

**River Bend Town Council**  
**Work Session Minutes**  
**February 8, 2024**  
**Town Hall**  
**7:00 p.m.**

Present Council Members: Mayor John Kirkland  
Lisa Benton  
Barbara Maurer  
Jeff Weaver  
Buddy Sheffield

Absent Council Member: Brian Leonard

Town Manager: Delane Jackson  
Town Clerk: Kristie Nobles  
Town Attorney: Trey Ferguson  
Police Chief: Sean Joll

Members of the Public Present: 5

**CALL TO ORDER**

Mayor Kirkland called the meeting to order at 7:00 p.m. on Thursday, February 8, 2024, at the River Bend Town Hall with a quorum present.

**VOTE – Approval of Agenda**

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

**Discussion FY 23-24 Audit Contract**

The Finance Director, Mandy Gilbert, stated that the Town had utilized Thompson, Price, Scott, Adams, and Company as their auditors for the past fiscal year. She said that she was very impressed with them and recommends that the Town utilize their services for the upcoming fiscal year. The Town Manager agreed. Councilman Leonard stated that the audit procedure for fiscal year 22-23 went very smoothly and was filed on time. He stated that the Council would vote on renewing the auditor's contract for fiscal year 23-24 at the next Council meeting.

**Discussion – Capital Project Budget Amendment**

The Town Manager stated that the John R. Kirkland Public Works Building has been completed and the final cost was lower than what was budgeted. He stated that this budget amendment would move the contingency funds back to the General Fund, Water Fund, and the Sewer Fund.

**VOTE – Capital Project Budget Amendment**

Councilwoman Maurer moved to approve the Capital Project Budget Amendment as presented. The motion carried unanimously. (see attached)

**Discussion – Capital Project**

The Town Manager stated that the leaf and limb program has exceeded its budgeted amount. He stated that there was an additional pick up offered this year and he felt that the elimination of bagging leaves and the abnormal amount of windstorms contributed to the increased amount of leaves to be collected.

### **VOTE – Budget Amendment**

Councilwoman Maurer motioned to approve Budget Amendment 23-B-05 as presented. The motion carried unanimously. (see attached)

### **Discussion – Capital Project Ordinance for Water Treatment Plant**

The Town Manager stated that the Town of River Bend has received the letter of intent to fund from the State of North Carolina and the Town will be receiving over 9 million dollars for a new Water Treatment Plant. He stated that the Council would need to officially adopt the Capital Project Fund Ordinance to construct a new Water Treatment Plant to move forward with the project.

### **VOTE – Capital Project Ordinance for Water Treatment Plant**

Councilwoman Maurer motioned to approve the Capital Project Ordinance for the Water Treatment Plan as presented. The motion carried unanimously. (see attached)

### **DISCUSSION – Site Evaluation Report for Water Treatment Plant**

The Town Manager stated that he had received the Land Acquisition Site Evaluation Report for 509 Old Pollocksville Road, which is the site location for the proposed new Water Treatment Plant. He said that the report stated that the property is determined to be suitable for development as a proposed Water Treatment Plant.

### **DISCUSSION – Lighting for Walking Trail**

Councilman Weaver stated that the Council has been discussing adding lighting for the walking trail since October of 2021 and there has been a lot of interest from residents regarding adding lighting. He stated that he would like to receive input from the Council this week and vote at the regular meeting, the following week. Councilman Weaver asked the Police Chief for his opinion, and he stated that the lighting would address a lot of the safety issues and concerns that the Police Dept. has, along with the communities'. Councilwoman Maurer asked if the fixtures would be dark sky compliant and Councilman Weaver stated that the fixtures would be. Councilman Weaver stated that if the Council choose the Duke Energy option, all of the maintenance would be the responsibility of Duke. Councilman Sheffield stated that Duke would basically own the lighting system. Councilwoman Benton asked Councilman Weaver if he knew how many people use the track and Councilman Weaver stated he did not know an exact number. Councilwoman Benton stated that she would like to have more input from the residents, because the lighting could directly affect those on Gatewood and Lochbridge. She stated that she thinks it would make the town safer, but she would like more input from the residents. Councilman Sheffield asked how many lights were included in the Duke quote and Manager Jackson stated that there are 11. Councilman Sheffield stated that he thought that was an expensive amount and Councilwoman Benton agreed. Manager Jackson stated that if the Town owned the lighting system it would be approximately \$292 per month and Duke has quoted \$300 a month including all the maintenance.

### **REVIEW – Agenda for the February 15, 2024, Council Meeting**

The Council reviewed the agenda for the February 15, 2024, Council Meeting.

### **CLOSED SESSION**

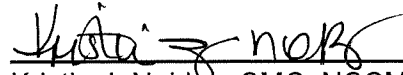
Councilman Sheffield moved to go into Closed Session under NCGS 143-318.11(a)(3)(5) to discuss the possible acquisition of land owned by Weldon Brown, Jr. and Naqueldon Brown for the location of a new water treatment facility. The Council entered Closed Session at 7:39 p.m.

