



**RIVER BEND TOWN COUNCIL  
AGENDA  
Regular Meeting  
February 16, 2023  
River Bend Town Hall – 45 Shoreline Drive  
7:00 p.m.**

Pledge: Leonard

1. Call to Order (Mayor Kirkland Presiding)
2. Recognition of New Residents
3. Additions/Deletions to Agenda
4. Addresses to the Council
5. Public Hearings
6. Consent Agenda

*All items listed under this section are considered routine by the Council and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.*

**A. Approve:**

*Minutes of the January 12, 2023 Work Council Meeting  
Minutes of the January 19, 2023 Regular Council Meeting  
Minutes of the March 10, 2022 Work Council Meeting - Amended*

**7. Town Manager's Report – Delane Jackson**

*Activity Reports*

- A. *Monthly Police Report* by Chief Joll
- B. *Monthly Water Resources Report* by Director of Public Works Mills
- C. *Monthly Work Order Report* by Director of Public Works Mills
- D. *Monthly Zoning Report* by Assistant Zoning Administrator McCollum

**Administrative Reports:**

8. Environment and Waterways – Councilman Leonard
  - A. EWAB Report
9. Planning Board – Councilman Sheffield
  - A. Planning Board Report
  - B. Draft Conditional Zoning Ordinance Review
10. Public Safety – Councilman Weaver
  - A. Community Watch
  - B. **VOTE** - Request Parks and Recreation Facilities Assessment

11. Parks and Recreation – Councilman Castranova
  - A. Parks and Recreation Report
    - i. **VOTE** - Parks and Recreation Appointments
  - B. Organic Garden Report
  - C. Library Report
12. CAC – Councilwoman Maurer
  - A. CAC Report
13. Finance – Councilman Leonard
  - A. Financial Report - Finance Director
  - B. **VOTE** – Water Resources Policy Manual Amendment
14. Mayor's Report – Mayor Kirkland
15. Public Comment

*The public comment period is set aside for members of the public to offer comments to the Council. It is the time for the Council to listen to the public. It is not a Question & Answer session between the public and the Council or Staff. All comments will be directed to the Council. Each speaker may speak for up to 3 minutes. A member of staff will serve as timekeeper. A sign-up sheet is posted by the meeting room door and will be collected prior to the start of the Public Comment Period. Speakers will be called on by the Mayor in the order that they signed up. In order to provide for the maintenance of order and decorum, the Council has adopted a policy for this section of the meeting. A copy of the policy is posted by the door for your review. Please follow the policy. If you have a specific question for staff, you are encouraged to contact the Town Manager or the appropriate Department Head at another time.*

16. Adjournment



Town of  
River Bend

RECEIVED

FEB 10 2023

TOWN OF RIVER BEND

Request Type - Select One

- Request to Address the Town Council at Regular Meeting
- Request to Appear on Town Council Meeting Agenda

Meeting Date February 16, 2023		Date of Request 02/10/23
<b>SPEAKER'S INFORMATION</b>		
Name Donna B. Ross		Phone Number 734-218-1522
Address 327 Plantation Dr. New Bern, NC 28562		
Organization (if any) none		
Subject Parks and Recreation		
<b>TIME LIMITED TO FIVE (5) MINUTES UNLESS OTHERWISE APPROVED</b>		
Requestor's Signature <i>Donna B. Ross</i>		Time Requested 5 mins or less
Approval <i>Delane Jackson</i>	Date 2-10-23	Time (Minutes)* 5

\*If more than three (3) people sign up to speak at the meeting, the Council reserves the right to reduce time allowed. Form must be returned to the Clerk by 9:00 am on the Tuesday prior to the meeting. TRB Form # 54 (Rev. 3/22)

**River Bend Town Council  
Work Session Minutes  
January 12, 2023  
Town Hall  
6:00 p.m.**

Present Council Members: Mayor John Kirkland  
James Castranova  
Brian Leonard  
Barbara Maurer  
Buddy Sheffield  
Jeff Weaver

Town Manager: Delane Jackson  
Town Clerk: Kristie Nobles  
Police Chief: Sean Joll  
Town Attorney: Dave Baxter

Members of the Public Present: 7

**CALL TO ORDER**

Mayor Kirkland called the meeting to order at 6:00 p.m. on Thursday, January 12, 2023 at the River Bend Town Hall with a quorum present.

**VOTE – Approval of Agenda**

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

**Discussion – Irving “Bud” Van Slyke Day Resolution**

Councilwoman Maurer stated that on January 25, 2023, at 3:00 p.m. there will be a celebration to honor and recognize Mr. Bud Van Slyke for his dedication and many years of service to the Town of River Bend. She presented a resolution that stated his many positions and dates of service to the Town.

**VOTE – Irving “Bud” Van Slyke Day Resolution**

Councilwoman Maurer motioned to approve the language within the Recognizing Irving “Bud” Van Slyke, Jr. Resolution presented. The motion carried unanimously. (see attached)

**Discussion – NCLM Legislative Goals Priorities**

The Manager stated that the North Carolina League of Municipalities has requested that the Town submit a list of priorities based on 16 different topics that they provided. He stated each councilperson submitted their prioritized list and he tabulated those. He stated that our top ten priorities must be submitted to NCLM by January 13, 2023.

**VOTE – NCLM Legislative Goals Priorities**

Councilman Weaver motioned to approve the NCLM Legislative Goals as presented. The motion carried unanimously. (see attached)

**Discussion – Budget Amendment 22-B-05**

The Manager stated that the Water Meter Replacement Project is nearly complete and he did not anticipate the first payment due until next fiscal year, but the payment is due in May. He stated that this budget amendment would transfer funds for that payment.

### **VOTE – Budget Amendment 22-B-05**

Councilman Leonard motioned to approve Budget Amendment 22-B-05 as presented. The motion carried unanimously. (see attached)

### **Discussion – Future of Conditional Zoning**

Councilman Leonard asked if the current Council would like to proceed with conditional zoning as approved with the previous Council. The Manager stated that the previous Council had agreed to move forward on conditional zoning and since then the Council has some newly elected members. He asked if the Council would like to proceed with creating a conditional zoning ordinance. He stated that the Planning Board reviewed and prepared the conditional zoning ordinance at the previous Council's request. The Manager stated that the Planning Board has prepared the ordinance with areas that the Planning Board would like the Council's input and the Town Attorney to review. Councilman Weaver asked if the Town Attorney would normally review the ordinance after the Planning Board has approved it, before the Council approves it and the Manager stated that is correct. He stated that once the Planning Board approves the ordinance the Town Attorney and the Council work together to complete the ordinance. Councilman Weaver asked about details outlined within the ordinance and Councilman Leonard stated that at this time the Council needs to decide if they would like to proceed with the conditional zoning ordinance or not, and that the details would be determined if they choose to proceed.

### **VOTE – Conditional Zoning**

Councilman Leonard motioned to continue the development of the Conditional Zoning Ordinance. The motion passed with three ayes and two nays (Castranova and Weaver voting nay).

After the motion, the Manager stated that the Planning Board has some areas of concerns as noted on the ordinance and ask that the Town Attorney review the ordinance. The Manager stated that the Council could ask the Town Attorney to review the ordinance or send it back to the Planning Board to continue to review and revise the ordinance. Councilman Castranova stated he was concerned with an individual having the authority to make changes to a site plan and asked if the ordinance could be revised as to where any structural changes have to be approved by the Planning Board or the Council. The Town Attorney stated that any procedural changes could be made when the ordinance is approved by the Planning Board and presented to the Council. Councilman Leonard stated that he would like to set limits on changes that an unelected official could approve.

### **VOTE – Planning Board Review**

Councilman Leonard motioned to send the draft Conditional Zoning Ordinance back to the Planning Board for clarification and specification of the gray highlighted areas as to what their concerns and legal questions are. The motion carried unanimously.

### **Discussion – Advisory Board Ordinance**

Councilman Weaver stated that he has reviewed the Advisory Boards Ordinance and he feels there have been some issues recently. He asked if the Council has considered having one advisory board that includes most of the Town's Advisory Boards. Councilman Leonard stated that he feels that the Advisory Boards can get through the current situations and he feels the Council needs to show support to the Advisory Boards. Councilwoman Maurer stated that each board has special interests and she feels combining the boards is not the answer. Councilman Sheffield stated that if you consolidate the boards you would still need to have committees within that board. Councilman Leonard agreed.

### **Discussion – Staffing Levels**

Councilman Weaver stated that the Manager stated that the town staff is currently working on many different projects and this is probably the most projects the Town has had in a long time. Councilman Weaver stated he asked the Manager if he felt the town needed additional personnel. Councilman Sheffield asked the Manager if he had the opportunity to add staff, what department

he would want to add staff to. The Manager stated that the audit is a time consuming process for the Finance Director and there are 14 million dollars in grant projects ongoing. He stated that the Finance Director plays a very important role in the finances of grant-funded projects. He stated, although it is a behind the scenes role it is very demanding. He stated he would like to add a temporary part-time position to finance, but the right person would need to have knowledge in financial matters. The Manager stated that he would also like to add an additional seasonal employee to the Public Works department. The Manager stated that any additional personnel would be reviewed and presented within the budget, if funding is available.

**REVIEW – Agenda for the January 19, 2023 Council Meeting**

The Council reviewed the agenda for the January 19, 2023 Council Meeting.

**ADJOURNMENT/RECESS**

There being no further business, Councilman Sheffield moved to adjourn. The motion carried unanimously. The meeting adjourned at 7:15 p.m.

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Kristie J. Nobles, CMC  
Town Clerk

ITEM 6

**Town of River Bend Resolution**  
**Recognizing Irving "Bud" Van Slyke, Jr.**

**Whereas,** "Bud" Van Slyke began his service to the Town of River Bend on December 15, 1999 when he was appointed by Town Council to serve as a member of the town's Planning Board, where he later served as Chairman, and

**Whereas,** "Bud" was originally appointed to the River Bend Town Council on April 20, 2005 to fill a vacancy on the Town Council, and

**Whereas,** "Bud" was elected thereafter by the people and continuously served as a member of the Town Council until December 15, 2022, and

**Whereas,** "Bud" was originally appointed by his fellow Council members to serve as Mayor Pro Tem on June 16, 2011 and was repeatedly re-appointed and continuously served in that capacity until December 15, 2022, and

**Whereas,** "Bud" was originally appointed by his fellow Council members as Finance Officer on May 12, 2005 and continuously served in that capacity until November 17, 2022, and

**Whereas,** "Bud" has volunteered to serve the community in numerous capacities over the years, and

**Whereas,** "Bud" has been a loyal servant of the citizens of the Town of River Bend for more than 23 years and served with the highest degree of ethics, integrity, and dedication, and

**Whereas,** the Town Council wishes to recognize "Bud" for his service and express the town's gratitude for his service;

**Now, therefore be it resolved,** by the River Bend Town Council that January 25, 2023 is declared as Bud Van Slyke Day in River Bend and that all citizens are invited to a reception in his honor at 3 p.m. in Town Hall.

**Adopted this the 19<sup>th</sup> day of January, 2023**

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**John R. Kirkland, Mayor**

**ATTEST:**

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**Kristie J. Nobles, Town Clerk, CMC**



**NCLM Legislative Goals Priority Ranking FY23-24**

Priority	Kirkland	Sheffield	Maurer	Leonard	Weaver	Castranova	TOTAL	Final Rank
A. Affordable Housing	0	0	0	4	0	0	4	7
B. Vacant Properties	10	4	0	5	3	3	25	1
C. Infrastructure Funding	9	6	10	9	10	7	51	5
D. Broadband	0	0	5	0	4	0	9	10
E. Extend Deadline	1	3	0	0	0	2	6	8
F. Transportation Funding	8	7	8	0	7	1	31	3
G. Multi-Modal Transportation	2	0	0	1	0	0	3	12
H. Public Transit	7	0	3	2	0	0	12	4
I. Economic Development	0	5	4	8	9	8	34	6
J. Water/Sewer Regionalization	0	8	7	0	2	10	27	3
K. Law Enforcement	6	10	6	0	8	5	35	9
L. Audit Funding	5	9	0	0	1	4	19	8
M. Contract Laws	0	2	0	7	6	6	21	2
N. Annexation Reform	4	0	1	3	0	0	8	9
O. Pollution Clean-Up	0	1	2	6	0	0	9	8
P. Expanded Revenue Options	3	0	9	10	5	9	36	2

The 16 priority goals listed above were provided by the NCLM. The Town Council of River Bend ranked its Top 10 from among the list. The overall results will be provided to the NCLM as River Bend's Top 10. Our results will be combined with all other municipalities across the state and will represent the NCLM's "Top 10" legislative goals for the upcoming session of the North Carolina General Assembly.





