

**River Bend Town Council
Work Session Meeting
January 8, 2015**

Present Council Members:	Mayor John Kirkland Luci Avery Brenda Garvey Barbara Maurer Buddy Sheffield Irving Van Slyke
Town Manager:	Delane Jackson
Town Attorney:	Jimmie Hicks
Police Chief:	Ryland Matthews
Town Clerk:	Ann Katsuyoshi
Finance Administrator:	Margaret Theis

JANUARY 12, 2015 MEETING WITH ADVISORY BOARD MEMBERS TO DISCUSS PLANS FOR NEW TOWN HALL

Mayor Kirkland said that all advisory board chairs or their alternates have been invited to attend a meeting on January 12th at 7:00 p.m. to view another presentation of the FEDS project that Oakley Collier representative Ann Collier. This is not a called meeting of the Council and only two Council members will be present. This is the same presentation made to the Council and the public on several occasions.

AUTHORIZE RIVERS & ASSOCIATES TO DRAW UP SPECIFICATIONS FOR THE FILL WORK AT THE WASTEWATER TREATMENT PLANT

Mayor Kirkland said that the Town has received all of the national permits required to fill in the wetland area adjacent to the Wastewater Treatment Plant in preparation for future required upgrades. He believes it would be prudent to go ahead with the fill work while the permits are in place. A recommendation for approval will be made at the Regular meeting.

DOG PARK

Councilwoman Maurer said that the Council needs to make a decision about expanding the dog park. She reminded Council members that they had set aside monies for the expansion pending a survey of interest among registered dog owners. Councilman Van Slyke said that he would like to see the results of that survey before moving ahead.

APPOINT SUSAN BRODERICK TO THE COMMUNITY APPEARANCE COMMISSION FOR A TERM BEGINNING JANUARY 15, 2015 AND EXPIRING ON JUNE 30, 2015

Councilwoman Maurer also said that Susan Broderick has applied to join the CAC. A recommendation for her appointment will be made at the Regular meeting.

WATER RESOURCES DEPARTMENT POLICY MANUAL CHANGES

Councilman Van Slyke told the Council that the Staff has requested some minor wording changes to the Water Resources Department Policy Manual for clarification purposes.

REVIEW JANUARY 15, 2015 REGULAR MEETING AGENDA

The Council reviewed the Agenda for the January 15, 2015 Council meeting.

ADJOURNMENT/RECESS

There being no further business, Councilwoman Garvey moved to adjourn. The meeting adjourned at 7:45 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
January 15, 2015**

Present Council Members:	Mayor John Kirkland Luci Avery Brenda Garvey Barbara Maurer Morris Sheffield Irving Van Slyke
Town Manager:	Delane Jackson
Town Attorney:	Jimmie Hicks
Police:	Ryland Matthews
Finance Administrator	Margaret Theis
Town Clerk:	Ann Katsuyoshi

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, January 15, 2015 in the Town Hall Meeting Room with a quorum present.

PUBLIC ADDRESSES

Councilwoman Barbara Maurer and Mayor Kirkland presented Jane Snider with a Proclamation thanking her for her many years of service to the Community Appearance Commission and to the River Bend Community Organic Garden. Ms. Snider has been instrumental in landscaping the Town Hall area, as well as decorating for Christmas and the community cleanup.

CONSENT AGENDA

The Mayor presented the Council with the Consent Agenda. Councilwoman Avery **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 December 11, 2014 Work Session
Minutes of the December 18, 2014 Regular Meeting
- B. Open the Following Closed Minutes
Minutes of the June 10, 2014 Closed Session
Minutes of the September 11, 2014 Closed Session
Minutes of the September 18, 2014 Closed Session
Minutes of the September 22, 2014 Special Meeting Closed Session
Minutes of the September 29, 2014 Special Meeting Closed Session

ADMINISTRATIVE REPORTS

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

PWAB - Mayor Kirkland said that the Public Works Advisory Board (PWAB) held its regular meeting on Tuesday, January 6th. The Manager reported to the Board that the request for an Army Corps of Engineers (COE) permit to fill a limited area of designated wet land at the site of the wastewater treatment plant has been approved. This area is required to accommodate the

footprint of a revised wastewater treatment plant. This permit is for a five year period. The Engineer pointed out that even if construction on the plant revision is not undertaken for some time, the Town should proceed to accomplish the fill. The reason to accomplish this work early being that, as the permit period expires, permit renewal could be impacted by a subsequent changes in the COE more rigid wetland regulations.

The design plans for a New Town Hall and minor revisions to the existing Town Hall and the building occupied by the Police and Public Works as prepared by the Architectural firm of Oakley Collier were reviewed with the Board. Those plans have been reviewed by the Council at an earlier retreat. Members of the Board who have served for a number of years had participated in meetings with the architects as the initial planning of the project was developed. Both long term members and more recently appointed members voiced general satisfaction with the plans as presented. It was also presented to the Board that the use of Town Hall by groups and organizations that are not related to Town business. In the past year the record shows there were 663 documented non-town related meetings of this nature.

I note here the passing of the PWAB past Chairman Mr. George Fetrow. George had served as chair for a number of years and was an advocate for sound policies in the governing of the Town and in maintenance of infrastructure. He was also a former member of the Town Council. George was one of the individuals who were instrumental in making River Bend what it is today. The next Board meeting will be February 3, 2015.

Vote – Modify Contract to Authorize Rivers & Associates to Draw up Specifications for the Fill Work of Wetlands at the Wastewater Treatment Plant – Mayor Kirkland said that the Town has received all of the national permits required to fill in the wetland area adjacent to the Wastewater Treatment Plant in preparation for future required upgrades. Councilman Van Slyke **moved to amend the current contract with Rivers and Associates to provide plans and specifications and cost estimate for proposed fill in the area at the Town's wastewater treatment plant in advance of budget preparations.** The motion carried unanimously.

PUBLIC SAFETY – COUNCILWOMAN AVERY

Community Watch - Community Watch will meet on February 18 at 7pm in Town Hall. Town Manager, Delane Jackson, has been invited to this meeting. The meeting is open to anyone interested in learning about Community Watch.

Community Emergency Response Team - Two new CERT team members completed 25 hours of certification training in January. This training was jointly conducted with the River Bend, Fairfield Harbor and New Bern groups. Dana Donahue of River Bend was the trainer for two sessions. CERT will meet January 26 at 7pm in the Wildwood Building. The town manager will also attend this meeting. Residents interested in learning about CERT are encouraged to attend.

PARKS & RECREATION/CAC – COUNCILWOMAN BARBARA MAURER

CAC - The Community Appearance Commission is to be commended for another successful season of holiday lights that greeted everyone who entered town during the month of December. On January 5th all decorations were quickly and efficiently taken down and stored, ready for next year.

A tree service was contracted to remove trees from the Plantation median that have previously been identified by the NC Forestry Service as unhealthy or unsafe. The CAC will conduct a study to determine where to plant replacements.

