition to House Bill 401 and Senate Bill 349. Councilman Sheffield motioned to approve the resolution as presented. The motion was unanimously approved. (see attached)

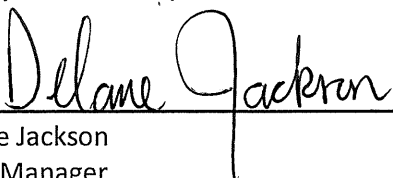
The Manager then began discussions of the Proposed Budget for FY2021-2022, which included a PowerPoint presentation. The Manager presented the Council's priorities and vision statement that were approved at the January 21, 2021 budget kick-off meeting.

The Manager followed the advertised agenda and presented details related to employee compensation, staffing levels, capital improvement plans, utility and fuel prices, the vehicle replacement plan, IT and various budget related topics. That was followed by a detailed discussion of the following departments: governing board, administration, finance, tax listing, legal services, elections, street maintenance, storm water, public works and public buildings.

During the meeting the Manager stated that the proposal would return the Public Works department to its pre-Hurricane Florence level when the NCORR grant expires. There were some discussion about the fund balance in the general fund. Councilman Leonard stated that he thought that having a target dollar amount of cash on hand was more important than having a percentage as our target for fund balance. Councilman Fogle said that if we do decide to make a specific dollar amount as the target, that we should officially make that statement at a Council meeting.

The Manager ended the session with a slide that showed a summary of the departments that had been discussed and asked if there were any questions.

Councilman Sheffield motioned to recess the meeting until May 4, 2021 at 4 p.m. The motion was unanimously approved. The meeting recessed at 6:18 p.m.



Delane Jackson
Town Manager

River Bend Town Council
Budget Workshop Minutes
May 4, 2021
River Bend Town Hall
4:00 P.M.

| | |
|--------------------------|--|
| Present Council Members: | Mayor John Kirkland Don Fogle Brian Leonard Barbara Maurer – remotely via phone Buddy Sheffield Bud Van Slyke |
| Town Manager: | Delane Jackson |
| Police Chief: | Sean Joll |

The Mayor called the meeting back to order at 4:00 p.m. The meeting began with a presentation by the Police Chief about the police department. That was followed by a detailed discussion of the following departments: recreation and special events, park and CAC, emergency services, animal control, wetlands and waterways, leaf and limb, planning and zoning and then discussions about general fund revenues and fund balance in the general fund.

During the meeting Councilman Leonard asked if the body cameras in the proposed police budget would be purchased early or delayed. The Manager stated that if the Council wanted them purchased early, they could be ordered on July 1. Councilman Fogle stated he would like for them to be purchased as soon as possible. Councilman Leonard also asked if code enforcement action only took place if a resident complained. He said that he had been asked by residents why the codes were not being enforced. The Manager explained that Allison, police officers and he often initiated code enforcement without ever hearing about the violation from a citizen. Councilman Leonard stated that he was aware of an RV that had been parked in violation of the ordinances for several weeks. The Manager explained the often time-consuming legal process that was involved in official code enforcement actions. Councilman Fogle stated that he thought Allison was just trying to be nice while conducting code enforcement and that he thought that was a good thing.

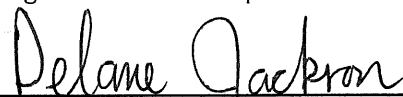
During the revenue discussions, the Manager stated that the local sales tax revenues had been much better than anticipated in FY20-21 and that COVID had not impacted those revenues nearly as much as had been expected statewide. Councilman Leonard stated that it appears that many state revenues may be declining and are not as reliable. He stated that in the future the Town may need to consider looking at other ways to generate revenue. The Manager stated that the next property revaluation was scheduled to become effective as of January 1, 2022 and that the five-year forecast, which would be discussed later, did not include a tax rate reduction after the revaluation. There was a discussion about the declining Powell Bill revenue and how that impacted the Town's ability to fund street paving.

The Manager ended the session with several slides that showed the recent history and projections for fund balance in the general fund. He noted that due to the \$1,000,000 BUS project, the Town's fund balance had dipped below the 50% goal during FY20. He noted the fund balance projection for year-ending 2021 was for it to return to 57% and the proposal for year-ending 2022 was 55%. There was a lengthy discussion about how the last two fiscal years were unusual due to the BUS project and continuing recovery from Hurricane Florence and FEMA funded projects related to Hurricane Florence.

The Manager explained that increased spending due to all of these factors had a negative impact on the Town's usually very high fund balance. He explained how the fund balance was stated as a percentage of the general fund expenditures. Councilman Sheffield stated that the best way to rebuild fund balance was to not do anymore big capital projects. There was a general agreement that the lower fund balance for the next few years was a concern, but the Council was also aware of the main reasons for the lower fund balance.

The Manager stated that the BUS project was complete and that all FEMA projects should be completed during the current fiscal year and that would get spending associated with those out of our budget process. He pointed out that the Council had previously had discussions about a goal of keeping \$1,000,000 in fund balance. He said that he thought \$2,000,000 was a more reasonable goal. He stated he felt that way because we quickly spent \$1,000,000 after Hurricane Florence and that having \$2,000,000 would allow us to spend \$1,000,000 on emergency response and still have \$1,000,000 for other things. The Council agreed to continue to closely monitor fund balance and take appropriate action as needed in the future to keep it stable.

With no further questions, Councilman Sheffield motioned to recess the meeting until May 11, 2021 at 4:00 p.m. The motion was unanimously approved. The meeting recessed at 6:14 p.m.



Delane Jackson
Town Manager

River Bend Town Council
Budget Workshop Minutes
May 11, 2021
River Bend Town Hall
4:00 P.M.

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|--------------------------|--|
| Present Council Members: | Mayor John Kirkland Don Fogle Brian Leonard Barbara Maurer Buddy Sheffield Bud Van Slyke – arrived at 5:15 p.m. |
| Town Manager: | Delane Jackson |
| Public Works Director: | Brandon Mills |

The Mayor called the meeting back to order at 4:00 p.m. and announced that Councilman Van Slyke would be arriving later. He then recognized the Town Manager. The Manager presented a resolution in opposition to House Bill 496. Councilman Sheffield motioned to approve the resolution as presented. The motion was unanimously approved. (see attached)

The Manager then began discussions of the Proposed Budget for FY2021-2022 in the enterprise funds, which included a PowerPoint presentation. The Manager also stated that Public Works Director Brandon Mills was here to answer any questions related to water or sewer operations.

The Manager followed the advertised agenda and presented details related to water and sewer funds cash levels, all water and sewer fund departments, water and sewer capital improvement plans, the utility rate model and revenues for the water and sewer funds. During the discussions the Manager explained that the proposal contained \$15,000 for a local match for two grant applications in the amount of \$150,000 each and that he was also planning to apply for another \$50,000 grant to fund a feasibility study for a connection with the Jones County water system. He also stated that the proposal did not include \$12,000 for the Town's closing cost fees for the ASADRA grant because he was not sure if that would be due in FY21-22. He stated if it does come due in FY21-22, we will simply do a budget amendment to fund that expense. Councilman Leonard asked if we had any long-term plans to address our water quality issues or if we just plan to remain status quo. The Manager stated that until the Council designates funding for any improvements, we would remain status quo. There was a general discussion about water quality issues and how expensive all options to solve them seem to be.

Councilman Leonard asked how old our WWTP is and what is the life expectancy of a WWTP. Brandon Mills said that our WWTP was built in the late 70's to early 80's. The Manager stated that 50 years was about an average life expectancy. Councilman Van Slyke joined the meeting.

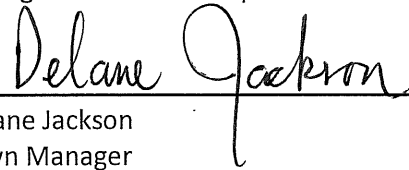
The Manager presented the proposed water and sewer rate model and stated that the proposal contained no increases to the residential rates. He noted that the non-residential water customers had enjoyed a 1-year break from the water rate increase that took place in April, 2020. He also clarified that the break was due to them not being charged at the appropriate equivalent unit (EU) as is factored into the rate model. That had given business a break during COVID. The proposal would return non-residential customers to the correct EU and thus return them to the pre- April, 2020 rate model equation. Councilman Sheffield asked if the Council needed to take action now to return to the non-

residential rates to what they were. The Town Manager explained that when the Council adopts the schedule of the rates and fees for FY21-22, it will contain those changes.

During the meeting there were some discussions about the cash reserves in both enterprise funds. Councilman Fogle asked if the Town could borrow from the reserves if necessary to respond to a catastrophe. The Manager stated yes but under certain regulations. Councilman Leonard stated that the use rate fee of \$4.02 for water had been the same for a long time. He suggested that since some major projects may be needed down the road that we should look at increasing fees gradually, over time as opposed to one big increase. Councilman Fogle suggested considering tying future rate increases to the CPI, which would result in small, annual increases. Councilwoman Maurer agreed that we need to consider that option for future rate increases.

The Manager ended the session with slides that showed a summary of the revenues for each enterprise fund and pointed out the appropriated fund balance in each. He asked if there were any further questions.

With no further questions, Councilman Sheffield motioned to recess the meeting until May 13, 2021 at 4:00 p.m. The motion was unanimously approved. The meeting recessed at 6:17 p.m.

A handwritten signature in cursive script that reads "Delane Jackson". The signature is written in black ink and is positioned above a horizontal line.

Delane Jackson
Town Manager

River Bend Town Council
Budget Workshop Minutes
May 13, 2021
River Bend Town Hall
4:00 P.M.

Present Council Members: Mayor John Kirkland
Don Fogle
Brian Leonard
Barbara Maurer
Buddy Sheffield
Bud Van Slyke

Town Manager: Delane Jackson

The Mayor called the meeting to order at 4:00 p.m. He then recognized the Town Manager. The Manager began the meeting with a PowerPoint presentation, which included information about the Town's total property assessment, the formula for calculating tax bills, the five-year forecast for the general fund, utility rates and fees and the proposed schedule of rates and fees.

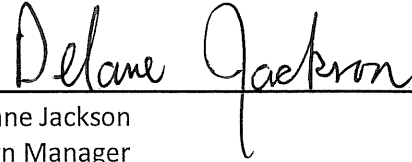
During the meeting there was considerable discussion about the current and future status of the Town's fund balance. Councilman Leonard expressed his concern of the trend of the declining fund balance. He said that we are okay currently but there may be trouble on the horizon because our costs are going up and some revenues are going down. He said that he did not want to get to the point where we were forced to do something about the fund balance. Councilwoman Maurer stated that she wanted to address the issue before we got to a critical point and she thinks we are at a critical point now. The Mayor stated that these discussions were good but he felt the projections were very conservative and we just need to take a closer look after the next property reevaluation. Councilman Leonard stated that if a tax rate adjustment was necessary in the future to help rebuild fund balance, he would rather do it in small, incremental steps rather than a single, large step. Councilwoman Maurer stated that the budget was being balanced with a contribution from fund balance and she thought the ideal way to balance it would be without a fund balance appropriation. She also mentioned that the Council was considering establishing a fund balance goal of \$2,000,000 and that we were a long way from that.

The Town Manager presented the revenue and expenditures assumptions for the general fund and noted that the next county property reevaluation was scheduled for January 1, 2022 and the five-year forecast did not contain a tax rate reduction after the reevaluation. Councilman Sheffield said he thought that property values were on the rise and that we would probably be pleased with the values from the next reevaluation. The Council agreed that while there was no need for great concern now about the amount of fund balance, there is a need to closely monitor it over the next few years.

The Manager reviewed the proposed schedule of rates and fees and pointed out that the non-residential fees would again be subject to the standard equivalent units, which are associated with the utility rate model formula. He explained that while it was not technically a rate increase, it would increase those utility bills. He also noted that the Class 9 customer base charge would increase to \$13.24 from \$10.24 to be in line with the Class 1 and 2 base charge.

The Town Manager stated that while he received much of the focus during the budget process, it was truly a team effort. He expressed his praise to the whole staff in their assistance in preparing the budget proposal during a very unusual and demanding time.

With no further questions, Councilman Sheffield motioned to adjourn the meeting. The motion was unanimously approved. The meeting adjourned at 5:00 p.m.

A handwritten signature in cursive script that reads "Delane Jackson". The signature is written in black ink and is positioned above a horizontal line.

Delane Jackson
Town Manager

**River Bend Town Council
Work Session Minutes
May 13, 2021
Town Hall
5:00 p.m.**

Present Council Members: Mayor John Kirkland
Don Fogle
Brian Leonard
Barbara Maurer
Buddy Sheffield
Bud Van Slyke

Town Manager: Delane Jackson
Town Clerk: Kristie Nobles
Town Attorney: Dave Baxter
Town Zoning Administrator: Allison McCollum

CALL TO ORDER

Mayor Kirkland called the meeting to order at 5:00 p.m. on Thursday, May 13, 2021 at the River Bend Town Hall with a quorum present.

Discussion– Revisions to Chapter 15 of Town Ordinances from Planning Board

The Manager stated that after months of preparation, the Town's Zoning Administrator Allison McCollum along with the Planning Board have completed the recommendations for the legislative required changes to the Town's zoning ordinance to be in compliance with NCGS§160D. The Manager stated that the amended ordinances include many items that were required by law. Councilman Sheffield stated that the Zoning Administrator Allison McCollum did an amazing job on making these changes and preparing the proposed ordinances.

Discussion – Review of Town's Financial and Budgetary Policies

The Manager stated that Councilman Fogle suggested adding new language to the Financial and Budgetary Policy to state that the total for fund balance be \$2,000,000. The Manager stated that this policy is revised every 3 years and it is due to be revised at this time. The Manager stated on page 74 of the 2020 Audit, \$2,000,000 of unassigned fund balance is available for appropriation. The Manager stated that \$2,000,000 is a goal and the targeted amount that they strive to obtain. The Manager stated that on page 6 the hydrant fee is no longer being used to fund the water capital reserve and is amended also. This amended policy will be voted on at the May 20, 2021 regular meeting.

Discussion – Year-End Budget Amendment

The Manager stated that there is an annual budget amendment that balances the departments and items within the departments. He stated this amendment was not included and is not complete at this time. He stated that he thought there would only be two items for this budget amendment, closing out the BUS Project, which came in \$1,000 under budget and a salary adjustment. The Manager stated that last fiscal year, 2019-2020 there were 26 paid weeks with the last paid day falling within that budget year making there 27 pay days in that year. The Manager, Finance Director, and Finance Officer agreed to move that one payday to the first day in this fiscal budget year, which would make this salary budget short by one payday. The Manager stated that this budget amendment will be presented at next month's Council meeting.

REVIEW AGENDA FOR THE MAY 20, 2021 COUNCIL MEETING

The Council reviewed the Agenda for the May 20, 2021, Council meeting.

CLOSED SESSION

Councilman Sheffield **moved to go into a Closed Session under NCSG §143-318.11(a)(6) to the Personnel exemption to the Open Meetings Law.** The motion carried unanimously. The Council entered Closed Session at 5:29 p.m.

OPEN SESSION

Councilman Sheffield moved to return to Open Session at 6:27 p.m. The motion carried unanimously.

VOTE – Town Manager Performance and Service Bonus

Councilman Van Slyke motioned to award a bonus to the Town Manager in recognition of superior performance and service to this community in the amount of \$5,000. The motion carried unanimously.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield **moved to adjourn.** The meeting adjourned at 6:29 p.m.



Kristie J. Nobles
Town Clerk



**River Bend Town Council
Regular Meeting Minutes
May 20, 2021
Town Hall
7:00 p.m.**

Present Council Members: Mayor John Kirkland
Don Fogle
Brian Leonard
Buddy Sheffield
Barbara Maurer

Absent Council Members: Bud Van Slyke

Town Manager: Delane Jackson
Town Clerk: Kristie Nobles
Town Attorney: Dave Baxter

CALL TO ORDER

Mayor Kirkland called the meeting to order at 7:00 p.m. on Thursday, May 20, 2021 at the River Bend Town Hall with a quorum present.

RECOGNITION OF NEW RESIDENTS

Mayor Kirkland stated that Ms. Grace Marie Skahan is in attendance tonight and the Town would like to recognize her for recently celebrating her 100th birthday. Councilman Sheffield stated that Ms. Skahan is a veteran of World War II where she served as a Navy Nurse. He shared a few personal stories, as Ms. Skahan is his mother-in-law. The Mayor and Councilman Sheffield presented Ms. Skahan with a Certificate of Recognition.

ADDITIONS / DELETIONS TO AGENDA

Councilman Leonard made a motion to remove item 9B – Budget Amendment 20-B-07. The motion carried unanimously.

CONSENT AGENDA

The Mayor presented the Council with the Consent Agenda. Councilman Sheffield **moved to approve the Consent Agenda as presented**. The motion carried unanimously. Within this motion, the following items were approved:

A. Approve

*Minutes of the April 8, 2021 Work Session
Minutes of the April 15, 2021 Regular Meeting
Minutes of the April 27, 2021 Budget Workshop
Minutes of the May 4, 2021 Budget Workshop
Minutes of the May 11, 2021 Budget Workshop
Minutes of the May 13, 2021 Budget Workshop*

TOWN MANAGER'S REPORT

The Manager stated that the draft budget message was included in the agenda packets. He stated that over a 4-week period the Council has met and discussed this budget for approximately 8 hours. He stated this document would be available for the public to view on or before May 27 at Town Hall and on the Town's website. The Manager stated that there is no tax rate or utility rate

increase in the proposed Budget. He commended the Town staff for an excellent job during budget preparation.

The Manager stated that the Independence Day celebration is scheduled for July 2 at the River Bend Country Club. He also stated that this month is Military Appreciation Month and the Police Department has set up a patrol car for any items to be donated. These items will be collected until 3:00 on Friday May 28 and then delivered to Navy Federal Credit Union.

Councilman Leonard asked the Town Attorney about the legislative bill regarding the municipal voting in River Bend. The Attorney stated that there has not been anything new on that bill since March 15th, although he expected something to be announced the following week.

ADMINISTRATIVE REPORTS

PUBLIC WORKS – Mayor Kirkland

The Mayor stated that there was no report this month. He also stated that PWAB is in need of members, and anyone interested should contact the Town Clerk for an application.

FINANCE – Councilman Leonard for Councilman Van Slyke

Financial Report – The Manager told the Council that the total of the General Fund Cash Balances as of April 30, 2021 are \$3,860,649 and Ad valorem tax collections for FY20-21 were \$704,595 and Vehicle Ad valorem tax collections were \$74,688.

Vote – Public Hearing FY21-22 Budget Proposal

Councilman Leonard motioned to schedule the Public Hearing on the Proposed Fiscal Year 2021-2022 Budget for Thursday June 10, 2021 beginning at 5:00 p.m. The motion carried unanimously.