**TOWN OF RIVER BEND  
 BUDGET ORDINANCE AMENDMENT 22-B-05  
 FISCAL YEAR 2022 - 2023**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina that the 2022-2023 Budget Ordinance as last amended on November 10, 2022, be amended as follows:

**Summary**

General Fund	2,273,469
General Capital Reserve Fund	99,847
Law Enforcement Separation Allowance Fund	13,525
Water Fund	884,032
Water Capital Reserve Fund	245,260
Sewer Fund	1,187,139
Sewer Capital Reserve Fund	11,273
Total	<u>4,714,545</u>

**Section 1. General Fund**

Anticipated Revenues

AD VALOREM Taxes 2022-2023	721,710
AD VALOREM Tax-Motor Vehicle	92,300
Animal Licenses	2,000
Sales Tax 1% Article 39	177,124
Sales Tax 1/2% Article 40	102,899
Sales Tax 1/2% Article 42	88,586
Sales Tax Article 44	11,613
Sales Tax Hold Harmless Distribution	99,000
Solid Waste Disposal Tax	2,200
Powell Bill Allocation	91,000
Beer and Wine Tax	13,225
Video Programming Sales Tax	50,743
Utilities Franchise Tax	108,963
Telecommunications Sales Tax	8,140
Court Refunds	500
Zoning Permits	5,000
Federal Grant (Byrne Justice Assistance Grant)	22,170
State Grant (Golden LEAF Foundation Grant)	250,000
Miscellaneous	10,000
Interest- Powell Bill Investments	50
Interest-General Fund Investments	500
Contributions	421
Wildwood Storage Rents	18,144
Rents & Concessions	18,000
Sale of Fixed Assets	15,000
Transfer From Capital Reserve Fund	72,787
Appropriated Fund Balance	<u>291,394</u>
Total	2,273,469

**Section 1. General Fund (continued)**

Authorized Expenditures

Governing Body	30,400
Administration	296,800
Finance	133,800
Tax Listing	11,600
Legal Services	24,000
Elections	1,000
Police	664,443
Public Buildings	102,300
Emergency Services	3,700
Animal Control	14,600
Street Maintenance	193,000
Public Works	177,500
Leaf & Limb and Solid Waste	51,000
Stormwater Management	311,395
Wetlands and Waterways	2,900
Planning & Zoning	54,800
Recreation & Special Events	7,600
Parks & Community Appearance	101,200
Contingency	17,931
Transfer To General Capital Reserve Fund	60,000
Transfer To L.E.S.A. Fund	13,500
Total	<u>2,273,469</u>

**Section 2. General Capital Reserve Fund**

Anticipated Revenues

Contributions from General Fund	60,000
Interest Revenue	60
Appropriated Fund Balance	<u>39,787</u>
Total	<u>99,847</u>

Authorized Expenditures

Transfer to General Fund	72,787
Future Procurement	<u>27,060</u>
Total	<u>99,847</u>

**Section 3. Law Enforcement Separation Allowance Fund**

Anticipated Revenues:

Contributions from General Fund	13,500
Interest Revenue	<u>25</u>
Total	<u>13,525</u>

Authorized Expenditures:

Separation Allowance	0
Future LEOSSA Payments	<u>13,525</u>
Total	<u>13,525</u>

**Section 4.            Water Fund**

Anticipated Revenues

Utility Usage Charges, Classes 1 & 2	209,332
Utility Usage Charges, Classes 3 & 4	10,525
Utility Usage Charges, Class 5	13,183
Utility Usage Charges, Class 8	3,519
Utility Customer Base Charges	277,253
Hydrant Availability Fee	20,130
Taps & Connections Fees	1,250
Nonpayment Fees	10,500
Late payment Fees	7,707
Interest Revenue	435
Sale of Capital Asset	0
Appropriated Fund Balance	330,197
<b>Total</b>	<b>884,032</b>

Authorized Expenditures

Administration & Finance [1]	485,741
Operations and Maintenance	124,000
Transfer To Fund Balance for Capital Outlay	3,500
Transfer To Water Capital Reserve Fund	0
Transfer to PW Capital Projects Fund	270,791
<b>Total</b>	<b>884,032</b>

[1] Portion of department for bond debt service: 152,932

**Section 5.            Water Capital Reserve Fund**

Anticipated Revenues

Contributions From Water Operations Fund	0
Interest Revenue	172
Appropriated Fund Balance	245,088
<b>Total</b>	<b>245,260</b>

Authorized Expenditures

Future Expansion & Debt Service	172
Transfer to PW Capital Projects Fund	245,088
<b>Total</b>	<b>245,260</b>

**Section 6.**            **Sewer Fund**

Anticipated Revenues:

Utility Usage Charges, Classes 1 & 2	257,727
Utility Usage Charges, Classes 3 & 4	23,194
Utility Usage Charges, Class 5	29,053
Utility Usage Charges, Class 8	6,836
Utility Customer Base Charges	294,601
Taps & Connection Fees	1,250
Late payment Fees	7,948
Interest Revenue	703
Sale of Capital Asset	0
Appropriated Fund Balance	565,827
<b>Total</b>	<b>1,187,139</b>

Authorized Expenditures:

Administration & Finance [2]	468,025
Operations and Maintenance	211,000
Transfer to Fund Balance for Capital Outlay	3,500
Transfer to Sewer Capital Reserve Fund	0
Transfer to PW Capital Projects Fund	504,614
<b>Total</b>	<b>1,187,139</b>

*[2] Portion of department for bond debt service: 126,434*

**Section 7.**            **Sewer Capital Reserve**

Anticipated Revenues:

Contributions From Sewer Operations Fund	0
Interest Revenue	8
Appropriated Fund Balance	11,265
<b>Total</b>	<b>11,273</b>

Authorized Expenditures:

Future Expansion & Debt Service	8
Transfer to PW Capital Projects Fund	11,265
<b>Total</b>	<b>11,273</b>

**Section 8. Levy of Taxes**

There is hereby levied a tax at the rate of twenty-six cents (\$0.26) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2022, for the purpose of raising the revenue listed as "Ad Valorem Taxes 2022-2023" in the General Fund Section 1 of this ordinance. This rate is based on a valuation of \$278,500,000 for purposes of taxation of real and personal property with an estimated rate of collection of 99.67%. The estimated collection rate is based on the fiscal year 2020-2021 collection rate of 99.67% by Craven County who has been contracted to collect real and personal property taxes for the Town of River Bend. Also included is a valuation of \$35,500,000 for purposes of taxation of motor vehicles with a collection rate of 100% by the North Carolina Vehicle Tax System.

**Section 9. Fees and Charges**

There is hereby established, for Fiscal Year 2022-2023, various fees and charges as contained in Attachment A of this document.

**Section 10. Special Authorization of the Budget Officer**

- A. The Budget Officer shall be authorized to reallocate any appropriations within departments.
- B. The Budget Officer shall be authorized to execute interfund and interdepartmental transfers in emergency situations. Notification of all such transfers shall be made to the Town Council at its next meeting following the transfer.
- C. The Budget Officer shall be authorized to execute interdepartmental transfers in the same fund, including contingency appropriations, not to exceed \$5,000. Notification of all such transfers shall be made to the Town Council at its next meeting following the transfer.

**Section 11. Classification and Pay Plan**

Cost of Living Adjustment (COLA) for all Town employees shall be 5.0% and shall begin the first payroll in the new fiscal year. The Town Manager is hereby authorized to grant merit increases to Town employees, when earned, per the approved Pay Plan.

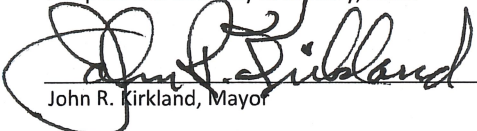
**Section 12. Utilization of the Budget Ordinance**

This ordinance shall be the basis of the financial plan for the Town of River Bend municipal government during the 2022-2023 fiscal year. The Budget Officer shall administer the Annual Operating Budget and shall ensure the operating staff and officials are provided with guidance and sufficient details to implement their appropriate portion of the budget.


**Section 13. Copies of this Budget Ordinance**

Copies of this Budget Ordinance shall be furnished to the Clerk, Town Council, Budget Officer and Finance Officer to be kept on file by them for their direction in the disbursement of funds.

Adopted this 12th day of January, 2023.

  
\_\_\_\_\_  
John R. Kirkland, Mayor

Attest:

  
\_\_\_\_\_  
Kristie J. Nobles, Town Clerk



**River Bend Town Council  
Regular Meeting Minutes  
January 19, 2023  
Town Hall  
7:00 p.m.**

Present Council Members: Mayor John Kirkland  
James Castranova  
Brian Leonard  
Barbara Maurer  
Buddy Sheffield  
Jeff Weaver

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

Members of the Public Present: 19

**CALL TO ORDER**

Mayor Kirkland called the meeting to order at 7:00 p.m. on Thursday, January 19, 2023 at the River Bend Town Hall with a quorum present.

**ADDITIONS/DELETIONS TO AGENDA**

**Vote** – Addition to Agenda – Councilman Leonard moved to add Closed Session NCGS§ 143-318.11(a)(3) to consult with the Town Attorney to the agenda. The motion carried unanimously.

**VOTE – Approval of Agenda**

Councilman Leonard motioned to accept the agenda as presented. 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 December 15, 2022 Regular Council Meeting*

**Budget Kick-off**

Manager Jackson presented a PowerPoint presentation outlining the normal budget process and the recent revaluation process. The Council reviewed their Priorities and Vision Statement and the proposed meeting schedule. He stated there was a schedule conflict on April 27, 2023 and recommended rescheduling that workshop on May 1, 2023. With no objections, the schedule and priorities were approved by consent of the Council.

**TOWN MANAGER'S REPORT**

The Manager announced that the Town Clerk, Kristie Nobles, has received her Certified Municipal Clerk Certification and presented her with a certificate. He stated that she is only the second Town Clerk in the history of the Town of River Bend to earn this certification.

The Manager gave the following update on Town projects:

- The Water Meter Replacement Project is nearly complete with 1,195 meters replaced out of 1,500 meters.

## **ADMINISTRATIVE REPORTS**

### **PLANNING BOARD – COUNCILMAN SHEFFIELD**

Councilman Sheffield presented the following report.

The regular meeting of the Planning Board was held on January 5 at 6:00 pm in the Community Building. A quorum was present. Councilman Sheffield was ill and did not attend. Councilperson Maurer graciously covered the meeting on his behalf. There was only one item on the agenda, the ongoing effort to create a conditional zoning ordinance at the request of the Town Council. Manager Jackson and Assistant Zoning Administrator McCollum presented a draft document they had created which relied heavily on the ordinance in place in the Town of Havelock. Changes specific to River Bend had been highlighted. There was much discussion. Ultimately the board was not ready to recommend the ordinance to the Council for passage. They highlighted certain areas of concern and suggested that the document be reviewed by the Town Attorney. The next meeting is scheduled for February 2<sup>nd</sup> at 6:00pm. All interested parties are encouraged to attend.

### **PARKS & RECREATION/CAC – COUNCILMAN CASTRANOVA**

Councilman Castranova presented the following reports.

#### **Parks & Recreation**

Councilman Castranova stated there have been several resignations from the Parks and Recreation Advisory Board leaving a sole member, David Ross who assumed the role of Chairperson. He stated there was a Special Meeting on January 11, 2023 to review applications received. He stated that 4 applications have been received and 3 of those were recommended for appointment.

**Vote – Parks & Recreation Advisory Board Appointment** – Councilman Castranova moved to appoint Krysten Howard to the Parks and Recreation Advisory Board for a term beginning January 19, 2023 and expiring June 30, 2024. The motion carried unanimously.

**Vote – Parks & Recreation Advisory Board Appointment** – Councilman Castranova moved to appoint Keenan Castranova to the Parks and Recreation Advisory Board for a term beginning January 19, 2023 and expiring June 30, 2024. The motion carried unanimously.

**Vote – Parks & Recreation Advisory Board Appointment** – Councilman Castranova moved to appoint Kathy Noonan to the Parks and Recreation Advisory Board for a term beginning January 19, 2023 and expiring June 30, 2024. The motion carried unanimously.

#### **River Bend Community Organic Garden (RBCOG)**

Councilman Castranova stated that he did not attend the monthly meeting but stated there are workshops scheduled on February 21, 2023 and February 28, 2023.

#### **Red Caboose Library (RCL)**

Councilman Castranova stated that the Red Caboose Library met the previous week and discussed upcoming events. He stated that the Library also discussed the conditions that prevent the Library from asking the Town for monetary help; those conditions were opposed when they became a subgroup of the Parks and Recreation Advisory Board. He stated that he has spoken to The Town Manager and the Town Attorney and was advised that the Parks and Recreation Advisory Board would need to remove that condition. Councilman Sheffield asked if the library is a nonprofit organization under 501(c) and Councilwoman Maurer stated that it is not. The Town

Manager stated that he does not feel that the word “conditions” is the appropriate term. He stated that the Library submitted a written request to the Parks and Recreation Advisory Board to become a part of the advisory board and stated that the Library indicated they would not request any funding. The Town approved the Library’s request at that time.

### **CAC – Councilwoman Maurer**

Councilwoman Maurer presented the following report.

#### **Community Appearance Commission (CAC)**

The CAC met on January 18. Five members and one guest were present. The globe lights made in the CAC workshops and installed at the front entrance by Public Works received accolades from residents and members of the greater New Bern area. The Christmas Festive Homes award program was popular and received many nominations. The next award event, Yard of the Month, takes place in April. The next CAC event will be the Arbor Day Celebration in March. Future programs under discussion included a yard, mailbox and door festive award for Fourth of July and permanent landscaping around the Veterans Memorial. IT improvements are planned to enhance communication with the community. The Plantation Median project will take its next step with a presentation in February by Dr. Tom Glasgow, Craven County Cooperative Extension Director, about the condition of trees and plants along the median. The next meeting is scheduled for March 15, 2023.

