

**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
Finance Director: Mandy Gilbert
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

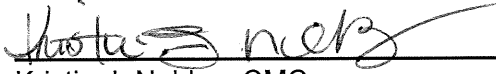
he would want to add staff to. The Manager stated that the audit is a time consuming process for the Finance Director and there are 14 million dollars in grant projects ongoing. He stated that the Finance Director plays a very important role in the finances of grant-funded projects. He stated, although 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.



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 19th day of January, 2023

John R. Kirkland, Mayor

ATTEST:

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	
B. Vacant Properties	10	4	0	5	3	3	25	7
C. Infrastructure Funding	9	6	10	9	10	7	51	1
D. Broadband	0	0	5	0	4	0	9	
E. Extend Deadline	1	3	0	0	0	2	6	
F. Transportation Funding	8	7	8	0	7	1	31	5
G. Multi-Modal Transportation	2	0	0	1	0	0	3	
H. Public Transit	7	0	3	2	0	0	12	10
I. Economic Development	0	5	4	8	9	8	34	4
J. Water/Sewer Regionalization	0	8	7	0	2	10	27	6
K. Law Enforcement	6	10	6	0	8	5	35	3
L. Audit Funding	5	9	0	0	1	4	19	9
M. Contract Laws	0	2	0	7	6	6	21	8
N. Annexation Reform	4	0	1	3	0	0	8	
O. Pollution Clean-Up	0	1	2	6	0	0	9	
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		39,787
Total		<u>99,847</u>

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

Section 3. Law Enforcement Separation Allowance Fund

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

Authorized Expenditures:		
Separation Allowance		0
Future LEOSSA Payments		13,525
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
Total	<u>884,032</u>

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
Total	<u>884,032</u>

[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
Total	<u>245,260</u>

Authorized Expenditures

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

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
Total	<u>1,187,139</u>

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
Total	<u>1,187,139</u>

[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
Total	<u>11,273</u>

Authorized Expenditures:

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

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

