

**River Bend Town Council  
Regular Meeting Minutes  
July 18, 2024  
Town Hall  
7:00 p.m.**

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

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

Members of the Public Present: 16

**CALL TO ORDER**

Mayor Kirkland called the meeting to order at 7:00 p.m. on Thursday, July 18, 2024, 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.

**PUBLIC COMMENT**

No public comments.

**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 June 11, 2024, Work Session Meeting  
Minutes of the June 18, 2024, Regular Council Meeting*

**FEMA Project – Flood Mitigation Assistance Program – Sara Deskar**

At this time the Town Manager introduced Ms. Sara Deskar, Community Planner and Mr. David Bone, Executive Director, both of ECCOG. Ms. Deskar gave a presentation on Flood Mitigation Assistance and stated that she would be able to assist the Town with applying for assistance, should the town choose to do so. After a brief discussion with the Council, the Council decided to hold a town meeting to measure community interest in participating in the program.

**VOTE – Flood Mitigation Assistance Program**

Councilwoman Benton motioned to schedule a meeting for the owners of River Bend properties that are defined as Severe Repetitive Loss and Repetitive Loss to measure interests in participating in a Flood Mitigation Assistance Program. The motion carried unanimously.

### **TOWN MANAGER'S REPORT**

The Manager gave the following updates:

- The AIA grants are both near completion.
- There is an advertisement for RFQ for engineering services for the Stormwater Grant with a deadline of August 2.
- There is an advertisement for RFQ for Street Paving with a bid opening date of July 31.
- The town's well grant did not score as expected, so the town will apply again in the future.
- The Davis property development is proceeding slowly.

### **ADMINISTRATIVE REPORTS**

#### **COMMUNITY WATCH – Councilwoman Benton**

Councilwoman Benton stated that Community Watch met on June 18 and Egon Lippert was re-appointed as the chair. She stated that there was a discussion of the curfew in town.

#### **PARKS & RECREATION – Councilman Weaver**

Councilman Weaver stated that Parks and Recreation met on July 10 and Victoria Stuppy was appointed as chairperson, Annie Craddock as the vice chairperson and Amy Hendee as the secretary. He also stated that the board voted to move the normal meeting time from 6:15 p.m. to 6:30 p.m.

#### **RIVER BEND COMMUNITY ORGANIC GARDEN**

Councilman Weaver gave the following report:

A daily garden coverage calendar is in place. Saturday workdays, when many gardeners tackle large projects, have been decreased to every other week. The total number of volunteer hours for May was 232, bringing this year's total hours to date to 1049. A two part in-service session addressed "Know Your Garden" and "Intro to the Care of Butterflies" As temperatures increase, starting work times get earlier. Some early birds arrive by 6:30 am. Occasional evening schedules have begun. The current harvest includes potatoes, onions, leeks, cucumbers and herbs. Garden volunteers are looking forward to participating in the Fourth of July parade. The next meeting is scheduled for July 1 at 1:30 pm in the Municipal building. Weekly workdays are scheduled on Saturdays starting, officially at 8 am. Everyone is welcome to attend and participate in monthly garden volunteer meetings and in the garden.

#### **CAC – Councilwoman Maurer**

Councilwoman Maurer presented the following report.

The CAC did not meet in June. The Beautification Award Program finished for the spring with June awards. Congratulations to this month's award winners, 322 Lakemere and 211 Pinewood. You can see all the nominees on the CAC FB page. Nominations are currently open for the CAC's second annual Independence Day Festive Award Program that publicly recognizes homes that exemplify the Fourth of July spirit. Two Independence Day craft workshops were offered to create a patriotic decoration to celebrate our national holiday. Keep an eye out for the CAC entrant in the Fourth of July parade. Work is in progress for Christmas globe maintenance and the globe workshops. Two members of the board are unable to continue for another term. Many thanks go to Meg Williams and Christine Soler for their service. This CAC group has experienced a transition during their tenure. Their work, and that of the other members, has brought the town the home beautification and festive awards, a family-inclusive Arbor Day event, the initiation of a Facebook page, an in-depth study of Plantation median, decorative plantings behind Town Hall and the dog park, and craft workshops. Meg and Christine, you will be missed. The next meeting is scheduled for July 17, 2024 at 4 pm in the Municipal Building. The meeting is open to everyone. There are three vacancies. Please attend if you are interested. Guests and volunteers are always welcome. You don't have to be a board member to participate.