### **VOTE – Irving “Bud” Van Slyke Resolution**

Councilwoman Maurer motioned to approve the Irving ‘Bud’ Van Slyke Resolution as presented. The motion carried unanimously. (see attached)

### **FINANCE – Councilman Van Slyke**

Financial Report – Finance Director, Mandy Gilbert presented to the Council the financial statement for the month of December. She stated the total of the Town’s Cash and Investments as of December 31, 2022 were \$4,376,546 and Ad valorem tax collections for FY22-23 were \$495,037 and Vehicle Ad valorem tax collections were \$34,465.

### **MAYOR’S REPORT**

The Mayor presented the following report.

As the year 2022 draws to a close it is appropriate to recognize the superior performance of the River Bend Town Staff. Looking first at the Town Manager’s position. The Town in 2023 begins the 21st year operating under the Town’s General Assembly authorized “Council-Manager” form of governance. In that period we have had the service of four different Managers. Our current Manager Delane Jackson is in his ninth year serving the Town. He is also the longest serving of the several managers. The Manager is responsible for supervising all staff members. Recently he saw three key members of the Town Hall staff reach retirement age and opted to enter that phase of their life. The longest serving of the three was Margaret Theis who as Finance Administrator had served for 25 years. Next in length of service was Kathleen De Young who had served for 20 years as Deputy Clerk. Ann Katsuyoshi had served as Town Clerk for 18 years. These three positions are all very critical to the Town’s day to day operations. Manager Jackson advertised for candidates to fill the vacant positions, conducted interviews and hired qualified persons to fill each of the three positions. Mrs. Kristie Nobles as Town Clerk, Mrs. Jennifer Barrow as Deputy Town Clerk and Mrs. Mandy Gilbert as Finance Director. Mrs. Gilbert was formally the Finance Assistant. Mrs. Rebekah Pearce was hired as Finance Assistant. These newly hired employees have quickly gained the detailed understanding of the positions that they serve. The preceding addresses the changes that have occurred in the Town Hall staff. Now to the dedicated personnel who serve in the Police Department and the Public Works/Water Resources Department. These persons provide critical service every day to all citizens. These individuals respond to the routine of day to day operations and also the emergency events that come with little or no notice. All of these persons deserve our thanks for the service that you perform and keep our Town operating.



The leaders of these two departments are Police Chief Sean Joll, and Public Works Director Brandon Mills. The members of the Police Department are: Sergeant Stephen Fell, and Officers Michael DeStefano, Andrew Borner, Chase Adams and Derius Johnson. Members of Public Works/Water Resources Department are: Public Works Director Brandon Mills. Staff members are James Jones, Mike Steffa, Doug Becker, Juquan Jarvis, and Andrew Brooks. To all Town staff members: Thank you for the quality contribution that you bring to work each day and often is performed without notice. Please accept a sincere "Thank You" for your service every day. It is that service that makes River Bend the fine community that more than 3,000 persons call home.  
THANK YOU

**PUBLIC COMMENT**

No public comments at this time.

**CLOSED SESSION**

Councilman Leonard moved to go into a Closed Session under NCSG §143-318.11(a)(3) to consult with the Town Attorney. The Council entered Closed Session at 8:32 p.m.

**OPEN SESSION**

Councilman Sheffield moved to return to Open Session at 9:29 p.m. The motion carried unanimously.

**ADJOURNMENT/RECESS**

There being no further business, Councilman Sheffield **moved to adjourn**. The meeting adjourned at 9:30 p.m.

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Kristie J. Nobles, CMC  
Town Clerk

**Town of River Bend Resolution**  
**Recognizing Irving "Bud" Van Slyke, Jr.**

**Whereas,** "Bud" Van Slyke began his service to the Town of River Bend on December 15, 1999 when he was appointed by Town Council to serve as a member of the town's Planning Board, where he later served as Chairman, and

**Whereas,** "Bud" was originally appointed to the River Bend Town Council on April 20, 2005 to fill a vacancy on the Town Council, and

**Whereas,** "Bud" was elected thereafter by the people and continuously served as a member of the Town Council until December 15, 2022, and

**Whereas,** "Bud" was originally appointed by his fellow Council members to serve as Mayor Pro Tem on June 16, 2011 and was repeatedly re-appointed and continuously served in that capacity until December 15, 2022, and

**Whereas,** "Bud" was originally appointed by his fellow Council members as Finance Officer on May 12, 2005 and continuously served in that capacity until November 17, 2022, and

**Whereas,** "Bud" has volunteered to serve the community in numerous capacities over the years, and

**Whereas,** "Bud" has been a loyal servant of the citizens of the Town of River Bend for more than 23 years and served with the highest degree of ethics, integrity, and dedication, and

**Whereas,** the Town Council wishes to recognize "Bud" for his service and express the town's gratitude for his service;

**Now, therefore be it resolved,** by the River Bend Town Council that January 25, 2023 is declared as Bud Van Slyke Day in River Bend and that all citizens are invited to a reception in his honor at 3 p.m. in Town Hall.

**Adopted this the 19<sup>th</sup> day of January, 2023**

  
\_\_\_\_\_  
John R. Kirkland, Mayor

**ATTEST:**



Kristie J. Nobles, Town Clerk, CMC



**River Bend Town Council  
Work Session Minutes  
March 10, 2022  
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  
Police Chief: Sean Joll

Members of the Public Present: 1

**CALL TO ORDER**

Mayor Kirkland called the meeting to order at 5:00 p.m. on Thursday, March 10, 2022 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.

**VOTE – Resolution for Water Meter Replacement Project**

Councilman Leonard motioned to approve the Water Meter Replacement Project Resolution as presented. The motion passed unanimously. (see attached)

**DISCUSSION – Eastern Carolina Council of Government (ECCOG) Resolution**

The Manager reviewed the sample resolution that the ECCOG sent for the Council to consider adopting. The Mayor stated that the ECCOG is making changes to restructure and rebuild the Council and that he attended a workshop recently in support of the ECCOG. The Manager stated that the resolution would be presented at the next Council meeting.

**VOTE – Budget Amendment #21-B-05**

Councilman Van Slyke motioned to approve Budget Amendment #21-B-05 as presented. The motion passed unanimously. (see attached)

**DISCUSSION – Arbor Day Proclamation**

The Mayor read the Arbor Day Proclamation and stated that this is an annual proclamation that is needed for the Tree City USA award that the Town has received for the past 11 years. Councilman Fogle asked if the Town could plant a tree in honor of Arbor Day in the Town. The Council supported the suggestion.

### **DISCUSSION – Surplus Property Resolution**

The Manager stated that the Town is now the owner of the Wolfer Property located at 111 Starboard Drive after a public auction. He stated that the Town could sale the property by accepting sealed bids with the right to reject any and all bids if the Town chooses. Councilman Fogle asked if the Council could set a minimum bid. The Council agreed that they would not accept any less than the Town has invested in the property.

### **DISCUSSION – Sign Ordinance and Short-term Rental Updates**

The Manager stated that the Planning Board met on March 3<sup>rd</sup> and approved the rezoning request for property on Highway 17 that will be presented at the April Council meeting along with conducting a Public Hearing. He also stated that the Planning Board discussed the sign ordinance that addresses all signs in general but specifically addresses political signs and the location of signs. He stated that an amended ordinance would be presented at the April Council Meeting. The Manager stated that the Council asked the Planning Board to reevaluate the Town's ordinance involving short-term rentals. He stated that there is currently an on-going court case that could affect the Town's regulations on short-term rentals. He stated that the Planning Board has decided to wait until that court decision has been made to make a decision regarding this ordinance.

### **DISCUSSION – City Vision Conference Update**

The Manager stated that he plans to attend the City Vision Conference in Wilmington on April 27-28. Councilman Leonard and Councilwoman Maurer are interested in attending also.

### **DISCUSSION – Advisory Board Ordinance Amendments**

The Manager stated that the amended Advisory Board Ordinance Amendment presented includes the revised language the Council agreed on previously. Councilman Leonard stated that at the last EWAB meeting the members expressed their concerns about the annual report requirements and its value to the Town. Councilwoman Maurer stated that she feels that the annual report is redundant with regards to the minutes but she is more concerned with the date that the annual report is required. She stated she feels when the advisory boards submit budget request reports for annual funding, is the time to know what the advisory board has accomplished in the past year and what they have planned for the upcoming year. She feels all of this could be included in one report submitted annually. She referred to the Parks and Recreation Advisory Board Ordinance Powers and Duties section E, stating that the advisory board can organize and administer events approved by the Council or Manager, she asked when is it determined the need to get approval. The Manager stated that when the Advisory Board submits their annual budget requests and its approved, if an event is canceled those funds could be used for another event. He stated if the advisory board wants to add additional events, those would need the Council or Managers approval. Councilman Fogle stated that if an advisory board cancels and does not reschedule that event he feels the budget should be adjusted or there should be a commitment from that advisory board to reschedule that event within a certain amount of time. He stated he would address this at the Budget Meetings. Councilman Sheffield referred to the Planning Board Advisory Board Ordinance requiring a written Annual Report by April 1<sup>st</sup>. He asked if that section could be removed from the Planning Board section. He stated that he feels this language should only apply to Advisory Boards receiving Town funding and the Planning Board does not receive funding. The Manager stated that section E could be removed for the Planning Board if the Council wished to remove it.

### **VOTE – Advisory Board Ordinance Amendment**

Councilman Sheffield motioned to remove section E from the Planning Board Advisory Ordinance. The motion failed. Three nays (Leonard, Van Slyke, Fogle) 2 ayes (Maurer, Sheffield)

### **REVIEW AGENDA FOR THE MARCH 17, 2022 COUNCIL MEETING**

The Council reviewed the agenda for the March 17, 2022 Council meeting.

**ADJOURNMENT/RECESS**

There being no further business, Councilman Sheffield moved to adjourn. The motion carried unanimously. The meeting adjourned at 6:15 p.m.

---

Kristie J. Nobles  
Town Clerk

ITEM 6

**RESOLUTION BY THE TOWN OF RIVER BEND**

**WHEREAS,** the Safe Drinking Water Act Amendments of 1996 and the North Carolina Water Infrastructure Fund have authorized the making of loans and/or grants, as applicable, to aid eligible, drinking-water system owners in financing the cost of construction for eligible, drinking-water infrastructure; and

**WHEREAS,** the North Carolina Department of Environmental Quality has offered a Drinking Water State Revolving Fund (DWSRF) Loan in 2021 in the amount of \$602,500 for the construction of Water Meter Replacement hereafter referred to as the "Project"; and

**WHEREAS,** the North Carolina Department of Environmental Quality has offered another Drinking Water State Revolving Fund (DWSRF) Loan in 2022 in the amount of \$130,310 for the construction of Water Meter Replacement hereafter referred to as the "Project"; and

**WHEREAS,** the Town of River Bend intends to construct said Project in accordance with engineering plans and specifications that have been or will have been approved by the North Carolina Public Water Supply Section.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF RIVER BEND:**

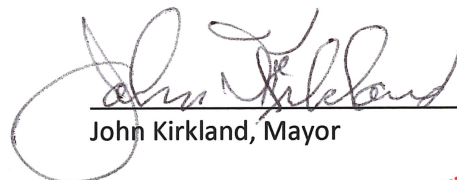
That the Town of River Bend does hereby accept the DWSRF Loans offered in the total amount of \$732,810; and

That the Town of River Bend does hereby give assurance to the North Carolina Department of Environmental Quality that they will adhere to all applicable items specified in the standard "Conditions" and "Assurances" of the Department's funding offer, awarded in the form of DWSRF Loan; and

That the Town Manager, Delane Jackson, and successors so titled, is hereby authorized and directed to furnish such information, as the appropriate State agency may request, in connection with such application or the Project; to make the Assurances as contained above; and to execute such other documents as may be required in connection with the application; and

That the Town of River Bend has complied substantially or will comply substantially with all Federal, State and local laws, rules, regulations, and ordinances applicable to the Project, and to Federal and State grants and loans pertaining thereto.

**Adopted and Effective this the 10<sup>th</sup> day of March, 2022 at River Bend, North Carolina.**

  
\_\_\_\_\_  
John Kirkland, Mayor

Attest:

  
\_\_\_\_\_  
Kristie J. Nobles





**TOWN OF RIVER BEND**

**45 Shoreline Drive  
River Bend, NC 28562**

T 252.638.3870  
F 252.638.2580

[www.riverbendnc.org](http://www.riverbendnc.org)

## PROCLAMATION FOR ARBOR DAY

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day is now observed throughout the nation and the world, and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

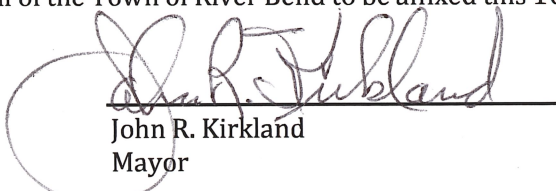
WHEREAS, trees in our town increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal.

NOW, THEREFORE, I, John Kirkland, Mayor of the Town of River Bend, do hereby proclaim April 29, 2022 as Arbor Day in the Town of River Bend, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

HEREUNTO, I set my hand and cause the Seal of the Town of River Bend to be affixed this 10<sup>th</sup> day of March, 2022.

