

**River Bend Town Council  
Work Session Minutes  
April 13, 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  
Town Clerk: Kristie Nobles  
Police Chief: Sean Joll  
Town Attorney: Dave Baxter

Members of the Public Present: 21

**CALL TO ORDER**

Mayor Kirkland called the meeting to order at 7:00 p.m. on Thursday, April 13, 2023 at the River Bend Town Hall with a quorum present.

**ADDITIONS/DELETIONS TO AGENDA**

**VOTE – Addition to Agenda**

Councilman Weaver motioned to add item 5A to vote on a member to the Parks and Recreation Advisory Board. The motion carried unanimously.

**VOTE – Addition to Agenda**

Councilman Weaver motioned to add item 5B, an exemption for the Parks and Recreation Advisory Board Municipal Building Use prohibitions. The motion carried unanimously.

**VOTE – Approval of Agenda**

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

**Discussion - AIA Water and Sewer Resolutions**

The Town Manager stated that the Town has received a \$150,000 grant for the water system and a \$150,000 grant for the sewer system. He stated that these resolutions are required to receive the grant funding.

**VOTE - AIA Water Resolution**

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

**VOTE - AIA Sewer Resolution**

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

**Discussion – Audit Committee Recommendation**

Councilman Leonard stated that the Audit Committee met on April 3<sup>rd</sup> and recommended Thompson, Price, Scott, Adams and Company to provide audit services FY 22-23 through FY 24-25.

**VOTE – Audit Committee Recommendation**

Councilman Leonard motioned to accept the Audit Committee's recommendation to engage Thompson, Price, Scott, Adams and Company to provide audit services beginning with FY22-23 and FY23-24 and FY24-25, and to authorize the Mayor to execute the contract on behalf of the Town. The motion carried unanimously.

**Discussion – Parks and Recreation Special Assignment from Council**

Councilman Weaver stated that the Council had directed the Parks and Recreation Advisory Board to review the Town's recreational amenities and to provide the Council with recommendations on potential additions. He stated that he has created a document that gives the advisory board more guidance of what the Council is asking of it. Councilman Leonard asked Councilman Weaver if he had discussed it with the advisory board and he stated he had not, that he was waiting until the Council approved the document.

**VOTE – Parks and Recreation Special Assignment from Council**

Councilman Weaver motioned to approve the Parks and Recreation Special Assignment as presented. The motion carried unanimously. (see attached)

**VOTE – Parks and Recreation Advisory Board Appointment**

Councilman Weaver motioned to appoint Ms. Beddow to the Parks and Recreation Advisory Board for the appropriate term. The motion carried unanimously.

**Discussion –Building Use Policy Exemption**

Councilman Weaver stated that the Parks and Recreation Advisory Board has an event planned that would include painting, and the use of paint is currently prohibited. He recommended amending the Building Use Policy to include an exemption for town events from the prohibitions. Councilman Leonard asked if the Council could exempt Town activities from the prohibitions and the Town Attorney stated that the Council could. The Town Manager asked if the event included alcohol and the Parks and Recreation Chairperson stated that there would not be any alcohol. The Town Manager stated that he is less concerned with painting with an advisory board because the Town funds that advisory board, whereas the town does not fund private events by the public held on town property. It was decided that the Town Manager would revise the current Building Use Policy and present it at the next Council meeting.

**Discussion – Parks and Recreation July 4<sup>th</sup> Recommendation**

Councilman Weaver stated that the Parks and Recreation Advisory Board had originally requested \$20,000 for the July 4<sup>th</sup> celebration but have since amended their request to \$10,000. The Town Manager stated that he had invited the Parks and Recreation and the Red Caboose Library chairpersons to this meeting to answer any questions that the Council may have regarding this and the next item. Councilman Leonard stated that he is concerned that the City of New Bern is having fireworks at the same time and he is also concerned with having a split event and the town staff availability for both events. Councilwoman Maurer stated that her main concern is safety and security, that she spoke with Chief Joll who stated that he did not have the staff for an event for that length of time. Councilman Weaver stated that the Town would need to contact surrounding agencies for assistance, and he thinks the rate is \$35 an hour per officer. Councilman Leonard asked how many additional officers were needed and Councilman Weaver stated that it would be based on the anticipated number of guests. He also stated that there would need to be a lot of planning for law enforcement coverage for an event of that size. The Town Manager stated law enforcement would be needed for the afternoon event at the Country Club. He asked if additional help other than law enforcement would be necessary at that event and the Parks and