The next bimonthly meeting is scheduled for Tuesday, January 27 at 1:30 pm at Town Hall. The meeting is open to everyone.

Parks & Recreation - The monthly Parks and Recreation meeting was scheduled for January 7. Two guests attended and participated. December activities were reported. The lighting ceremony and Santa were a big success. The Fairfield Chorus had a standing room only crowd. The new director engaged everyone with a sing-along of Christmas carols. January activities included a Valentine workshop and a Women's Self-Defense session led by Chief Matthews. There's still room for a few people at the Carpenter Bee wood workshop on Saturday, January 24th but you must contact Mary Iorio to reserve a space. Her phone number is 635-3040.

P&R is bringing back the popular bunco afternoon on Tuesday, February 17th. RSVP to Gail Lehman if you plan to attend. Her phone number is 288-6872.

Each month this report announces a number of activities and workshops conducted or sponsored by Parks and Rec. The board is comprised of seven active and dedicated volunteers. Last year they performed over 400 hours of service to bring River Bend a diversity of programs, something for everyone. We thank them for their commitment to fellow River Benders.

Organic Garden - The RB Community Organic Garden reminds everyone about the free educational workshop, Mission: Good Nutrition on Tuesday, January 20th at 6:30 p.m. This is the perfect time to reinforce that New Year's resolution to eat healthier.

Gardeners getting ready for spring are invited to a roundtable discussion on Tuesday, February 17th at 6:30 pm. Topics will be determined from participant interests and concerns about their gardens.

The next meeting of Parks & Rec. is Wednesday, February 4 at 7 pm at Town Hall. All are welcome to attend.

Vote - Appoint Susan Broderick to the Community Appearance Commission for a Term Beginning January 15, 2015 and Expiring on June 30, 2015 – Councilwoman Maurer said that Susan Broderick has applied to become a member of the CAC. Ms. Maurer **moved to appoint Susan Broderick to the Community Appearance Commission for a Term Beginning January 15, 2015 and Expiring on June 30, 2015.** The motion carried unanimously.

PLANNING BOARD – BRENDA GARVEY

Councilwoman Garvey said the Planning Board did not meet in January. The next meeting will be February 5, 2015 at 7:00 p.m. in Town Hall. All residents are invited to attend.

ENVIRONMENT/WATERWAYS – COUNCILMAN BUDDY SHEFFIELD

The regular meeting of EWAB was held on January 5th. In attendance were all members, Chairman Iorio and a guest, Jim Wright.

There was a report that new signage for the kayak launch is in the works. There was also discussion of secure kayak storage near the launch. It was determined that the need for such storage would be explored.

Chairman Iorio stated that he will be generating budget requests and filing the proper documents.

Board member Serra reported that there are broken welds on the aluminum portion of the kayak launch that need to be repaired. There was a suggestion that the town look into whether or not the work is still under warranty.

There was discussion of duck hunting within 200 feet of occupied homes in River Bend, particularly in the 300 block of Shoreline drive. Sergeant Joel advised the board that a complaint had been lodged with RB police and that it had been passed on to NC Fish and Game. The board took the matter of steps to prevent illegal hunting, including better signage, under advisement.

The next meeting is set for February 2nd.

FINANCE – COUNCILMAN IRVING VAN SLYKE, JR.

Financial Report – Finance Administrator Margaret Theis told the Council that Ad Valorem tax collection as of December 31, 2014 was \$582,230. The Vehicle Tax collection was \$33,816.

Vote – Approve Water Resources Department Policy Manual Changes – Councilman Van Slyke told the Council that the Staff has requested some minor wording changes to the Water Resources Department Policy Manual for clarification purposes. He **moved to approve the Water Resources Department Policy Manual changes as presented.** The motion carried unanimously.

MAYOR'S REPORT

The New Year finds the activity of Council and Staff again directed to the preparation of documentation necessary for the work associated with meetings scheduled to support 2015-2016 Town Budget. The schedule of those meetings and the budget items that will be addressed was mailed with the current utility billing. This budget preparation is the most critical task performed by Council and Staff each year. It is the work that moves the Town operations through the coming fiscal year. The budget also sets many aspects that vision the future and move the Town forward.

An important happening in the area of transparency of governance in River Bend, is the launch of a new web site at the end of January. The revision is more user friendly and will be easier to keep current. I would encourage all our citizens to visit the web page and view first hand the wide range of Town documents posted there.

Often stated is an expression of thanks to the many volunteers that provide dedicated and talented service to the community.

PUBLIC COMMENT

Dave Zielinski, 109 Commanders Court, said that he is opposed to the new Town Hall and believes that this Council does not know what it is doing.

Duane Brown, 178 Canebrake, said that he agrees with Mr. Zielinski.

John Dowling, 204 Brentwood Court, said that he usually doesn't bother with what is going on in Town government; however, when he does stop by Town Hall it doesn't seem that busy. Mr. Dowling also said that the E-new Letter doesn't give much information on what the Council is doing.

John Glenn, 12 Quarterdeck, said that he moved here for the golf course. After arriving, he found that the water bills were the highest he had ever seen. Mr. Glenn also said he does not see how a new Town Hall is going to help grow the Town and that should be the Council's first priority.

Cindy Detwiller, 307 Barbara Drive, said that she believes the Council has been withholding information from the residents.

Walt Nawojski, 105 Commanders Court, asked if the Council had any other projects planned in the next few years that would cost over \$1M. He also said that taxes are too high here and that the Council isn't doing enough to attract people to the Town.

Maureen Johnson, 158 Quarterdeck, demanded to know if the Council was ever going to discuss this with the residents.

Robin Beilby, 300 Shoreline Drive, said that the facilities upgrades are were part of the 2007 Comprehensive Plan and has been discussed has been discussed at a number of Advisory Board and Council meetings over the years..

ADJOURNMENT/RECESS

There being no further business, Councilwoman Garvey **moved to adjourn.** The meeting adjourned at 8:15 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Retreat Minutes
February 3, 2015**

Present Council Members:	Mayor John Kirkland Luci Avery Brenda Garvey Brenda Garvey Morris Sheffield Irving J. Van Slyke
Council Members Absent:	Barbara Maurer
Town Clerk:	Ann Katsuyoshi

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 5:00 p.m. on Tuesday, February 3, 2015 in the Offices of Sumrell, Sugg, Carmichael, Hicks and Hart, PA.

