

**River Bend Town Council
Work Session Minutes
December 7, 2023
Town Hall
7:00 p.m.**

Present Council Members: Mayor John Kirkland
Lisa Benton
Brian Leonard
Barbara Maurer
Jeff Weaver

Absent Council Member: Buddy Sheffield

Town Manager: Delane Jackson
Town Clerk: Kristie Nobles
Town Attorney: Ross Hardeman
Police Chief: Sean Joll

Members of the Public Present: 11

CALL TO ORDER

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

VOTE – Approval of Agenda

Councilwoman Maurer motioned to accept the agenda as presented. The motion carried unanimously.

ADOPTION OF 2024 EMPLOYEE HOLIDAY AND TOWN MEETING SCHEDULE

Councilwoman Benton moved to adopt the 2024 Employee Holiday and Council Meeting Schedule as presented. The motion carried unanimously. (see attached)

VOTE – ARP Policies

Councilman Leonard motioned to approve the Eligible Use Policy, Conflicts of Interest Policy, Allowable Cost and Cost Principles Policy and Procurement Policy as presented. The motion carried unanimously. (see attached)

DISCUSSION – Eastern Carolina Council Representative Appointment

The Town Manager stated that Mrs. Patty Leonard currently serves as the Town's representative to Eastern Carolina Council, and she would continue as the representative if the Council chose to appoint her.

VOTE - Appointment of ECC Representative

Councilwoman Maurer motioned to approve Patty Leonard as the Town's ECC representative. The motion passed unanimously.

DISCUSSION – FY 22-23 Audit Presentation

Finance Director, Mandy Gilbert, stated that Austin Eubanks of Thompson, Price, Scott, Adams & Company would give a presentation on the fiscal year 2022-2023 audit at next week's Council meeting.

Discussion – Plantation / Anchor Way Median Assessment

Councilwoman Maurer stated that she requested that the Planation / Anchor Way Median Assessment Project be added to the agenda for discussion to determine if the Council wants to pursue any of the project any further. She suggested reworking a small section of the median in a planned professional way. She stated this would give the Council an opportunity to see what can be completed and what the costs would be. She also stated that there was no money allocated to this project in the current budget. Councilman Leonard stated that his major concern is safety and there are a few areas that need to be addressed. He stated that he agreed with Councilwoman Maurer with completing a small area first to determine costs and to receive feedback from the surrounding residents. All of the Council agreed with that concept. Councilman Weaver stated that he would like for the “dangerous” areas to be completed immediately and Councilman Leonard asked the Town Manager if he had the opportunity to address the immediate needs that were identified. The Town Manager stated that the areas that were identified as dangerous were completed the previous day. Councilman Weaver stated that with the budget season coming up, that it seems this project would be fitting for that. All of Council agreed.

Discussion – Future Use of Soon-to-be Vacated Public Works Building

Councilwoman Maurer stated that she wanted to discuss further if the Council would like to commit to allowing the Red Caboose Community Library to utilize part of the former Public Works building for their library space. She asked the Town Manager if the contract could make it legal to do. The Town Manager stated he has relayed what the Town Attorney has told him and that the building is a public building, and the Town has to get fair market value for the building’s use. The Town Attorney stated that the contract with the Red Caboose Community Library could be amended. Councilwoman Maurer asked the Council if that was acceptable, and Councilman Leonard agreed. Councilman Weaver stated that his only reservation is that the Parks and Recreation Advisory Board is completing a survey for what amenities the community feels the Town needs and the building may be included in that recommendation. Councilwoman Benton stated that the Parks and Recreation situation is not terribly pertinent, and the library could utilize the space immediately, and she agreed with allowing the library to use the space. The Town Manager stated that Public Works is still using the building and will not be out for some time. The Town Attorney recommended that, when the Council is ready they can amend the contract with the Red Caboose Community Library. Councilman Leonard stated that he would like to wait until the entire Council is present before the Council makes a decision. All agreed to wait until Council Sheffield returned.

REVIEW – Agenda for the December 14, 2023, Council Meeting

The Council reviewed the agenda for the December 14, 2023, Council Meeting.

CLOSED SESSION

Councilman Leonard moved to go into Closed Session under NCGS 143-318.11(a)(3)(5)(6) and to discuss the possible acquisition of land owned by Weldon Brown, Jr. and Naqueldon Brown for the location of a new water treatment facility. The motion carried unanimously. The Council entered Closed Session at 7:37 p.m.

OPEN SESSION

Councilman Leonard moved to return to Open Session at 7:49 p.m. The motion carried unanimously.

VOTE – Contract with Weldon Brown

Councilman Leonard motioned to approve the terms of the option to purchase contract for the land own by Weldon and Naqueldon Brown, et al and to authorize the mayor to sign on behalf of the Town. The motion carried unanimously.

VOTE – Town Managers Contract Revision

Councilman Leonard motioned to approve the amended employee contract, dated December 7, 2023, with the Town Manager as presented. The motion carried unanimously.

VOTE – Town Managers Bonus Pay

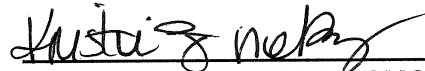
Councilman Leonard motioned to approve a bonus in the amount of \$15,000 for the Town Manager in recognition of his recent work securing grants. The motion carried unanimously.

VOTE – Town Employees Bonus Pay

Councilman Leonard motioned to approve \$5,000 of funding for the Town Manager to use at his discretion to provide bonuses for town employees. The motion carried unanimously.

ADJOURNMENT/RECESS

There being no further business, Councilman Leonard moved to adjourn. The motion carried unanimously. The meeting was adjourned at 7:55 p.m.



Kristie J. Nobles, CMC, NCCMC
Town Clerk



TOWN OF RIVER BEND

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**TOWN OF RIVER BEND
EMPLOYEE HOLIDAY SCHEDULE
2024**

HOLIDAY

DATE

New Year's Day	Monday, January 1
Martin Luther King Day	Monday, January 15
Good Friday	Friday, March 29
Memorial Day	Monday, May 27
Independence Day	Friday, July 5
Labor Day	Monday, September 2
Veterans' Day	Monday, November 11
Thanksgiving Holiday	Thursday, November 28 Friday, November 29
Christmas Holiday	Tuesday, December 24 Wednesday, December 25 Thursday, December 26



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**MEETINGS OF THE TOWN COUNCIL OF
THE TOWN OF RIVER BEND**

2024

Work Sessions (2nd Thursday)

7:00 p.m.

- January 11
- February 8
- March 14
- April 11
- May 9
- June 13
- July 11
- August 8
- September 12
- October 10
- November 14
- ***December 5

Regular Meetings (3rd Thursday)

7:00 p.m.

- January 18
- February 15
- March 21
- April 18
- May 16
- June 20
- July 18
- August 15
- September 19
- October 17
- November 21
- ***December 12

All Council Work & Regular Sessions will be held in the River Bend Town Hall beginning at 7:00 p.m.

*** Changed due to holiday.

Meeting date, time and location are subject to change due to unforeseen circumstances. In such event, proper public notice will be given prior to the meeting.

The public is invited and encouraged to attend all Council meetings.

The Town's Rules of Procedure, Agenda Policy, Public Comment Policy and Public Hearing Policy will be enforced at all Council Meetings.

Kristie Nobles
Town Clerk