  
\_\_\_\_\_  
John R. Kirkland  
Mayor

Attest:-

  
\_\_\_\_\_  
Kristie J. Nobles  
Town Clerk

Kristie J. Nobles  
Town Clerk





# RIVER BEND POLICE DEPARTMENT



## MONTHLY ACTIVITY REPORT

### 2023

	ACTIVITIES	2022	2022	2023	% of Total Calls	% Change Last 2 Mos.
		November	December	January		
1	ALARMS / 911 UNKNOWN / DISTURBANCE / SHOTS FIRED	10	8	8	0.28%	0.00%
2	ANIMAL COMPLAINTS	7	8	9	0.32%	13.00%
3	ARRESTS	4	1	1	0.04%	0.00%
4	ASSAULTS / ALL OTHER VIOLENT CRIME	3	4	4	0.14%	0.00%
5	ASSIST CITIZENS / LOCK OUT / QUALITY OF LIFE ISSUES	15	21	17	0.60%	-19.00%
6	ASSIST EMS / FD / FIRST RESPONDERS / MED ASSIST	30	34	44	1.56%	29.00%
7	ASSIST MOTORISTS / FOOT PATROLS / ALL OTHER	213	180	156	5.53%	-13.00%
8	ASSIST OTHER AGENCIES	0	4	1	0.04%	-75.00%
9	B & E BUSINESS / RESIDENCE / VEHICLE	1	17	1	0.04%	-94.00%
10	CRIM. SUMM. / SUBPOENAS / WARRANTS / CIVIL COMPLAINT	2	2	5	0.18%	150.00%
11	DOMESTICS	8	3	0	0.00%	-100.00%
12	FIRES / ALARM	2	2	0	0.00%	-100.00%
13	IDENTITY THEFT / FRAUD	2	3	2	0.07%	-33.00%
14	INVOLUNTARY COMMITMENTS	1	2	0	0.00%	-100.00%
15	JUVENILE COMPLAINTS	0	0	0	0.00%	0.00%
16	LARCENIES	3	2	3	0.11%	50.00%
17	LITTERING	0	0	0	0.00%	0.00%
18	LOUD MUSIC / NOISE COMPLAINTS	0	0	0	0.00%	0.00%
19	DEATH / MISSING PERSON / RUNAWAY / SUICIDE(A)	4	1	1	0.04%	0.00%
20	PROPERTY DAMAGE / VANDALISM	0	3	1	0.04%	-67.00%
21	RESIDENTIAL / BUSINESS CHECKS / COMMUNITY WATCH	2349	2868	2,448	86.75%	-15.00%
22	ROADWAY DEBRIS / OBSTRUCTIONS	0	0	1	0.04%	0.00%
23	ROBBERIES	0	0	0	0.00%	0.00%
24	SOLICITING VIOLATIONS	0	0	0	0.00%	0.00%
25	SUSPICIOUS PERSONS / VEHICLES / FIELD INTERVIEW	10	4	9	0.32%	125.00%
26	TOWN ORDINANCE CITATIONS	1	0	0	0.00%	0.00%
27	TOWN ORDINANCE VIOLATIONS	1	2	1	0.04%	-50.00%
28	TRAFFIC ACCIDENTS	4	1	3	0.11%	200.00%
29	TRAFFIC STOPS	109	80	76	2.69%	-5.00%
30	TRAFFIC COMPLAINTS-RADAR	12	10	15	0.53%	50.00%
31	DWI	0	0	0	0.00%	0.00%
32	CHECKPOINTS	3	0	2	0.07%	0.00%
33	DRUG VIOLATIONS	0	0	0	0.00%	0.00%
34	WELFARE CHECKS	4	9	7	0.25%	-22.00%
35	CASE ASSIST / PW / VEHICLE MAINTENANCE / MEETING	6	3	2	0.07%	-33.00%
36	CASE FOLLOW UPS / SPECIAL OPERATION / TRAINING	9	4	4	0.14%	0.00%
37	TRESPASSING	2	0	0	0.00%	0.00%
38	OVERDOSE	1	0	1	0.04%	0.00%
39	TOTAL	2816	3276	2822	100.00%	-14.00%

**Traffic Violations**

- 11 State Citations
- 12 Total State Charges
- State Warnings
- Town Citations
- Town Warnings

**Community Watch Checks**

- 151 100 Pirates
- 157 100 Plantation
- 144 200 Lakemere
- 156 200 Rockledge
- 105 Piner Estates

**Phone Calls Answered (638-1108)**

- 233 Incoming Calls





## TOWN OF RIVER BEND

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[www.riverbendnc.org](http://www.riverbendnc.org)

### **January 2023 Monthly Report Brandon Mills, Director of Public Works**

Public Works cleaned up the leaves in the medium at Plantation Drive that we are responsible for cleaning up. We do this annually after all the leaves have fallen. Several storm water drainage pipes were cleaned at the invert of the pipe. This helps with the flow of storm water thru these pipes. Rain events are the perfect time to ride around and note issues throughout the system, to schedule repairs. In addition, several storm water pipes were cleaned out with the town's water jet to remove blockages.

Water Resources has continued to do a good job at operating the town's water and wastewater systems. From the daily monitoring and testing, to weekly generator testing, and lift station checks. Our team does a great job, and I would like to thank them for a job well done. A couple water service line leaks were repaired in January by our staff. Both leaks were located near or at the water meter box. We also had two collection system lateral blockages. Both were cleared with the town's water jet.

If you have any questions concerning the Water Resources/Public Works Department, please call us at 252-638-3540, Monday-Friday, 8am-4pm. After hour's water and sewer, emergencies can be reported by dialing the Town Hall at 252-638-3870. You will be instructed to dial "9" and follow the directions to contact the on call duty operator. You will then be asked to enter your phone number at the sound of the tone. After entering your phone number, the automated system will inform you that your page has been sent. Please, be patient and our utility systems operator will return your call. If you do not receive a call back within ten minutes, please notify the Police Department at 252-638-1108 ext 1, and they will get in contact with the on-call utility systems operator.

Town of River Bend  
 FY 2022-2023  
 Work Order Report



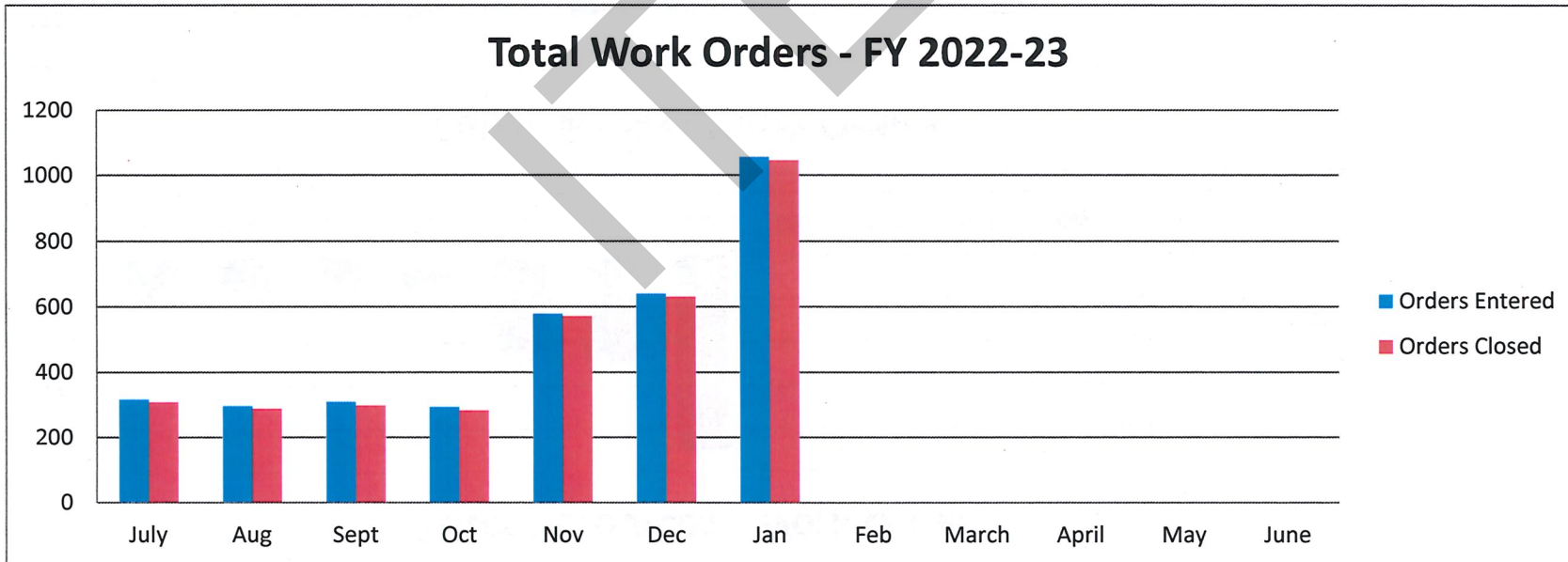
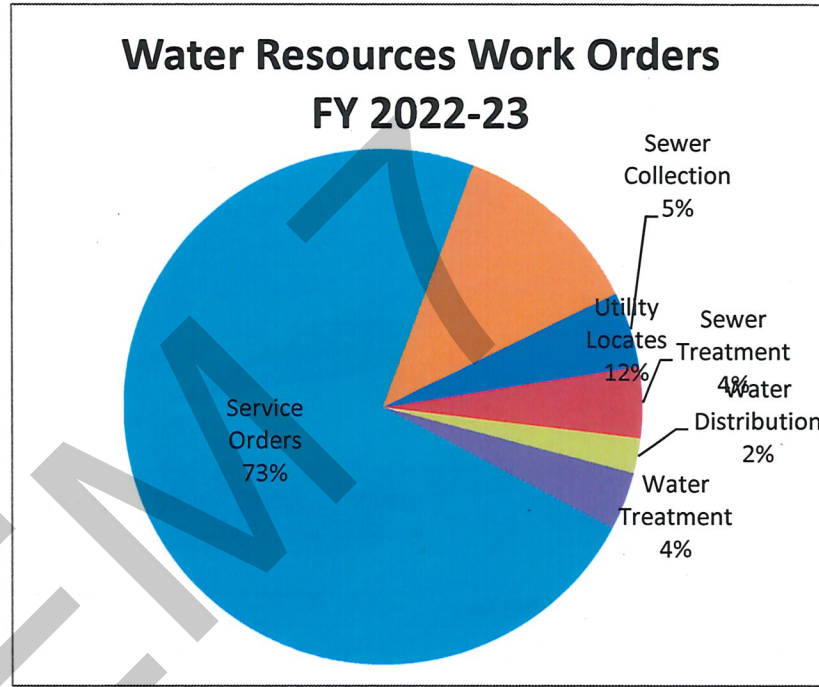
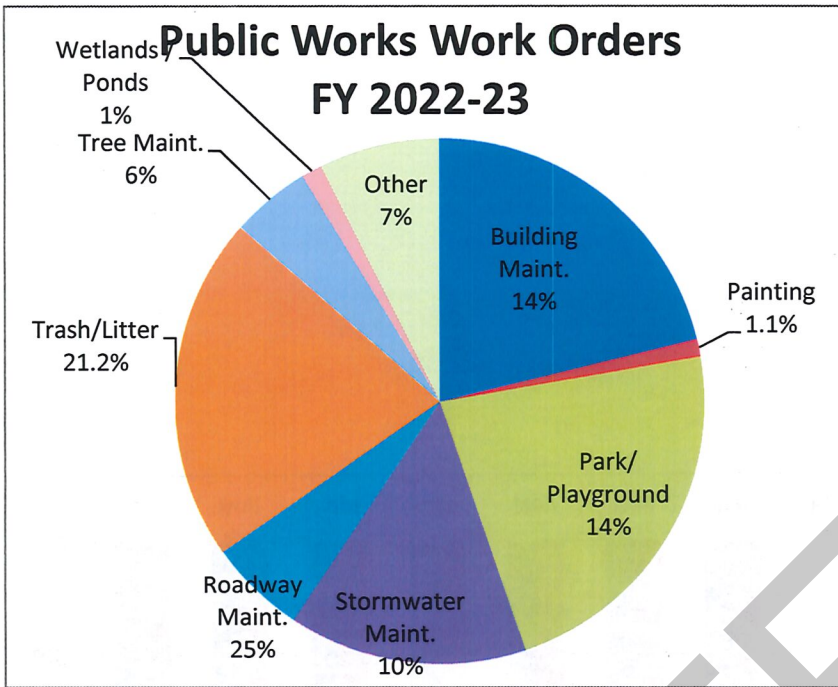
**Public Works**

Orders Entered	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	YTD	Pending
Building Maintenance	31	30	29	30	31	34	33						218	2
Painting	2	1	0	1	2	3	2						11	0
Park/Playground	32	34	36	34	32	31	33						232	1
Roadway Maintenance	17	19	22	24	22	25	21						150	0
Stormwater Maintenance	8	7	9	12	10	8	7						61	2
Trash/Litter	30	33	31	30	31	31	32						218	0
Tree Maintenance	8	6	8	7	5	7	9						50	0
Wetlands / Ponds	2	2	1	2	3	2	1						13	1
Other	9	11	14	12	10	9	11						76	1
<b>TOTAL</b>	<b>139</b>	<b>143</b>	<b>150</b>	<b>152</b>	<b>146</b>	<b>150</b>	<b>149</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1029</b>	<b>7</b>
Orders Closed	135	139	145	148	143	146	142						998	