Discuss – Financial and Budgetary Policies

Councilman Leonard stated that the revised Financial and Budgetary Policy was included in the agenda package and was discussed at last week's Council Work Session.

Vote – Adopt Financial and Budgetary Policies

Councilman Leonard motioned to adopt the Financial and Budgetary Policy as presented. The motion carried unanimously. (see attached)

Planning Board – Councilman Sheffield

Councilman Sheffield stated that the regular meeting of the Planning Board was held on May 6th at 6:00 pm at Municipal Building. A quorum was present. There were no visitors. Chairman Lippert called the meeting to order. The usual reports were given. There was only one item on the agenda. Assistant Zoning Administrator McCollum had prepared a lengthy draft of changes to River Bend's zoning ordinances suggested and or mandated by the State legislature. Board members had several days to study the draft and each one gave their corrections and suggestions. Very few changes were suggested. The board approved a resolution stating that River Bend's zoning ordinances comply with state requirements. A public hearing and approval by the Town Council will be required before the changes are officially adopted.

Vote – Public Hearing Proposed Chapter 15 Zoning Ordinance Amendments

Councilman Leonard motioned to schedule the Public Hearing on the Proposed Chapter 15 Zoning Ordinance Amendments for Thursday June 10, 2021 beginning at 5:00 p.m. The motion carried unanimously.

PARKS & RECREATION – Councilwoman Maurer

Parks and Recreation Advisory Board met on Wed, May 5. Town Manager Delane Jackson attended the meeting. River Bend will celebrate the Fourth of July this year if it is safe to do so. This event will be very different from previous years. It will take place in the evening and will feature a band and fireworks. It will take place at the country club. Food and beverages will be sold in the restaurant. It is unclear at this time whether other refreshments and entertainment will be provided.

CAC

The CAC met on Wednesday, April 28 at 1:30 pm. The members discussed how to spend the balance of this year's budget. Members would like to return the Christmas "tree" to Town Commons and place a larger "tree" at the front entrance. Other decorations were also discussed, with the knowledge that better quality products are significantly more expensive. Members discussed placement of the veteran's memorial and its barren appearance. Lynn will not remain on the board when her term expires in June. She suggested the decision about meeting dates and times be postponed until there is a new chairperson.

Organic Garden

Everything is growing. The garden has added four volunteers this spring. The Green Team asked if they could continue working in the garden biweekly throughout the summer. It is not for credit.

Red Caboose Library

The library's book inventory is on their page of the town's website. Hours of operation are also posted there. The next library board meeting is scheduled for June 10th.

Public Safety – Councilman Fogle

Councilman Fogle stated that CERT plans to meet on June 23 at 7:00 p.m.

Councilman Fogle stated that the revised Executive Order 215 was included in the agenda package. He asked the Town Attorney if section 1.3 fully lifts face coverings and social distancing for local government. The Attorney replied yes. Councilman Leonard stated that he felt Town Hall and the Municipal Building should fully re-open to pre-Covid status. Councilman Fogle asked if yoga is included in this executive order and the Manager stated yes.

VOTE- Reopen Town Facilities

Councilman Leonard motioned to fully re-open Town Hall and the Municipal Building, lifting all restrictions. The motion carried unanimously.

MAYOR'S REPORT – Mayor Kirkland

The COVID-19 virus has changed what will be the "norm" from 2021 forward. It seems that human nature is dedicated to resisting change but some wise person once stated "the only thing constant is change." The change that we are confronting has been some time in development and has a number of contributing factors. A number of those contributing factors follow:

- A. Reliable Communication; Today communication from the remote corners of the world is instantaneous and reliable. A hundred years ago, the Titanic was lost and nearby ships could not be alerted to rescue survivors.
- B. Travel in the Victorian era could easily have taken 80 days to go around the world. Today, with a little planning, a trip around the world can take less than 80 hours. With this rapid interface of world, travel comes the transport of the COVID-19 virus and its future successors around the world.

As we consider how the world can adapt to the new norm, we need to recognize that adjustments need to be made to conduct operations at every level of society. The following events demonstrate how vulnerable we are as we ignore change and cling to a past norm:

1. The world is a single marketplace and depends on manufacturing of products produced half a world away. The recent grounding of the giant container-shipping vessel Evergiven in the Suez Cannel demonstrated that change to the week-long event denied markets the cargo on that vessel and all of the other vessels while the Evergiven blocked transit through the canal.
2. Continuing with ships, we should consider how the pandemic, communications and the U S Navy come together to illustrate the need for new planning considerations. In the age of sail, naval vessels of every nation were sent on voyages of discovery and they might be at sea for more than a year with no new or updated communication from superior command. In our time, the Commanding Officer aboard the attack carrier Theodore Roosevelt had a pandemic problem and proposed a need to bring the infected crew members to port for treatment. He relied on the instant communication with the "chain" and sent a message. He sent the recommendation for the change to senior command and received no quick turnaround. He then released the communications to channel outside the official "chain." This resulted in his relief from command. This illustration is not intended to be critical of the U S Navy. Certainly, the same need to upgrade policy exists in the State Department and I am confident that every major industry in the country suffers from the need for upgrade.
3. The new norm will require solutions that demand international cooperation. Every aspect of society will either face this need and work through the implementing detail or struggle with trying to continue to operate with their Pre-Pandemic procedures.

The exercise of management has always demanded integrity and hard work. Those demands are more in vogue today than ever before. These are exciting times and the rewards of engineering the new norm will result in a more equitable standard of living for every person in every city and town of our country, and also in every corner of the world.

PUBLIC COMMENT

Ms. Janet Nawojski addressed the Council and stated that she would like to speak on volunteerism and then stated that constant criticism can kill the spirit of any volunteer.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield moved to adjourn. The meeting adjourned at 7:50 p.m.





Kristie J. Nobles
Town Clerk

**River Bend Town Council
Work Session Minutes
June 10, 2021
Town Hall
5:00 p.m.**

Present Council Members: Mayor John Kirkland
Don Fogle
Brian Leonard
Barbara Maurer
Buddy Sheffield
Bud Van Slyke

Town Manager: Delane Jackson
Town Clerk: Kristie Nobles
Town Attorney: Dave Baxter
Town Finance Administrator: Margaret Theis
Town Police Chief: Sean Joll

CALL TO ORDER

Mayor Kirkland called the meeting to order at 5:00 p.m. on Thursday, June 10, 2021 at the River Bend Town Hall with a quorum present.

PUBLIC HEARING – FY 2021-2022 TOWN BUDGET

Councilman Van Slyke moved **to open the Public Hearing to discuss the proposed Fiscal Year 2021-2022 Budget.** The motion carried unanimously.

He then invited anyone who wished to address the proposed Budget to step to the podium to be heard.

With no one stepping forward, Councilman Van Slyke **moved to close the Public Hearing.** The motion carried unanimously.

The Council will vote on the Proposed Budget at its Regular Meeting on June 17th.

PUBLIC HEARING – Proposed Chapter 15 Zoning Ordinance Amendments

Councilman Sheffield moved **to open the Public Hearing to discuss the proposed Chapter 15 Zoning Ordinance amendments.** The motion carried unanimously.

He then invited anyone who wished to address the proposed Chapter 15 Zoning Ordinance amendments to step to the podium to be heard.

With no one stepping forward, Councilman Sheffield **moved to close the Public Hearing.** The motion carried unanimously.

The Council will vote on the proposed Chapter 15 Zoning Ordinance amendments at its Regular Meeting on June 17th.

DISCUSSION - LEAF AND LIMB SCHEDULE

The Manager stated that the proposed Leaf and Limb Schedule for the upcoming fiscal year is included in the agenda package. He stated that it follows the same schedule that the town has followed for several years. Councilman Leonard asked the Town Manager if a Council action is required for this item. The Manager stated that a motion was not needed to approve the schedule and with the consensus of the Council, the schedule was accepted. It was also agreed that in the future the Leaf and Limb Schedule did not need to be presented to the Council unless there is a major change.

DISCUSSION - SURPLUS PROPERTY RESOLUTION

The Manager stated that the town received a 2019 Dodge Durango through a grant, and the town has been given permission to sale the automobile although the grant agreement has not expired. The Manager stated that this vehicle has been used at Town Hall for the Zoning Administrator and administration travels. The Manager stated that the original intention was to transfer the Durango to the Police Department when the grant agreement expired. The Manager stated that it would cost about \$12,000 to up-fit this vehicle with the necessary equipment. Councilman Leonard asked the Manager what the trade-in value of this vehicle is if the town wished to trade this in and purchase a Ford Explorer to match the current Police Department fleet. The Manager stated that the current trade-in value is \$25,000 from a local dealership. Councilman Leonard stated that he does not want the Police Department budget to be impacted for providing the proper equipment for the Durango should it be moved to the Police Department fleet. The Mayor stated that the Council would address this subject at a later date. Councilman Leonard suggested selling the Durango now and using the funds to purchase a Ford Explorer, if the winning bid is acceptable.

VOTE - SURPLUS PROPERTY RESOLUTION

Councilman Sheffield motioned to approve the Surplus Property Resolution as presented. The motion carried unanimously. (see attached)

DISCUSSION – FY 2020-2021 BUDGET AMENDMENT 20-B-07

Councilman Van Slyke stated that the Budget Amendment 20-B-07 presented to the Council is to offset the 27 paydays versus 26 paydays in the approved FY20-21 Budget Ordinance. He stated that the budget amendment was discussed in length at the previous Council meeting.

VOTE – FY 2020-2021 BUDGET AMENDMENT 20-B-07

Councilman Van Slyke motioned to approve the FY 2020-2021 Budget Amendment 20-B-07 as presented. The motion carried unanimously. (see attached)

DISCUSSION – BUILDING USE POLICY

The Manager stated the town's Building Use Policy has not been revised in 20 years. It was discussed in April 2020 but it was tabled at that time. He stated that since the town's buildings have fully opened there have been several inquiries about reserving the meeting rooms. He stated that the current Building Use Policy is not a clear policy that is easily administered. He stated he would like to have a policy that would make the public use of the building and rental fees more defined. Councilman Leonard asked the Manager how fee exemption would be determined. The Manager referred to page 9 of the handout where the organizations are defined. The Town Attorney stated that typically when you waive a fee for use of government property you might violate the emoluments clause of the NC Constitution, so it cannot confer a private benefit. He stated that he thinks the list being questioned is just examples of groups that can be exempted. He stated that, basically any organization that has civic benefit and does not benefit private individuals, which is like the organizations on the list. Councilman Leonard asked who would be responsible for the making the decision of groups that are exempted and what criteria is being used to determine who is exempted. The Manager stated that he has been making that decision and he would use the criteria listed in the new Building Use Policy presented. Councilman Van Slyke asked about clubs that would like to meet regularly that are not nationally recognized. Councilman Leonard asked how many groups are paying for use of the meeting rooms at this moment. The Manager stated that not many groups are paying, but in the past, the policy had not been followed. He also stated that many of the groups were meeting prior to his arrival as Town Manager. He stated that groups reserving the rooms and bringing refreshments could cause damage to the newly constructed building. Councilman Van Slyke stated that he fears that with fees and deposits, this will cause a reduction in use of the building. Councilman Leonard stated that the building was built to be used by the community but the Council must protect the town's assets. Councilman Sheffield asked if there is a way to hold a group liable without the exchange of money. The Town Attorney stated that the responsible party could sign an agreement, but then the town would have to take the responsible party to court for damages. Councilman Sheffield stated that a deposit would make the groups liable for damages but he felt \$250 might be excessive, and suggested that a \$100 deposit would be sufficient. Councilman Leonard

suggested that the town do a trial run of enforcing the current policy and readdress this in six months to a year. The Manager stated that in the current policy in the section of who may use the meeting room, the descriptions are very vague and unrestrictive. The Mayor stated that the Council should take some time to deliberate on this topic and come back next week to discuss further. He also stated that the town staff needs clearer direction from the Council on the policy. Councilman Fogle asked if council members could organize a group to meet, such as a group to play board games without being charged a fee. The Manager stated that those groups would have to pay the fee. He also stated that a town advisory board such as Parks and Recreation could officially sponsor activities and the fee could be waived.

DISCUSSION – ADVISORY BOARD APPOINTMENTS

The Manager stated that a list of all advisory board members was sent to each of the Council liaisons to review for reappointments.

The Mayor stated that the Public Works Advisory Board has been inactive over the past year and has been unsuccessful acquiring new members. He stated that he has discussed the inactivity with the PWAB chairman and the decision was made to recommend disbanding the Public Works Advisory Board. The Mayor stated he would ask the Town Attorney to research the procedure to disband the advisory board.

Councilman Sheffield stated that the Planning Board has three positions available for reappointment. Keith Boulware and Kelly Latimer agree to be reappointed and Kathleen Fleming does not. The Manager stated that those that agree to be reappointed will be reappointed at the next Council meeting. Councilman Fogle asked if the vacant position should be advertised. The Manager stated that all advisory boards that currently have vacancies has been advertised on the town's website and the weekly Enews.

Councilwoman Maurer stated that the Parks and Recreation Advisory Board has three positions available for reappointment. Janet Nawojski, Francine Rice and Gloria Kelly all agree to be reappointed. Councilwoman Maurer stated that one member has resigned leaving a vacancy on the Parks and Recreation Advisory Board. She stated that two applications have been received for that vacancy and one of those applications has been withdrawn. She asked if the vacancy should be advertised. The Manager stated that the Council would vote on the reappointments and new appointments at the next Council meeting. Councilman Fogle objected and stated that advisory board vacancies advertisement should be for a period of time allowing the community members an equal opportunity to apply. The Manager stated that the town would advertise the vacancy immediately and with appointments the following week he felt it would not be adequate time to advertise. Councilman Fogle stated that there is no vacancy on the Parks and Recreation Advisory Board until July 3. He stated that his wife's resignation is effective July 3. The Manager stated that if the resignation is not effective until July 3, there would be no vacancy or appointment next week.

Councilwoman Maurer stated that the Community Appearance Commission has four positions available for reappointment. Lona Farula and Nancy Dell'Aria agree to be reappointed but Judy Lloyd and Lynn Torgersen do not. She stated that there has been one resignation effective immediately, leaving three vacancies. The Manager stated that if the Council wants to advertise one advisory board's vacancies for a certain amount of time that it would need to be done for all vacancies on all advisory boards. Councilwoman Maurer agreed with the Manager. The Manager stated he would have a policy drafted for Council consideration to implement an advertisement period for advisory board vacancies. Councilman Leonard requested that the policy state that applications for advisory boards would be kept on file for one year; therefore there is no need to reapply. The Manager stated that this information is already noted on the application but would have it included in the drafted policy also.

Councilman Leonard stated that the Environmental Waterways Advisory Board has three positions available for reappointment. Karl Lichty, Jon Hall and Paige Ackiss all agree to be reappointed.

Councilman Sheffield stated that the Board of Adjustment has three positions available for reappointment. Chris Barta and Patty Leonard agree to be reappointed. Councilwoman Maurer stated that she did not want to be reappointed due to serving on the Council. Councilman Sheffield stated that Paige Ackiss is an alternate member and should be moved to a full-time member creating a vacancy for the alternate member.

Councilman Van Slyke stated that the Audit Committee has one vacancy and has received an application for that position which would be voted on at the next meeting.

DISCUSSION – ADVISORY BOARD FUNCTIONS AND OPERATIONS

The Manager stated that the current ordinance of the duties and functions of the town's advisory boards was included in agenda package. He stated that Councilman Fogle recommended a meeting with the advisory board chairpersons to discuss the roles, expectations and responsibilities of the advisory boards. The Manager stated that he is having a meeting on June 16, 2021 with all the advisory board's chairpersons to review the Open Meetings Laws and suggested another meeting with Council present to review the Advisory Boards and Commission's Ordinance. Councilman Fogle asked if the advisory boards minutes could be added to the town's website. The Manager stated that the minutes are available to the public at any time but can be uploaded to our website. Councilman Fogle read some notes from a recent advisory board meeting that stated a member bought ice with a discount, when all advisory boards have been instructed to not ask for any discounts for any town activities. Councilwoman Maurer stated that it was her suggestion for the Parks and Recreation Advisory Board to purchase from a particular store because in the past they have given discounts to the town. She stated that she feels that the Parks and Recreation Advisory Board is being targeted with comments from a councilmember. Councilman Leonard stated that he would like a regulation prohibiting council members from serving on advisory boards. Councilman Fogle asked what would be the objections to having a council member serving on advisory boards. Councilman Leonard stated that he felt it would be a conflict of interest and may cause issues for council members and the advisory board's liaison. The Town Attorney stated that he is not aware of any legal prohibitions against allowing council members to serve on advisory boards. Councilman Fogle stated that he wished to serve on advisory boards to get more activities and community involvement. He asked the Mayor if Councilwoman Maurer's decision to ask members of the Parks and Recreation Advisory Board to ask for discounts for town activities is consistent with the Mayors directions regarding discounts. The Mayor stated that the town advisory boards should not request discounts for town activities. Councilwoman Maurer stated that the discounts are offered without the advisory boards asking for one, and they have been accepted in the past.

DISCUSSION – JULY MEETING SCHEDULE

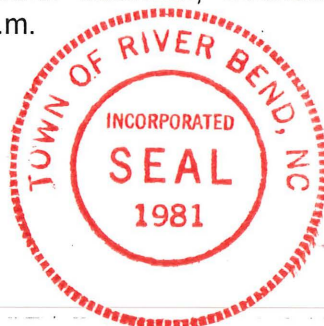
The Manager stated that the work session for July of 2021 is during a holiday week and there are not any pressing items for the agenda. The Council agreed to cancel the July 8, 2021 work session meeting.


REVIEW AGENDA FOR THE JUNE 17, 2021 COUNCIL MEETING

The Council reviewed the Agenda for the June 17, 2021, Council meeting.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield **moved to adjourn**. The meeting adjourned at 7:00 p.m.





Kristie J. Nobles
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
June 17, 2021
River Bend Town Hall
7:00 P.M.**

Present Council Members: Mayor John Kirkland
Don Fogle
Brian Leonard
Barbara Maurer
Buddy Sheffield
Irving Van Slyke

Town Manager: Delane Jackson
Town Clerk: Kristie Nobles
Town Attorney: Dave Baxter
Finance Administrator: Margaret Theis
Police Chief: Sean Joll

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, June 17, 2021 in the Town Hall Meeting Room with a quorum present.

ADDRESSES TO COUNCIL

Joseph Kelly, 310 North Carolina Avenue, addressed the Council regarding requesting a permit that would not require him to install a drop inlet and frame grate. He had previously requested a permit from the Town Manager but it was denied.