DISCUSSION – OAKLEY COLLIER ANALYSIS

Town Manager Delane Jackson reported that the 2010 Needs Analysis conducted by Oakley-Collier. He said that, while the assessment did not show a willingness to build either a Town Hall or a Rec Center on the part of the respondents, there was a strong desire for more recreation programs including computer classes. The only way this can be accomplished is to add to the facilities since the Town Hall is operating at full capacity now. Councilwoman Avery suggested that a copy of the summary of the Needs Analysis be attached to the FEDS document. Councilwoman Garvey and Councilman Sheffield opposed this idea

DISCUSSION – COMMUNICATION WITH CITIZENS

Mayor Kirkland pointed out that the Council has several methods of communicating with our citizens including the E-news, the webpage, the Council Report in the River Bender, and the Channel 10 airing of the Regular Council meetings. However, it would appear that all of these methods have failed to attract the attention of many residents when it comes to the FEDS project. Councilman Sheffield said that we need headline articles to draw peoples' attention. Councilwoman Avery said that we should send a copy of the FEDS article to every property owner by mail. After brief discussion, the majority of the Council agreed to send the mailing. Councilman Sheffield objected.

DISCUSSION – WASTEWATER PLANT TREATMENT PROJECT

Mayor Kirkland went over several points with the Council about upgrading the Wastewater Treatment plant. He said that, after discussions with Town and DENR staff, it is unlikely that the Town will be required to do any improvements before 2018.

DISCUSSION – BUDGETING PROCESS

Mr. Jackson said that the preparations for this year's Budget Workshops are well underway. He reminded the Council to make sure their Advisory Board budgets are in as soon as possible.

DISCUSSION – TOWN HALL DAY

Mayor Kirkland told the Council that Town Hall Day will be March 18, 2015. He asked the Council to inform the Clerk if they intend to go.

ADJOURNMENT

There being no further business, Councilwoman Garvey moved to adjourn. The meeting adjourned at 7:45 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Work Session Meeting
February 12, 2015**

Present Council Members:	Mayor John Kirkland Luci Avery Buddy Sheffield Irving Van Slyke
Absent Council Members:	Brenda Garvey Barbara Maurer
Town Manager:	Delane Jackson
Town Attorney:	Dave Baxter
Police Chief:	Ryland Matthews
Town Clerk:	Ann Katsuyoshi
Finance Administrator:	Margaret Theis

COAST GUARD AUXILIARY APPRECIATION AWARD

Mayor Kirkland said that the Coast Guard Auxiliary gave the Town an Appreciation Award for allowing them to use our meeting space for training.

RESOLUTION IN SUPPORT OF MCAS CHERRY POINT'S VMR-1 SEARCH AND RESCUE MISSION AND PEDRO

Mayor Kirkland said that it has been suggested that Pedro operations cease at Cherry Point Marine Air Station as a means of cutting the federal budget. He said that Pedro not only provides search and rescue services to military personnel, but to citizens as well. The Council has been asked to approve this Resolution to keep Pedro at Cherry Point.

VOTE – LANCE GOODRUM APPEAL TO RESCIND BASE RATE WATER/SEWER CHARGE FOR 33B MULBERRY LANE

Town Manager Delane Jackson told the Council that the resident at 33B Mulberry Lane has been moved care facility and is unlikely to return to her home. Her son has requested that the Town rescind its policy of requiring that the base rate for sewer be paid on a vacant house even though no one is living there. Under our policy, the manager does not have the authority to rescind this fee.

Councilman Van Slyke **moved to rescind the base charge fee for sewer for the owner of 33B Mulberry Lane, provided she does not return to her home and no one resides there prior to the property being sold.** The motion carried unanimously.

DISCUSSION – CHANGE TO WATER POLICY

Manager Jackson suggested that the Council may encounter the same circumstances in the future. Because our Water Policy did not cover such an eventuality, Council had to take action on that request. Mr. Jackson proposed that the Council add language to the Policy that would create a new class of customer in just such a circumstance. This would allow staff to make the adjustment upon notification of the customer's status. After brief discussion, the Council agreed that staff needed to create a new class of customer so that they can make the decision in the future without Council input. Mr. Jackson will present a proposal at the Regular meeting.

HUNTING IN WATERWAYS

Mr. Jackson reported that several residents living along the waterways known as the “rice paddy,” which is within the Town’s corporate limits, have complained of duck hunters are bring their boats into the area and firing their rifles. Several times these shots have stuck homes. Manager Jackson said that the Town is certified as a bird sanctuary and has a strict policy of not allowing firearms to be discharged within town limits. He suggested that the Town post signs in the waterways informing hunters of the restrictions. After discussion, the Council consented to posting signs in the waterways.

DISCUSSION – MAIL POLL RE: FEDS

At its February 3rd Retreat, the Council consented to mailing a copy of the FEDS document to all River Bend property owners. Subsequent to that meeting, Councilman Sheffield requested the inclusion of a self-addressed, stamped postcard with the mailing. Mr. Sheffield said that, while the ballot results would not be binding, it would give the Council a clearer sense of the resident’s feelings on this issue. During the discussion, Councilwoman Maurer pointed out that it is the responsibility of the Council to address the long-term needs of the Town. Councilwoman Avery said that this would set a precedent for a vote every time the Council considers a large project. After continued discussion, the majority of the Council decided to place an insert into the River Bender to explain the FEDS project and not include a ballot

JULY 4TH GRAND MARSHAL

Mayor Kirkland asked that all Council members consider who me might ask to serve as this year’s Grand Marshal for the July 4th parade.

VOLUNTEER DAY – DATE SELECTION

At the same time, the Mayor requested that the Council consider potential dates for the Town’s annual Volunteer Day Celebration

REVIEW FEBRUARY 19, 2015 REGULAR MEETING AGENDA

The Council reviewed the Agenda for the February 19, 2015 Council meeting.

OPEN DISCUSSION

Elizabeth Brinson, 284 Shoreline Drive, said that some of the hunters were using high-powered rifles which are illegal.

Ken Brinson, 284 Shoreline Drive, said that Bill Ritchie was a good mayor.

John Glenn, 12 Quarterdeck, said that the Town needs the new Town Hall facility in order to grown.

Walt Nawojski, 105 Commanders Court, said that he supports the mailed ballot.

Ken Michaels, 109 Raft Road, said that he also supports the ballot.

Bill Ritchie, 324 Plantation, reminded everyone of the recall option.

Sandra Barta, 404 Gatewood, said that the demographic are changing and the new Town Hall would be an asset.

Pat Yocum, 124 Wildwood, said that she just moved here in July and has a lot of questions.

David Rhodes, 105 Virginia Court, pointed out that Trent Woods is not raising taxes to build their new Town Hall.

Hugh McHugh, 50 Quarterdeck, said that he was in the construction business and knows that nothing comes in under budget.

Larry Foster, 116 Gatewood, said that if the Town raises taxes it will create another Fairfield Harbor.

Margaret Peterson, 210 Rockledge Road, said that she supports the poll.

Lonnie Scott, 434 Gatewood, thinks that the Council has no regard for the residents.

Duane Brown, 178 Canebrake, said that government is here to serve the people and that the Council should listen to what the people want.

Karl Wolfer, 111 Starboard, said that very few people understand all of the work the Council goes through before making such a decision. If people don't know it's because they have not been paying attention.

Clair Newsome, 103 Captains Cove, said that the new Town Hall is a good idea.

Amos Phillips, 222 Shoreline, said that the Police never patrol past his house and they should spend their time patrolling the neighborhoods.