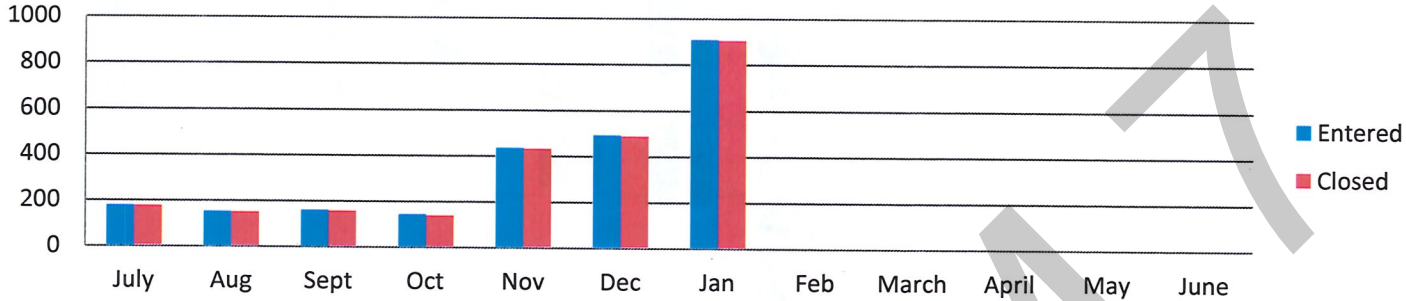
**Water Resources**

Orders Entered	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	YTD	Pending
Sewer Collection	13	15	16	18	17	19	18						116	1
Sewer Treatment	16	17	15	14	15	17	16						110	1
Water Distribution	9	8	7	6	8	9	7						54	0
Water Treatment	10	12	13	14	13	15	13						90	1
Service Orders	84	62	67	47	341	387	811						1799	0
Utility Locates	46	40	42	44	40	44	42						298	0
<b>TOTAL</b>	<b>178</b>	<b>154</b>	<b>160</b>	<b>143</b>	<b>434</b>	<b>491</b>	<b>907</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2467</b>	<b>3</b>
Orders Closed	175	151	156	138	430	486	904						2440	

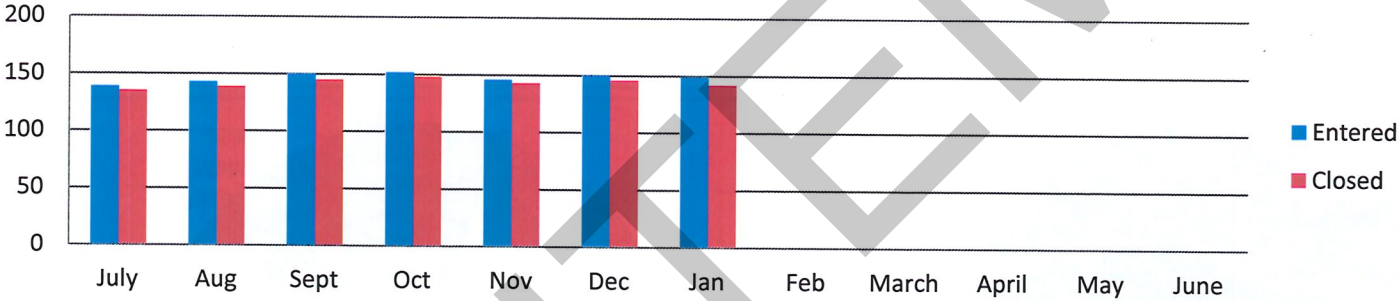
<b>TOTAL</b>	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	YTD
Orders Entered	317	297	310	295	580	641	1056	0	0	0	0	0	3496
Orders Closed	310	290	301	286	573	632	1046	0	0	0	0	0	3438



### Water Resources - Work Orders



### Public Works - Work Orders





# MONTHLY ZONING REPORT

MONTH  YEAR

Activity	Monthly	YTD Total
Permit Applications Received	6	48
Permits Issued	6	48
Fees Collected	272.00	5382.80
Violations Noted During Weekly Patrol	8	47
Complaints Received From Citizens	0	8
Notice Of Violations Initiated *see details below	8	49
Remedial Actions Taken By Town	0	0

Detail Summary		
Address	Violation	Date Cited
103 Knotline	Boat	5-Jan
307 Plantation	RV	5-Jan
208 Randomwood	RV	5-Jan
284 Gatewood	Boat	5-Jan
410 Plantation	Junk vehicle	20-Jan
301 Willowbrook	Car in grass	25-Jan
109 New Hampshire	Trailer	25-Jan
112 Channel Run	RV	25-Jan

EWAB 2\6\2023

EWAB met at 7 PM on Monday 6 February 2023 in the small conference room in the municipal building.

Chairman Ackiss called the meeting to order, there was a quorum. There were two visitors.

The minutes from the November 2022 meeting were approved.

Councilman Leonard gave a council update.

**Old business:** discussion about bulkhead inspections, EWAB has the GIS maps and will start the inspections soon.

**New business:** No new business.

There will not be a EWAB meeting in March 2023.

Next meeting will be on April 3rd, 2023, at 7 PM in the small conference room in the municipal building.

The meeting adjourned at 7:37 PM.

ITEM 8

## Planning Board Report – Feb. 2023

The regular meeting of the River Bend Planning Board was held on Feb 2<sup>nd</sup> at 6:00pm in the Municipal Building. A quorum was present, as were several interested citizens.

Chairman Lippert called the meeting to order. He then invited guests to speak. Two people spoke in opposition to conditional zoning, mostly citing potential legal vulnerabilities. The usual reports were given and the last meeting's minutes approved.

Under old business the board took up changes to the conditional zoning ordinance as directed by the town council. Portions of the text were examined. There was much discussion. Changes were agreed upon. The board voted to approve the amended ordinance and send it to the town council.

Under new business, local developer, Jay Amman addressed the board with a potential development in the area between The Howell Center and Riverstone. The approximately 20 acre plot is currently zoned for institutional use. Mr. Amman would like to rezone the property PDR-MF to allow him to build approximately 45 duplex homes. He passed around a rough design of the project. He explained that older people are in need of places to downsize from their larger homes in River Bend. He used his mother as an example.

The board discussed the idea and asked questions. Mr. Amman was sufficiently encouraged to return at a later date with a much more detailed plan.

The meeting was adjourned. The next regular meeting is set for March 2<sup>nd</sup> at 6:00pm. The meeting is open to anyone interested.

**§ 15.02.140 CONDITIONAL ZONING DISTRICTS**

A. Purpose.

1. Conditional zoning districts are applicable if the regulations and restrictions of a general use zoning district are inadequate to ensure the compatibility of the proposed development with the immediately surrounding neighborhood in accordance with the principles of the Town's Code of Ordinances. In these circumstances, a general zoning district designation allowing a use by right would not be appropriate for a particular property even though the use itself could, if properly planned, be appropriate for the property consistent with the objectives of the Code of Ordinances and adopted land development plan, comprehensive plan, transportation and corridor plans, and other land use and transportation policy documents.

2. The rezoning process established in this section provides for the accommodation of the uses by a reclassification of property into a conditional zoning district, subject to additional conditions which ensure compatibility of the proposed use with the use and enjoyment of neighboring properties. A conditional zoning district bears the same designation as a general use zoning district but is a conditional zoning district subject to additional conditions in which limited uses are permitted and that are contained in the ordinance approving the conditional zoning district. A conditional zoning district allows a particular use or uses to be established only in accordance with specified standards and conditions tailored to each individual development project. This is a voluntary rezoning procedure that is intended for firm development proposals. It is not intended or suited for securing early zoning for tentative proposals that may not be undertaken for some time.

3. Conditional zoning districts parallel general use zoning districts. Only those land uses (including uses by right and special uses as identified as in the Schedule of District Use Regulations) permitted in a general use zoning district to which a conditional zoning district corresponds shall be allowed. All requirements of any corresponding general use district and all other requirements of the Code of Ordinances apply to a conditional zoning district except to the extent that the approved rules, regulations and conditions included in the petition for rezoning are more restrictive than the general use district requirements.

B. Process required.

1. A person petitioning for rezoning of a tract of land may elect to request a conditional zoning district for that tract. The conditional zoning district application must specify the actual use or uses, and all other development regulations authorized by state law, which are intended for the property identified in the petition. The intended use or uses and development regulations must be permitted in the corresponding general use district.

2. The Town Council is to approve or disapprove the application on the basis of the specific use or uses and development regulations requested. Development in a conditional zoning district requires approval of a single application similar to a general use district rezoning application.



## PLANNING BOARD RECOMMENDATION

3. Property may be placed in a conditional zoning district only in response to a petition signed by the owners of all the property to be included or by an agent authorized by all of the owners to file the application. A petition for conditional zoning shall include:

- a) A master site plan prepared in accordance with § 15.02.137 of the Code of Ordinances for a Master Land Use Plan for a Planned Development;
- b) Written supporting documentation that specifies the actual use or uses proposed for the property;
- c) Proposed rules, regulations, and conditions that, in addition to all predetermined requirements of this Code of Ordinances, will govern the development and use of the property; and
- d) A statement analyzing the reasonableness of the proposed rezoning.

4. During its initial review of a conditional zoning petition, which will follow the process as prescribed in §15.02.190-15.02.194 of the Code of Ordinances for traditional rezoning, the Planning Board shall consider whether or not a community informational meeting, to be organized, advertised, conducted and documented by the petitioner, would be beneficial to making project information available to those most likely to be impacted by the proposed zoning change. If the Planning Board concludes that a community informational meeting should be held, the petitioner shall conduct such meeting in accordance with the following provisions.

a) The community informational meeting shall be held prior to the date of the next Planning Board meeting at which the petition will be reviewed. The meeting shall be held within seven miles of the Town of River Bend.

b) Written notice of such a meeting shall be given by the petitioner in the same schedule and manner as prescribed in §15.02.191 (D) and §15.02.193 (A) of the Code of Ordinances for a zoning amendment and public hearing respectively.

c) Within 10 days following the meeting, but prior to any further consideration by the town, the petitioner shall file a written report of the community informational meeting with the Zoning Administrator. The petitioner's report shall include, among other things, a listing of those persons and organizations contacted about the meeting and the manner and date of contact; the date; time and location of the meeting; a summary of issues discussed at the meeting; and a description of any changes to the rezoning petition made by the petitioner as a result of the meeting. Additionally, the petitioner shall make available at the meeting a roster for all attendees to voluntarily sign so that a record of attendees may be created. The roster shall include a location for attendees to provide their name, mailing addresses, and telephone number. A copy of the roster of attendees shall be included in the report of the meeting.

d) The purpose of the community informational meeting is for the petitioner to:

(1) Provide specific information and maps regarding the proposed development including but not limited to a description of the proposed zoning change, proposed use(s)

## PLANNING BOARD RECOMMENDATION

of the property, the proposed density and intensity of land uses, the location and arrangement of the proposed land use(s) on the property, the proposed development schedule, and proposed regulations or conditions, in addition to those required by this Ordinance, that will govern the development and use of the property; and

(2) To receive comments and input from citizens likely to be impacted by the proposed zoning change and subsequent development of the property.

e) In the event the petitioner has not held at least one meeting pursuant to this section with 45 days of being notified that a meeting is required, the petitioner shall file a report with the Zoning Administrator documenting efforts that were made to arrange such a meeting and stating the reasons such a meeting was not held. The petitioner shall also notify the Zoning Administrator efforts to schedule a meeting. No further Planning Board action may be taken until the meeting has been conducted.

f) The adequacy of a meeting held or report filed pursuant to this section shall be considered by the Town Council but shall not be subject to judicial review.

5. Review and approval process. The review and approval process for conditional zoning district petitions involves a legislative hearing and legislative decision by the Town Council, following a recommendation by the Planning Board. The review of conditional zoning district petitions shall be undertaken in accordance with the provisions of this section.

a) In the course of evaluating the proposed use, the Town Council may request additional information deemed appropriate to provide a complete analysis of the proposal.

b) Conditional zoning district decisions are subject to judicial review using the same procedures and standard of review applicable to general use district zoning decisions.

c) Conditional zoning district decisions shall be made in consideration of identified relevant adopted land use plans for the area, including, but not limited to, land development plans, comprehensive plans, strategic plans, district plans, transportation and corridor plans and other land development policy documents.

d) If the conditional zoning district application is approved, the Town Council shall authorize the requested use with reasonable conditions as mutually agreed to in writing by the applicant and Town Council and determined to be desirable in promoting public health, safety and general welfare.

6. Specific conditions applicable to the conditional zoning districts may be proposed by the petitioner or the town or its agents, but only those conditions mutually agreed to in writing by the town and the petitioner may be incorporated into the zoning regulations or permit requirements.

a) The conditional district rezoning application shall specify the use or uses that are intended for the property, as well as any additional conditions on the use of the property that the applicant may propose be conditions of the rezoning. Conditions and site-specific standards imposed in a conditional zoning district shall be limited to:

## PLANNING BOARD RECOMMENDATION

(1) Those that address conformance of the development and use of the site to ordinances and officially adopted plans and

(2) Those that address the impacts reasonably expected to be generated by the development or use of the site.

b) Any such conditions should relate to the relationship of the proposed use to surrounding property, proposed support facilities such as parking areas and driveways, pedestrian and vehicular circulation systems, screening and buffer areas, the timing of development, street and right-of-way improvements, water and sewer improvements, stormwater drainage, the provision of open space, the mitigation of environmental impacts, and other matters that the Town Council may find appropriate or the petitioner may propose.

c) Such conditions to approval of the petition may include dedication to the town or state, as appropriate, of any rights-of-way or easements for streets, water, sewer or other public utilities necessary to serve the proposed development.

d) No condition shall be less restrictive than the standards of the general use district or the standards of any overlay district that applies to the property.

e) No condition shall be made part of the application, or shall be attached to approval of the conditional zoning district, which specifies the ownership status, race, religion or character of the occupants of housing units, the minimum value of improvements, or any illegal exclusionary device; or which states that the use of the property will not be subject to regulations or restrictions set forth in the Code of Ordinances which would apply to the property in any event, such as the regulations for an overlay district which covers the property.

f) If for any reason any condition for approval is found to be illegal or invalid or if the petitioner should fail to carry out any condition in the written and signed agreement, the approval of the site plan for the district shall be null and void and of no effect and proceedings shall be instituted by the town to rezone the property to its previous zoning classification or to another zoning district.

g) The conditions shall be agreed upon, put in writing, and signed by both the petitioner and Town upon final approval of the rezoning by the Town Council.

h) After the town has delivered to the newspaper the notice of public hearing for the application, the applicant shall make no changes in the conditions that are less restrictive than those stated in the application, including, but not limited to, smaller setbacks; more dwelling or rooming units; greater height; more access points; new uses; and fewer improvements. However, more restrictive conditions or additional conditions may be added to the application if the conditions are received by the Planning Department in writing and signed by all owners of the property at least ten working days before the date scheduled for final Town Council action on the application.