Sharon Baugus and Rick Brooks, 3HC - Home Health & Hospice volunteers, addressed the Council regarding recruiting volunteers in the Town of River Bend.

CONSENT AGENDA

The Mayor presented the Council with the Consent Agenda. Councilman Leonard **moved to approve the Consent Agenda as presented.** The motion carried unanimously. Within this motion the following items were approved:

- A. Approve
Minutes of the May 13, 2021 Work Session
Minutes of the May 20, 2021 Regular Meeting
- B. Advisory Board Appointments and Reappointments
PLANNING BOARD: Reappoint Keith Boulware, and Kelly Latimer beginning July 1, 2021 and ending on June 30, 2023;
PARKS AND RECREATION: Reappoint Janet Nawojski, Francine Rice and Gloria Kelly to terms beginning July 1, 2021 and ending on June 30, 2023;
ENVIRONMENT AND WATERWAYS ADVISORY BOARD: Reappoint R. Karl Lichty, Jon Hall, and Paige Ackiss to terms beginning July 1, 2021 and ending on June 30, 2023;
COMMUNITY APPEARANCE COMMISSION: Reappoint Lona Farula and Nancy Dell'Aria to terms beginning July 1, 2021 and ending June 30, 2023;

BOARD OF ADJUSTMENT: Reappoint Chris Barta and Patty Leonard to terms beginning July 1, 2021 and ending on June 30, 2023; Appoint Paige Ackiss as a member for a term beginning July 1, 2021 and ending on June 30, 2023;

AUDIT COMMITTEE: Reappoint Councilman Irving Van Slyke, Councilman Brian Leonard, Finance Administrator Margaret Theis, and Town Manager Delane Jackson to terms beginning July 1, 2021 and expiring on June 30, 2022; Appoint Janet Westgate as a member for a term beginning July 1, 2021 and expiring on June 30, 2022.

TOWN MANAGER'S REPORT

The Manager stated that the North Carolina State Senate passed Senate Bill 51, which modified the Town's Charter. He stated that no municipal election shall be conducted in the Town of River Bend in 2021. The terms of office of the Mayor and all Town Council members serving on the effective date of this act shall be extended by one year, and regular municipal elections shall be conducted in 2022 and every two years thereafter.

The Manager stated that the meeting with the advisory board chairpersons was held on June 16 to review the Open Meeting Laws. The meeting was very thorough and detailed.

The Manager stated that the 2019 Dodge Durango has been listed for sale on GovDeals and advertised in the local newspaper. The bidding will end on July 15, 2021.

The Manager stated there will be no Council work session in July.

The Manager stated that there was a bid opening for HVAC installation at Town Hall on Monday, June 14, 2021. He stated there were two bids with a \$600 difference and the low bidder was awarded the contract. He stated that most of the parts for the new unit are on backorder.

The Manager stated that the first payment for the American Rescue Plan was scheduled to be received mid-June but the payment has not been released.

ADMINISTRATIVE REPORTS

FINANCE – COUNCILMAN VAN SLYKE, JR.

Financial Report – The Finance Administrator, Margaret Theis told the Council that the total of the General Fund Cash Balances as of May 31, 2021 are \$3,574,887 and Ad valorem tax collections for FY20-21 were \$711,093 and Vehicle Ad valorem tax collections were \$83,025.

Vote – FY 2021-2022 Budget – Councilman Van Slyke reminded the Council that the Public Hearing for this Budget was held at the Work Session. He moved to adopt the Fiscal Year 2021-2022 Budget Ordinance as presented. The motion carried unanimously. (see attached)

ENVIRONMENTAL AND WATERWAYS ADVISORY BOARD – COUNCILMAN LEONARD

Councilman Leonard stated that the Environmental and Waterways Advisory Board met on June 7, 2021 at 7:00 pm. Chairman Jim Stevens call to meeting to order at 7 PM. Members present in addition to Chairman Stevens, Patty Leonard, Mary Holihan, Karl Lichty and Paige Ackiss. There were no visitors. Councilman Leonard gave a summary of council activities. **Old business:** Dredging project is complete. Drainage issues were updated on Channel Run project and town purchasing equipment to maintain the stormwater drainage system. Signs in canals; project completed. Canal depth survey; ongoing discussions. Bulkhead survey, Councilman Leonard to follow up with Town Manager. **New Business:** There was no new business. The July 5th, 2021, EWAB meeting is canceled due to the 4th of July holiday. Next meeting will be on August 2nd,

2021, at 7 PM in the large meeting room in the Municipal building. The public is welcome to attend. Chairman Stevens adjourned the meeting at 7:40 PM

Councilman Leonard stated there has been discussion about the Building Use Policy and at this time he suggest to table this item until a later date.

Vote – Table Building Use Policy – Councilman Leonard motioned to table the Building Use Policy until a later date. The motion carried unanimously.

PLANNING BOARD – COUNCILMAN SHEFFIELD

Councilman Sheffield stated that the Planning Board did not meet last month but the board has a vacancy and he urges anyone interested to apply.

Councilman Sheffield stated that the Chapter 15 Ordinance Public Hearing was June 10, 2021 and there has been no changes made to the ordinance since presented.

Vote – Chapter 15 Zoning Ordinance Amendments – Councilman Sheffield motioned to adopt the Chapter 15 Zoning Ordinance Amendments as presented. The motion carried unanimously. (see attached)

PUBLIC SAFETY – COUNCILMAN FOGLE

Councilman Fogle stated that CERT and Community Watch met at a combined meeting on June 16, 2021 at 7:00 p.m. at the Municipal Building to discuss the July 2 Independence Day Celebration. He stated that volunteers from both groups would be assisting at the celebration. Community Watch longtime secretary Lisa Maze is resigning and Margaret Theis will be taking that position. This was the first meeting for Community Watch this year and they recorded 1,752 volunteer hours in 2020. CERT met on June 26, 2021 to review inventory for the July 2 Independence Day Celebration.

PARKS & RECREATION/CAC – COUNCILWOMAN MAURER

Community Appearance Commission - The CAC met on Wednesday, June 16 at 1:30 pm. The CAC will now be meeting in the months of January, March, May, June, September, November.

Board appointments. Four members have terms expiring on June 30. Judi Lloyd and Lynn Torgerson do not wish to be reappointed. Lona Farula and Nancy Dell’Aria would like to be reappointed.

Parks & Rec - P&R met on Wed, June 2. There were three main agenda items, 1) Fourth of July planning, 2) Activities and workshops for the next fiscal year, and 3) Addressing recreational needs such as adding disk golf, a bocce court, and more playground equipment. The need for a replacement dock behind town hall was also discussed.

Board appointments. Three members have terms expiring at the end of this month. Janet Nawoski, Gloria Kelly and Fran Rice have all agreed to be reappointed. Nancy Fogle submitted her resignation effective July 3. Ellen Serra submitted an application to be reappointed. She previously served for six years, including time a Secretary, before taking time off to help care for her young grandchildren. Another application was submitted and withdrawn. The vacancy has been publicized.

RBCOG - Volunteers from RBCOG met on Monday, June 7 for the first time since March 2020. Reports included garden activities, the monarch habitat, the bees and the Green Team. Several individuals and two groups toured the garden in the last month. One neighbor brings his three grandchildren to visit the monarch habitat every Friday. Garden volunteers worked 200 hours in May.

Visitors are always welcome at the garden or at the newly reconvened monthly meetings of garden volunteers, which are scheduled for the first Monday of each month at 1:30 pm.

Red Caboose Library - The RCL library board met on Thursday, June 10. They discussed publicity for the library, future programming ideas, and expansion of category offerings. Illness and relocation have decreased by volunteer force by four but two new volunteers have joined. Work schedules have been completed for the next quarter although there are still a few unfilled times and the schedule may change for illness or other reasons.

PUBLIC WORKS – MAYOR JOHN KIRKLAND

The Mayor stated that the Public Works Advisory Board has not met and there has been no applications received.

MAYOR'S REPORT

As summer approaches, we look forward to the succession of summer holidays and the festivities that accompany those very special summer days. Most of those holidays have a national significance that we should remember as celebration and good food rule the day.

Starting with the May Memorial Day, which is particularly related to remembrance of the sacrifice that military members have made in conflicts. To be remembered are those military forces that mounted to the defense of the nation. The decoration of military cemeteries in the United States, and U S cemeteries located in foreign nations, where flags and flowers are reminders of the sacrifice. These cemeteries are also the location of patriotic celebrations and visits by national officials.

Moving to the national July Fourth celebration, again the focus is on the valor of the Continental Army and its leaders who defeated the much larger British army and gained independence for the colonies. This celebration also allows us to consider the allies that the young nation developed during the Revolution and from whom we received support during the Revolutionary War. France was key in keeping the British fleet occupied and away from U S shores. The Netherlands provided much needed financial assistance to the new and struggling nation where John Adams and Benjamin Franklin spent time as early ambassadors. In these early ventures into State relations with foreign nations where the young nation had already experienced an understanding that a dialogue with other nations is critical to our national interest. The early national leaders were able to do this even when travel was by sailing ship and any communication with the ambassadors traveled by the same slow sailing vessels.

During this summer of 2021, we need to think of the background of available technology that the “founding fathers” of the nation tolerated as they worked out the details of the Constitution and other details that are required to make government work. They had no electricity, no computers, no telephones, no electronic banking, central heating was rare,

no air conditioning, no rail or airline travel to get from home to Washington and perhaps the most missed- no television to see the day's news broadcast. In some respects, 2021 might be better if we could return to those days.

The elected persons serving in all elected bodies must spend hours reading and other research to understand issues that they will be required to vote on. A citizen observer may develop a strong opinion relative to an issue on which their representative will cast a vote but that citizen has seldom spent any time investigating the background of the proposed legislative item. I ask all who will read this article to think about our nation and how we may best support it in 2021.

PUBLIC COMMENT

Joseph Kelly, 310 North Carolina Avenue, addressed the Council again regarding his request for a permit that would not require him to install a drop inlet and frame grate.

CLOSED SESSION

Councilman Sheffield **moved to go into a Closed Session under NCSG §143-318.11(a)(5)(6) to consult with the attorney.** The motion carried unanimously. The Council entered Closed Session at 7:53 p.m.

OPEN SESSION

Councilman Sheffield moved to return to Open Session at 8:12 p.m. The motion carried unanimously.

Vote – American Rescue Plan Act – Councilman Sheffield motioned to accept the American Rescue Plan Act funding and agree to operate within all Federal and State guidelines relative to that funding and to designate the Town Manager as the authorized representative to administer those funds and sign on behalf of the town. The motion carried unanimously.

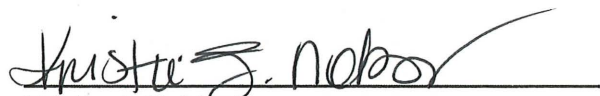
Vote – Town Manager Contract - Councilman Van Slyke motioned to approve the Town Manager's contract as presented. The motion carried unanimously.

Vote – Human Resources Policy - Councilman Van Slyke motioned to approve the Town of River Bend Amended Human Resources policy as presented. The motion carried unanimously. (see attached)

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield **moved to adjourn.** The meeting adjourned at 8:15 p.m.




Kristie J. Nobles
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
July 15, 2021
River Bend Town Hall
7:00 P.M.**

Present Council Members: Mayor John Kirkland
Don Fogle
Brian Leonard
Barbara Maurer
Irving Van Slyke

Absent Council Member: Buddy Sheffield

Town Manager: Delane Jackson
Town Clerk: Kristie Nobles
Town Attorney: Dave Baxter
Finance Administrator: Margaret Theis
Police Chief: Sean Joll

CALL TO ORDER

Mayor Kirkland called the meeting to order at 7:00 p.m. on Thursday, July 15, 2021 in the Town Hall Meeting Room with a quorum present.

RECOGNITION OF NEW RESIDENTS

Scott and Wendy Atwood, 161 Quarterdeck, stated they moved to town over a year ago. Mr. Atwood is active duty military and the family plans to retire in River Bend. He stated that he wished to become active in town.

ADDITIONS / DELETIONS TO AGENDA

Councilwoman Maurer stated she wished to remove item 11E, Parks and Recreation and Community Appearance Commission Advisory Boards appointments. She stated that the advisory boards have not had enough time to meet with each applicant. Councilman Fogle stated that he disagreed and felt that some applications were received over a month ago and have had ample time for review and that meeting with the applicants was not the procedure used in the past. Councilwoman Maurer stated that she felt that the three applicants should attend an advisory board meeting. Councilman Fogle stated that he felt the appointments should be based on the details provided on the applications. Councilman Leonard stated that he agrees to delete the item and have the applicants meet with the advisory board before appointing an applicant to the advisory boards.

VOTE – Delete Item 11E from Agenda - Councilwoman Maurer motioned to delete item 11E, Parks and Recreation and Community Appearance Commission Advisory Boards appointments from the agenda. The vote was tied with 2 ayes (Maurer, Leonard) and 2 nays (Fogle, Van Slyke). The Mayor broke the tie by voting nay. The motion failed 3 to 2.

The Manager stated that the 2021 Paving Program bid opening was held on Monday, July 15, 2021 and the Council could award the bid. He stated it could be added to the agenda as item 10D. The Manager also stated that for item 15 – Closed Session§143-318.11(a)(6) that subsection (3) needed to be added also.

VOTE- Additions to Agenda – Councilman Leonard motioned to add the Paving Award as item 10D and add subsection (3) to item 15 Closed Session. The motion passed unanimously.

CONSENT AGENDA

The Mayor presented the Council with the Consent Agenda. Councilwoman Maurer **moved to approve the Consent Agenda as presented**. The motion carried unanimously. Within this motion the following items were approved:

A. Approve

Minutes of the June 10, 2021 Work Session

Minutes of the June 17, 2021 Regular Meeting

TOWN MANAGER'S REPORT

The Manager stated that he has rescheduled the band from the postponed Independence Day Celebration to October 2, 2021. He stated that at this time, the fireworks have not been rescheduled but if the Council would like the fireworks display it would require council action due to the costs.

ARPA- American Rescue Plan Act

The Manager stated that the town is expected to receive funds soon from an ARPA grant to construct a new Public Works building. The Manager stated that he received the Request for Qualifications for bids for this project with eight firms responding.

ASADRA- Additional Supplemental Appropriations for Disaster Relief Act

The Manager stated that he and the finance staff met with a software company today regarding the software for the water meter replacement received through the ASADRA grant. He stated that he approves of the software and will send the plans to the state for approval.

BRIC- Building Resilient Infrastructure and Communities

The Manager stated that about a year ago, he submitted a grant application to the state for the BRIC grant and the application was not approved. He stated that he is submitting another application this year for this grant.

AIA- Asset Inventory Analysis

The Manager stated he met with the town's engineer to discuss the application for the water and sewer grant for \$150,000 each and they will be submitting the applications.

Councilman Leonard asked if the town could incorporate the Town's 40 Anniversary with a fireworks display at the October 2 celebration with the band. The Manager stated that Parks and Recreation Advisory Board has been discussing this and Councilwoman Maurer has included that in her Parks and Recreation Advisory Board Report.

ADMINISTRATIVE REPORTS

ENVIRONMENTAL AND WATERWAYS ADVISORY BOARD – COUNCILMAN LEONARD

Councilman Leonard stated that the Environmental and Waterways Advisory Board did not meet in July but will meet on August 2, 2021 at 7:00 p.m. at the Municipal Building.

Councilman Leonard presented the Absentee Voting Resolution. He stated in the 2022 Municipal Election absentee voting would be allowed.

Vote – Absentee Voting Resolution – Councilman Leonard motioned to approve the Absentee Voting Resolution as presented. The motion carried unanimously. (see attached)

PLANNING BOARD – COUNCILMAN LEONARD (FOR COUNCILMAN SHEFFIELD)
There was no Planning Board report.

Councilman Leonard stated that the Council has requested a Special Meeting with advisory board chairpersons. Councilman Leonard presented the Public Notice for the Special Meeting.

Vote – Schedule Special Meeting – Councilman Leonard motioned to schedule a Special Meeting on August 10, 2021 at 3:00 p.m. at Town Hall as presented. The motion carried unanimously. (see attached)

PUBLIC SAFETY – COUNCILMAN FOGLE

Councilman Fogle stated that CERT and Community Watch did not meet in July. CERT is scheduled to meet on August 25, 2021 at 7:00 p.m. at the Municipal Building.

Discussion – Title VI Policy – Councilman Fogle presented the Title VI Policy to prohibit discrimination in programs and services and in activities receiving federal financial assistance for the Town of River Bend.

VOTE – Title VI Policy

Councilman Fogle motioned to approve the Title VI policy as presented.

Councilwoman Maurer asked if the resolution was a template from NCDOT. The Manager stated that it is a template from NCDOT used to create the resolution and policy and he stated that NCDOT has approved the policy as presented. Councilwoman Maurer asked why sexual orientation was not in the protected category. The Manager stated that the resolution could be revised if the Council approved. The Town Attorney stated that the language stated on the basis of sex includes sexual orientation. Councilwoman Maurer asked if the note in the protected category “sex” could be removed. The Manager stated that the policy could be revised.

AMENDED MOTION – Title VI Policy

Councilman Fogle motioned to approve the Title VI policy with the change to the chart on page 3 under protected category “sex” to delete the Note: Sex under this program does not include sexual orientation.

Councilman Leonard asked if GINA - Genetic Information Nondiscrimination Act would be included in this policy as well. The Attorney stated that is not included in this policy. After discussion, the Mayor suggested that this policy be tabled until the Attorney and Council can review these details further. Councilman Fogle withdrew his motion.

VOTE – Title VI Policy

Councilman Fogle motioned to table the Title VI policy as presented. The motion carried unanimously.

VOTE – 2021 Paving Program Award

Councilman Fogle motioned to approve the 2021 Paving Program and accept the low bidder as presented. The motion carried unanimously.

PARKS & RECREATION/CAC – COUNCILWOMAN MAURER

Councilwoman Maurer stated a member of each group attended the Open Meetings Law session presented by Town Manager Jackson on June 16.

Parks & Recreation - There is one vacancy. Three applications have been received. One more is expected. Activities will restart in the fall. Information will be posted on the town website and published in River Bend Enews. Meeting for July is cancelled. The next scheduled meeting is Wed. August 4 at 7pm.

CAC – Community Appearance Commission - The CAC did not meet in July. The next meeting is scheduled for Wednesday, September 15th. There are three vacancies. The CAC is charged with advising the Town Council and Manager on community appearance issues to include recommendations for planting trees, shrubs or other plants on town property and other matters that affect the appearance of the town. They also work on other related issues as assigned by the Council or Manager. You are probably familiar with the Christmas decorations we see at the front entrance and around Town Hall. For many years the CAC has been in charge of holiday decorations for the town. If you are interested in joining this board, you can obtain an application from the Town Clerk. There is one pending application.