ADJOURNMENT/RECESS

There being no further business, Councilwoman Avery moved to adjourn. The meeting adjourned at 8:50 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
February 19, 2015**

Present Council Members:	Mayor John Kirkland Luci Avery Brenda Garvey Barbara Maurer Morris Sheffield Irving Van Slyke
Town Manager:	Delane Jackson
Town Attorney:	Dave Baxter
Police:	Ryland Matthews
Finance Administrator	Margaret Theis
Town Clerk:	Ann Katsuyoshi

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, February 19, 2015 in the Town Hall Meeting Room with a quorum present.

PUBLIC ADDRESSES

Commissioner Scott Dacey – Commissioner Dacey presented the Town with a Certificate of Appreciation from it Allies for Cherry Point’s Tomorrow for its continued support of that group and the Military in Craven County. Mr. Dacey pointed out that the military accounts for 38% of the employment in Craven County.

Phil Seymour, 250 Shoreline Drive, said that there has been a lot of incorrect and incomplete information being passed around about the proposed FEDS project. He said that a resident cannot form an opinion without getting the correct information. Mr. Seymour said that if the employees need the space then the Town needs to provide it.

Frank Bruno, 212 Gull Pointe, thanked the Council for making River Bend a nice town. He said that he has followed the evolution of the FEDS planning for a number of years. Mr. Bruno said that the barn is not structurally sound and will fall at some point. He also pointed out that the Red Caboose Library is a great asset to the Town.

Ellen Serra, 310 Shoreline Drive, said that she is the President of the Garden Club, as well as a member of Parks and Rec and a volunteer at the Library. She said that many new residents are attracted to River Bend because of the wide range of activities available.

Hazel Campezi, 219 Pinewood, said that the Council has been talking about the FEDS project for many years.

Sandra Barta, 404 Gatewood, reiterated what she said at the Work Session last week, that the Town demographics are changing and younger families are moving into River Bend. She pointed out that this is what is needed to keep the Town viable and that activities are what is needed attracted those families.

Chris Barta, 404 Gatewood, said that the Town has been working on this for a long time and that it will be good for both the Town and the employees. He complained that the people who do not support this project are engaging in bullying and name-calling tactics.

Bill Ritchie, 324 Plantation, said that residents should not expect the government to provide them with what they can provide for themselves. He said that there is a breakdown in government when the citizens do not want a capital improvement project.

Phyllis Hoffman, 105 Lantern Lane, said that she is a member of the CAC, the Garden Club and a volunteer at the library. She said that she likes the new plans and thinks it will serve the Town well.

CONSENT AGENDA

The Mayor presented the Council with the Consent Agenda. Councilwoman Maurer **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 January 8, 2015 Work Session
Minutes of the January 15, 2015 Regular Meeting

ADMINISTRATIVE REPORTS

PUBLIC SAFETY – COUNCILWOMAN AVERY

Community Watch - Community Watch met on February 18 in town hall. Two new members were welcomed. Delane Jackson, Town manager, was introduced to the group. Community Watch was commended for investing a total of 3,259 hours in 2014 in their driving, walking and bike patrols of the town. Officers for 2015 were elected: Robin Beilby and Jim Kelly will be co-presidents and Sheila Rohner will continue as secretary. Jerry Farula was thanked for his past service as co-president. The FEDS project was reviewed, questions were asked and the architectural plans were displayed. It was suggested that Community Watch members would benefit from riding along with police officers. Phil Seymour agreed to explore this with the police chief. Any resident wanting more information about Community Watch may contact Robin Beilby at 670-1063 or Jim Kelly at 288-5668.

Community Emergency Response Team - CERT met on January 26th. The meeting was well attended including two potential new members and it was determined that six members in attendance had been active since the River Bend CERT began in 2007. Delane Jackson, Town Manager, attended the meeting and expressed his support for the group and his commitment for the town to make better use of the training and skills of CERT members. CERT members were called out by the police chief during Tuesday's weather event to assist in checking on our elderly or disabled citizens. It was announced that a county wide search and rescue and first aid drill is planned for April and would be coordinated by the Craven Emergency Management Office. Co-leaders Mary Holihan and Dana Donahue attended a conference in Raleigh on February 12th and met with the FEMA Regional CERT Representative. A recent report indicates training hours for River Bend CERT volunteers total 246.5 for 2014. The next CERT meeting is Monday, February 23 at 7pm in the Wildwood Building. Any resident interested in learning more about CERT is encouraged to attend.

PARKS & RECREATION/CAC – COUNCILWOMAN BARBARA MAURER

CAC - The CAC meets bi-monthly. In between meetings they are working on landscaping plans at different locations and surveys of town areas so they can make necessary recommendations to the Town Manager regarding our landscaping services.

The next bimonthly meeting is scheduled for Wednesday March 18th at 1:30 pm at Town Hall. The meeting is open to everyone.

Parks & Recreation - The monthly Parks and Recreation meeting took place on February 4th. Thank you to Councilwoman Luci Avery for filling in as Council liaison in my absence.

Ellen Serra reported on the January 12 meeting at which Advisory Committee representatives heard a presentation on the facility enhancement plan. The council liaison attending this meeting answered questions on the project and shared architectural plans with the group.

The January 24 workshop on constructing a trap for carpenter bees was attended by 40 people. This was the first town sponsored activity for several attendees. Ralph and Mary Iorio prepared the kits and Ralph conducted the workshop.

On February 18 Ellen Serra led a group in creating greeting cards. Bunco afternoon was re-scheduled to March 18 from 1pm – 4pm at town hall. New and experienced players are encouraged to attend. RSVP to Gail Lehman at 288-6872.

Spring and the arrival of warm weather will bring outdoor events. The annual Easter Egg Hunt will be held on Saturday, April 4. On May 17 there will be a special family event called Sunday In The Park. There will be a concert on the basketball court followed by light refreshments. Games for all ages and an ice cream social are planned for June.

The Community Organic Garden thanks everyone who attended the free educational workshop, Mission: Good Nutrition on Tuesday, January 20th. Ann Sorocki and Margaret Their shared information and tips with 52 attendees.

Parks and Rec offers a variety of activities. They try to appeal to all parts of our demographic. Workshops and games days, yoga, karate and Zumba – utilize this room for 2-3 hours at a time. Some are weekly, others are monthly, still others are one-time events. They are scheduled at times designed to appeal to each group. The ability of P&R and other group to utilize space within the boundaries of our small town is an attribute that makes River Bend an attractive and appealing place to live. It speaks to a commitment by our Council to offer amenities that improve the quality of life for all its citizens.

If you are interested in being part of the planning process, attend a meeting. The next meeting of Parks & Rec. is scheduled for Wednesday, March 4 at 7 pm at Town Hall. All are welcome to attend.

PLANNING BOARD – BRENDA GARVEY

Councilwoman Garvey said the Planning Board met on February 5th at 7:00 p.m. The discussion was focused on a list of issues comparing the ordinances to the Comprehensive Plan.