**FINANCE – Councilman Leonard**

Financial Report – Finance Director, Mandy Gilbert, presented the financial statement for the month of June to the Council. She stated the total of the Town’s Cash and Investments as of June 30, 2024, were \$2,702,042 and Ad Valorem Tax Collections for FY23-24 were \$988,252 and Vehicle Ad Valorem Tax Collections were \$104,011.

Councilman Leonard then called on the Town Manager to discuss Budget Amendment #24-B-01. The Town Manager stated that the budget amendment presented transfers \$23,364 in funds for a police department grant that was received in the previous fiscal year and not paid. He stated that the Chief would use the funds to purchase VIPER radios and other equipment. He also stated that the other \$5,600 would pay for garage doors at the old public works building.

**VOTE – Budget Amendment 24-B-01**

Councilman Leonard motioned to approve Budget Amendment 24-B-01 as presented. The motion carried unanimously. (see attached)

The Town Manager stated that the town was originally awarded \$9,393,000 for the Water Treatment Project and \$281,790 was taken. He stated that since then Senator Jim Perry has been able to get \$140,895 of those funds back to the town when the state budget was passed. The total that the town has been awarded after this is \$9,252,105.

**VOTE – Revised Letter of Intent to Fund AND Funding Offer Resolution**

Councilman Leonard motioned to approve the Funding Offer Resolution as presented. The motion carried unanimously. (see attached)

The Town Manager stated that the attached Capital Fund Ordinance Amendment reflects the funds that were awarded to the town for the Water Treatment Project.

**VOTE – Capital Project Fund Ordinance Amendment**

Councilman Leonard motioned to approve the Capital Project Fund Ordinance Amendment as presented. The motion carried unanimously. (see attached)

**ENVIRONMENT AND WATERWAYS – Councilman Leonard**

Councilman Leonard gave the following report:

Chairman Ackiss opened the meeting at 7 PM in the small conference room in the municipal building. There was a quorum. There were no visitors. The minutes for the June 3<sup>rd</sup>, 2024, meeting was approved. Councilman Leonard gave a council updated and answered questions from the board members. Old business: Alligator weed in canal on town property. Fish line disposal containers at town owned fishing locations. Life ring on fishing dock replaced. Discussion concerning “clean sweep” in our waterways. New Business: Election of officers; President Jon Hall, Vice President Paige Ackiss, Secretary Patty Leonard. Thank you to all members of EWAB for their willingness to serve! Discussion about 4<sup>th</sup> of July parade. Discussion about an EWAB Facebook page, not currently planning to have one. Volunteer Hours: 10. Next meeting will be at 7 PM on August 5<sup>th</sup>, 2024, in the small conference room in the municipal building. The public is welcome to attend. The meeting adjourned at 7:41 PM.

**MAYOR’S REPORT**


The Mayor presented the following report.

This celebration certainly provides a summer opportunity to enjoy family gatherings and visits to parks and other areas for the day or extended vacations. We should also take this opportunity to discuss the sacrifices that the nations founding fathers made to create the United States of America. It is well to have this discussion with our children, so they grow to adulthood with this

recall of a special day and also for the appreciation and sacrifice of the founders of the nation. In 1776, the city of Philadelphia was hot and there was no air-conditioned assembly hall for the persons assembled to draft the Declaration of Independence. There were no jet aircraft to make the trip from Georgia or other distant states. The alternative was to travel by coastwise sailing vessel, horse drawn coach, or by horseback. The modern support conveniences of electric lighting were a hundred plus years in the future. All of those who signed the Declaration were threatened by the British King and most lost significant property. We citizens today all owe a debt to those signers.

**ADJOURNMENT/RECESS**

There being no further business, Councilman Sheffield moved to adjourn. The meeting adjourned at 8:01 p.m.

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



**TOWN OF RIVER BEND  
 BUDGET ORDINANCE AMENDMENT 24-B-01  
 FISCAL YEAR 2024 - 2025**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina that the 2024-2025 Budget Ordinance be amended as follows:

**Summary**

|   |           |
|---|-----------|
| General Fund                              | 2,440,995 |
| General Capital Reserve Fund              | 89,007    |
| Law Enforcement Separation Allowance Fund | 515       |
| Water Fund                                | 656,788   |
| Water Capital Reserve Fund                | 20,215    |
| Sewer Fund                                | 722,788   |
| Sewer Capital Reserve Fund                | 25,250    |
| Total                                     | 3,955,558 |