RBCOG – River Bend Community Organic Garden - A teamwork day was very successful. Many varieties of vegetables and herbs are now being harvested. Several visitors have toured the garden and observed the monarch habitat. One group expressed their appreciation for the garden's mission and its commitment to the New Bern community with a generous donation and another guest who toured the garden also gave a generous donation. Visitors are always welcome at the garden or at the reconvened monthly meetings of garden volunteers which are scheduled for the first Monday of each month at 1:30 pm in the Municipal building.

Red Caboose Library - A board meeting took place on Thursday July 8. The agenda covered routine business. There were some changes in meeting format to comply with the Open Meetings Law. Sarah Jean Bittman-Hartley, owner of Craft Benders in the unit that adjoins the library, held a fundraiser on July 4th for the benefit of the library. She gave away grilled hot dogs and recipients had a chance to tour the library. Many expressed their support with donations. The next board meeting is scheduled for August 12. Details will be published in River Bend ENews and posted on the town website.

Discussion – Parks and Recreation Advisory Board and Community Appearance Commission Advisory Board Appointments

Councilwoman Maurer stated that the Community Appearance Commission has received one application for the advisory board vacancy. She stated that she spoke with the applicant, Lindsey Gadwell, and the applicant is not sure she can accommodate the meeting schedule. Councilman Fogle asked if the applicant withdrew her application. Councilwoman Maurer stated that she did not state she wished to withdraw her application. Councilwoman Maurer stated she would like to table this appointment until she can confirm with the applicant that she wished to be appointed. With no objection from the Council, this item will be tabled until further notice.

Councilwoman Maurer stated that the Parks and Recreation Advisory Board has received three applications for one vacancy. The applicants are Ellen Serra, Scott Atwood (present at meeting) and Lindsey Gadwell. Councilwoman Maurer reviewed each of the applicant's qualifications and skills from the applications.

VOTE – Parks and Recreation Advisory Board Appointment

Councilwoman Maurer motioned to appoint Ellen Serra to the Parks and Recreation Advisory Board for a term beginning July 15, 2021 and expiring June 30, 2022. The motion passed with 3 ayes (Maurer, Van Slyke, Leonard) and 1 nay (Fogle).

Councilwoman Maurer stated that the Town's 40th Anniversary is approaching and the Parks and Recreation Advisory Board would like to incorporate this milestone at the October 2, 2021 town function. Councilman Leonard stated that he would like to include the fireworks display at the town function. The Mayor stated that these celebrations for the town includes a lot of staff time and dedication and he wants the Council to realize all that it includes. The Manager stated that the 40th anniversary of the town could be acknowledged if the Council wished, but the Council would need to take action to include the fireworks display. Councilman Fogle stated that he had heard a lot of negative community feedback regarding the amount of people the fireworks display would draw to the community. Councilman Leonard stated that the 40th anniversary would be a great reason for the celebration and would encourage residents to attend. Councilwoman Maurer asked that this celebration be added to the work session agenda to be discussed further.

FINANCE – COUNCILMAN VAN SLYKE, JR.

Financial Report – Finance Administrator, Margaret Theis told the Council that the total of the General Fund Cash Balances as of June 30, 2021 are \$3,412,316 and Ad valorem tax collections for FY20-21 were \$713,941 and Vehicle Ad valorem tax collections were \$90,625.

Vote – Award of Surplus Automobile Bid – Councilman Van Slyke motioned to accept the bid in the amount of \$31,008 for the surplus vehicle and to purchase a 2021 Ford Police Interceptor with up-fitting as presented. The motion carried unanimously.

Vote – Accept 2020 Craven County Tax Settlement – Councilman Van Slyke motioned to accept the 2020 Craven County Tax Settlement as presented. The motion carried unanimously.

MAYOR'S REPORT

The Town of River Bend is now, and from its origin has been, a bedroom community to New Bern. It thrives when the governing body accepts that fact and it struggles when the governing body believes that a commercial development will allow the town to stand separate from New Bern. River Bend was incorporated and chartered by the N.C. General Assembly in 1981 as a Town governed by the Mayor-Council form of governance. In Oct. 2001 the Council voted to hold a referendum to incorporate as a Council Manager form of governance. This action was supported by a 2 to 1 approval of person's casting votes and the General Assembly granted the change of the Town Charter. The Council in Nov. 2004 agreed that extending the terms of the Council office from two years to staggered four year terms would "stabilize" the conduct of actions of Council. Again the referendum on this proposal was approved by voters on a 2 to 1 margin and the General Assembly again modified the Town Charter to reflect this change in terms of office.

The Town operates the water and wastewater utilities as enterprise funds. This arrangement resulted when the Town purchased the utilities from Carolina Water Service in 1995 funded by the issuance of bonds. These utilities operate under permits issued by the State Agency responsible for regulating all water and wastewater utilities in the state.

The Town is unique in the area of street maintenance. The only street maintained by NCDOT is "Old Pollocksville Road" going south from Shoreline DRIVE. All of the other streets are maintained by the Town. Like all other North Carolina municipalities the Town receives "Powell Bill" funds under the formula that is based on population and the miles of streets maintained. The

maintenance of streets requires that all the Powell Bill funds; in most years nearly \$50,000 of general fund money is added to keep streets in good repair.

The Town collects and pays for disposal of vegetative debris (leaf and limb pick up) from all residential areas of Town. As the plantings around Town age more debris will be generated and the cost of this service will continue to increase.

The Town Council needs to approach the development of the annual budget considering all the variables that will impact the budget being developed for the following fiscal year. Certain specific budget inputs will not be known and best estimates must be made to finalize the budget as required by the State. A "healthy" reserve fund should be retained to meet unexpected emergency expenditures. This need for reserve funds is often questioned by citizens who will advance a recommendation that the tax rate should be reduced and the reserves reduced thus making the rate reduction possible.

The Town has been blessed by having a talented Manager and Staff who remain current on state regulatory requirements and current practices of professional groups that they communicate with. The Town's future will be secure and prosperous if the elected Council will follow sound budget practices and work with the regional cities and towns to achieve positive solutions to issues that impact all municipalities. This practice of cooperation is often at risk when a member, or members, of the area municipalities endeavor to pursue a parochial developmental approach to planning. The Town Council must act with an eye toward the future aiming at their vision of the future. They need to recognize that the foundation of good planning is constantly changing. The result is the need to be well informed of the constantly changing environment in which they must budget. Perhaps the most difficult task for a Council Member is to inform a fellow resident or friend that the favor he/she requests is not a request that can be granted by a single member of Council. It is also possible that the requested favor is contrary to one or more of the Town's ordinances. The Council member office places a demand for time on every member and a lot of reading in preparation in advance of meeting votes. What the Council does in a given year will directly impact what the Town will be in the future.

PUBLIC COMMENT

No public comments at this time

CLOSED SESSION

Councilman Fogle **moved to go into a Closed Session under NCSG §143-318.11(a)(3)(6)**. The motion carried unanimously. The Council entered Closed Session at 8:21 p.m.

OPEN SESSION

Councilman Leonard moved to return to Open Session at 8:53 p.m. The motion carried unanimously.

Vote – Finance Administrator Title Change – Councilman Leonard motioned to change the title of the Finance Administrator to the Finance Director. The motion carried unanimously.

ADJOURNMENT/RECESS

There being no further business, Councilman Leonard **moved to adjourn**. The meeting adjourned at 8:55 p.m.




Kristie J. Nobles
Town Clerk

**River Bend Town Council
Special Meeting Minutes
August 10, 2021
River Bend Town Hall
3:00 P.M.**

Present Council Members: Mayor John Kirkland
Don Fogle
Brian Leonard
Barbara Maurer
Irving Van Slyke
Buddy Sheffield

Town Manager: Delane Jackson
Town Clerk: Kristie Nobles
Advisory Board Representative: Egon Lippert (Planning/CW)
Dee Smith (RBCOG)
Mary Holihan (CERT)
Janet Nawojski (P&R)
Jim Stevens (EWAB)
Meg Williams (CAC)
Linda Klopf (Library)

CALL TO ORDER

Mayor Kirkland called the meeting to order at 3:00 p.m. on Tuesday, August 10, 2021 in the Town Hall Meeting Room with a quorum present.

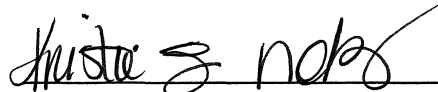
The Mayor stated that the purpose of this special meeting was to review the town's Advisory Board's Ordinances and discuss any questions the Council or the Advisory Board representatives may have.

Each of the Council members addressed the Advisory Board's representative with questions and comments.

The Town Manager stated that he would review each of the Advisory Boards' Ordinance with the Advisory Boards' liaison and make recommendations for changes. The liaison would present the recommendations to the Advisory Board for their input and report back to the Town Manager. All agreed that the ordinances needed to be revised.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield moved to adjourn. The meeting adjourned at 4:39 p.m.



Kristie J. Nobles
Town Clerk

**River Bend Town Council
Special Work Session Minutes
August 12, 2021
Town Hall
7:00 p.m.**

Present Council Members: Mayor John Kirkland
Don Fogle
Brian Leonard
Barbara Maurer
Buddy Sheffield
Bud Van Slyke

Town Manager: Delane Jackson
Town Clerk: Kristie Nobles
Town Attorney: Dave Baxter

CALL TO ORDER

Mayor Kirkland called the meeting to order at 7:00 p.m. on Thursday, August 12, 2021 at the River Bend Town Hall with a quorum present. He stated that this work session meeting is considered a special meeting due to the meeting time change.

The Town Manager stated that there are two items that need to be added to the agenda, item 12 PWAB – Public Works Advisory Board and item 13 Planning Board Appointments.

DISCUSSION – Title VI Policy

The Manager stated that the Title VI Policy has been discussed at previous Council meetings and at the recommendation of the Council; he has revised the policy removing the note in the protected categories sex definition area. The revised policy was presented. Councilman Fogle stated that he would not be present at the next meeting to vote on this policy but he approves it as presented.

DISCUSSION – Building Use Policy

The Manager stated that the Council recommended some changes to the Building Use Policy that was presented previously. He stated that the amended Building Use Policy was included in the agenda package. Councilman Van Slyke asked if the kitchen use fee would apply to the groups that the rental fee had been waived. The Manager stated that the kitchen fee would apply to any group that would request kitchen use. Councilman Van Slyke requested that the fee be waived for all groups that the rental fee is waived. After a brief discussion with the Council, the Manager stated that he would have the proposed Building Use Policy revised to include the request.

DISCUSSION – Retainer Agreement for Legal Services

The Manager stated that the Retainer Agreement presented is for legal services in the event there is ever PFAS contamination in the Town's water supply. This agreement is needed if there is ever an event that would require legal services.

VOTE – Retainer Agreement for Legal Services

Councilman Sheffield motioned to approve the Napoli Shkonik Retainer Agreement for Legal Services and authorize the Mayor to sign on behalf of the Town of River Bend. The motion carried unanimously. (see attached)

DISCUSSION – Asset Inventory and Assessment Grant Applications (2) Agreement

The Manager stated that the Asset Inventory and Assessment Grant Application Agreement is included and each grant is for \$150,000. One for Water and one is for Sewer. This grant allows the town to purchase technology that allows mapping and GPS for the meters and valves. This would help the Public Works department operations especially during storms and in case of an emergency.

DISCUSSION – Statewide Mutual Aid Agreement

The Manager stated that the Statewide Mutual Aid agreement is normally completed every time there is an amendment but the State is now requiring this agreement to be completed annually.

DISCUSSION – ECCOG Board Appointment

The Manager stated that the Town of River Bend has a vacant position on the Eastern Carolina Council of Government board. The Manager stated that he has had one volunteer, Patty Leonard, who is interested in this vacancy. Councilman Van Slyke stated that he would like the representative to share with the Council information from the ECCOG meetings.

VOTE – ECCOG Board Appointment

Councilman Sheffield motioned to appoint Patty Leonard to the Eastern Carolina Council of Government board. The motion carried unanimously.

DISCUSSION – American Rescue Plan Act (ARPA) Project Resolution

The Manager stated that the Town has received the funds from the ARPA and the guidelines for projects.

VOTE – American Rescue Plan Act (ARPA) Project Resolution

Councilwoman Maurer motioned to approve the American Rescue Plan Act project resolution as presented. The motion carried unanimously. (see attached)

DISCUSSION – American Rescue Plan Act (ARPA) Project Ordinance

The Manager presented the American Rescue Plan Act Project Ordinance and stated that this is the standard procedure when completing multiple-year projects.

VOTE – American Rescue Plan Act (ARPA) Project Ordinance

Councilwoman Maurer motioned to approve the American Rescue Plan Act project ordinance as presented. The motion carried unanimously. (see attached)

DISCUSSION – Award Bid for Architectural Services

The Manager presented the evaluation results for the request for qualifications for architectural services for the Public Works project. He stated that he had received 8 responses. The Manager recommended awarding the bid to The Walker Group. He stated that The Walker Group had completed the Municipal Building and he was very impressed with their services. He stated this would invite the awarded group to submit a fee proposal and the Council would have to approve that.

VOTE – Award Bid for Architectural Services

Councilman Leonard motioned to select The Walker Group as architects for the Public Works Project. The motion carried unanimously.

DISCUSSION – Budget Amendment 21-B-01

The Manager presented Budget Amendment 21-B-01, which includes moving funds for the new police car and installing police equipment, two small projects from last year that were not completed and rolling over funds in the water and sewer department for the ASDRA grant. Councilman Leonard asked if this would affect the police department budget, and the Manager stated it would not.

DISCUSSION – CDBG Award of Bid for Home Construction

The Manager stated that the Town has received bids for the demolition and reconstruction of three homes on Old Pollocksville Road. He stated that the homeowners would be displaced during the project. He also stated that the low bidder was Holland Construction and The Adams Company recommended that the bid be awarded to the lowest bidder.

VOTE – CDBG Award of Bid for Home Construction

Councilman Leonard motioned to award the CDBG demolition / reconstruction bids for projects 19-01, 19-04 and 19-05 to Holland Construction. The motion carried unanimously.

DISCUSSION – PWAB – Public Works Advisory Board

The Mayor stated that after a lot of discussion with the Council and the PWAB chairman it has been recommended to dissolve the PWAB. He stated that if there is a need for the PWAB in the future the advisory board could be reactivated. The Manager stated that the Council is currently revising the Advisory Board Ordinances and the PWAB would be removed when the ordinances are finalized.

VOTE – PWAB – Public Works Advisory Board

Councilman Sheffield motioned to dissolve the Public Works Advisory Board. The motion carried unanimously.

DISCUSSION – Planning Board Appointments

The Manager stated that the town has received two applications for the Planning Board, and there are currently two vacancies. Councilman Sheffield stated he felt both applicants would be excellent additions to the Planning Board.

VOTE – Planning Board Appointments

Councilman Sheffield motioned to appoint Kathleen Fleming to the Planning Board for a term beginning August 12, 2021 and expiring June 30, 2023. The motion carried unanimously.


Councilman Sheffield motioned to appoint Linda Cummings to the Planning Board for a term beginning August 12, 2021 and expiring June 30, 2022. The motion carried unanimously.

REVIEW AGENDA FOR THE AUGUST 19, 2021 COUNCIL MEETING

The Council reviewed the Agenda for the August 19, 2021, Council meeting.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield **moved to adjourn**. The meeting adjourned at 8:05 p.m.



Kristie J. Nobles
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
August 19, 2021
River Bend Town Hall
7:00 P.M.**

Present Council Members: Mayor John Kirkland
Buddy Sheffield
Brian Leonard
Barbara Maurer
Irving Van Slyke

Absent Council Member: Don Fogle

Town Manager: Delane Jackson
Town Clerk: Kristie Nobles
Town Attorney: Ross Hardeman
Finance Assistant: Mandy Gilbert
Police Chief: Sean Joll

CALL TO ORDER

Mayor Kirkland called the meeting to order at 7:00 p.m. on Thursday, August 19, 2021 in the Town Hall Meeting Room with a quorum present.

CONSENT AGENDA

The Mayor presented the Council with the Consent Agenda. Councilman Sheffield **moved to approve the Consent Agenda as presented.** The motion carried unanimously. Within this motion the following items were approved:

- A. Approve
Minutes of the July 15, 2021 Regular Meeting

TOWN MANAGER'S REPORT

The Manager stated that the Finance Assistant, Mandy Gilbert was present and stated that she has accepted the position of Finance Director due to the retirement of Margaret Theis.

The Manager stated that he met with The Walker Group to discuss the fee proposal for the ARPA project for construction of a new Public Works building. He stated he expects to receive the fee proposal by Friday.

The Manager stated that he has been communicating with the engineers regarding the BRIC Grant Program to construct a road through the Northwest Quadrant. He stated he has received some preliminary cost estimates and is completing the letter of intent to apply to be submitted by October 1, 2021.

ADMINISTRATIVE REPORTS

FINANCE – COUNCILMAN VAN SLYKE, JR.

Financial Report – Town Manager Jackson told the Council that the total of the General Fund Cash Balances as of July 31, 2021 are \$3,743,539 and Ad valorem tax collections for FY21-22 were \$3,280 and Vehicle Ad valorem tax collections were \$6,616.

Vote – Budget Amendment 21-B-01 – Councilman Van Slyke motioned to approve Budget Amendment 21-B-01 as presented. The motion carried unanimously.

Vote – Asset Inventory and Assessment Grant Applications (2) Agreement – Councilman Van Slyke motioned to approve the Asset Inventory and Assessment Grant Applications (2) Agreement as presented. The motion carried unanimously.

ENVIRONMENTAL AND WATERWAYS ADVISORY BOARD – COUNCILMAN LEONARD

Councilman Leonard stated that the **EWAB** meeting 7 PM August 2, 2021, large meeting room in Municipal building. Chairman Jim Stevens called the meeting to order at 7 PM. Members present in addition to Chairman Stevens, Patty Leonard, Ray Jaklitsch, Karl Lichty and Paige Ackiss. There were no visitors. Councilman Leonard gave a summary of council activities. **Old business:** Canal depth survey; ongoing discussions. Bulkhead survey, Councilman Leonard to follow up with Town Manager. **New Business:** There was no new business. The September 6, 2021, EWAB meeting is canceled due to the Labor Day holiday. Next meeting will be on October 4, 2021, at 7 PM in the large meeting room in the Municipal building. The public is welcome to attend. Chairman Stevens adjourned the meeting at 7:20 PM

Discussion – Building Use Policy – Councilman Leonard presented the Building Use Policy that has been reviewed and discussed at previous Council meetings.