### **OPEN SESSION**

Councilman Sheffield moved to return to Open Session at 7:56 p.m. The motion carried unanimously.

**ADJOURNMENT/RECESS**

There being no further business, Councilman Sheffield moved to adjourn. The motion carried unanimously. The meeting was adjourned at 7:57 p.m.



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Kristie J. Nobles, CMC, NCCMC  
Town Clerk



**TOWN OF RIVER BEND  
PUBLIC WORKS CAPITAL PROJECTS FUND ORDINANCE AMENDMENT #2**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina, that the Public Works Capital Projects Fund Ordinance as last amended on September 27, 2022, be amended as follows:

**Section 1.** The following amounts are hereby appropriated for the operation of a Town Capital Projects Fund for the construction of a Public Works Building:

**CAPITAL PROJECTS FUND**

**Revenues:**

Operating Transfer from General Fund	906,658
Operating Transfer from Sewer Capital Reserve Fund	11,265
Operating Transfer from Water Capital Reserve Fund	245,088
Operating Transfer from Sewer Fund	442,063
Operating Transfer from Water Fund	208,240
Interest Earned	75,000
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	1,888,314

**Expenditures:**

Architectural Services (to reflect actual cost)	65,920
Land Acquisition	60,000
Legal Services	1,125
Miscellaneous	45,962
Construction	1,715,307
Contingency	0
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	1,888,314

**Section 2.** It is estimated that revenues in the amounts indicated in the foregoing schedule will be available to support the foregoing appropriations.

**Section 3.** The Finance Officer is hereby authorized to maintain an appropriate Fund Chart of Accounts.


**Section 4.** Copies of this 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.

**Section 5.** The capital projects funds are appropriated pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina; therefore, appropriations do not lapse at the end of the fiscal year and are available for the duration of the project, estimated to be eighteen months, unless subsequently amended by Council action.

Adopted this 8th day of February, 2024.

  
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John B. Kirkland, Mayor

Attest:

  
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Kristie J. Nobles, Town Clerk, CMC, NCCMC





**TOWN OF RIVER BEND  
 BUDGET ORDINANCE AMENDMENT 23-B-05  
 FISCAL YEAR 2023 - 2024**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina that the 2023-2024 Budget Ordinance as last amended on January 11, 2024, be amended as follows:

**Summary**

General Fund	2,246,559
General Capital Reserve Fund	56,900
Law Enforcement Separation Allowance Fund	12,685
Water Fund	655,804
Water Capital Reserve Fund	10
Sewer Fund	679,504
Sewer Capital Reserve Fund	1
Total	3,651,463

**Section 1. General Fund**

**Anticipated Revenues**

AD VALOREM Taxes 2023-2024	935,566
AD VALOREM Tax-Motor Vehicle	90,000
Animal Licenses	1,500
Sales Tax 1% Article 39	195,868
Sales Tax 1/2% Article 40	114,635
Sales Tax 1/2% Article 42	97,901
Sales Tax Article 44	13,090
Sales Tax Hold Harmless Distribution	108,195
Solid Waste Disposal Tax	2,200
Powell Bill Allocation	100,486
Beer and Wine Tax	13,225
Video Programming Sales Tax	49,621
Utilities Franchise Tax	112,169
Telecommunications Sales Tax	6,725
Court Refunds	500
Zoning Permits	7,000
Miscellaneous	16,200
Interest- Powell Bill Investments	50
Interest-General Fund Investments	20,000
Contributions	901
Wildwood Storage Rents	18,144
Rents & Concessions	18,000
Sale of Fixed Assets	4,600
Transfer From Capital Reserve Fund	43,504
Transfer From PW Capital Projects Fund	57,720
Appropriated Fund Balance	218,759
Total	2,246,559

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

Authorized Expenditures

Governing Body	47,350
Administration	332,000
Finance	131,306
Tax Listing	13,700
Legal Services	40,090
Elections	0
Police	769,335
Public Buildings	102,000
Emergency Services	2,870
Animal Control	16,225
Street Maintenance	271,050
Public Works	186,050
Leaf & Limb and Solid Waste	77,606
Stormwater Management	44,840
Wetlands and Waterways	2,900
Planning & Zoning	55,000
Recreation & Special Events	11,100
Parks & Community Appearance	55,130
Contingency	20,807
Transfer To General Capital Reserve Fund	55,000
Transfer To L.E.S.A. Fund	12,200
Total	<u>2,246,559</u>

**Section 2. General Capital Reserve Fund**

Anticipated Revenues

Contributions from General Fund	55,000
Interest Revenue	1,900
Total	<u>56,900</u>

Authorized Expenditures

Transfer to General Fund	43,504
Future Procurement	13,396
Total	<u>56,900</u>

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

Anticipated Revenues:

Contributions from General Fund	12,200
Interest Revenue	485
Total	<u>12,685</u>

Authorized Expenditures:

Separation Allowance	0
Future LEOSSA Payments	12,685
Total	<u>12,685</u>

**Section 4.**            **Water Fund**

Anticipated Revenues

Utility Usage Charges, Classes 1 & 2	210,591
Utility Usage Charges, Classes 3 & 4	12,428
Utility Usage Charges, Class 5	15,002
Utility Usage Charges, Class 8	4,644
Utility Customer Base Charges	278,811
Hydrant Availability Fee	19,764
Taps & Connections Fees	1,250
Nonpayment Fees	10,500
Late payment Fees	7,822
Interest Revenue	3,488
Sale of Capital Asset	0
Transfer From PW Capital Projects Fund	62,551
Appropriated Fund Balance	28,953
Total	<hr/> 655,804

Authorized Expenditures

Administration & Finance [1]	491,804
Operations and Maintenance	140,500
Transfer To Fund Balance for Capital Outlay	23,500
Transfer To Water Capital Reserve Fund	0
Total	<hr/> 655,804

*[1] Portion of department for bond debt service: 141,157*

**Section 5.**            **Water Capital Reserve Fund**

Anticipated Revenues

Contributions From Water Operations Fund	0
Interest Revenue	10
Total	<hr/> 10

Authorized Expenditures

Future Expansion & Debt Service	10
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**Section 6.**            **Sewer Fund**

Anticipated Revenues:

Utility Usage Charges, Classes 1 & 2	267,170
Utility Usage Charges, Classes 3 & 4	36,679
Utility Usage Charges, Class 5	28,142
Utility Usage Charges, Class 8	16,833
Utility Customer Base Charges	296,108
Taps & Connection Fees	1,250
Late payment Fees	8,384
Interest Revenue	5,836
Sale of Capital Asset	0
Transfer from PW Capital Projects Fund	62,551
Appropriated Fund Balance	(43,449)
Total	<u>679,504</u>

Authorized Expenditures:

Administration & Finance [2]	483,204
Operations and Maintenance	192,800
Transfer to Fund Balance for Capital Outlay	3,500
Transfer to Sewer Capital Reserve Fund	0
Total	<u>679,504</u>

*[2] Portion of department for bond debt service: 121,893*

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

Anticipated Revenues:

Contributions From Sewer Operations Fund	0
Interest Revenue	1
Total	<u>1</u>

Authorized Expenditures:

Future Expansion & Debt Service	1
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**Section 8.**            **Levy of Taxes**

There is hereby levied a tax at the rate of twenty-four cents (\$0.24) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2023, for the purpose of raising the revenue listed as "Ad Valorem Taxes 2023-2024" in the General Fund Section 1 of this ordinance. This rate is based on a valuation of \$393,280,000 for purposes of taxation of real and personal property with an estimated rate of collection of 99.12%. The estimated collection rate is based on the fiscal year 2021-2022 collection rate of 99.12% 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 \$37,500,000 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 2023-2024, 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 4.4% 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.

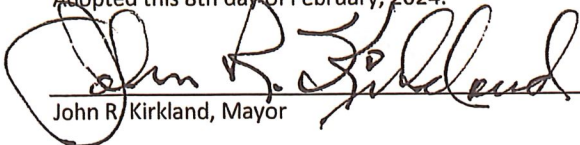
**Section 12.**          **Utilization of the Budget Ordinance**

This ordinance shall be the basis of the financial plan for the Town of River Bend municipal government during the 2023-2024 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 8th day of February, 2024.

  
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John R. Kirkland, Mayor

Attest:

  
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Kristie J. Nobles, Town Clerk, CMC, NCCMC





**TOWN OF RIVER BEND  
WATER TREATMENT PLANT CAPITAL PROJECTS FUND ORDINANCE**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina:

**Section 1.** The following amounts are hereby appropriated for the operation of a Town Capital Projects Fund for the construction of a new Water Treatment Plant:

<b><u>CAPITAL PROJECTS FUND</u></b>	
<b><u>Revenues:</u></b>	
State of North Carolina Grant	9,393,000
<b><u>Appropriations:</u></b>	
Administration	85,000
Engineering	1,386,000
Construction	<u>7,922,000</u>
	9,393,000


**Section 2.** It is estimated that revenues in the amounts indicated in the foregoing schedule will be available to support the foregoing appropriations.

**Section 3.** The Finance Officer is hereby authorized to maintain an appropriate Fund Chart of Accounts.

**Section 4.** Copies of this 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.

**Section 5.** The capital projects funds are appropriated pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina; therefore, appropriations do not lapse at the end of the fiscal year and are available for the duration of the project, estimated to be eighteen months, unless subsequently amended by Council action.

Adopted this 8th day of February, 2024.

  
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John R. Kirkland, Mayor

Attest:

  
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Kristie J. Nobles, Town Clerk, CMC, NCCME