**Section 1. General Fund**

Anticipated Revenues

|                                      |           |
|--------------------------------------|-----------|
| AD VALOREM Taxes 2023-2024           | 980,165   |
| AD VALOREM Tax-Motor Vehicle         | 104,400   |
| Animal Licenses                      | 1,500     |
| Sales Tax 1% Article 39              | 199,292   |
| Sales Tax 1/2% Article 40            | 117,988   |
| Sales Tax 1/2% Article 42            | 99,574    |
| Sales Tax Article 44                 | 14,166    |
| Sales Tax Hold Harmless Distribution | 112,233   |
| Solid Waste Disposal Tax             | 2,200     |
| Powell Bill Allocation               | 101,000   |
| Beer and Wine Tax                    | 13,225    |
| Video Programming Sales Tax          | 47,041    |
| Utilities Franchise Tax              | 116,156   |
| Telecommunications Sales Tax         | 6,779     |
| Court Refunds                        | 500       |
| Zoning Permits                       | 7,000     |
| Federal Grant                        | 23,364    |
| Miscellaneous                        | 15,000    |
| Interest- Powell Bill Investments    | 50        |
| Interest-General Fund Investments    | 44,533    |
| Contributions                        | 900       |
| Wildwood Storage Rents               | 18,144    |
| Rents & Concessions                  | 18,000    |
| Sale of Fixed Assets                 | 0         |
| Transfer From Capital Reserve Fund   | 72,850    |
| Appropriated Fund Balance            | 325,155   |
| Total                                | 2,440,995 |

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

Authorized Expenditures

|  |                  |
|--|------------------|
| Governing Body                           | 69,500           |
| Administration                           | 331,200          |
| Finance                                  | 156,500          |
| Tax Listing                              | 14,700           |
| Legal Services                           | 49,000           |
| Elections                                | 600              |
| Police                                   | 867,795          |
| Public Buildings                         | 108,000          |
| Emergency Services                       | 5,800            |
| Animal Control                           | 18,000           |
| Street Maintenance                       | 235,000          |
| Public Works                             | 203,000          |
| Leaf & Limb and Solid Waste              | 87,500           |
| Stormwater Management                    | 51,200           |
| Wetlands and Waterways                   | 2,900            |
| Planning & Zoning                        | 60,000           |
| Recreation & Special Events              | 11,000           |
| Parks & Community Appearance             | 59,500           |
| Contingency                              | 23,043           |
| Transfer To General Capital Reserve Fund | 86,757           |
| Transfer To L.E.S.A. Fund                | 0                |
| Total                                    | <u>2,440,995</u> |

**Section 2. General Capital Reserve Fund**

Anticipated Revenues

|                                 |               |
|---------------------------------|---------------|
| Contributions from General Fund | 86,757        |
| Interest Revenue                | 2,250         |
| Total                           | <u>89,007</u> |

Authorized Expenditures

|                          |               |
|--------------------------|---------------|
| Transfer to General Fund | 72,650        |
| Future Procurement       | 16,357        |
| Total                    | <u>89,007</u> |

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

Anticipated Revenues:

|                                 |            |
|---------------------------------|------------|
| Contributions from General Fund | 0          |
| Interest Revenue                | 515        |
| Total                           | <u>515</u> |

Authorized Expenditures:

|                        |            |
|------------------------|------------|
| Separation Allowance   | 0          |
| Future LEOSSA Payments | 515        |
| Total                  | <u>515</u> |

**Section 4.            Water Fund**

Anticipated Revenues

|                                      |                |
|--------------------------------------|----------------|
| Utility Usage Charges, Classes 1 & 2 | 202,039        |
| Utility Usage Charges, Classes 3 & 4 | 19,024         |
| Utility Usage Charges, Class 5       | 11,851         |
| Utility Usage Charges, Class 8       | 5,326          |
| Utility Customer Base Charges        | 280,228        |
| Hydrant Availability Fee             | 19,215         |
| Taps & Connections Fees              | 1,250          |
| Nonpayment Fees                      | 10,500         |
| Late payment Fees                    | 7,774          |
| Interest Revenue                     | 4,260          |
| Sale of Capital Asset                | 0              |
| Appropriated Fund Balance            | 95,521         |
| <b>Total</b>                         | <b>656,788</b> |

Authorized Expenditures

|   |                |
|---|----------------|
| Administration & Finance [1]                | 507,000        |
| Operations and Maintenance                  | 129,788        |
| Transfer To Fund Balance for Capital Outlay | 0              |
| Transfer To Water Capital Reserve Fund      | 20,000         |
| <b>Total</b>                                | <b>656,788</b> |

[1] Portion of department for bond debt service: 134,691

**Section 5.            Water Capital Reserve Fund**

Anticipated Revenues

|  |               |
|--|---------------|
| Contributions From Water Operations Fund | 20,000        |
| Interest Revenue                         | 215           |
| <b>Total</b>                             | <b>20,215</b> |