Vote – Building Use Policy – Councilman Leonard motioned to approve the Building Use Policy as presented. The motion carried unanimously. (see attached)

PUBLIC SAFETY – COUNCILMAN SHEFFIELD FOR COUNCILMAN FOGLE

Councilman Sheffield stated that CERT and Community Watch did not meet in July. CERT is scheduled to meet on August 25, 2021 at 7:00 p.m. at the Municipal Building.

Discussion – Title VI Policy – Councilman Sheffield presented the Title VI Policy to prohibit discrimination in programs, services and in activities receiving federal financial assistance for the Town of River Bend. This policy had been discussed and reviewed at previous Council meetings.

VOTE – Title VI Policy

Councilman Sheffield motioned to approve the Title VI policy as presented. The motion carried unanimously. (see attached)

Discussion – Mutual Aid Agreement – Councilman Sheffield presented the Statewide Mutual Aid Agreement.

VOTE – Mutual Aid Agreement

Councilman Sheffield motioned to approve the Statewide Mutual Aid Agreement as presented. The motion carried unanimously. (see attached)

PARKS & RECREATION/CAC – COUNCILWOMAN MAURER

Parks & Recreation - P&R met on August 4th. The previous vacancy was filled when the Council voted to appoint Ellen Serra. She will be heading an effort to review the use of all our parks resources and to identify equipment and other items that may be recommended for future purchase. Activities will restart in the fall. The first activity is Bunco on September 23. Information will be posted on the town website and published in River Bend ENews. Mark your calendars. River Bend Community Yard Sale Day is scheduled for Saturday, October 23 from 7 am to 3 pm. Information on how to sign up to be placed on the map will be posted later. Saturday, October 30

is the date for the annual Trunk or Treat event. The next scheduled meeting is Wed. September 1 at 7pm.

CAC – Community Appearance Commission - The CAC did not meet in July. The next meeting is scheduled for Wednesday, September 15. There are three vacancies. One applicant withdrew when she realized it would conflict with her full-time work schedule. If you are interested in joining this board, you can obtain an application from the Town Clerk.

RBCOG – River Bend Community Organic Garden - Gardeners are laboring through the heat to tend and harvest several varieties of vegetables and herbs. The garden pledges ten percent of its harvest to a charitable group. Donations have resumed at Interfaith Refugee Ministries. The butterfly habitat is currently housing swallowtail chrysalises and several butterflies have been released. Several members of the Green Team voluntarily attend regularly scheduled sessions. The beehive is doing well. Visitors are always welcome at the garden or at the reconvened monthly meetings of garden volunteers, which are scheduled for the first Monday of each month at 1:30 pm in the Municipal building.

Red Caboose Library - The board met on August 5. They reviewed a draft of contacts to be used for publicizing library events. Inventory of all books and other materials will begin this month. When complete, an updated list will be posted on the town website. The Library Volunteer Appreciation Luncheon may have to be postponed due to the recent upsurge in COVID.

PUBLIC WORKS AND WATER RESOURCES – MAYOR KIRKLAND

The Mayor stated that on August 12, 2021 at the last Council meeting, the Council voted to dissolve the Public Works Advisory Board. He stated that if there is a need for the board in the future, the board could be reactivated. He also expressed his gratitude to everyone who has contributed to the board over the years.

MAYOR'S REPORT

The management of stormwater in River Bend has been a concern of the Town Council for at least the last 15 years. The town budgets at least \$30,000 for stormwater projects during the annual budget. The Council has recently made a change in the Stormwater Drainage Ordinance which had previously required the property owner to be responsible for the maintenance of drainage of swales along the street in front of their homes. The ordinance was revised and now states that this is now the town's responsibility. The drainage along the town streets that existed prior to 2005 was whatever the individual developers had left when homes were sold. Often the drainage pipes under driveways were placed at the grade that existed when the developer's contractor rolled the pipe onto the existing grade and built the driveway on top with no reference to water flow and the adjoining driveway drainage. (The physical principal of water flow is that it will always flow downhill.) Following Hurricane Florence the town received a grant of \$ 122,000 for improving storm water flow and opted to address problems in the Channel Run area since the problems on this street were the most severe. Phase I of this work was accomplished by contract and completed in the early summer of 2021. The recent heavy rains demonstrated the positive results of these improvements. Individual homeowners need to refrain from planting any plants other than normal lawn seed in the drainage swales. Any already existing plantings should be removed. If this prohibition is ignored the unauthorized plants will be removed by the town. The Council and the Town Staff request your understanding of the importance of maintaining good drainage on all streets in town and recognizing that the change in the Stormwater Drainage Ordinance will come at an increased cost and increased budget for this item. During the last budget workshops, the Council approved \$75,000 for the purchase of equipment to maintain the drainage system.


The Manager asked the Mayor to read a couple of important sentences in his report for those listening at home through CTV-10. The Mayor read the following from his report, "Individual homeowners need to refrain from planting any plants other than normal lawn seed in the drainage swales. Any already existing plantings should be removed."

PUBLIC COMMENT

No public comments at this time

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield **moved to adjourn.** The meeting adjourned at 7:39 p.m.



Kristie J. Nobles
Town Clerk

**River Bend Town Council
Work Session Minutes
September 9, 2021
Town Hall
5:00 p.m.**

Present Council Members: Mayor John Kirkland
Don Fogle
Brian Leonard
Barbara Maurer
Buddy Sheffield

Absent Council Member Bud Van Slyke

Town Manager: Delane Jackson
Town Clerk: Kristie Nobles
Finance Assistant: Mandy Gilbert
Police Chief: Sean Joll
Town Attorney: Dave Baxter

CALL TO ORDER

Mayor Kirkland called the meeting to order at 5:00 p.m. on Thursday, September 9, 2021 at the River Bend Town Hall with a quorum present.

The Town Manager stated that Councilman Van Slyke is absent tonight but he sent his support for the AIA Grant Resolution and The Walker Group fee proposal.

DISCUSSION – Asset Inventory Assessment (AIA) Grant Resolution

The Town Manager stated that the AIA Grant Resolution was presented at the work session meeting and is due by the end of September. He stated there was a local match requirement for each grant. There was no further discussion.

VOTE – Asset Inventory Assessment (AIA) Grant Resolution

Councilman Leonard motioned to approve the AIA Grant Resolution as presented. The motion carried unanimously. (see attached)

DISCUSSION – The Walker Group Fee Proposal

The Manager stated that The Walker Group has submitted a fee proposal for the ARPA project to construct a new Water / Sewer Administration Building. The Manager stated that The Walker Group completed the BUS project and he has been pleased with their work in the past. The Manager recommended that the Council hold a special meeting to discuss site selection similar to what was done in the past for the BUS project.

VOTE – The Walker Group Fee Proposal

Councilman Sheffield motioned to accept The Walker Group fee proposal as presented. The motion carried unanimously. (see attached)

DISCUSSION – Planning Board Recommendation Update

The Manager stated that the Planning Board met on September 2, 2021 to discuss the required changes to the Subdivision Ordinance from the 160D update. He presented the draft amendments to the Subdivision Ordinance with the required changes. Councilman Sheffield stated that the Planning Board reviewed and recommends the amended ordinance. He also stated that a public hearing would be scheduled in the near future.

DISCUSSION – Financial Software Update

The Manager stated that the town has been using the current computer software, Springbrook, for a number of years and the software has become very outdated. He stated that the software has become so outdated that when the town employees call for technical help, finding a technician who is familiar with the program is becoming an issue. The Manager stated that there has been several program demonstrations with the town employees with new software vendors. The Manager stated that he would like to meet with Councilman Van Slyke and the Finance Director Margaret Theis to discuss the options of upgrading the town's computer software and provide a recommendation to the Council. He stated the estimated cost to transition would be \$140,000.

DISCUSSION – Flag Honor Guard

Councilman Sheffield presented a proposed Flag Honor Guard Policy for the town. He stated that the flag honor guard would consist of River Bend volunteers and would be responsible for tending to the American Flag on a daily basis, raising and lowering the flag and maintaining the flag. There was no motion.

DISCUSSION – Flag Pole Dedication

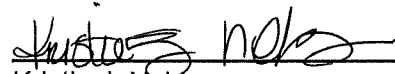
Councilman Leonard stated that the new flagpole had been installed at the entrance of town and he stated that he suggests having a dedication of the flagpole and raising of the flag. There was no motion. The Manager stated that the flag would be raised and flown on the following morning.

REVIEW AGENDA FOR THE SEPTEMBER 15, 2021 COUNCIL MEETING

The Council reviewed the Agenda for the September 15, 2021, Council meeting.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield moved to adjourn, the motion carried unanimously. The meeting adjourned at 5:37 p.m.



Kristie J. Nobles
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
September 16, 2021
River Bend Town Hall
7:00 P.M.**

Present Council Members: Mayor John Kirkland
Buddy Sheffield
Don Fogle
Barbara Maurer
Irving Van Slyke

Absent Council Member: Brian Leonard

Town Manager: Delane Jackson
Town Clerk: Kristie Nobles
Town Attorney: Dave Baxter
Finance Director: Margaret Theis
Finance Assistant: Mandy Gilbert
Police Chief: Sean Joll

CALL TO ORDER

Mayor Kirkland called the meeting to order at 7:00 p.m. on Thursday, September 16, 2021 in the Town Hall Meeting Room with a quorum present.

ADDITIONS / DELETIONS TO AGENDA

Council Sheffield stated that he would like to add a Special Recognition Resolution to the agenda as item 3A.

Vote – Agenda Addition – Councilman Sheffield motioned to add a Special Recognition Resolution to the agenda as item 3A as presented. The motion carried unanimously.

Councilman Van Slyke read the Special Recognition Resolution in honor of the Finance Director Margaret Theis upcoming retirement.

Vote – Approve Special Recognition Resolution – Councilman Van Slyke motioned to approve the Special Recognition Resolution as presented. The motion carried unanimously. (see attached)

The Mayor presented Ms. Theis with the Special Recognition Resolution and stated that with over 24 years of service she is the longest serving employee in the town's history. The Council all thanked Margaret for her hard work and dedication to the Town of River Bend.

CONSENT AGENDA

The Mayor presented the Council with the Consent Agenda. Councilman Sheffield **moved to approve the Consent Agenda as presented**. The motion carried unanimously. Within this motion the following items were approved:

A. Approve

*Minutes of the August 10, 2021 Special Council Meeting
Minutes of the August 12, 2021 Special Work Session
Minutes of the August 19, 2021 Regular Council Meeting*

TOWN MANAGER'S REPORT

The Manager stated that the 2021 Wastewater System Report was included in the recent utility billing mailing, noting there were no violations for the town during that reporting period.

The Manager stated that three grant applications are due by the end of September including the two AIA Grants the letter of intent to apply for the BRIC grant.

The Manager stated that he met with The Walker Group today and plans to meet with them again next week with Brandon Mills, Director of Public Works to discuss the construction of a new Water / Sewer Administration Building that was designated as the town's ARPA project by Council.

Police Chief Joll stated that the River Bend Police Department recently had an audit on training standards and he is pleased to announce that the department's files were complete and in compliance with NC Criminal Justice Education and Training Standards Commission requirements. The Police Chief stated the National Night Out is scheduled for October 2, 2021, 6:30 p.m. – 8:30 p.m. at the Municipal Building and soccer field area.

ADMINISTRATIVE REPORTS

PARKS & RECREATION/CAC – COUNCILWOMAN MAURER **RBCOG – River Bend Community Organic Garden –**

The regular meeting was rescheduled to Tuesday, Sept. 7 due to the Labor Day holiday. Some crops have reached the end of their lifecycle. Peanuts and sweet potatoes should be ready to harvest next month. Fall planting will begin during September. Teamwork day was very successful. Volunteer work hours totaled 213 for August. Food donations have resumed to Interfaith Refugee Ministries. The butterfly habitat and bee hive are both very active Visitors are always welcome at the garden or at the monthly meetings of garden volunteers on the first Monday of each month at 1:30 pm in the Municipal building.

Red Caboose Library -

The board met on September 2nd. Board members continue to update their inventory which is too extensive for the size of their space. The Library Volunteer Appreciation gathering is scheduled for Tuesday, October 12. Plans are in process for the book sale on Community Day, October 23. The next board meeting is scheduled for Thursday, October 7th at 2 pm.

CAC – Community Appearance Commission –

The CAC is scheduled to meet on Wednesday, September 22nd at 4pm. There are three vacancies. If you are interested in joining this board, you can obtain an application from the Town Clerk.

Parks & Recreation -

Parks and Recreation Advisory Board met on Sept. 1st Bunco is scheduled for September 23. Information is posted on the town website and published in River Bend News and social media. River Bend Community Yard Sale Day is scheduled for Saturday, October 23 from 7 am to 3 pm. Information on how to sign up to be placed on the map is posted in River Bend News, on RB Facebook and other social media. Saturday, October 30 is the date for the annual Trunk or Treat event. Flyers about the event will be posted in mid-September. The next scheduled meeting is Wed. October 6 at 7pm.

FINANCE – COUNCILMAN VAN SLYKE, JR.

Financial Report – Finance Director, Margaret Theis presented to the Council the financial statement for the month of August. She stated the total of the General Fund Cash Balances as of August 31, 2021 are \$3,769,882 and Ad valorem tax collections for FY21-22 were \$3,827 and Vehicle Ad valorem tax collections were \$6,616.

Vote – Participation in Debt Setoff Program – Councilman Van Slyke motioned to authorize the Mayor to sign the reenrollment documents for the 2022 North Carolina Local Government Debt Setoff Program. The motion carried unanimously. (see attached)

PLANNING BOARD – COUNCILMAN SHEFFIELD

Councilman Sheffield stated that the regular meeting of the River Bend Planning Board was held on Sept. 2nd at 6:00pm in the Community building. Mayor Kirkland was present to swear in two new planning board members. He also gave brief remarks about ethics. Chairman Lippert called the meeting to order. A quorum was present, as was, Mr. Norville, a business owner in the River Bend ETJ.

The usual reports were given and the last meeting's minutes approved.

Mr. Norville was invited to speak to the board regarding his issue with the town's fence ordinance. The board decided to further study Mr. Norville's issue and be prepared to present a possible solution at the October meeting.

The board reviewed changes to title 15 of the town ordinances. The changes were approved and sent to the council for final passage.

The board then reviewed changes to the town ordinances regarding advisory boards. The board made suggestions for minor changes.

The meeting was adjourned. The next regular meeting is set for October 7th at 6:00pm. The meeting is open to anyone interested.

PUBLIC SAFETY – COUNCILMAN FOGLE

Councilman Fogle stated that CERT and Community Watch did not meet in July. CERT is scheduled to meet on September 22, 2021 at 7:00 p.m. at the Municipal Building and Community Watch is scheduled to meet on October 20, 2021 at 7:00 p.m. He also stated that Community Watch is in need of volunteers.

MAYOR'S REPORT

Stormwater drainage can be a problem for River Bend and for many other communities both in coastal areas and in valleys with streams that run through them. This article will address the stormwater issues that we sometimes face in River Bend.

Typically, the stormwater flooding that we face results from either rain events that deposit large rain fall amounts in a short period of time or surge water driven on shore from hurricane-type events.

The primary way to discharge excess stormwater is to deliver that water to the Trent River when its level is at a stage that allows our drainage system to flow into it. Often, excess stormwater will

follow the impact of a hurricane and be the result of both rain and surge driven by the hurricane wind. This high water level will be different for each storm and may occur without a hurricane if a very large rainfall occurs. The hurricane surge height will result when strong wind comes from the northeast and drives the water from the Pamlico Sound up the Neuse and Trent Rivers. Slow moving hurricanes can produce the highest storm surge.

The drainage pipes along Channel Run, Plantation Drive and Shoreline Drive and other streets, move water from the streets to the Plantation Canal or the Trent River. These pipes will also allow water to flow into the Town's streets from the canal or the river if the water level rises higher than the level of the pipe. We may wish that this was not the case, but it is. Fortunately, during most of the time the water will flow from streets to the receiving river or canal. On those occasions when the flow is in the wrong direction, the water will follow the path of least resistance and settle in the lowest areas and may cause flooding in those areas.

The original developers of the Town planned streets and drainage with little regard to managing drainage. The Town Council has recently made the management of the drainage swales a responsibility of the Town rather than the individual home owner. For a number of years the Town has been making substantial improvements to drainage structures that had impeded the flow of stormwater to a discharge point. Now the emphasis will be on improving the grading of swales to allow water to flow more freely toward the point of discharge.

All homeowners must refrain from planting any trees, shrubs and flower beds in the drainage swales. These plantings slow the flow of stormwater and will collect floating debris which may significantly reduce flow and may in some cases actually dam the flow. When the Town staff encounters plantings in the swales those plants will be removed.

We all have a role in improving and maintaining stormwater management. The Town will continue to work on improvement by a prioritized approach to improve and maintain the total system.

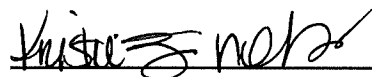
The Mayor presented the Constitution Week Proclamation. He stated that the proclamation is requested by the Daughters of the American Revolution annually. There is no action needed on this proclamation. (see attached)

PUBLIC COMMENT

Mary Iorio, 209 Teakwood, addressed the Council concerning the room use fees at the Municipal Building. She asked that the Council reconsider the fee amount.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield moved to adjourn, the motion carried unanimously. The meeting adjourned at 7:49 p.m.



Kristie J. Nobles
Town Clerk

**River Bend Town Council
Special Meeting Minutes
September 23, 2021
Town Hall
10:00 a.m.**

Present Council Members: Mayor John Kirkland
Don Fogle
Bud Van Slyke
Barbara Maurer
Buddy Sheffield

Absent Council Member Brian Leonard

Town Manager: Delane Jackson
Finance Director: Margaret Theis
Finance Assistant: Mandy Gilbert

CALL TO ORDER

Mayor Kirkland called the meeting to order at 10:00 a.m. on Thursday, September 23, 2021 at the River Bend Town Hall with a quorum present.

DISCUSSION – Financial Software Update

The Manager stated that Councilman Van Slyke, Mayor Kirkland, Finance Director Margaret Theis, Finance Assistant Mandy Gilbert and himself had previously met to discuss a new software provider. He stated that after much discussion their unanimous recommendation is to migrate to Edmunds. He stated that the cost to transition from the town's current software to Edmunds is \$140,089. Councilman Fogle asked if the town had considered other vendors and the Finance Director stated that she had researched other vendors and communicated with other town's and Edmunds would fulfill the needs of the town. Councilman Fogle asked if training would be available and the Finance Director replied yes, training would be provided.