Open items that will be discussed at future meetings include art in public places, ordinances as they relate to the kayak area, outdoor lighting, the Subdivision Ordinance and other questions. The Board has placed some items such as the bike/pedestrian path grant on hold.

ENVIRONMENT/WATERWAYS – COUNCILMAN BUDDY SHEFFIELD

EWAB Report – Councilman Sheffield said that the EWAB is considering placing signs in the waterways area known as the rice paddy to remind hunters that they are within the boundaries of the Town of River Bend and that shooting and bird hunting are prohibited. There have been recent complaints from residents in that area about bullets hitting their homes.

Vote – Bulkhead on Raft Road – Town Manager Delane Jackson explained that the residents at 104 Raft Road are repairing their bulkhead. The Town owns a small piece of property immediately adjacent, part of which has no bulkhead. Mr. Jackson pointed out that the Town expects residents to maintain their bulkheads; therefore, it would be incumbent upon the Town to do the same. He also pointed out that if the Town fails to install a bulkhead on its property, it will significantly weaken and erode the bulkheads on adjacent properties. The Town has received a bid from Bobby Cahoon Construction, Inc., the company that will be the work at 104 Raft Road. It will be considerably less expensive for the Town to have its bulkhead work done in conjunction with the project already scheduled.

Councilman Sheffield **moved to approve the bulkhead work on the Town's property adjacent to 104 Raft Road in an amount not to exceed \$6,667.00 and to authorize the Mayor to sign on behalf of the Town.** The motion carried unanimously.

Vote – Resolution to Allow All the Taxpayers of River Bend to Participate in a Non-Binding Vote on the Approval or Disapproval of the Proposed FEDS Project – Councilman Sheffield presented the Council with a Resolution that would require that a prepaid postcard be sent out with the planned FEDS mailing to allow property owners to indicate whether they are for or against the FEDS project. He **moved to adopt this Resolution as presented.** The motion failed with two ayes and three nays.

Councilman Van Slyke said that, in view of the action on the Resolution presented by Councilman Sheffield, he proposed an alternative approach to getting additional information out the River Bend residents. In lieu of a mailing, he proposed that the Town sponsor an enclosure in the River Bender that would be a reprint of the FEDS article already posted on the E-news. Along with that, he proposed that the Town Manager prepare a list of most asked questions and answers to include with the article.

Councilman Van Slyke **moved that the Town sponsor an enclosure in the River Bender inclusive of the FEDS document previously posted on the E-news as well as a listing of answers to the most frequently asked questions, prepared by the Manager and shared with the Council prior to publication.** The motion carried with four ayes.

FINANCE – COUNCILMAN IRVING VAN SLYKE, JR.

Financial Report – Finance Administrator Margaret Theis told the Council that Ad Valorem tax collection as of January 31, 2015 was \$709,072. The Vehicle Tax collection was \$40,103.

Vote – Resolution in Support of MCAS Cherry Point’s VMR-1 Search and Rescue Mission and Pedro – Mayor Kirkland said that it has been suggested that Pedro operations cease at Cherry Point Marine Air Station as a means of cutting the federal budget. He said that Pedro not only provides search and rescue services to military personnel, but to citizens as well. The Council has been asked to approve this Resolution to keep Pedro at Cherry Point. Councilman Van Slyke **moved to approve the Resolution in Support of MCAS Cherry Point’s VMR-1 Search and Rescue Mission and Pedro as presented.** The motion carried unanimously.

Vote – Water Policy Change – Manager Jackson reminded the Council of a recent request to have the sewer portion of the base rate rescinded for a resident who had been moved to a care facility and was unlikely to return to her home. Because our Water Policy did not cover such an eventuality, Council had to take action on that request. Mr. Jackson proposed that the Council add language to the Policy that would create a new class of customer in just such a circumstance. This would allow staff to make the adjustment upon notification of the customer’s status.

Councilman Van Slyke **moved to approve the changes to the River Bend Water Policy as presented.** The motion carried unanimously.

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

PWAB - Mayor Kirkland said that the Public Works Advisory Board (PWAB) held its regular meeting on Tuesday, February 3rd. Chairman Frank Bruno shared with the Board the information that was presented at the meeting held for the chairs of the several advisory boards. This joint meeting was called to provide information on the project that would modify the present Town Hall to serve as a Community Center, modify the present Police and Public Works building to serve only Public Works and construct a new Town Hall/ Police Department Building. Chairman Bruno had attended the meeting as the PWAB representative.

Manager Jackson reported that a meeting was held with the City Engineer to discuss the details of constructing an interconnection with the city water system. This interconnection would allow metered transfer of water in either direction in event of an interruption of service in either system. The city is expected to provide their details of a plan for this work and an estimated cost. This project was approved in the current Town Budget.

The next Board meeting will be March 3, 2015.

MAYOR’S REPORT

The Council and staff continue to work toward the start of the Budget Work Sessions that begin in early March. This is most important work for this Town and for any municipality since it sets the work agenda for the staff for the fiscal year that will begin in July.

This year the budget will discuss the subject of moving forward with a redevelopment of the Town’s building facilities including the development of a Community Center (the current Town Hall building), the construction of a new building to serve as the Town Hall and Police Department and the rearrangement of the present Police and Public Works Building to be configured to serve only the Public Works function. The facets of this facilities project have been developed by Council actions taken during the past several years and details of past Council actions on the project were posted in the Town’s e-news posted on January 16, 2015.

River Bend launched a new web site at the end of January. The revision is much more user friendly and will be easier to keep current. Again I would encourage all our citizens to visit the web page and view first hand the wide range of Town documents posted there.

The Town Staff deserves appreciation for the responds to the ice storm we experienced on February 17th.

PUBLIC COMMENT

Tommaso Serra, 310 Shoreline Drive, asked Councilman Sheffield why he was opposed to the FEDS project. Mr. Sheffield responded he thought it could be done cheaper.

Hugh McHugh, 50 Quarterdeck, said that he was in the construction business and never knew a project to come in on budget.

Walt Nawojski, 105 Commanders Court, asked if anyone had considered refurbishing the barn. He was told that the Council had investigated that possibility and found it unworkable.

Tim Burelle, 268 Shoreline Drive, said that he doesn't read the River Bender and thinks we should send out letters.

Cindy Detwiller, 307 Barbara Drive, said that she wants the square footage on the new building compared to the square footage on the current buildings. Mr. Jackson will provide that information.

Lonnie Scott, 434 Lakemere, said that the Council raised taxes 30% five years ago. He asked why they didn't save some of that money. Mr. Scott also said that the survey from 2010 did not support a new Town Hall.

Lona Farula, 291 Shoreline, asked what the long-term costs would be of not doing anything. She pointed out that the current facilities were built for a smaller staff and a lot less usage. But as the Town has grown, facilities have not kept up.