Recreation chairperson, Keenan Castranova, stated that CERT and Community Watch would be needed. Councilwoman Maurer stated that CERT only has about 3 volunteers and is not active. She also stated that Community Watch struggled to get volunteers for the Easter Egg Hunt. The Town Manager asked if Ms. Castranova has reached out to those groups and she stated that she has. The Town Manager stated that he has the 10:00 a.m. through 1:00 p.m. activity staffed. Councilman Sheffield asked what size the stage in the request is and Councilman Castranova stated that it is a 16' x 20'. He stated that a vendor will build the stage a few days prior to the event and take it down a few days after. Councilwoman Maurer asked about parking at the golf course and the Town Manager stated that when fireworks were discussed in previous years the parking was going to be in the grassy area at the golf course. He also stated that the event is less than 2 months away and if the Council chooses to approve the fireworks, he would need to secure the fireworks contractor as soon as possible. Councilman Leonard asked about the additional security needed for an all-day event and the cost of that. Councilman Weaver stated that the Police Chief would determine if the additional staff is needed and the Town Manager stated that this event was not included in the overtime budget item in the current year and that would need to be considered. The Mayor asked if it would be acceptable to gather more information on staffing and vote on this item at next week's meeting, and Councilman Weaver agreed.

#### **Discussion – Parks and Recreation Red Caboose Library Recommendation**

Councilman Weaver stated that the Parks and Recreation Advisory Board has made two recommendations for the Red Caboose Library, which is sponsored by the Parks and Recreation Advisory Board. He stated the Parks and Recreation Advisory Board recommends removing the conditions that prevent the Red Caboose Library from requesting funds from the Town Council and the board also recommended that the library have its separate budget from the Parks and Recreation Advisory Board's budget. Councilman Weaver asked if there was an agreement that the Red Caboose Library would not request funding from the Town and Councilwoman Maurer stated that there was an agreement that was made in good faith and she felt it was time to move forward with the library because it has done a lot for the town. Councilman Weaver asked if there was a binding contract and the Town Attorney stated that it wasn't a binding contract, but it was entered into the minutes of that meeting when the Council approved the Red Caboose Library to become a part of the Parks and Recreation Advisory Board. The Town Manager stated that Council did not imply that condition, that the library offered not to ask for funds when they requested to be included in that advisory board. Councilman Sheffield stated that he felt the only issue was if the library budget would become separate from the Parks and Recreation budget and there is no indication how much funding the library would request. The Town Manager stated that he has spoken with Linda Klopff, representative for the Red Caboose Library, and she has submitted an amount to him because the Council is currently in budget season. Councilman Leonard asked if the funding is needed mainly for rent and Linda Klopff stated that was correct, and that rent and insurance are the largest expenses. Councilman Weaver asked if the Red Caboose Library is a private organization and Linda Klopff stated that is it open to the public, then the Town Attorney stated that it is a separate cooperative entity of the Town of River Bend. The Town Manager stated that town could hire the Red Caboose Library to provide services to the Town of River Bend in a contractual agreement.

#### **VOTE – Red Caboose Library Contract**

Councilman Sheffield motioned to look into establishing a contract for library services at a future meeting. The motion carried unanimously.

Councilman Weaver stated that the additional recommendation from the Parks and Recreation Advisory Board was to have a separate budget for the Red Caboose Library and that would no longer be needed if the Council pursues a contract with the library. The Council agreed.

#### **Discussion – Planning Board Rezoning Recommendation for Parcel 8-206-083**

Councilman Sheffield stated the Planning Board has recommended to the Council to rezone parcel 8-206-083 from Institutional to PDR-MF (multi-family housing). Councilman Sheffield

stated that a Public Hearing is required before the Council can cast their vote on the recommendation.

**VOTE – Public Hearing for Parcel 8-206-083 Rezoning**

Councilman Sheffield motioned to schedule a Public Hearing on the Planning Board's Recommendation to rezone parcel 8-206-083 on May 18, 2023 at 7:00 p.m. The motion carried unanimously.

**CLOSED SESSION**

Councilman Sheffield moved to go into a Closed Session under NCSG §143-318.11(a)(3). The motion carried unanimously. The Council entered Closed Session at 8:01 p.m.

**OPEN SESSION**

Councilman Sheffield moved to return to Open Session at 8:25 p.m. The motion carried unanimously.

**REVIEW – Agenda for the April 20, 2023 Council Meeting**

The Council reviewed the agenda for the April 20, 2023, Council Meeting.

**ADJOURNMENT/RECESS**

There being no further business, Councilman Sheffield moved to adjourn. The motion carried unanimously. The meeting adjourned at 8:27 p.m.