Vote – Budget Amendment 21-B-02 – Councilman Sheffield motioned to approve the Budget Amendment 21-B-02 as presented. The motion carried unanimously. (see attached).

Vote – Sales Proposal – Councilman Fogle motioned to approve the sales proposal with Edmunds GovTech as presented. The motion carried unanimously. (see attached).

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield moved to adjourn, the motion carried unanimously. The meeting adjourned at 10:23 a.m.



Delane Jackson, Town Manager

**River Bend Town Council
Work Session Minutes
October 14, 2021
Town Hall
5:00 p.m.**

Present Council Members: Mayor John Kirkland
Don Fogle
Brian Leonard (via telephone)
Barbara Maurer
Buddy Sheffield
Bud Van Slyke

Town Manager: Delane Jackson
Town Clerk: Kristie Nobles
Finance Director: Mandy Gilbert
Police Chief: Sean Joll
Town Attorney: Dave Baxter

CALL TO ORDER

Mayor Kirkland called the meeting to order at 5:00 p.m. on Thursday, October 14, 2021 at the River Bend Town Hall with a quorum present.

The Town Manager stated that Councilman Leonard is present tonight via telephone.

VOTE – Addition of Item 7C

Councilman Fogle motioned to add item 7C to agenda to allow a motion at that time. The motion carried unanimously.

VOTE – Approval of Agenda

Councilman Sheffield motioned to accept the agenda with addition of item 7C as presented. The motion carried unanimously.

DISCUSSION – Site Selection ARPA Project

The Manager stated that the next step for this project is to meet and review site selections. He stated that he suggests scheduling a Special Meeting to discuss the site selection. All of Council agreed to schedule a Special Meeting on Thursday, October 21, 2021 at 5:00 p.m. at Town Hall. Councilman Sheffield asked if the cleared property near the water tower was only as big as the cleared area. The Manager stated the property is larger than the cleared area.

VOTE – Approval of Discussion Procedure

Councilman Van Slyke motioned to approve the Discussion Procedure as presented.

Councilwoman Maurer motioned to amend the Discussion Procedure as presented to allow the citizens to speak and allow councilmembers to ask questions since they are the ones who wrote the letters presented. Councilman Fogle stated that he opposed the amendment. Councilman Sheffield stated that this whole situation is unfortunate and he feels the rules governing the procedure are clear and Council should abide by them. The amended motion failed. (4 nays; Leonard, Fogle, Sheffield, Van Slyke and 1 aye; Maurer).

Councilman Van Slyke motioned to approve the Discussion Procedure as presented. The motion passed. (4 ayes; Fogle, Leonard, Sheffield, Van Slyke and 1 nay; Maurer)

DISCUSSION – Audit Committee Appointment

Councilman Van Slyke stated that recently the Finance Director, Margaret Theis retired. He stated that the new Finance Director Mandy Gilbert should be appointed to the Audit Committee and formally change the Audit Committee approach to define the positions as opposed to the name of individuals.

VOTE – Audit Committee Appointment

Councilman Van Slyke motioned to appoint Mandy Gilbert, Finance Director to the Audit Committee and to formally change the Audit Committee membership by positions with the committee consisting of the Finance Officer, Deputy Finance Officer, Finance Director, Town Manager and one citizen. The motion passed unanimously.

DISCUSSION – CAC Appointment

Councilwoman Maurer stated that Meg Williams has been serving as an alternate member to the CAC and serving as the secretary.

VOTE – CAC Appointment

Councilwoman Maurer motioned to appoint Meg Williams as a full member to the Community Appearance Commission for a term ending June 30, 2022. The motion passed unanimously.

DISCUSSION – Budget Amendment 21-B-03

The Manager presented Budget Amendment 21-B-03 to the Council.

VOTE – Budget Amendment 21-B-03

Councilwoman Maurer motioned to approve the Budget Amendment as presented. The motion passed unanimously. (see attached)

DISCUSSION – Blackboard Notification

The Manager stated that the town uses Blackboard Connect to communicate with residents regarding emergencies, utility billings, etc. He stated that residents register for this service and some do not update their contact information when numbers change and a majority of the messages are failing to be delivered. The Manager asked for permission to purge the whole system and start over which will require everyone to re-register. Councilman Leonard asked that we notify residents in utility billing that there will be a system purge and they will need to reregister for the service.

VOTE – Blackboard Notification

Councilman Sheffield motioned to approve the Blackboard Connect purge as presented with a message insert with the water bill. The motion passed unanimously.

The Mayor called for a 2-minute recess.

DISCUSSION – Parks and Recreation Advisory Board

The Mayor stated that the Discussion Procedure had been approved previously tonight and that procedure would be followed.

Councilwoman Maurer read her letter that was included in the agenda package.

“I am speaking to you as a fellow Council member and as the liaison to the Parks and Recreation Advisory Board. This agenda item asks you to address the concerns contained in the letters written by all seven board members. The River Bend Parks & Advisory Board is a group of seven volunteers who are appointed by a vote of the Town Council. They serve two year terms and many are reappointed several times. Each year these dedicated volunteers are responsible for offering close to twenty programs, events and activities for adults, children and families of River

Bend. Major events include the Fourth of July celebration, the children's Easter Egg Hunt, and Trunk or Treat. In partnership with the CAC and the Rhems Fire Department, they have a Christmas Tree lighting with a visit from Santa and Mrs. Claus who arrive by fire truck. They present Concert in the Park and two seasonal concerts by the Fairfield Harbour Chorus. They try to offer two monthly activities that include craft workshops (which are always different) and games or social activities such as Bunco and BINGO which are repeated or changed as defined by their popularity or by requests from participants. This year they added Community Yard Sale Day to their list of annual events and at the last minute's notice, provided refreshments for National Night Out in River Bend. If you exclude the cost of Fourth of July, they produce all the programs for around \$2,000 per year. In addition, they sponsor the River Bend Community Organic Garden, the Red Caboose Library, Yoga, and previously, Zumba and Ryland's karate program. I would be surprised if larger towns with paid staff could say they offer as much. All seven VOLUNTEERS who staff the Parks and Recreation Advisory Board have written letters to ask this Council for help. The letters were written individually and without any direction following their September 1st board meeting. Please take these dedicated VOLUNTEERS seriously and consider their requests."

Councilman Fogle read his letter that was included in the agenda package.

"Dear Mayor Kirkland,

I am writing this letter in response to the 6 complaint letters you received about me regarding the September 1, 2021 Parks and Recreation Advisory Board (PRAB) Meeting. I have included Attachment A which gives a narrative description of what occurred during that meeting. I recommend that you read Attachment A thoroughly to see who established the adversarial tone mentioned in the letters.

I have attempted to respond point by general point below based on what I gathered the specific complaint was in each letter. As you know, I have been a proponent of increasing the number of recreational activities available to our residents since the day I was appointed. That is no secret. I have tried making general, then specific suggestions in Council meetings with the hope that a "nudge" might get the creative juices flowing. I have spoken directly to the liaison and asked about having some new activities sponsored by the PRAB. I even applied to serve on the PRAB to make sure new activities were considered, and encouraged a young man to apply to the PRAB when a vacancy occurred, only to see an "outsider" not be given an opportunity to join the PRAB. I am frustrated since I have tried every available option from "planting the seed" to asking specific questions of the PRAB with absolutely no recognition from the PRAB that they should at least consider and discuss these issues.

Complaint

1. Speaking as a Councilman: It was never my intent to "speak as a Councilman", but after the Chair "misrepresented" the Town mask policy, and the liaison did not correct it, I felt I had an ethical obligation to represent the Town and clarify the policy.
2. Behavior: My behavior was no better and no worse than that of the Chair. When her volume went up, my volume went up.
3. Come to future meetings: Yes, I will be at future meetings as is my right as a resident of River Bend. May I remind you that at the Joint Advisory Board/Council meeting, the PRAB Chair told me I could come, and that the meetings allowed visitor participation in an open dialogue format.
4. We (PRAB) are the problem: Regarding the mask policy, in response to the Chair loudly stating "I don't care what Delane said, the PRAB decides!" and then "The Town Council is the problem!", I responded with "You should care what Delane says!" followed by "That is the problem with you leading this committee!" The problem comment was clearly directed at the Chair, no one else and certainly not the PRAB as a whole.

5. Personal Agenda: I do not recall being asked if I had an agenda and I did not say I had an agenda, but my purpose in attending this meeting was to ask two questions: 1) Is the PRAB interested in doing more of what it already does (such as Bunco) and 2) Is the PRAB willing to try a new activity (such as Scrabble).
6. Unimpressive: I told the PRAB that I had read their event calendar to the councilmembers and I felt that the councilmembers were unimpressed with the calendar. In hindsight, I should have said that differently.
7. Demanded to know right now: I got an immediate answer from the Chair when I asked if the PRAB would be rescheduling the coming Bunco event if there was insufficient interest. "No" was the answer. I also asked if they would be interested in starting a Scrabble activity to encourage discussion, which I thought was the purpose of the meeting. It was not a demand.
8. Interrupted frequently: The Chair had previously told the Council that the PRAB used an open dialogue format for visitors to comment. I asked questions after others had spoken and do not recall interrupting any other speaker. Early in the meeting, I actually asked for permission to ask a question.
9. Criticism: After stating that I felt the PRAB was the most important board for most residents, I said that I thought they could do better. This seems to be when everyone felt insulted, so some people may consider that a criticism. It was meant to encourage self-review of their operations and to acknowledge that they are important. I didn't say they were bad, not needed, should be eliminated, etc. I have expressed in many Council meetings that they do a good job overall, but I do believe they rely too much on what activities they have done in the past without experimenting with new ideas. I don't know how to say that without it being perceived as a criticism as opposed to an opportunity.
10. Personal agenda: I have raised the issue of new activities, including Scrabble, at many Council sessions. Yes, I did expect that it had been discussed by the PRAB by now. Overall, none of the issues I had brought up should have come as a surprise to anyone if the liaison had passed along my many questions about more and different activities sponsored by PRAB. The liaison told me after the meeting that she had never passed along my many suggestions about Scrabble. She thought I meant Bunco.

I am not perfect. I make mistakes as everyone does. Thank you for giving me the opportunity to explain my side of the story as well as what occurred in the PRAB meeting."

Councilman Leonard stated that he had no questions for Councilwoman Maurer or Councilman Fogle but stated he appreciated all the work the advisory board volunteers do.

Councilman Leonard lost connection and the meeting was paused momentarily while the connection was restored.

Councilman Sheffield stated that the Council oversees all of the advisory boards and every member is reappointed every 2 years if there are no problems with the reappointment. He stated that the volunteers do a lot of work with no monetary pay. He stated he feels that the Council should not micromanage the advisory boards. He suggested that Councilman Fogle sponsor his own "scrabble" game night at the Municipal Building.

Councilman Fogle stated that he has asked previously and was told he would have to pay a fee to sponsor activities at the Municipal Building.

The Manager stated that discussion took place when the old Building Use Policy was in effect. Since that time, the policy has been amended to allow him to sponsor a game night at no charge at the Municipal Building.

Councilman Fogle stated he was not aware that he could sponsor activities at the Municipal Building at no charge. He stated he felt that the Council sets expectations of the volunteers within the advisory boards to encourage and embrace new activities in the town.

Councilman Van Slyke suggested that Council have a review session of the liaisons role for communications between the advisory boards and the Council. He thanked all the volunteers in attendance.

The Mayor stated that the Council, Town Manager and Advisory Board Chairperson are in the process of reviewing the town's ordinance that governs the Advisory Boards.

Councilwoman Maurer stated that in her past experience she has not heard the Parks and Recreation Advisory Board tell anyone "no" to any activity. She stated that when the request was made for a Scrabble game night it was considered and discussed to be added to the game night scheduled in January and that was unacceptable. She stated that she is concerned that this group that puts on a lot of the activities at a low price will be scrutinized more than any department and she is concerned how long that will go on. She does not feel anything is wrong and nothing needs to be fixed. She stated that all the Parks and Recreation Advisory Board wants is to be treated with respect.

Councilman Fogle distributed the Parks and Recreation Advisory Board September 1, 2021 minutes to the Council and the Agenda to the Town Attorney Dave Baxter. Councilman Fogle asked the Town Attorney if Scrabble was on the agenda and the attorney responded that the word Scrabble does not appear on the agenda. Councilman Fogle stated that he thought that it would be a great idea if the Parks and Recreation Advisory Board could adopt a group of volunteers similar to the Red Caboose Library so the Parks and Recreation Advisory Board members do not feel overwhelmed.

VOTE – Parks and Recreation Advisory Board Host Scrabble

Councilman Fogle motioned to direct the Parks and Recreation Advisory Board to plan, advertise and host a Scrabble game activity no later than January 31, 2022. The motion failed. (1 aye; Fogle, and 4 nays; Leonard, Sheffield, Van Slyke, Maurer).

Councilman Sheffield asked if there was a process to take a poll to see what activities the community would be interested in participating in. The Manager stated that the town could use our web page and E-news to survey the community.

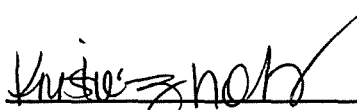
The Manager stated that all the items that would be discussed at the Regular Session were discussed tonight and voted on and there is nothing for the October 21st agenda other than regular monthly reports.

VOTE – CANCEL REGULAR SESSION MEETING

Councilman Sheffield motioned to move the meeting from 7:00 p.m. to 5:00 p.m. as a Special Meeting to discuss the ARPA Project. The motion passed unanimously.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield moved to adjourn, the motion carried unanimously. The meeting adjourned at 6:08 p.m.



Kristie J. Nobles
Town Clerk

**River Bend Town Council
Special Meeting Minutes
October 21, 2021
Town Hall
5:00 p.m.**

Present Council Members: Mayor John Kirkland
Don Fogle
Bud Van Slyke
Buddy Sheffield
Brian Leonard
Barbara Maurer (via telephone)

Town Manager: Delane Jackson
Public Works Director: Brandon Mills

CALL TO ORDER

Mayor Kirkland called the meeting to order at 5:00 p.m. on Thursday, October 21, 2021 at the River Bend Town Hall with a quorum present.

DISCUSSION – American Rescue Plan Project – Water Sewer Administration Building

The Mayor recognized the Town Manager Delane Jackson. The Manager reviewed the agenda for the meeting and stated that the purpose was to look at four sites that may be used for the construction of the new water/sewer office. He stated that the Public Works Director, Brandon Mills was in attendance to answer any questions about the sites. The Manager then introduced Beth Walker of The Walker Group, who has been hired to serve as the architect on this project. He also introduced Kevin Avolis of Avolis Engineering, who is providing engineering services for this project.

Kevin Avolis presented a PowerPoint presentation that showed a map of each site and listed the pros and cons of each site. The four sites were:

- Option A - Near 115 Wildwood Drive in an area of the Town Commons near the volleyball court
- Option B - Near 1019 Plantation Drive in an area of the Town Commons near the soccer field
- Option C - 1411 Plantation Drive, which is currently home to a water tank
- Option D - 25 Shoreline Drive, which is currently home to a water tank and the Rhems Fire Department substation

There was a general discussion about the pros and cons of each site. Brandon Mills was asked which site he thought was best. He stated that none of the sites were ideal. The Manager stated that these sites were looked at because they are owned by the town, thus there would be no land acquisition costs. He stated that the town could purchase a site if none of these were suitable to the Council. Councilman Sheffield stated that the town also owns land that was near the waste treatment plant and is being used for storage space rental. It was discussed and not considered a good option. The Manager stated that the town also owned land on Wakefield Drive, which is being used by the organic garden. That site was not considered a good option. The Manager stated that land is for sale on Old Pollocksville Road. That site was not considered a good option. Councilman Van Slyke stated that he did not think the site at 25 Shoreline was a good location. The Manager stated that there was currently a fire station building and CenturyLink telephone building on the 25 Shoreline Drive site and he had never seen any documentation on the legal aspects of those buildings relative to the site.

Vote – Site Location – Councilman Leonard motioned to accept Option D as the location of the new building.

The Manager stated that the survey that had been performed was not an in-depth survey and he suggested that the site be looked at in more detail before making a final decision. He suggested doing more research into the buildings that are currently on the site and any easements that may exist.

Amended Vote – Site Location – Councilman Leonard amended his motion to direct the architect and engineer to further study the site at 25 Shoreline Drive for the construction of the new building. The motion passed. (4 ayes, 1 nay with Councilman Van Slyke voting nay.)

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield moved to adjourn, the motion carried unanimously. The meeting adjourned at 5:52 p.m.



Delane Jackson, Town Manager

**River Bend Town Council
Work Session Minutes
November 10, 2021
Town Hall
5:00 p.m.**

Present Council Members: Mayor John Kirkland
Don Fogle
Brian Leonard
Barbara Maurer
Buddy Sheffield
Bud Van Slyke

Town Manager: Delane Jackson
Town Clerk: Kristie Nobles
Finance Director: Mandy Gilbert
Police Chief: Sean Joll
Town Attorney: Dave Baxter

CALL TO ORDER

Mayor Kirkland called the meeting to order at 5:00 p.m. on Thursday, November 10, 2021 at the River Bend Town Hall with a quorum present.

VOTE – Approval of Agenda

Councilman Sheffield motioned to accept the agenda as presented. The motion carried unanimously.

DISCUSSION – Records Retention Policy

The Manager stated that the North Carolina Department of Natural and Cultural Resources has released an updated General Records Schedule on October 1, 2021. He stated this schedule would be an updated schedule from the adopted 2012 Records Retention Policy that the Town follows for the Town's Record Retention Policy. Councilman Sheffield asked if the Town could modify section 1.48 Applications for Advisory Boards to retain applications for 2 years instead of the 1 year outlined in the policy. The Manager stated that the policy could be amended to retain Advisory Board applications for 2 years. The Manager stated there is an Electronic Retention Policy that would need to be modified for the Town and that would be presented to Council at a later date.

VOTE – Records Retention Policy

Councilman Sheffield motioned to approve the resolution for the Records Retention and Disposition Schedule as presented. The motion passed unanimously. (see attached)

VOTE – 2022 Holiday Schedule and Council Meeting Schedule

Councilman Sheffield motioned to approve the 2022 Holiday Schedule and Council Meeting Schedule as presented. The motion passed unanimously. (see attached)

DISCUSSION – Parks and Recreation Advisory Board Appointment

The Manager stated that there are two vacancies on the Parks and Recreation Advisory Board. The first vacancy had been advertised for three weeks and the second vacancy has been advertised for two weeks. He stated that there has been two applications received and included in the agenda package. Councilwoman Maurer stated that the two candidates have some great ideas and very enthusiastic about bringing new ideas to the board. She stated that she felt the two applicants are great candidates for the advisory board.