Authorized Expenditures

|                                 |        |
|---------------------------------|--------|
| Future Expansion & Debt Service | 20,215 |
|---------------------------------|--------|

**Section 6. Sewer Fund**

Anticipated Revenues:

|  |                |
|--|----------------|
| * Utility Usage Charges, Classes 1 & 2 | 260,280        |
| Utility Usage Charges, Classes 3 & 4   | 40,743         |
| Utility Usage Charges, Class 5         | 25,677         |
| Utility Usage Charges, Class 8         | 10,825         |
| Utility Customer Base Charges          | 297,179        |
| Taps & Connection Fees                 | 1,250          |
| Late payment Fees                      | 8,251          |
| Interest Revenue                       | 8,760          |
| Sale of Capital Asset                  | 0              |
| Appropriated Fund Balance              | 69,823         |
| Total                                  | <u>722,788</u> |

Authorized Expenditures:

|   |                |
|---|----------------|
| Administration & Finance [2]                | 502,000        |
| Operations and Maintenance                  | 195,788        |
| Transfer to Fund Balance for Capital Outlay | 0              |
| Transfer to Sewer Capital Reserve Fund      | 25,000         |
| Total                                       | <u>722,788</u> |

[2] Portion of department for bond debt service: 116,309

**Section 7. Sewer Capital Reserve**

Anticipated Revenues:

|  |               |
|--|---------------|
| Contributions From Sewer Operations Fund | 25,000        |
| Interest Revenue                         | 250           |
| Total                                    | <u>25,250</u> |

Authorized Expenditures:

|                                 |        |
|---------------------------------|--------|
| Future Expansion & Debt Service | 25,250 |
|---------------------------------|--------|



**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, 2024, for the purpose of raising the revenue listed as "Ad Valorem Taxes 2024-2025" in the General Fund Section 1 of this ordinance. This rate is based on a valuation of \$410,950,000 for purposes of taxation of real and personal property with an estimated rate of collection of 99.38%. The estimated collection rate is based on the fiscal year 2022-2023 collection rate of 99.38% 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 \$43,500,000 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 2024-2025, 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 3.7% 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.

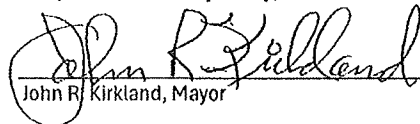
**Section 12. Utilization of the Budget Ordinance**

This ordinance shall be the basis of the financial plan for the Town of River Bend municipal government during the 2024-2025 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 18th day of July, 2024.

  
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John R. Kirkland, Mayor

Attest:

  
\_\_\_\_\_  
Kristle J. Nobles, Town Clerk, CMC, NCCMC

**TOWN OF RIVER BEND**

**RESOLUTION BY GOVERNING BODY OF RECIPIENT**

**WHEREAS,** the Town of River Bend has received a Directed Projects grant from the 2023 Appropriations Act, Session Law 2023-134, administered through the Drinking Water Reserve and Wastewater Reserve to assist eligible units of government with meeting their water/wastewater infrastructure needs, and

**WHEREAS,** the North Carolina Department of Environmental Quality has offered 2023 Appropriations Act funding in the amount of \$9,252,105 to perform work 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,

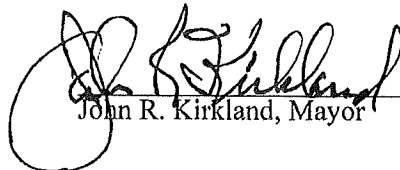
**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE RIVER BEND:**

That Town of River Bend does hereby accept the 2023 Appropriations Act Directed Projects Grant offer of \$9,252,105


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 this 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 18<sup>th</sup> day of July, 2024**

  
John R. Kirkland, Mayor

ATTEST:

  
Kristie J. Nobles, Town Clerk



**TOWN OF RIVER BEND  
WATER TREATMENT PLANT CAPITAL PROJECTS FUND ORDINANCE  
AMENDMENT #1**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina, that the Water Treatment Plant Capital Projects Fund Ordinance 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 new Water Treatment Plant:

**CAPITAL PROJECTS FUND**

**Revenues:**

|                               |           |
|-------------------------------|-----------|
| State of North Carolina Grant | 9,252,105 |
|-------------------------------|-----------|

**Appropriations:**

|                  |                  |
|------------------|------------------|
| Land Acquisition | 169,600          |
| Administration   | 85,000           |
| Engineering      | 1,386,000        |
| Construction     | <u>7,611,505</u> |
|                  | 9,252,105        |

**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 18th day of July, 2024.

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

Attest:

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