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Kristie J. Nobles, CMC  
Town Clerk

**Town of River Bend Resolution**  
**AMERICAN RESCUE PLAN WATER INFRASTRUCTURE**

**Whereas**, the American Rescue Plan (ARP) funded from the State Fiscal Recovery Fund was established in S.L. 2021-180 to assist eligible units of government with meeting their water infrastructure needs, and

**Whereas**, the North Carolina Department of Environmental Quality has offered Rescue Plan (ARP) funding in the amount of \$150,000 to perform an Asset Inventory and Assessment study detailed in the submitted application, and

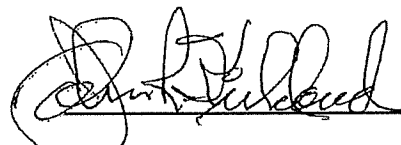
**Whereas**, the Town of River Bend intends to perform said project in accordance with the agreed scope of work,

**Now, therefore be it resolved**, by the River Bend Town Council that the Town of River Bend does hereby accept the American Rescue Plan (ARP) offer of \$150,000.

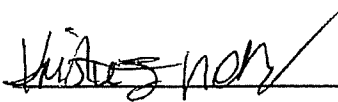
That the Town of River Bend does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to.

That Delane Jackson, Town Manager, 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 by the Division of Water Infrastructure.

**Adopted this the 13<sup>th</sup> day of April, 2023**

  
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John R. Kirkland, Mayor

**ATTEST:**

  
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Kristie J. Nobles, Town Clerk, CMC

## Town of River Bend Resolution

### AMERICAN RESCUE PLAN WASTEWATER INFRASTRUCTURE

**Whereas**, the American Rescue Plan (ARP) funded from the State Fiscal Recovery Fund was established in S.L. 2021-180 to assist eligible units of government with meeting their wastewater infrastructure needs, and

**Whereas**, the North Carolina Department of Environmental Quality has offered Rescue Plan (ARP) funding in the amount of \$150,000 to perform an Asset Inventory and Assessment study detailed in the submitted application, and

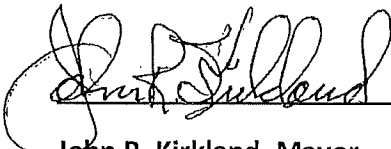
**Whereas**, the Town of River Bend intends to perform said project in accordance with the agreed scope of work,

**Now, therefore be it resolved**, by the River Bend Town Council that the Town of River Bend does hereby accept the American Rescue Plan (ARP) offer of \$150,000.

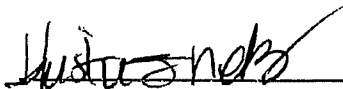
That the Town of River Bend does hereby give assurance to the North Carolina Department of Environmental Quality that any Conditions or Assurances contained in the Award Offer will be adhered to.

That Delane Jackson, Town Manager, 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 by the Division of Water Infrastructure.

**Adopted this the 13<sup>th</sup> day of April, 2023**

  
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John R. Kirkland, Mayor

**ATTEST:**

  
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Kristie J. Nobles, Town Clerk, CMC

The Council recently approved a motion to direct the P&R Advisory Board to work on a special project. Councilman Weaver presented that motion. In an effort to make sure that Council understands the assignment and is in agreement with it, he has presented the following language. If approved by Council, Councilman Weaver, acting as the P&R Liaison, will deliver the directive to the P&R Advisory Board.

Members of the P&R Advisory Board,

It is the goal of the Mayor, Town Council, and Town Manager, to provide recreational amenities that accommodate the widely ranging demographics of our citizens.

The Town of River Bend currently has a paved walking track (unlit), fenced in dog park, small pavilion, fishing/water view dock, basketball court, toddler playground/area, and a large field area that can be used for many activities.

The demographics of our town have been changing for quite some time and we now have more families with children of varying age ranges than ever before.

Simply put, It's time to reevaluate our recreational areas for potential improvements so that we are providing everyone with safe and engaging recreational amenities.

The council is tasking the P&R Advisory Board with providing a recommendation and comprehensive list of potential additions to our growing recreational areas that would be an enhancement and benefit to our entire community.

Do not burden yourselves with ascertaining the specific costs of these amenities (as in actual quotes), this can be done at a later time. We are currently seeking input on what our citizens need and would like their leaders to provide.

1. It is requested that the P&R Advisory board provide a comprehensive recommendation of needed enhancements to the recreational spaces within town limits.
2. It is requested that this recommendation be submitted to the members of town council no later than December 1, 2023.

Respectfully,

River Bend Town Council