DISCUSSION – Advisory Board Ordinance Update

The Manager stated that the Council and the Advisory Boards have been reviewing the Advisory Board's Ordinances and he is waiting on the Parks and Recreation Advisory Board Recommendation to move forward with amending the Town's Ordinances for Advisory Boards. He stated that once all of the recommendations have been received he would then present the recommendations to the Council for review. Councilman Fogle asked if the Manager has received any comments from the Council regarding the amendments to the ordinances. The Manager stated that he had received comments from Councilman Fogle and Councilman Van Slyke at this time. Councilman Fogle asked what the process is to include those comments for the Council to review. The Manager stated that once all the recommendations and comments have been received, they would be presented to the Council to consider for drafting and amending the ordinance.

DISCUSSION – Audit Report Presentation

The Manager stated that a representative from Pettway, Mills & Pearson would give the annual audit presentation for the fiscal year 2020-2021 at the November 18, 2021 regular Council meeting.

DISCUSSION – Public Hearings / Planning Board Recommendation

The Manager stated that the Planning Board has made recommendations to amend the 15.01 Subdivision Ordinance and 15.02 Zoning Ordinance to allow fencing in front yards but only in business districts that abut a NCDOT highway and have at least 100 feet of uninterrupted road frontage. He stated that a Public Hearing would need to be scheduled to proceed with the Planning Board's recommendation.

Councilman Leonard asked if the mesh fencing described in B # 9 is the orange mesh fencing NCDOT uses and the Manager stated the mesh fencing described is smaller mesh fencing normally used for gardening.

Councilman Fogle asked about the reasoning for the requirement for lots that have less than 100 feet of road frontage that won't allow those lots to have fencing and the Manager stated that there are larger lots that have small road frontage and this would restrict those lots from installing fencing that isn't aesthetically pleasing. Councilman Fogle stated he does not see a need for this requirement. The Manager stated that this is the Planning Board's recommendation and any amendments that the Council would like could be done after the public hearing.

DISCUSSION – BRIC Grant Application

The Manager stated that the BRIC grant application is for the construction of a road through the Northwest Quadrant. He stated there has recently been a lot of interest from developers in developing this property. The Manager stated that if the BRIC grant application is approved the Town would have to commit to provide a local match of \$638,305, which is 25% of the eligible amount for the project. Councilman Leonard asked the Manager what does a commitment mean for the Town and the Manager stated that the Town would be responsible for the 25% of the project cost. The Manager stated that incorporating nature-based solutions in the application, for example – sidewalks, swells, and nature walks add priority points to the application. Councilman Van Slyke stated that he felt developing the road would be a benefit for the residents on the side of town that are restricted during flood events. Councilman Fogle stated that he feels this would be a good opportunity for the Town and Councilman Leonard agrees. Councilman Sheffield stated that he does not support the project and said that the road will be built by a developer in the future.

VOTE – BRIC Grant Application

Councilman Leonard motioned to direct the Town Manager to tell the state that the Town of River Bend will commit to the 25% local match at this time. The motion passed. (4 ayes, 1 nay: Councilman Sheffield).

REVIEW AGENDA FOR THE NOVEMBER 18, 2021 COUNCIL MEETING

The Council reviewed the agenda for the November 18, 2021 Council meeting.

CLOSED SESSION

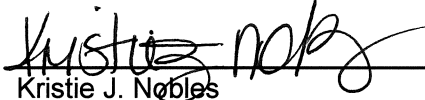
Councilman Fogle moved to go into a Closed Session under NCSG §143-318.11(a)(3)(6). The motion carried unanimously. The Council entered Closed Session at 5:49 p.m.

OPEN SESSION

Councilman Leonard moved to return to Open Session at 6:28 p.m. The motion carried unanimously.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield moved to adjourn, the motion carried unanimously. The meeting adjourned at 6:29 p.m.



Kristie J. Nobles
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
November 18, 2021
River Bend Town Hall
7:00 P.M.**

Present Council Members: Mayor John Kirkland
Buddy Sheffield
Don Fogle
Barbara Maurer
Irving Van Slyke
Brian Leonard

Town Manager: Delane Jackson
Town Clerk: Kristie Nobles
Finance Director: Mandy Gilbert
Police Chief: Sean Joll

CALL TO ORDER

Mayor Kirkland called the meeting to order at 7:00 p.m. on Thursday, November 18, 2021 in the Town Hall Meeting Room with a quorum present.

PUBLIC HEARING – Proposed Chapter 15.01 Subdivision Ordinance Amendment

Councilman Sheffield moved to open the Public Hearing to discuss the proposed Chapter 15.01 Subdivision Ordinance amendments. The motion carried unanimously.

He then invited anyone who wished to address the proposed Chapter 15.01 Subdivision Ordinance amendments to step to the podium to be heard.

With no one stepping forward, Councilman Sheffield moved to close the Public Hearing. The motion carried unanimously.

PUBLIC HEARING – Proposed Chapter 15.02 Zoning Ordinance Amendment

Councilman Sheffield moved to open the Public Hearing to discuss the proposed Chapter 15.02 Zoning Ordinance amendments. The motion carried unanimously.

He then invited anyone who wished to address the proposed Chapter 15.02 Zoning Ordinance amendments to step to the podium to be heard.

With no one stepping forward, Councilman Sheffield moved to close the Public Hearing. The motion carried unanimously.

SPECIAL PRESENTATION – Audit Presentation for Fiscal Year 2020-2021

Mr. Michael Allen, CPA with Pettway, Mills and Pearson stated that the River Bend staff was pleasant and cooperative. He said that his firm has issued an unqualified opinion on River Bend's FY 2020-2021 audit, which is the best rating an auditor can give. There was no management letter and no findings of material weakness. During the presentation, he noted that the Town's General Fund Balance had decreased by \$1,924,567 over the last year due in part to reduced

revenues and FEMA funding. He noted that the percentage of available fund balance in the General Fund was 56% compared to 88% for last year.

CONSENT AGENDA

The Mayor presented the Council with the Consent Agenda. Councilman Leonard **moved to approve the Consent Agenda as presented**. The motion carried unanimously. Within this motion the following items were approved:

A. Approve

Minutes of the September 9, 2021 Work Session
Minutes of the September 16, 2021 Regular Council Meeting
Minutes of the September 23, 2021 Special Meeting
Minutes of the October 14, 2021 Work Session
Minutes of the October 21, 2021 Special Meeting

TOWN MANAGER'S REPORT

The Manager stated that there is a Special Meeting for the Town Council on November 22, 2021 at 11:00 a.m. to discuss the ARPA funds to construct a new water and sewer administration building.

He also stated that the Planning Board is meeting on December 2, 2021 to discuss a special use permit application received from Sunbelt Equipment Rental.

The Manager stated there was a prebid meeting for the ASADRA grant for the water meter replacement contract on November 17, 2021 with three bidders in attendance. He stated that the bid opening is November 30, 2021.

The Manager stated that the Town Attorney is currently reviewing the mandatory requirements for Senate Bill 300.

ADMINISTRATIVE REPORTS

PUBLIC SAFETY –COUNCILMAN FOGLE

Councilman Fogle presented the following reports on Community Watch and CERT.

COMMUNITY WATCH REPORT – October 20, 2021

- 1) One new member, who had picked up an application at National Night Out, attended.
- 2) Police Officer Gonzales gave a brief report on the events at the successful Night Out due to participation from area Law Enforcement (K9 demos, etc.) and Parks and Rec saving the day with hot dogs when food trucks backed out at the last minute.
- 3) We were also able to sign up volunteer traffic control support for 'Trunk or Treat' on 10/30/21 and the 'Shredding Event' on 11/06/21.
- 4) Meeting closed with telling everybody that the next meeting is on February 16, 2022 at 7:00pm.
- 5) As a follow up, 6 Community Watch members provided traffic control at 'Trunk or Treat' and five members helped with the 'Shredding Event'.

CERT REPORT – October 27, 2021

The CERT meeting was cancelled due to a gas leak reported near the Municipal Building. The next CERT meeting is scheduled for Wednesday, November 24, 2021 at 7:00 pm in the Municipal Building.

PARKS & RECREATION/CAC – COUNCILWOMAN MAURER

Councilwoman Maurer presented the following reports.

Parks & Recreation

We offer a big thank you to Parks & Recreation for presenting so many outstanding events in the last two months. Your members have done an incredible job, brought smiles to a lot of River Bend children and gratitude for stepping up when called upon on short notice. October was a busy month. Two activities were scheduled but they ended up having four events. P&R was asked to provide refreshments for National Night Out River Bend after the food truck was not available. Everyone seemed pleased with hot dogs, snacks, ice cream and water. When it appeared that it would be cancelled they agreed to sponsor River Bend Community Yard Sale Day which had more than sixty homes registered and many more that didn't sign up as well as the Garden Club bake sale and the Red Caboose Library book sale. The annual Trunk or Treat event offered 14 decorated car trunks and one fire department ambulance, games, crafts, refreshments and Cake Walk to over 125 children. This was a bittersweet event for the P&R Advisory Board members as they said a regretful farewell to two members who had resigned, effective following the final events they had committed to work for. The Christmas ornament craft workshop filled quickly after being posted. Thanksgiving Bingo is scheduled for November 17 with Thanksgiving themed food prizes. Looking to December, the annual Christmas tree lighting is scheduled for December 3rd. A children's caroling group will offer songs of the season while waiting for Santa and Mrs. Claus to arrive by fire truck. Once inside, Mr. & Mrs. Claus will listen to children's requests. Christmasy refreshments will be offered, and there will be games and crafts for the kids. Red Caboose Library volunteers will read a children's Christmas story. The Fairfield Harbour Chorus returns to the Baptist Church on December 12 at 3 pm. Come early to secure a seat. It's usually standing room only. Remember to sign up for River Bend News if you want activity announcements delivered to your Inbox. The next scheduled meeting is Wed. December 1 at 7pm.

Community Appearance Commission (CAC)

The CAC is scheduled to meet on Wednesday, November 17th at 4pm. They will be discussing new ideas and making plans. There are still two vacancies. If this sounds interesting, consider joining the board. Attend the meeting to see what it's all about and if it appeals to you, obtain an application from the Town Clerk.

River Bend Community Organic Garden (RBCOG)

Regular meetings were held on October 4 and November 1. Fall crops were planted. Kale and radishes are being harvested. Peanuts and sweet potatoes are almost ready. Teamwork day took place on a cold, raw, windy Nov. 4th. The Green Team has committed for the ninth year. The most recent session was attended by twenty students. The butterfly habitat is almost finished for this year but the bee hive continues to be very active. The next meeting is scheduled for December 6 at 1:30 pm.

Red Caboose Library (RCL)

The board met on October 7 and November 4. The Volunteers' Ice Cream Social brought volunteers together to meet and catch up with the latest library news. The book sale on Community Day was very successful. One community member held a yard sale where items were free but donations to the library were gratefully accepted. He turned over all proceeds to the library. In an effort to promote children's love of reading, plans are being made to add story reading followed by a craft or activity that relates to the story. Other activities will follow. Parents are invited to attend with their children. The next board meeting is scheduled for Thursday, December 2 at 2 pm.

FINANCE – COUNCILMAN VAN SLYKE, JR.

Financial Report – Finance Director, Mandy Gilbert presented to the Council the financial statement for the month of October. She stated the total of the Town's Cash and Investments as of October 31, 2021 are \$3,801,477 and Ad valorem tax collections for FY21-22 were \$83,842 and Vehicle Ad valorem tax collections were \$24,637.

Vote – Accept Audit Report – Councilman Van Slyke moved to accept the 2020-2021 Audit Report as presented. The motion carried unanimously.

ENVIRONMENTAL AND WATERWAYS ADVISORY BOARD – COUNCILMAN SHEFFIELD

Councilman Leonard presented the following report. EWAB November 1st, 2021. Chairman Stevens called the meeting to order at 7:02 PM. Members present: Jim Stevens, Patty Leonard, Jon Hall, Paige Ackiss and Ray Jaklisch. There were no visitors. Councilman Leonard gave a council report. Old business: Review of EWAB ordinance, voted on and approved updated changes. New business: Jon Hall identified a tree/stump in the entrance to Plantation Canal that should be marked or removed as a hazard to navigation. Jon Hall also identified that the first red marker at the entrance to Plantation Canal is missing and the mounting pole is leaning. Next meeting will be on December 6th 2021 at 7 PM in the large meeting room in the Municipal building. The public is welcome to attend.

PLANNING BOARD – COUNCILMAN SHEFFIELD

Councilman Sheffield presented the following report.

The regular meeting of the River Bend Planning Board was held on Nov. 4th at 6:00pm in the Community building. Chairman Lippert called the meeting to order. A quorum was present. Mr. Norville, a business owner in the River Bend ETJ and Town Manager Jackson were also present. The usual reports were given and the last meeting's minutes approved. The board reviewed proposed changes to title 15 of the town ordinances. With minor modifications, all of the changes were approved and sent to the council for final consideration. Manager Jackson then informed the board that an application for a special use permit has been submitted to the town. He presented a packet of information related to the request for a Sunbelt Rental business to be located near the Shell gas station and Dollar General. He said the issue would be discussed in detail at the December Planning Board meeting but final approval would be the responsibility of the Board of Adjustment. The meeting was adjourned. The next regular meeting is set for December 2nd at 6:00pm. The meeting is open to anyone interested.

Councilman Sheffield stated that the Chapter 15.01 Subdivision Ordinance and 15.02 Zoning Ordinance Public Hearings were at the beginning of tonight's meeting and there was no public comment.

Vote – Chapter 15.01 Subdivision Ordinance Amendment – Councilman Sheffield motioned to approve the amendment to the Town of River Bend Subdivision Ordinance, Chapter 15.01 as presented. The motion carried unanimously. (see attached)

Councilman Fogle stated that he felt the 100 foot requirement in item 14 is arbitrary and an unnecessary exclusionary. He stated that there are two other limiting requirements and does not see the need for a distance requirement as well. Councilman Sheffield stated that this is designed to keep property owners from building fences on smaller road frontage properties. Councilman Fogle stated he does not agree or see the need for this requirement.

Vote – Chapter 15.02 Zoning Ordinance Amendment – Councilman Sheffield motioned to approve the amendment to the Town of River Bend Zoning Ordinance, Chapter 15.02 Fences and Walls as presented. The motion passed with 4 ayes and 1 nay (Councilman Fogle). (see attached)

Vote – Chapter 15.02 Zoning Ordinance Amendment – Councilman Sheffield motioned to approve the amendment to the Town of River Bend Zoning Ordinance, Chapter 15.02 District Requirements as presented. The motion carried unanimously. (see attached)

MAYOR'S REPORT

The Mayor presented the following report.


There is a great difference between the quickly formulated opinion and the one that results from research and deliberation. Generally the opinion formulated by an individual is of the quick nature. In our present day environment of very rapid communication those quickly developed opinions are transmitted to “contacts/friends” on computer lists. The “non-researched” opinion is now available on a rapidly expanding platform of viewers who are willing to accept this post as fact. This type opinion can relate to almost any issue being faced by governing bodies at the local, state and federal level. Your representatives serving at all of these government levels are required to make decisions on issues that constituents have already determined the appropriate course of action based on “I read it on the internet.” The elected governing official has researched the issues surrounding the subject that she/he will be required to cast a vote on. That same official has also been contacted by constituents from the “I read my desired action on the internet”, and you should vote as I direct. I believe that most elected representatives in our democracy still do research on issues and determine (fact) as fact is available and then vote in the best interest in the future for local, state and federal constituents. Too many citizens will not acknowledge that elected officials respect that opinions exist that do not agree with her/his information on which the vote was cast. Perhaps the most often complaint voiced of the governing process is that it takes so long to complete action. There is no acceptance of the fact that the research for details related to an issue that the governing body will vote on takes time and not all information will come from the internet. The “body” also is required to debate the issues before voting while in open meetings. My appeal to our residents is to accept the fact that your Town Council will not vote on issues that impact the entire Town based on an internet post and that it will take time to develop the background for the Council to take action.

PUBLIC COMMENT

No public comments at this time.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield moved to adjourn, the motion carried unanimously. The meeting adjourned at 8:01 p.m.



Kristie J. Nobles
Town Clerk

**River Bend Town Council
Special Meeting Minutes
November 22, 2021
River Bend Town Hall
11:00 A.M.**

Present Council Members: Mayor John Kirkland
Buddy Sheffield
Don Fogle
Barbara Maurer
Irving Van Slyke
Brian Leonard

Town Manager: Delane Jackson
Public Works Director: Brandon Mills

Guests: Kevin Avolis – Avolis Engineering
Beth Walker – The Walker Group

CALL TO ORDER

Mayor Kirkland called the meeting to order at 11:00 a.m. on Thursday, November 22, 2021 in the Town Hall Meeting Room with a quorum present.

DISCUSSION – Possible Water and Sewer Administration Building Locations

The Town Manager stated that the engineer had completed the focused survey of the lot at 25 Shoreline Drive as the Town Council had previously requested. He also stated that the engineer had presented another proposal, which would locate the new building on top of the basketball court on Wildwood Drive. All of the maps for the 25 Shoreline Drive site and the Wildwood Drive option were discussed with the engineer.

The engineer stated that building at 25 Shoreline Drive would require a stormwater management permit and construction of a retention pond on site at a cost of approximately \$60,000. Building at Wildwood Drive would not require either but it would result in losing the basketball court. He further stated that building a new court would cost less than the total cost of stormwater improvements. Councilman Fogle asked how much would be saved by relocating the basketball court. The Town Manager answered about \$10,000. The Town Manager also pointed out the easement on the 25 Shoreline site was another variable to consider and may require legal action. He also stated that a public hearing may be required for the 25 Shoreline site to satisfy zoning requirements.

Councilman Fogle stated that he was opposed to the Wildwood site because of flooding concerns and access to the new building if Wildwood Drive became impassable due to flooding. He stated that if the \$10,000 difference in cost was an issue, that the upcoming funds expected from the sale of the Wolfer property could be used to offset that cost.

Councilman Van Slyke said that he was focused on the future and that he thought the 25 Shoreline Drive site was too close to residential areas and would cause too many negative impacts. He said his vote is to use the Wildwood site for the new building.

Vote – Water and Sewer Administration Building Location – Councilman Leonard motioned to proceed with Option E on the 25 Shoreline Drive site as presented by the engineer. (This motion was followed by discussion.)

An unnamed resident asked to speak. The Mayor allowed him to speak. He stated that he was against using the Shoreline Drive site. Another resident who identified himself as living at 101 Courtney Lane also said he was against the Shoreline site. Another resident who said she lived on Courtney Lane said she was concerned about how lighting from the new building would affect her property values. These comments represented comments from every member of the public that was in attendance.