Karl Wolfer, 111 Starboard, suggested that the Town could save money by dropping employee health insurance and letting them go out on the health exchange.

Mary Daugherty, 17 Pier Point, asked how much square footage was assigned to each employee. She said that the federal government has a specific formula.

Margaret Pederson, 210 Rockledge, asked why the Council did not adopt Councilman Sheffield's proposal.

Duane Brown, 178 Canebrake, said that he sells real estate and no one cares what the Town Hall looks like.

Dianne Smith, 306 Lockbridge, said that the Council has not done enough to keep residents informed and should be worrying about attracting new development instead of building new facilities.

River Bend Town Council Regular Meeting
February 19, 2015
Page 7 of 7 pages

Ellen Serra, 310 Shoreline Drive, said that allowing Town facilities to become run down and over crowded will not encourage new residents to move in.

ADJOURNMENT/RECESS

There being no further business, Councilwoman Garvey **moved to adjourn.** The meeting adjourned at 9:55 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Work Session Meeting
March 12, 2015**

Present Council Members:	Mayor John Kirkland Luci Avery Brenda Garvey Barbara Mauer Buddy Sheffield Irving Van Slyke
Town Manager:	Delane Jackson
Town Attorney:	Dave Baxter
Police Chief:	Ryland Matthews
Town Clerk:	Ann Katsuyoshi
Finance Administrator:	Margaret Theis

DISCUSSION OF CONCERNS OF RESIDENTS ON RAFT ROAD

Town Manager Delane Jackson said that he had received communications from residents on Raft Road who were concerned about comments made during a previous meeting about the possibility of building a kayak launch on a small parcel of land owned by the Town. The residents are concerned about the lack of parking in the area and kayakers walking through their back yards. Councilwoman Garvey said that she had only brought it up as something to think about and the Town does not have any plans to build a kayak launch on Raft Road at this time.

ALTERNATIVE BUILDING PROJECT

Councilman Sheffield presented the Council with an alternative to the proposed FEDS plan. He said that the Town does need adequate space for the Police Department, activities and Public Works. However, Mr. Sheffield said that the current proposal is too expensive and beyond what is required to meet our needs.

He proposed that the Council consider a 5,000 square foot steel building with an attractive façade which could provide space for the library, the Police Department and a large meeting area that could be divided into smaller rooms as required by sliding walls. Mr. Sheffield said that these buildings are commonly used and gave regional examples. He also said that the current Town Hall could be expanded to allow for the required office space.

Mr. Sheffield admitted that he is not an architect. However, he said that, after research, he believed that this revised project could be completed for approximately \$560,000 as compared to the FEDS project estimate of \$1,700,000. Councilman Sheffield pointed out that the Council is currently setting aside the monies that we used to spend on the Wildwood mortgage. He said that he believes we can pay the loan on his proposed building using those funds without having to raise taxes. The FEDS project would require a tax increase of approximately 2.7¢ per hundred. In addition, Mr. Sheffield proposed that \$6,000 be spent to buy a mobile unit for CERT, whose needs he believed were not addressed in the FEDS project.

Councilwoman Avery said that she was an advocate for CERT and would not have let them be ignored in any facilities plan. She said that, while the mobile unit was interesting, the Police Department already has one. Ms. Avery said that she had spent many hours talking with the

architect about the needs of the Red Caboose library. And, while Mr. Sheffield's plan offers the same amount of square footage, it does not include many of the details in the FEDS plan. She is concerned that we are not comparing apples to apples. Councilwoman Maurer expressed the same concerns. Councilwoman Garvey pointed out that the Police evidence room could not have a dropped ceiling for security reasons.

Councilman Van Slyke **moved to have Councilman Sheffield's plan reviewed by the Town Manager using the same criteria as was used with the FEDS plan and determine what changes needed to be made to make it compliant with building regulations and what the actual cost could be.**

The Mayor then invited to audience to address this issue.

Pat Yocum, 124 Wildwood, thinks that the FEDS plan will grow government.

Ken Michaels, 109 Raft Road, thinks we should rent out room space.

Walt Nawojski, 105 Commanders Court, said that the Council should change the Charter to allow residents to vote.

Hugh McHugh, 50 Quarterdeck, said that the residents are upset about the FEDS plan.

Larry Foster, 116 Gatewood Drive, thinks the Council doesn't listen to the people.

Eileen Olson, 100 Knollwood Court, asked why we need the Red Caboose Library.

Al Kindler, 426 Gatewood, said that the FEDS plan is polarizing the community.

Charlie Fitzgerald, 316 Lockbridge, complimented the Council on their work and suggested that panic buttons be installed at each of the windows.

Maura McHugh, 50 Quarterdeck, expressed concerns that a steel building would be ugly.

David Rhodes, 105 Virginia Court, said that he's worried about staying within budget and wondered if we need a rec center.

Hazel Campesi, 219 Pinewood Drive, said that the library had over 3,000 visitors last year despite the small number of hours it is open.

Duane Brown, 178 Canebrake, said that his home has decreased in value and it is the business of the Town not to burden the residents.

The Mayor then called Councilman Van Slyke's motion. The motion carried unanimously.

VOLUNTEER DAY

Mayor Kirkland reminded the Council that they need to select a date for Volunteer Day. The Garden Club has requested May 9th to avoid conflict with their Garden Tour the previous

weekend. It was the consensus of the Council that Volunteer Day will be Saturday, May 9, 2015.

GRAND MARSHAL

The Mayor also reminded Council members that they need to select a Grand Marshal for the July 4th parade.

BUDGET AMENDMENT 14-B-01

Councilman Van Slyke said that, because paving costs came in under budget, there is \$34,200 left in Street Maintenance. This Amendment will reallocate those funds to the Tax Department in the amount of \$2,400 to cover collection costs associated with the new NC Motor Vehicle Tax program, and \$31,800 to the Stormwater Maintenance Department to help cover the costs of two planned projects.

CONSIDERATION OF DOG PARK EXPANSION

Councilwoman Maurer said that the Council approved monies for expansion of the Dog Park in this year's budget. However, the Council required that specific plans be submitted and approved prior to the expenditure of funds. Ms. Maurer presented the plans and reminded the Council that options for encouraging users to clean up after their dogs had been discussed. Councilwoman Garvey expressed concerns that the new dog park would take up too much park space in an area where children play football. Councilwoman Maurer responded that the area has been reduced from the original request to allow for a larger playing field.

AGENDA POLICY – MANAGER

Town Manager Delane Jackson said that the Town has had a policy on adding agenda items and requests to address the Council for many years. However, that policy was not in written form. This document will merely set down on paper, the Town's policy.

REVIEW MARCH 19, 2015 REGULAR MEETING AGENDA

The Council reviewed the Agenda for the March 19, 2015 Council meeting.