7. If a petition for conditional zoning is approved, the development and use of the property shall be governed by the predetermined ordinance requirements applicable to the

## PLANNING BOARD RECOMMENDATION

district's classification, the approved site plan or master plan for the district, and any additional approved rules, regulations and conditions, all of which shall constitute the zoning regulations for the approved district and are binding on the property as an amendment to this Ordinance and to the zoning map.

a) If a petition is approved, only those uses and structures indicated in the approved petition and site plan shall be allowed on the subject property. A change of location of the structures may be authorized pursuant to division (B)(8) below provided that the change in building layout does not result in an increase in the number of structures.

b) Following the approval of the petition for a conditional zoning district, the subject property shall be identified on the zoning map by the appropriate district designation. A conditional zoning district shall be identified by the same designation as the underlying general district followed by the letters "CD" (for example, "R-20 (CD)").

c) No permit shall be issued for any development activity within a conditional zoning district except in accordance with the approved petition and site plan for the district.

d) Any violation of the approved site plan or any rules, regulations and conditions for the district shall be treated the same as any other violation of the Code of Ordinances and shall be subject to the same remedies and penalties as any such violation.

8. Alterations to approval. Except as provided in division (B)(8)(a) below, changes to an approved petition or to the conditions attached to the approved petition shall be considered a change to the conditional zoning district and shall be processed as a new conditional zoning application in accordance with the procedures set forth in this section.

a) The Zoning Administrator shall have the delegated authority to approve administrative minor modifications - limited to no more than 5% total changes to the originally approved site plan. The Zoning Administrator shall have no authority to amend the conditions of approval of a petition. Any decision by the Zoning Administrator must be in writing stating the grounds for approval or denial. Minor modifications shall be limited to changes that the Zoning Administrator determines would not:

1. Change the gross square footage of nonresidential development by more than 5%;
2. Change the lot coverage by more than 5%;
3. Change any use or density;
4. Adjust the landscaping requirements by more than 10%; or
5. Adjust the required parking more than 5%.

b) The Zoning Administrator, however, shall always have the discretion to decline to exercise the delegated authority either because he or she is uncertain about approval of the change pursuant to the standard or because a rezoning petition for a legislative hearing and Town Council consideration is deemed appropriate under the circumstances. If the Zoning Administrator declines to exercise this authority, the applicant may file a rezoning

## PLANNING BOARD RECOMMENDATION

petition for a legislative hearing and Town Council decision in accordance with the provisions delineated in this ordinance.

c) Any request for an administrative modification shall be pursuant to a written letter, signed by the owners of all of the property affected by the proposed change, detailing the requested change. Upon request, the applicant shall provide any additional information as deemed necessary by the Zoning Administrator. Upon an approval of an administrative modification, the applicant shall file a sufficient number of copies of the revised site plan as deemed necessary by the Zoning Administrator.

d) If the Zoning Administrator denies approval of the requested administrative modification, the applicant may file a rezoning petition for a legislative hearing and Town Council decision in accordance with the provisions delineated in this ordinance.

9. Review of approved Conditional Zoning Districts. It is intended that property shall be reclassified to a conditional zoning district only in the event of firm plans to develop the property. Therefore, no sooner than two years after the date of approval of the petition, the Zoning Administrator shall examine and report to the Planning Board the progress made toward developing the property in accordance with the approved petition and any conditions attached to the approval.

a) If, following such examination and report of progress, the Planning Board determines that substantial progress has not been made in accordance with the approved petition and conditions, the Planning Board shall forward to the Town Council a report which may recommend that the property be rezoned to its previous zoning classification or to another zoning district. If the Town Council concurs with the Planning Board's recommendation, the Town Council may initiate the rezoning of the property in accordance with the procedures delineated in this ordinance.

b) If, upon written request of the developer or petitioner, the Planning Board determines that substantial progress has been made to develop the property, the Planning Board may recommend that an extension of time be granted. The Town Council, after reviewing the recommendation of the Planning Board, may approve an extension of time not to exceed an additional 12 months. Approval of such a time extension by the Town Council may be made without conducting a formal public hearing.

c) If, after the expiration of the original or extended time period, the Planning Board determines that no substantial progress has been made and the Town Council concurs with that determination, the Town Council shall proceed to: conduct a legislative hearing on the matter to evaluate whether or not another extension of time is warranted; or initiate the rezoning of the property to its previous zoning classification or to another zoning classification using the procedures delineated in this ordinance.

d) For purposes of this section, examples of substantial progress may include: the approval of construction plans for streets, utilities and other infrastructure; the initiation of land preparation activities such as clearing and grading; the initiation of the construction of the principal building(s); and the initiation of the construction of streets, utilities, other infrastructure or required site amenities.

## PLANNING BOARD RECOMMENDATION

### **Significant Dates:**

August 11, 2022-Town Council directs Planning Board to begin work on ordinance

September 1, 2022-Planning Board selects Havelock ordinance as a template

November 3, 2022-Planning Board discusses draft ordinance

January 5, 2023-Planning Board discusses draft ordinance

January 12, 2023- Town Council discusses draft ordinance

February 2, 2023- Planning Board discusses and approves recommendation

February 9, 2023- Town Council discusses recommendation

February 16, 2023-Town Council discusses recommendation

ITEM 9

## PARKS AND RECREATION ADVISORY BOARD

### § 3.05.001 ESTABLISHMENT.

A Parks and Recreation Advisory Board (the Board) is hereby created and established.

### § 3.05.002 PURPOSE.

The purpose of the Board is to advise the Town Council (Council) and Manager on parks and recreation issues to include, but not be limited to, town parks and recreation areas, safety matters in town parks and recreation areas, and recreational activities in town parks and recreation areas. The Board shall work on other issues assigned by the Council or Manager

### § 3.05.003 POWERS AND DUTIES.

The Board shall report to the Town Council and shall have the following powers and duties:

- (A) At the direction of the Council and/or Manager, conduct studies and make recommendations on matters relating to parks and recreation issues.
- (B) At their request, assist the Council and/or Manager in the resolution of complaints and concerns registered by the town's citizens, governmental agencies, or other entities.
- (C) All Board reports, recommendations, or requests for actions shall be coordinated, when appropriate, with other town boards working through the Manager and Council.
- (D) Because the Board is advisory in purpose, no Board member shall make, or have the authority to make, any contractual or financial obligations or arrangements on behalf of, or for, the town.
- (E) The Board, at its discretion and operating within its budget, may organize and administer Council and/or Manager approved parks and recreational activities and events to serve the residents of River Bend. The Board may be asked to organize special events or activities by the Council and/or Manager.

### § 3.05.004 COMPOSITION AND TERMS OF OFFICE.

- (A) There shall be seven (7) members of the Board, to be appointed by the Council for 2-year staggered terms. All members shall serve without compensation. The terms of office shall commence on July 1 and end on June 30, 2 years later, unless appointed to fill a vacancy, in which the term would begin immediately and end when the term was scheduled to end.
- (B) All members shall be residents of the town.
- (C) The Council may remove a Board member only by vote in an open meeting. A Board member who misses 3 consecutive meetings without being excused by the Board shall be considered to have resigned membership in the Board. The vacancy shall be filled as soon as practicable by the Council.



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NOV 04 2022

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JAN 17 2023

45 Shoreline Drive  
River Bend, NC 28562  
T 252.638.3870  
F 252.638.2580  
www.riverbendnc.org

TOWN OF RIVER BEND

REQUEST FOR APPOINTMENT TO BOARDS OR COMMISSIONS

Parks + Recreation Advisory Board  
BOARD/COMMISSION FOR WHICH YOU ARE APPLYING

Nancy Fogle nancy.fogle.rn@gmail.com  
NAME E-MAIL ADDRESS

107 Anchor Way 252-631-1397  
STREET ADDRESS PHONE #

If you listed a post office box, do you live in the Town of River Bend?  Yes  No

PLEASE LIST ANY EDUCATION, SPECIAL SKILLS, OR EXPERIENCE YOU HAVE THAT WOULD BE OF USE TO THE TOWN COUNCIL IN CONSIDERING YOUR APPLICATION (Please include any committees you have belonged to and offices held that would be helpful in considering your application):

I was a past member of the P+R Advisory Board.

I have recently been helping with "Councilman Fogle Presents" activities here in River Bend. I assisted with planning, organizing, making flyers, posting on FaceBook, and hosting various types of events for all age groups.

I'm active in the River Bend Garden Club. Currently on the Holiday Luncheon Committee.

IF YOU NOW SERVE OR HAVE SERVED ON ANY TOWN COMMITTEES, PLEASE LIST DATES:

P+R 2020-2021

This information will be used by the Town Council in making appointments to Boards and Commissions, and in the event you are appointed, it may be used as a news release to identify you to the community. This form will be retained by the Town for two years after its submission. If after two years, you have not been appointed and wish to be considered for future appointments, you must resubmit your application.

Nancy Fogle 11/4/2022  
SIGNATURE DATE

Nancy Fogle  
1/17/2023  
TRB Form 4 Rev. 11/21





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TOWN OF RIVER BEND  
JAN 17 2023

TOWN OF RIVER BEND

45 Shoreline Drive  
River Bend, NC 28562  
T 252.638.3870  
F 252.638.2580  
www.riverbendnc.org

REQUEST FOR APPOINTMENT TO BOARDS OR COMMISSIONS

Parks and Recreation Advisory Board  
BOARD/COMMISSION FOR WHICH YOU ARE APPLYING

Don Fogle donfogle.28562@gmail.com  
NAME E-MAIL ADDRESS

107 Anchor Way, New Bern, NC 256-631-1397  
STREET ADDRESS PHONE #  
28562

If you listed a post office box, do you live in the Town of River Bend?  Yes  No

PLEASE LIST ANY EDUCATION, SPECIAL SKILLS, OR EXPERIENCE YOU HAVE THAT WOULD BE OF USE TO THE TOWN COUNCIL IN CONSIDERING YOUR APPLICATION (Please include any committees you have belonged to and offices held that would be helpful in considering your application):

- Former Town Councilman
- Familiar w/ Town personnel, operations and facilities
- Proponent of more Town-sponsored activities than were offered in the past
- Open to new ideas, proposals  
Hosted/sponsored about 70 community events in River Bend in 2022 that were free and open to all. (Est. 1400 participants)

IF YOU NOW SERVE OR HAVE SERVED ON ANY TOWN COMMITTEES, PLEASE LIST DATES:

Town Councilman 2019-2022

This information will be used by the Town Council in making appointments to Boards and Commissions, and in the event you are appointed, it may be used as a news release to identify you to the community. This form will be retained by the Town for two years after its submission. If after two years, you have not been appointed and wish to be considered for future appointments, you must resubmit your application.

Donald E Fogle 1-17-23  
SIGNATURE DATE



RECEIVED

JAN 31 2023 TOWN OF RIVER BEND

TOWN OF RIVER BEND

45 Shoreline Drive  
River Bend, NC 28562

T 252.638.3870  
F 252.638.2580

www.riverbendnc.org

REQUEST FOR APPOINTMENT TO BOARDS OR COMMISSIONS

River Bend Parks and Rec Advisory Board  
BOARD/COMMISSION FOR WHICH YOU ARE APPLYING  
Rebekah Royston tetelestai80@gmail.com

NAME 109Starboard Dr. River Bend, NC E-MAIL ADDRESS (252)571-8211  
STREET ADDRESS PHONE #

If you listed a post office box, do you live in the Town of River Bend?  Yes  No

PLEASE LIST ANY EDUCATION, SPECIAL SKILLS, OR EXPERIENCE YOU HAVE THAT WOULD BE OF USE TO THE TOWN COUNCIL IN CONSIDERING YOUR APPLICATION (Please include any committees you have belonged to and offices held that would be helpful in considering your application):

Education: Zion Bible Institute 2000-2001 Missions, Craven Community College, Business Administration, Involved in Community Outreach development/volunteering with church and community programs.  
2001-present with Dowling College Community Outreach, Zion Bible Community Outreach. Strong Interpersonal skills, communication skills, goal oriented, problem solving, team player. Homeschool parent  
2016-present.

IF YOU NOW SERVE OR HAVE SERVED ON ANY TOWN COMMITTEES, PLEASE LIST DATES:

No, I have not.