Councilman Leonard asked the engineer if the new stormwater retention pond on the Shoreline site would improve the drainage situation on the site and in the area. The engineer responded, yes.

The Mayor restated the motion on the floor, which was to proceed with Option E at 25 Shoreline Drive. The motion passed with 4 ayes and 1 nay (Councilman Van Slyke).

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield moved to adjourn, the motion carried unanimously. The meeting adjourned at 12:06 p.m.



Delane Jackson, Town Manager

**River Bend Town Council
Work Session Minutes
December 9, 2021
Town Hall
5:00 p.m.**

Present Council Members: Mayor John Kirkland
Don Fogle
Brian Leonard
Barbara Maurer
Buddy Sheffield
Bud Van Slyke

Town Manager: Delane Jackson
Town Clerk: Kristie Nobles
Finance Director: Mandy Gilbert
Town Attorney: Dave Baxter

CALL TO ORDER

Mayor Kirkland called the meeting to order at 5:04 p.m. on Thursday, December 9, 2021 at the River Bend Town Hall with a quorum present.

VOTE – Approval of Agenda

Councilman Sheffield motioned to accept the agenda as presented. The motion carried unanimously.

DISCUSSION – Public Hearing for 25 Shoreline Drive

The Manager stated that there is a public hearing scheduled on December 16, 2021 at 7:00 p.m. at Town Hall regarding the proposed building site at 25 Shoreline Drive. He stated that there is an easement issue that needs to be resolved before the Town could move forward on the property. He also stated that he has spoken with Jamie Midgette who is the regional contact with North Carolina Public Water Supply Section and he stated that he did not think it would be an issue building on that property. The Manager said that Mr. Midgette is to confirm that and will let the manager know soon in writing.

DISCUSSION – Records Retention Policy

The Manager stated that at the November 10, 2021 work session meeting the Council adopted the updated Records Retention Policy provided by North Carolina Department of Natural and Cultural Resources (NCDNCR). He stated that when the Town Clerk notified NCDNCR that the Town had adopted this policy, she was informed that the Program Records Schedule which corresponds with the Adopted Records Retention Policy, also needs to be adopted.

VOTE – Records Retention Policy

Councilman Sheffield motioned to approve the Programs Records Schedule as presented. The motion passed unanimously. (see attached)

DISCUSSION – Update on Wolfer Property Foreclosure

The Manager stated that the property located at 111 Starboard Drive in River Bend was in bad shape before Hurricane Florence, and after the hurricane, it was even worse. He stated the Town had communicated with the owners to try to get the property remedied. The Manager stated that after no progress with the owner, the Town demolished the home at a cost of about \$9,000 which the Town paid. The Town put a lien on the property and Craven County has a lien on the property also. The Town Attorney stated that the property is entering foreclosure and would be auctioned. He stated that the Town could buy-out Craven County's interest which would make the Town the

only lien holder. When the property is auctioned and if there were a bid higher than the Town of River Bends interest, the Town would receive the money they have invested in the property. If there was no higher bidder than the Town, the Town would own the property and can sale it at auction. The Manager stated that he would need a motion to pay Craven County's lien.

VOTE – Purchase Craven County Share of Wolfer Property

Councilman Leonard motioned to authorize the purchase of Craven County's interest in the Wolfer property. The motion passed unanimously.

DISCUSSION – Update on NC Senate Bill 300 Requirements

The Manager stated that he has received an update from the NC League of Municipalities concerning the Criminal Justice Reform Policies in SB300. He stated that every Town is required to implement these policies and he and Chief Joll have been working with the Town Attorney and his associates to finalize our policy and implement it soon. Councilman Leonard asked if the Town's ordinances would need to be amended. The Town Attorney stated that the Senate Bill 300 has two parts, decriminalization of certain ordinances and Police Department reforms. He stated that they are currently working on the Police Department Reforms and the ordinances would be need to be amended in the future.

DISCUSSION – Council Retreats as Requested by Councilman Van Slyke

The Mayor stated that Town Retreats were created long ago which allowed the Council member to freely discuss items. He stated that the Council agreed to end these meetings in 2016. He stated that he feels that if the Council agrees to restart the meetings that the meetings should not be called Retreats. Councilman Sheffield stated that he found the retreats useful and would like for the meetings to be less formal with no agenda. Councilwoman Maurer stated that she agrees and thinks that renaming the meetings would be a good idea. Councilman Leonard stated that he likes the idea of being able to communicate in a less formal environment but does not want to have a meeting just to have a meeting. The Mayor stated that the Council should have an agenda. Councilman Sheffield stated that Special Meetings have seemed to work for the Council at this moment and he would like to continue with those as needed. Councilman Van Slyke stated that he would like to withdrawal his request of pursuing retreats at this time. Councilman Fogle stated that he supported this idea of restarting retreats. The Mayor stated that Special Meetings could be scheduled when needed.

DISCUSSION – Bid Opening Results for ASADRA Water Meter

The Manager stated that the first bid opening for the ASADRA Water Meter replacement Project was held on November 30, 2021 with only 1 bid received with a 3 bid requirement to open bids. The only bid was returned to the bidder. He stated that a second bid opening would be held on December 14, 2021.

The Manager stated that there would be a Board of Adjustment Special Meeting – Public Hearing regarding the special use permit the Town has received for property on Highway 17. That meeting will take place on January 4, 2022 at Town Hall at 7:00 p.m.

REVIEW AGENDA FOR THE DECEMBER 16, 2021 COUNCIL MEETING

The Council reviewed the agenda for the December 16, 2021 Council meeting.

CLOSED SESSION

Councilman Sheffield moved to go into a Closed Session under NCSG §143-318.11(a)(3)(6). The motion carried unanimously. The Council entered Closed Session at 5:53 p.m.

OPEN SESSION

Councilman Sheffield moved to return to Open Session at 6:23 p.m. The motion carried unanimously.

VOTE – Town Managers Contract

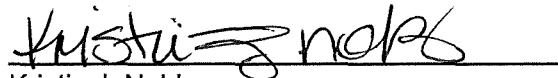
Councilman Sheffield moved to correct date errors on the Town Managers contract to reflect 2026 and to authorize the Mayor to sign on behalf of the Town. The motion passed unanimously.

VOTE – Hurricane Florence FEMA Funds

Councilman Leonard moved to adopt Option C for the disbursements of FEMA Funds from Hurricane Florence. The motion passed unanimously.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield moved to adjourn, the motion carried unanimously. The meeting adjourned at 6:26 p.m.



Kristie J. Nobles
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
December 16, 2021
Town Hall
7:00 p.m.**

Present Council Members: Mayor John Kirkland
Buddy Sheffield
Don Fogle
Barbara Maurer
Irving Van Slyke
Brian Leonard

Town Manager: Delane Jackson
Town Clerk: Kristie Nobles
Finance Director: Mandy Gilbert
Police Chief: Sean Joll

CALL TO ORDER

Mayor Kirkland called the meeting to order at 7:00 p.m. on Thursday, December 16, 2021 in the Town Hall Meeting Room with a quorum present.

RECOGNITION OF RESIDENTS

- Francis LaValle - 103 Courtney Lane
- Dave Land – 235 Lakemere
- John Daugherty - 220 Lakemere
- Marie Vecchio – 106 Courtney Lane

ADDITIONS/DELETIONS TO AGENDA

Vote – Addition to Agenda – Councilman Fogle moved to add Update on 25 Shoreline Drive Site to the agenda as item 4(A). The motion carried unanimously.

ADDRESSES TO THE COUNCIL

The Manager stated that he reported at the December 9, 2021 Work Session Council Meeting that he had spoken with Jaime Midgette with the North Carolina Public Water Supply Section regarding building at the 25 Shoreline Drive site and Mr. Midgette did not think that there would be an issue with building at that site. The Manager stated that since that conversation he has been notified by Mr. Midgette that the Town would not be permitted to build at that site.

Vote – Addresses to the Council – Councilman Leonard moved to eliminate 25 Shoreline Drive from consideration as a building site. The motion carried unanimously.

PUBLIC HEARING – 25 Shoreline Drive Building Site

Councilman Sheffield moved to open the Public Hearing to discuss the proposed building site at 25 Shoreline Drive. The motion carried unanimously.

He stated that the building site at 25 Shoreline Drive is no longer permitted but he invited anyone who wished to address the proposed building site at 25 Shoreline Drive to step to the podium to be heard.

River Bend resident Marie Vecchio, stepped to the podium. She stated that her main concern is the intent to continue to beautify the Town and if you had built on the 25 Shoreline Drive site, she feels it would have taken away a lot of the beauty from Shoreline Drive in River Bend. She asked the Council to be mindful of the beauty of River Bend when reviewing proposed building sites in the future. She then thanked to Council for all the efforts they put into the Town.

Councilman Sheffield moved to close the Public Hearing. The motion carried unanimously.

At this time, most of the public audience left the meeting.

CONSENT AGENDA

The Mayor presented the Council with the Consent Agenda. Councilman Leonard **moved to approve the Consent Agenda as presented.** The motion carried unanimously. Within this motion the following items were approved:

A. Approve

Minutes of the November 10, 2021 Work Session
Minutes of the November 18, 2021 Regular Council Meeting
Minutes of the November 22, 2021 Special Meeting

TOWN MANAGER'S REPORT

The Manager stated that the Board of Adjustment will hold a quasi-judicial Public Hearing on January 4, 2022 at 7:00 p.m. at Town Hall. He stated the purpose of the Public Hearing is to discuss the special use permit the Town has received from Moffat Properties to construct a commercial building located on US Highway 17.

The Manager stated that the second bid opening for the water meter replacement contract was held on December 14, 2021 at Town Hall and that only one bid was received. That bid was opened and the engineer is currently working on the bid tabulation. He stated that the bid could not be awarded by the Council until the state reviews the process.

The Manager stated that the Annual Budget-Kickoff meeting will be at the January 13, 2022 Council Work Session.

Councilman Sheffield asked the Manager what is the new plan for selecting a new site for the Water and Sewer Administration Building. The Manager stated that based on the new information regarding the previous site he will need to contact the engineer to discuss other possible sites. The Mayor stated that he would suggest having a special meeting to discuss possible site locations. Councilman Leonard stated that he would like to schedule the meeting at a time that would accommodate River Bend residents. Councilman Fogle stated that he talked with the Town Manager regarding a new site location. He stated that he suggested using the location of the playground and the area next to Town Hall and building a new updated playground in the future.

ADMINISTRATIVE REPORTS

PLANNING BOARD – COUNCILMAN SHEFFIELD

Councilman Sheffield presented the following report.

The regular meeting of the Planning board was held on Dec. 2nd at 6:00pm at the community building. A quorum was present. The town manager was present as were representatives from Moffat Properties, who wish to build a new Sunbelt Rentals on Highway 17 in River Bend. Chairman Lippert called the meeting to order. The owner of Moffat Properties spoke to the board about his plans and gave a description of the proposed business. The company's engineer then gave an extensive slide presentation, which included architectural drawings, a site map and photos of other Sunbelt Rentals sites in other parts of North Carolina. Board members asked

questions and received answers. There was talk about a 50 foot buffer zone, with trees, which would separate the business from adjoining residences. There was concern about some open spaces in the buffer zone. Chairman Lippert explained that the Planning Board will be making a recommendation to the Board of Adjustment regarding a special use permit requires for the business. The board voted unanimously to recommend approval of the permit with the special consideration that additional trees and greenery be added to the buffer zone. The guests were excused and the board continued with its other business. The usual reports were given. The board voted to adjourn. The next meeting is set for Jan. 6th. The public is invited.

BOARD OF ADJUSTMENT REPORT – COUNCILMAN SHEFFIELD

Councilman Sheffield presented the following report.

The River Bend Board of Adjustment met on Nov. 29th at 7:00 pm in Town Hall. All regular members were present. They are: Helmut Weisser, Chris Barta, Cinda Hill, Kelly Forrest, Paige Akiss and Patty Leonard. The alternate member for the ETJ, Rick Fisher, was also in attendance. Mayor Kirkland administered the oath of office to the members. In lieu of a sitting chairman, Manager Jackson conducted an election of officers. Paige Ackiss was elected chairman, Patty Leonard vice chairman and Allison McCollum secretary. Town attorney, Dave Baxter, gave a thorough lesson on the duties of a board of adjustment under North Carolina law with the aid of a PowerPoint presentation. As a quasi-judicial body the duties are significant and the board members seemed to take them very seriously. Primary among these duties is the need for absolute impartiality and the making of decisions based on clear evidence without regard for opinions. Manager Jackson then informed the board of an upcoming action that will be necessary. A company, Sunbelt Rentals, is applying for a special use permit for a parcel of land adjacent to the Shell station on Highway 17. He explained that the Planning Board would be reviewing the application and making its recommendation to the BOA. A meeting could not be set for the BOA action at that time due to the extensive requirements for notification of interested parties, including nearby property owners. Those notifications are now being made and the meeting of the BOA has been set for Jan. 4th. At Town Hall. The public is welcome to attend.

PUBLIC SAFETY – COUNCILMAN FOGLE

Councilman Fogle presented the following reports on Community Watch and CERT.

CERT

The CERT meeting scheduled for December 22, 2021, has been cancelled. Check the Town web pages for updates. Anyone interested in joining CERT should contact Mary Holihan.

Community Watch

Community Watch volunteers assisted with traffic control at the Christmas tree lighting ceremony. Their next meeting is scheduled for February 16, 2022 at 7:00 pm in the Municipal Building. Anyone interested in joining Community Watch should contact Egon Lippert.

PARKS & RECREATION/CAC – COUNCILWOMAN MAURER

Councilwoman Maurer presented the following reports.

Parks & Recreation

Parks & Rec held two meetings. The first was a special planning meeting for the Christmas tree lighting event and the second was the regular monthly meeting on December 1st which involved the final plans for the tree lighting evening as well as work on the calendar of activities for the next few months. By now everyone knows the Christmas tree lighting was a success. Special thanks to Public Works for the several days' work it took to set up the two Christmas trees and the other decorations, to Town Manager Delane Jackson for the music that had everyone smiling and singing, to the Mayor for lighting the tree, to the Rhems Fire Department for providing transportation to Santa and Mrs. Claus, and to the volunteers of Parks & Recreation, CAC, and the Red Caboose Library for an evening of fun and community for the children and the young at

heart who attended. The Fairfield Harbour Chorus was cancelled when the new pastor informed the chorus that they could not use the church. The first activity of 2022 will be An Evening of Pinochle and Poker on January 21st. More information will be posted soon. The next scheduled meeting is Wed. January 5 at 7pm. As part of regular business, planning will begin for River Bend Fourth of July celebration. Parks and Rec has two vacancies. Anyone who would like to participate in planning and presenting activities is invited to file an application.

Community Appearance Commission (CAC)

The CAC is scheduled to meet on Wednesday, January 19 at 4pm. There are two vacancies on this board. This group functions to organize and implement projects related to the appearance of our town, primarily related to landscaping. They meet bimonthly. If you would like to participate, please file an application.

Red Caboose Library (RCL)

The board met on December 2. Discussion included the ongoing inventory update and planning for a children's reading and activity program. Fundraising is a concern as the library has no regular source of income and has to rely on the generosity of donors to pay the rent and keep its doors open. The next board meeting is scheduled for Thursday, January 6 at 2 pm.

River Bend Community Organic Garden (RBCOG)

The regular meeting was held on December 6. Routine business was discussed. Dee Smith announced our benefactor has gifted the garden with additional funds from the sale of her monarch note cards and a relative of the donor made another donation. Volunteers have worked over 2900 hours from January to November 30 this year. The next meeting is scheduled for January 3 at 1:30 pm. The agenda will include planting plans for 2022, possibility of resuming workshops and consideration of a special project for the greenhouse.

FINANCE – COUNCILMAN VAN SLYKE, JR.

Financial Report – Finance Director, Mandy Gilbert presented to the Council the financial statement for the month of November. She stated the total of the Town's Cash and Investments as of November 30, 2021 are \$3,688,203 and Ad valorem tax collections for FY21-22 were \$122,271 and Vehicle Ad valorem tax collections were \$24,637.

Councilman Van Slyke stated that Town of River Bend has received the GFOA certificate of achievement of excellence in financial reporting for the fiscal year ending June 30, 2020 and this certificate of achievement is the highest form of recognition in governmental accounting and financial reporting. He then thanked the finance department and town staff for coming together to obtain this award.

ENVIRONMENTAL AND WATERWAYS ADVISORY BOARD– COUNCILMAN LEONARD

Councilman Leonard stated that EWAB was scheduled to meet on December 6, 2021 but did not have a quorum, therefore they did not meet. The next meeting is January 3, 2022.

MAYOR'S REPORT

The Mayor presented the following report.

In September this year, I read an article in "Governing News" relating to the recently enacted Texas law that gives poll watchers enforcement authority. That authority has traditionally been vested in law enforcement. The nation has recently watched a long and frequently audited review of election results in several states and cities and those audits found no case of frequent or other than very low number of questionable ballot irregularities. During my thirty year military career I voted in precincts in five states. I felt that they were all well managed and I was confident that the individuals operating the polling places were competent and dedicated to proper performance of

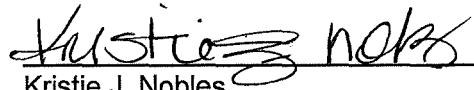
their responsibilities. I have voted in every election in River Bend for the last 26 years and I am of the opinion that the Craven County Elections Board officials have consistently operated a fair and legal administration in the conduct of County and municipal elections. The article that I referenced earlier states; "Nowadays, there's greater willingness to threaten public officials and according to polls, increasing approval among the public for using violence to achieve political ends. Prior to 9/11, the deadliest terrorist attack on U.S. soil since the Civil War was the bombing of the Federal Building in Oklahoma City in 1995," I recognize that there are opinions contrary to my opinion. In North Carolina and in Craven County we have witnessed consistent good management of elections. In our state appropriate discipline resulted when improper conduct of elections was found on the part of another county's elections board. It is apparent that the State Board of Elections will not tolerate improper actions on the part of a local board of elections. The authors of the Constitution gave the nation a system of "checks and balances" among the three branches of government. That "balance" has met the test of time for more than two hundred years and it would seem ill advised to substitute another system. If we look objectively at the performance of government under the United States Constitution we must conclude that the men who worked to draft that document did a great work. They also provided for a system to amend the document that has only been applied 27 times in the 232 years that the nation has been guided by the 1788 Constitution. This proven system should be used if any change in the elections process is deemed necessary.

PUBLIC COMMENT

No public comments at this time.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield moved to adjourn, the motion carried unanimously. The meeting adjourned at 7:41 p.m.



Kristie J. Nobles
Town Clerk