ADJOURNMENT/RECESS

There being no further business, Councilwoman Garvey moved to adjourn. The meeting adjourned at 9:20 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
March 19, 2015**

Present Council Members:	Mayor John Kirkland Luci Avery Brenda Garvey Barbara Maurer Morris Sheffield Irving Van Slyke
Town Manager:	Delane Jackson
Town Attorney:	Jimmie Hicks
Police:	Ryland Matthews
Finance Administrator	Margaret Theis
Town Clerk:	Ann Katsuyoshi

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, March 19 19, 2015 in the Town Hall Meeting Room with a quorum present.

PUBLIC ADDRESSES

Barbara Harrison, 85 Shoreline, said that she has lived in River Bend for a number of years and supports the proposed FEDS project. She said that she attends many activities at the Town Hall and recognizes the need for improved facilities.

Amos Phillips, 222 Shoreline Drive, said that his initial reaction to the proposed FEDS project was negative. However, having considered he agrees that they may be a need to upgrade. However, he believes that the Council should look at alternatives.

CONSENT AGENDA

The Mayor presented the Council with the Consent Agenda. Councilwoman Avery **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 February 3, 2015 Council Retreat
Minutes of the February 12, 2015 Work Session
Minutes of the February 19, 2015 Regular Meeting*

ADMINISTRATIVE REPORTS

PARKS & RECREATION/CAC – COUNCILWOMAN BARBARA MAURER

CAC - The CAC met on March 18th with a full agenda. Discussion included expenditure of the balance of the 2014-15 budget, replacement of several shrubs, an update on the front entrance plans, and selection of a month for each CAC member to care for the oval garden behind Town Hall. There was also dialogue about Christmas decorations. It's never too early to plan for Christmas.

The next bimonthly meeting is scheduled for Wednesday May 20th at 1:30 pm at Town Hall. The meeting is open to everyone.

Parks & Recreation - The monthly Parks and Recreation meeting took place on March 4th. There was one guest.

Ellen Serra reported the card making class was a success. The March activity is Bunco, which took place yesterday. The focus this month is preparation for the annual Easter Egg Hunt, which will take place on Saturday, April 4th. The hunt is divided into several age groups so check RB eNews or the town's beautiful new website for details.

The following month P&R will sponsor what they expect will become a regular event. Sunday In The Park, scheduled for May 17 will be a family event where Harbour Sounds will perform a concert followed by light refreshments. Bring your family and lawn chairs to the basketball court and enjoy the show.

The RB Community Organic Garden will offer a free Roundtable forum for gardeners on Thursday, March 26 at 6:30 pm. It is open to all gardeners. Take your issues, questions and tips. This is a place to find answers and to share some of your successes. Light refreshments will be served at the conclusion of the session. RBCOG will hold their annual yard sale fundraiser on Saturday, April 18th. In order to have a yard sale, items are needed. If you wish to donate household and yard items in good condition they can be dropped off at the Wildwood Storage Building on Wednesdays from 5-7 pm or Saturdays from 10-noon or call 514-0244 or 474-3630 for pickup.

If you enjoy planning activities, attend a meeting. The next meeting of Parks & Rec. is scheduled for Wednesday, April 1st at 7 pm at Town Hall. All are welcome to attend.

Dog Park Expansion – Councilwoman Maurer said that the Council approved monies for expansion of the Dog Park in this year's budget. However, the Council required that specific plans be submitted and approved prior to the expenditure of funds. Ms. Maurer presented the plans and reminded the Council that options for encouraging users to clean up after their dogs had been discussed. Councilwoman Garvey expressed concerns that the new dog park would take up too much park space in an area where children play football. Councilwoman Maurer responded that the area has been reduced from the original request to allow for a larger playing field.

Councilwoman Maurer **moved to approve the dog park expansion as presented.** The motion carried with four ayes and one nay.

PLANNING BOARD – BRENDA GARVEY

Councilwoman Garvey said the Planning Board met on March 5th and discussed their continued review of the Ordinances as they pertain to the Town's Comprehensive Plan. Some items such as Internet Sweepstakes and the Highway 43 connector project were closed. Other such as consideration of commercial landscaping were given a low priority.

At the next meeting Jon Payne and Kathleen Fleming will conclude their research and Mike Haynes will present a draft of Dark Skies. Kelly Latimer and Kathleen Fleming will also present their findings on playground amenities.

All interested residents are invited to attend the Planning Board meetings.

FINANCE – COUNCILMAN IRVING VAN SLYKE, JR.

Financial Report – Finance Administrator Margaret Theis told the Council that Ad Valorem tax collection as of February 28, 2015 was \$800,147. The Vehicle Tax collection was \$45,911.

Vote – Budget Amendment 14-B-01 – Councilman Van Slyke said that, because paving costs came in under budget, there is \$34,200 left in Street Maintenance. This Amendment will reallocate those funds to the Tax Department in the amount of \$2,400 to cover collection costs associated with the new NC Motor Vehicle Tax program, and \$31,800 to the Stormwater Maintenance Department to help cover the costs of two planned projects.

He moved to approve Budget Amendment 14-B-01 as presented. The motion carried unanimously.

Vote – Agenda Policy – Town Manager Delane Jackson said that the Town has had a policy on adding agenda items and requests to address the Council for many years. However, that policy was not in written form. This document will merely set down on paper, the Town's policy. Councilman Van Slyke moved to approve the Agenda Policy as presented. The motion carried unanimously.

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

PWAB - Mayor Kirkland said that the Public Works Advisory Board (PWAB) held its regular meeting on Tuesday 3 March. A number of members had been excused and were on vacations in more southern regions of the country. Since a quorum was not present no voting actions were taken.

The Manager and Superintendent Brandon Mill presented the members present with the monthly updates routinely provided to this Board. The Manager reported that the Council had voted to delay further work on modification of the wastewater treatment plant until 2018 when the discharge permit will be scheduled for renewal and the DENR will again look at the discharge levels of nitrogen and phosphorous and could issue an order to reduce those nutrient levels in our discharge to the Trent River. Should such a reduction be issued the plant would need to be modified to comply. During the intervening time our staff will continue routine maintenance to keep our plant operating in compliance with the present permit.

Manager Jackson also reported on his discussion with officials of Duke Power and described their plan to replace the Town's street lights with LED fixtures. This switch will provide brighter lights and also result in a lower unit cost for each of the contracted fixtures. Mr. Mills reported that his staff will soon begin the annual flushing of the water mains. Chairman Bruno discussed the need for a meeting in April all present agreed that there was no reason that would require a meeting before the scheduled May meeting.

The next Board meeting will be May 5, 2015.

PUBLIC SAFETY – COUNCILWOMAN AVERY

Community Watch – There is no scheduled meeting in March. However, the co-presidents, Robin Beilby and Jim Kelly, are recruiting Community Watch volunteers to provide traffic and parking control for the Garden Club's garden tour in May. Residents and visitors from outside River Bend are expected to attend. Any resident interested in driving, walking or biking around town on a two hour per month shift is encouraged to contact Robin Beilby at 670-1063 or Jim Kelly at 288-5668.