This information will be used by the Town Council in making appointments to Boards and Commissions, and in the event you are appointed, it may be used as a news release to identify you to the community. This form will be retained by the Town for two years after its submission. If after two years, you have not been appointed and wish to be considered for future appointments, you must resubmit your application.

Rebekah Royston 1/30/23  
SIGNATURE DATE

## **Liaison Report to Town Council – 2/16/23**

### **Community Appearance Commission**

The CAC did not meet in February.

The next award event, Yard of the Month, takes place in April.

Craven County Cooperative Extension Director Dr. Tom Glasgow is scheduled to meet with CAC Chair Brenda Hall and Town Manager Jackson to discuss the condition of trees and plants along Plantation median.

There currently are three vacancies on the Community Appearance Commission. This is an active group. Current projects and programs include the holiday and festive homes awards, the Plantation Drive update which includes an evaluation of all the vegetation on the Plantation median, making Christmas light globes, and more. Members may get involved in one or all of the projects. If you are interested, attend the next meeting and find out more about joining the board or just volunteering for a project.

The next meeting is scheduled for March 15 at 4 pm

# Town of River Bend



## Monthly Financial Report

Printed 2/14/2023

*This monthly report is provided as an oversight/management tool for the Town Council of the Town of River Bend. For ease of reporting, and in order to be consistent with the categories used in the annual budget process, this report summarizes the revenue and expenses in each of the three operational areas of the Town. Anyone interested in more detail, or further explanation of the contents of this report, is encouraged to contact Finance Officer Mandy Gilbert.*

## Notes

The cash balances shown on page one are the amount of cash in each specific accounting fund. These funds are deposited in separate investment accounts. Pooled cash accounts used for operating funds but accounted for, in our internal systems, as individual accounts. Interest attributable to each account is allocated based upon the total rate of return of the account(s).

The FY Budget columns represents the original and current budget. As the fiscal year goes on and unforeseen expenses or revenues occur, we need to adjust the budget. The Council does this by formal amendment during a Council meeting. \*Asterisked lines represent those budget items that have been amended since adoption.

The acronym CIF used in this report is our Capital Improvement Fund(s) for water and wastewater. These funds are, by resolution of the Town Council, reserved for expenses related to expansion of these systems, or retirement of debt. The Water CIF receives revenue in the form of annual Hydrant Fee payments.

Because this is an annual budget, it is important to note that many lines shown in this report will vary, some significantly, from month to month, and in different times of the year. In many instances, capital payments for current fiscal year projects are made early in the fiscal year and the majority of our ad valorem tax receipts occur in the middle of the fiscal year. This is another reason to maintain an adequate fund balance.

**Town of River Bend  
Financial Dashboard**



Visit our web site <http://www.riverbendnc.org/finance.html> to view the Financial Dashboard. These dashboards are designed to give the user a quick overview of the status of revenues and expenditures in each of the Town's three major funds as reported in the Monthly Financial Report.



Fund Cash Balances

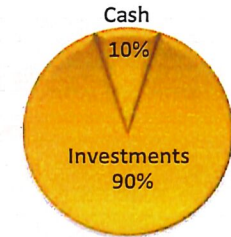
Cash Balances	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1 General Fund*	1,106,249	975,227	982,837	1,011,384	959,557	1,200,673	1,260,006					
2 Powell Bill	-	-	45,742	45,742	45,743	91,485	91,486					
3 General Capital Reserve	120,893	121,112	121,354	100,154	100,444	100,778	101,139					
4 ARPA Grant Fund*	482,297	108	108	108	109	109	109					
5 ASADRA Capital Projects*	-	-	-	-	3,600	-	-					
6 Public Works Capital Projects Fund*	407,086	851,709	1,885,324	1,890,030	1,889,464	1,709,194	1,713,090					
7 Law Enforcement Separation Allowance*	35,526	35,590	35,661	35,750	35,854	35,973	36,102					
8 Water Fund*	711,452	757,072	491,466	531,521	521,614	551,190	554,050					
9 Water Capital Reserve Fund (CIF)	245,404	245,849	1,213	1,216	1,220	1,224	1,228					
10 Sewer Fund*	1,092,813	1,125,729	631,562	655,272	646,276	685,864	695,895					
11 Sewer Capital Reserve Fund (CIF)	11,280	11,301	57	57	57	57	57					
12 WWTP Capital Projects Fund*	-	-	-	-	-	-	(2,200)					
<b>Total Cash and Investments</b>	<b>4,212,999</b>	<b>4,123,697</b>	<b>4,195,324</b>	<b>4,271,235</b>	<b>4,203,937</b>	<b>4,376,546</b>	<b>4,450,963</b>	-	-	-	-	-
<b>Truist Cash Accounts</b>	<b>798,787</b>	<b>259,065</b>	<b>322,564</b>	<b>410,311</b>	<b>387,874</b>	<b>487,135</b>	<b>449,841</b>	-	-	-	-	-

\*These operating funds have equity in the Truist pooled accounts.

In order to obtain more favorable interest rates, the Town deposits funds in the North Carolina Capital Management Trust. We move funds between our cash accounts and these investment accounts to accommodate cash flow for our payables and as revenues are received in order to maintain an adequate amount of cash for operational needs while attempting to minimize bank fees and maximize interest revenue. Based upon historical cash flow and current encumbrances, our staff anticipates the level of cash needed to meet our obligations without having to make an inordinate number of transfers between accounts.

On the table above, the term cash includes those funds we hold in accounts in our designated banking institution (currently Truist). We have two accounts with Truist, a Money Market account that pays a competitive rate of interest, and an operating (checking) account from and to which we make all regular payments and deposits.

The table below shows the balances of each fund account we have in NCCMT at the end of the month. The chart to the right shows how our funds are apportioned between operating cash and investments.



Investments in NCCMT	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1 General Fund	964,712	884,840	886,603	888,816	841,260	1,000,148	1,103,734					
2 Powell Bill	-	-	-	-	-	-	-					
3 Capital Reserve (General Fund)	120,893	121,112	121,354	100,154	100,444	100,778	101,139					
4 ARPA Grant Fund	108	108	108	108	109	109	109					
5 Public Works Capital Projects Fund	407,213	851,709	1,885,324	1,890,030	1,889,464	1,709,194	1,713,090					
6 Law Enforcement Separation Allowance	35,526	35,590	35,661	35,750	35,854	35,973	36,102					
7 Water Fund	623,857	672,517	403,449	404,456	405,754	447,156	448,759					
8 Water Capital Reserve Fund (CIF)	245,404	245,849	1,213	1,216	1,220	1,224	1,228					
9 Sewer Fund	1,005,219	1,041,606	538,990	540,335	541,901	594,771	596,903					
10 Sewer Capital Reserve Fund (CIF)	11,280	11,301	57	57	57	57	57					
<b>Total Investments</b>	<b>3,414,212</b>	<b>3,864,632</b>	<b>3,872,760</b>	<b>3,860,924</b>	<b>3,816,063</b>	<b>3,889,411</b>	<b>4,001,122</b>	-	-	-	-	-

Town of River Bend  
Financial Report  
Fiscal Year 2022 - 2023



General Fund

Revenue	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	Original	Current													Total	
1 Ad Valorem Taxes	721,710	721,710	-	97	34,611	54,058	29,509	376,763	120,792						615,829.22	85.3%
2 Ad Valorem Taxes - Vehicle	92,300	92,300	-	8,812	18	10,076	15,560	-	14,454						48,919.66	53.0%
3 Animal Licenses	2,000	2,000	100	70	100	177	20	30	440						937.00	46.9%
4 Local Gov't Sales Tax	380,222	380,222	37,988	35,382	37,856	36,018	35,997	36,353	33,133						252,726.41	66.5%
5 Hold Harmless Distribution	99,000	99,000	9,266	9,205	10,114	9,809	10,006	9,559	9,605						67,565.25	68.2%
6 Solid Waste Disposal Tax	2,200	2,200	-	505	-	-	545	-	-						1,050.44	47.7%
7 Powell Bill Fund Appropriation	-	-	-	-	-	-	-	-	-						-	0.0%
8 Powell Bill Allocation	91,000	91,000	-	-	45,742	-	-	45,742	-						91,483.61	100.5%
9 Beer & Wine Tax	13,225	13,225	-	-	-	-	-	-	-						-	0.0%
10 Video Programming Tax	50,743	50,743	-	-	12,883	-	-	12,369	-						25,252.55	49.8%
11 Utilities Franchise Tax	108,963	108,963	-	-	23,003	-	-	30,320	-						53,323.68	48.9%
12 Telecommunications Tax	8,140	8,140	-	-	1,844	-	-	2,113	-						3,957.55	48.6%
13 Court Cost Fees	500	500	23	45	14	23	77	36	32						247.50	49.5%
14 Zoning Permits	5,000	5,000	343	1,420	1,840	460	1,017	232	272						5,582.80	111.7%
15 Federal Grants*	-	22,170	-	-	-	6,885	13,244	-	-						20,129.42	90.8%
16 State Grants*	-	250,000	-	-	-	-	-	-	-						-	0.0%
17 Federal Disaster Assistance	-	-	-	-	-	-	-	-	-						-	0.0%
18 State Disaster Assistance	-	-	-	-	-	-	-	-	-						-	0.0%
19 Miscellaneous	10,000	10,000	1,010	1,866	1,500	1,027	1,534	6,075	1,457						14,468.78	144.7%
20 Insurance Settlements	-	-	-	1,693	-	664	-	-	-						2,356.81	#DIV/0!
21 Interest - Powell Bill	50	50	-	-	0	0	0	0	1						2.02	4.0%
22 Interest - Investments	500	500	1,336	1,628	1,764	2,213	2,444	2,889	3,587						15,859.75	3172.0%
23 Contributions	421	421	1,035	0	-	-	4	4	0						1,043.32	247.8%
24 Wildwood Storage Rents	18,144	18,144	1,577	1,680	1,724	1,699	1,208	1,525	2,088						11,501.76	63.4%
25 Rents & Concessions	18,000	18,000	1,860	1,840	2,020	1,240	1,500	1,800	1,500						11,760.00	65.3%
26 Sale of Capital Assets	15,000	15,000	-	-	-	-	-	-	-						-	0.0%
27 Sales Tax Refund Revenue	-	-	-	-	-	-	-	-	-						-	0.0%
28 Trans. from Capital Reserve*	33,000	72,787	33,000	-	-	21,492	-	-	-						54,492.00	74.9%
29 Trans. from ARPA Fund	-	-	-	482,189	-	-	-	-	-						482,189.23	#DIV/0!
30 Trans. from L.E.S.A. Fund	-	-	-	-	-	-	-	-	-						-	0.0%
31 Appropriated Fund Balance*	200,813	291,394	-	-	-	-	-	-	-						-	0.0%
<b>Total</b>	<b>1,870,931</b>	<b>2,273,469</b>	<b>87,537</b>	<b>546,432</b>	<b>175,033</b>	<b>145,840</b>	<b>112,664</b>	<b>525,811</b>	<b>187,362</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,780,678.76</b>	<b>78.3%</b>

\*Astericked lines represent those budget items that have been amended since Original Budget adoption.  
#DIV/0! indicates revenue was received, but not budgeted for this line item.

Town of River Bend  
Financial Report  
Fiscal Year 2022 - 2023



General Fund

Expenditures	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	Total	% Exp
	Original	Current															
1 Governing Body	30,400	30,400	7,666	-783	4,505	-768	404	5,349	320							16,693	54.9%
2 Administration*	279,600	296,800	35,532	25,566	23,908	19,282	38,435	25,366	16,842							184,931	62.3%
3 Finance*	119,000	133,800	10,647	8,468	8,340	8,497	15,654	12,791	6,100							70,497	52.7%
4 Tax Listing	11,600	11,600	-	306	346	844	856	3,032	2,502							7,887	68.0%
5 Legal Services	24,000	24,000	1,624	3,293	3,198	1,359	1,794	655	836							12,758	53.2%
6 Elections	1,000	1,000	-	-	-	-	-	-	-							-	0.0%
7 Public Buildings	102,300	102,300	7,882	10,383	6,711	5,694	4,128	2,236	2,631							39,665	38.8%
8 Police*	587,200	664,443	66,342	48,694	43,074	84,023	72,791	43,428	45,755							404,107	60.8%
9 Emergency Management	3,700	3,700	365	1,954	15	72	15	15	-							2,435	65.8%
10 Animal Control	14,600	14,600	1,662	921	929	940	1,313	1,071	956							7,791	53.4%
11 Street Maintenance	193,000	193,000	4,202	7,023	2,342	2,464	3,631	2,429	2,522							24,613	12.8%
12 Public Works	177,500	177,500	17,299	8,631	11,553	15,703	13,593	12,464	11,938							91,181	51.4%
13 Leaf & Limb, Solid Waste	51,000	51,000	4,034	332	4,066	619	8,602	3,721	7,360							28,734	56.3%
14 Stormwater Management*	43,100	311,395	2,444	3,576	3,778	1,450	76,997	9,237	1,320							98,803	31.7%
15 Waterways & Wetlands	2,900	2,900	-	-	33	-	-	-	-							33	1.1%
16 Planning & Zoning*	51,300	54,800	5,812	3,882	3,537	3,703	6,896	3,562	4,422							31,815	58.1%
17 Recreation & Special Events	7,600	7,600	1,121	179	262	-	304	-	-							1,865	24.5%
18 Parks*	79,700	101,200	2,930	25,332	2,943	3,151	29,637	3,551	3,032							70,578	69.7%
19 Transfers	73,500	73,500	73,500	482,189	-	-	-	-	-							555,689	756.0%
20 Contingency	17,931	17,931	-	-	-	-	-	-	-							-	0.0%
<b>Total</b>	<b>1,870,931</b>	<b>2,273,469</b>	<b>243,064</b>	<b>629,945</b>	<b>119,540</b>	<b>147,031</b>	<b>275,050</b>	<b>128,908</b>	<b>106,536</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,650,074</b>	<b>72.6%</b>

Capital / Debt (included above)	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	Total	% Exp
	Original	Current															
1 Capital Outlay*	172,500	228,035	-	22,975	-	38,760	26,371	7,890	2,207							98,203	43.1%
2 Debt Service - Principle	-	-	-	-	-	-	-	-	-							-	0.0%
3 Debt Service - Interest	-	-	-	-	-	-	-	-	-							-	0.0%

\*Astericked lines represent those budget departments that have been amended since Original Budget adoption.





**Water Fund**

	Revenue		Fiscal Year Budget												FY to Date		
	Original	Current	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total	% Col	
	1	Base Charge	277,253	277,253	45,982	334	46,082	338	46,068	266	46,135						185,206
2	Consumption	236,560	236,560	47,061	232	46,810	136	47,070	230	37,816						179,353	75.8%
3	Other, incl. transfers	19,892	19,892	849	4,437	1,316	3,248	765	4,023	1,642						16,279	81.8%
4	Hydrant Fee	20,130	20,130	20,130	-	-	-	-	-	(98)						20,032	99.5%
5	Appropriated Fund Bal.*	40,665	330,197	-	-	-	-	-	-	-						-	0.0%
	<b>Total</b>	<b>594,500</b>	<b>884,032</b>	<b>114,022</b>	<b>5,003</b>	<b>94,208</b>	<b>3,722</b>	<b>93,902</b>	<b>4,519</b>	<b>85,495</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>400,871</b>	<b>45.3%</b>

	Expenses		Fiscal Year Budget												FY to Date		
	Original	Current	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total	% Exp	
	1	Admin & Finance*	467,000	485,741	46,918	22,831	21,859	21,592	45,242	29,729	19,555						207,725
2	Supply & Treatment	75,000	75,000	868	2,691	4,662	2,950	5,301	2,172	5,385						24,029	32.0%
3	Distribution	49,000	49,000	30,702	671	784	221	381	31	996						33,787	69.0%
4	Transfers / Contingency*	3,500	274,291	-	-	270,791	-	-	-	-						270,791	98.7%
	<b>Total</b>	<b>594,500</b>	<b>884,032</b>	<b>78,488</b>	<b>26,193</b>	<b>298,095</b>	<b>24,763</b>	<b>50,924</b>	<b>31,933</b>	<b>25,936</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>536,332</b>	<b>60.7%</b>

	Capital		Fiscal Year Budget												FY to Date		
	Original	Current	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total	% Exp	
	1	Capital Outlay*	13,000	16,825	-	-	-	-	2,325	-	-						2,325.00

Cash Balances		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1	Water Fund	711,452	757,072	491,466	531,521	521,614	551,190	554,050					
2	Water Capital Reserve Fund (CIF)	245,404	245,849	1,213	1,216	1,220	1,224	1,228					

	Water Produced	FY20-21	Fiscal Year Budget												FY to Date		
			Limit	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Total	%
			1	Total Gallons		8,488,000	8,573,000	8,445,000	9,070,000	7,554,000	8,705,000	9,010,000					
2	Average daily gallons		925,000*	273,806	276,548	281,500	292,581	251,800	280,806	290,645						278,241	

\* This is the permitted daily limit.



**Sewer Fund**

	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	Total	% Col
	Original	Current															
	1 Base Charge	294,601															
2 Consumption	316,810	316,810	61,798	634	64,039	298	63,280	49	52,203							242,302	76.5%
3 Other, incl. transfers	9,901	9,901	1,314	3,079	1,998	2,932	1,532	3,200	2,124							16,179	163.4%
4 Appropriated Fund Bal.*	48,188	565,827	-	-	-	-	-	-	-							-	0.0%
<b>Total</b>	<b>669,500</b>	<b>1,187,139</b>	<b>111,844</b>	<b>4,109</b>	<b>114,890</b>	<b>3,697</b>	<b>113,638</b>	<b>3,614</b>	<b>103,265</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>455,059</b>	<b>38.3%</b>

	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	Total	% Exp
	Original	Current															
	1 Admin & Finance*	455,000															
2 Collection	75,000	75,000	5,399	1,055	15,499	811	2,246	696	1,279							26,984	36.0%
3 Treatment	136,000	136,000	10,840	7,305	4,251	15,545	4,005	6,081	15,764							63,792	46.9%
4 Transfers / Contingency*	3,500	508,114	-	-	504,614	-	-	-	-							504,614	99.3%
<b>Total</b>	<b>669,500</b>	<b>1,187,139</b>	<b>60,946</b>	<b>31,693</b>	<b>547,589</b>	<b>39,405</b>	<b>54,246</b>	<b>35,148</b>	<b>37,707</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>806,735</b>	<b>68.0%</b>

	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	Total	% Exp
	Original	Current															
	1 Capital Outlay*	42,000															

Cash Balances		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1 Sewer Fund		1,092,813	1,125,729	631,562	655,272	646,276	685,864	695,895					
2 Sewer Capital Reserve Fund (CIF)		11,280	11,301	57	57	57	57	57					

Wastewater Treated	Limit	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date		
		1 Total Gallons	3,694,000	3,156,000	3,180,000	3,418,000	3,667,000	3,101,000	3,265,000							23,481,000
		2 Average daily gallons	330,000*	119,161	101,806	106,000	110,258	122,233	100,032	105,323						109,259

\* This is the permitted daily limit.

**Yellow=delete**

### **A. Application of Payments and Payment Options**

Partial payment of balances due on a customer's account shall be applied in the following order:

1. Charges and fees – such as, but not limited to, late payment penalties, nonpayment fees, and charges resulting from damage to Department equipment and/or property.
2. Sewer service charges (if applicable)
3. Water service charges

**Payment Drop-Box:** A drop-box is located in the center island of the Town Hall parking lot for check and money order payments. Cash payments are received in Town Hall during regular business hours, Monday – Friday, 8:00 a.m. to 4:00 p.m. Any payments placed in the drop-box after 4pm will be posted the next business day.

**Direct Bank Draft:** Customers can have their bill drafted directly from their bank account each billing cycle. A completed Enrollment Form along with a voided check is required to sign up for this service.

**On-line or by Phone:** The Town accepts payments by credit cards, debit cards, and electronic checks through *ACI Payments, Inc.*, a third party company. Payments may be made through Official Payments by using their secure web site or interactive voice response phone system. Their web based service provides a record of payment, and the phone system a confirmation number. ACI Payments, Inc. will charge a separate convenience fee of \$5.50 for credit card payments and \$2.50 for E-Check payments. Please note, ACI Payments, Inc. will charge a return fee for returned E-Check payments. These fees will show up as a separate charge on your credit card or bank statement. Visit their web site at [www.officialpayments.com](http://www.officialpayments.com) or call 1-800-272-9829 to use their phone payment option with your credit card or “PIN-less” debit card. To properly process your payment, you will need to provide your River Bend nine digit account number and River Bend's unique “jurisdiction number” which is 3963.

*The fees have changed to \$6.33 and \$2.88*

*The article below was shared with the River Bend Community in December, 2020 when we began to come to grips with the COVID-19 pandemic. As we begin Town Operations in the year 2023 it is appropriate to look at how we have managed to adjust and move forward.*

As 2020 began it was easy to predict that the happenings during the New Year would closely track what had occurred in 2019. Then came COVID-19 and the term “normal” was largely abandoned. By March it was obvious to most that the normal for operations at all levels and in all organizations was no longer an option. The Town Staff, under Manager Jackson’s leadership, has adapted to the changing conditions and mandates and most services provided by the Town have continued without interruption. We have accepted the inconvenience that the new norm has eliminated large assemblies, required “social distancing” and recommended the wearing of face masks. Complying with these requirements resulted in the cancelling of the long running River Bend July Fourth celebration, the normal celebration of Halloween night for children and now the annual Christmas Tree Lighting.

These inconvenient departures from the comfortable River Bend normal have been a change that the entire nation and most of the world has in, the same fashion, been forced to follow. We have all witnessed that some nations have been more successful in reducing deaths from the virus while others have failed to make the needed adjustments. Statistics demonstrate the folly of denying scientific practice.

We shall continue to follow the appropriate guidance that is promulgated by health officials of the County and State. The residents will be kept informed of the current required safety practices. Our collective prayer should be that an effective vaccine is developed that will keep the population immune to the COVID-19 virus and lessen the suffering of thousands.

We must not grow tired of the precautions that must be followed for our individual and community safety during these unusual times.

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### **2023 IN RIVER BEND**

We all have reason to express thanks to Town Manager Jackson, and the Town Staff that he leads, for the remarkable accomplishments that they have made during these “uncharted” times.

The Congress has, in a refreshing nonpartisan way, passed legislation that appropriated significant funding for infrastructure construction. These funds were to be granted to municipalities by state agencies. Manager Jackson worked with the appropriate state agencies and secured grants to fund a number of projects. Those projects involve (1) \$ 732,310 to replace all the water meters with new meters that will allow remote radio read. (2) \$ 9,108,500 to upgrade the Town’s wastewater treatment plant. This project will upgrade the existing plant that is nearing the end of its useful life span. (3) \$ 964,378 To replace the Town’s Public Works building. The present building is in the floodplain and received damage during Hurricane

Florence. This grant supports the construction of a new Public Works Building on Plantation Drive in the area adjacent to the 300,000 gallon water tank at a cost of \$ 1,996,136.

As the Manager worked through the details of obtaining these grants he also made state regulatory staff members comfortable that River Bend personnel were knowledgeable of the regulatory demands associated with our permitted water and wastewater systems. This positive contact will serve the Town well in the future.

The development of the effective COVID-19 vaccine has blessed River Bend and all of mankind. That vaccine has allowed the United States to relax most of the precautionary restrictions discussed in the 2021 report, which is reprinted above. Clearly the Manager and Staff have survived the emergency well and have continued to serve our population without compromising health and safety. It is safe to say that River Bend is in a stronger position than existed at the beginning of Covid-19. That strength came from the day-by-day efforts of the Manager and Staff to address the details as external demands dictated.

Thanks to all who have read this assessment of events that have been accomplished in River Bend over the last two years of unprecedented change.

## Town of River Bend

### Public Comment Policy

**Overview-** In 2005, the North Carolina General Assembly, through the passage of NCGS 160A-81.1, required that each municipality in North Carolina provide a period for public comment at least once per month at a regular meeting of the council. The General Assembly gave councils the authority to adopt rules governing the conduct of the public comment period. The Town of River Bend recognizes the importance of receiving comments from the public. The purpose of the public comment period is to give the public an opportunity to express their views, comments or opinions to the council. It is a time for the council to listen to the public. The following rules have been established to maintain order and decorum during the public comment period. Furthermore, these rules are designed to ensure fairness to each speaker by establishing rules in advance that will be applied equally to each speaker.

#### I. Public Comment Period

The public comment period shall be reserved as an item of business on the agenda for the council's regular session, which is currently held on the 3<sup>rd</sup> Thursday of each month. All comments to the council during the public comment period shall be subject to the following guidelines:

1. Prior to the start of the public comment period, persons wishing to address the council will register on a sign-up sheet stationed by the meeting room door. Prior to beginning the public comment period, the Mayor will collect the sign-up sheet and recognize speakers in the order that they registered. Speakers will address the council from the lectern and will be asked to provide their name and address for the record.
2. Each speaker shall be limited to a maximum time of three (3) minutes. Each speaker will only be allowed to speak once during the public comment period. A staff member shall serve as time keeper and will promptly announce when the speakers time has expired.
3. No time may be yielded or transferred from one speaker to another. In order to avoid repetition and delay, groups of people supporting the same position are encouraged to designate a spokesperson for the group.
4. The public comment period is not intended to require the council and/or any staff to answer any impromptu questions. The council will not take action on an item presented during the public comment session. Upon completion of the public comment session and when appropriate, the council may refer inquires made during the public comment session to the Town Manager or an appropriate staff member. If necessary, the item may be added to the agenda of a future meeting, thereby providing the staff an opportunity to research the item and provide data to the council for consideration and review.
5. Speakers will address comments to the entire council as a whole and not one individual member. Discussions between speakers and members of the audience will not be permitted during the public comment period.

6. Speakers who have prepared written remarks are encouraged to leave a copy of such remarks with the Town Clerk. Speakers who have materials that they want distributed to the council related to the item they plan to discuss during the public comment period, shall provide eight (8) copies of those documents to the Town Clerk prior to the start of the meeting. The Clerk shall distribute the copies to the Council, Attorney, and Town Manager and retain one copy for the record.

7. Speakers shall be courteous in their language and presentation. Profanity or other inappropriate language or gestures will not be tolerated.

8. In order to provide for the maintenance of order and decorum in the conduct of the meeting, the Mayor may declare "out-of-order" any person who fails to comply with this policy. The Mayor shall caution any such person to abide by the provisions of this policy. Refusal to do so shall be grounds for removal of the speaker from the meeting.

- Adopted June 18, 2015