CERT - The Community Emergency Response Team met on February 23. Chief Matthews attended the meeting to discuss the call out of the CERT team during the ice storm. This event was an excellent time for both CERT and the police to identify areas that need improvement during any emergency. One need is to have a list of elderly or vulnerable residents who may require special assistance. Confidentiality is important and one idea is to develop a signed consent form and have forms available at community events. CERT is continuing to explore chain saw training for some members. A county wide emergency drill is being planned by Craven County Emergency Services. The next scheduled meeting is March 30 at 7pm in the Wildwood Building. This is open to the public and anyone interested in learning more about the important functions of this group is encouraged to attend.

ENVIRONMENT/WATERWAYS – COUNCILMAN BUDDY SHEFFIELD

EWAB Report – Councilman Sheffield said that the regular meeting of the EWAB board was held on Mar. 2nd at 7:00 pm. In attendance were chairman Iorio and board members Evans, Sera, McVicker and Saylor. No business was acted upon. There was some discussion about nutria. The meeting adjourned at 7:20.

The EWAB board will soon be doing a scouting trip by car to determine where the new signs directing people to the kayak launch should be placed.

MAYOR'S REPORT

The fiscal year 2015-2016 budget work sessions are being held on Tuesday afternoons and will continue with the final session being held on 21 April. The Town's ordinance on budget schedules the Public Hearing on the document at the May Council Meeting and the vote for adoption of the budget to be taken at the June Council Meeting. Stated once more the Budget is the most important work of the Council and Staff in the annual cycle of governing. The approved document is the plan that the Manager and Staff use to accomplish budget approved work during the entire fiscal year.

The council during these work sessions will have spent up to twenty one hours working on the details of the budget with the staff. Each Council member will also have devoted more hours reviewing the data that the staff has provided as they prepare for the work session meetings. It is apparent that every component of the staff will have devoted hours preparing the support data for each line item in the budget. It would be unfair not to recognize the time demands on Manger Jackson in his role as "budget officer" in the preparation of the document that the Council will finally approve as the Town's Budget.

PUBLIC COMMENT

Gene Bauer, 111 Bowline, asked the Council to reconsider the Dog Park. He said it appeared to be too close to the walkway. Councilwoman Maurer said that it is eight feet from the walking trail.

Walt Nawojski, 105 Commanders Court, said that he thinks the Council is trivializing the cost of the FEDS project and suggested that the Town needed a citizens' committee to advise the Council. Mayor Kirkland said that that was the purpose of the Advisory Boards who had all reviewed the FEDS plans.

Pat Yokum, 124 Wildwood, said that her physician lives in River Bend and is upset that the Park restrooms are always locked. The Mayor responded that this is due to ongoing vandalism.

ADJOURNMENT/RECESS

There being no further business, Councilwoman Garvey **moved to adjourn.** The meeting adjourned at 8:30 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
April 16, 2015**

Present Council Members:	Mayor John Kirkland Luci Avery Barbara Maurer Morris Sheffield Irving Van Slyke
Absent Council Member	Brenda Garvey
Town Manager:	Delane Jackson
Town Attorney:	Jimmie Hicks
Police:	Ryland Matthews
Finance Administrator	Margaret Theis
Town Clerk:	Ann Katsuyoshi

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, April 15, 2015 in the Town Hall Meeting Room with a quorum present.

PUBLIC ADDRESSES

Meloni Wray, Craven County Board of Elections, explained the estimate of expenses for the administration of the Town of River Bend Municipal Election which will be conducted on Tuesday, November 3, 2015. She said that, if the Town chooses to permit absentee and early voting there will be an additional charge of \$2,052. She said that during the previous election 37 people took advantage of this benefit.

The Council discussed this item at some length. It was the consensus of the Council to consider this item at the Regular Meeting in May.

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 March 12, 2015 Work Session
Minutes of the March 19, 2015 Regular Meeting*

ADMINISTRATIVE REPORTS

PLANNING BOARD – COUNCILWOMAN BARBARA MAURER FOR BRENDA GARVEY

Councilwoman Maurer said that on April 2, 2015 at 7:00 pm at Town Hall the Planning Advisory Board met. Chris Harmon gave the monthly report reference permits issued. Chairman Lippert met with Chris during the month and cleared all but 2 items of the list of 13. Kelly Latimer spearheaded the discussion on possible size requirement for playgrounds within developments or other amenities and what should be required. Councilman Garvey made contact with Thurman Hardison and hopes to have more information at our next meeting reference Kelly's

discussion. As Mike Haynes was not present the "Dark Skies" discussion will be presented at the next meeting. After speaking with Delane Jackson, it has been determined the new street lights being installed throughout town by Duke Energy are "dark skies" compliance. Councilman Garvey will forward the Sidewalks/Bike Paths in Subdivisions Ordinance draft prepared by Chris Harmon for review at the June council meeting. Chairman Lippert also stated that he will be working with Chris Harmon to begin pulling all the stormwater ordinances in order to have the in one place in our ordinance book. Mr. Gene Bauer attended the meeting and was welcomed by all. Our meetings are open to the public and we welcome citizens. Our next meeting will be Thursday, May 7, 2015 at 7:00 pm at Town Hall.

FINANCE – COUNCILMAN IRVING VAN SLYKE, JR.

Financial Report – Finance Administrator Margaret Theis told the Council that Ad Valorem tax collection as of March 31, 2015 was \$839,959. The Vehicle Tax collection was \$50,459.

Vote – Selection of Audit Firm – Town Manager Delane told the Council that the Town's current audit firm has decided to quit taking clients in the eastern part of the state. This necessitated the Town issuing an RFP for a new firm. Five responses were received and reviewed by the Town Manager, Councilman Van Slyke and Finance Administrator Thies. The Firm of Petway Mills and Pearson, P.A. was selected.

Councilman Van Slyke **moved to award the audit contract for year ending June 30, 2015 to Petway Mills & Pearson, P.A. in an amount not to exceed \$13,500; and to authorize the Mayor to sign on behalf of the Town.** The motion carried unanimously.

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

PWAB - Mayor Kirkland said that the Public Works Advisory Board (PWAB) held its regular meeting on Tuesday 3 February. As reported at our last meeting those present decided there was no need to meet in April. The next meeting will be on Tuesday 4 May at 3:00 p.m.

PUBLIC SAFETY – COUNCILWOMAN AVERY

Community Watch - Community Watch has no scheduled meeting in April. Any residents interested in volunteering two hours a month to drive, walk or bike on watch patrols are encouraged to call Robin Beilby at 670-1063.

Community Emergency Response Team - CERT met on March 30. Gene Bauer attended as a visitor and expressed interest in trying to secure donations of supplies to set up first aid kits. Planning for the annual Severe Weather/Hurricane Fair was the primary agenda item. The fair will be held on Saturday, June 6 from 10am – 2pm at town hall and everyone is encouraged to attend, especially those new to the area. There will be guest speakers on the topics of preparation for tornados and hurricanes and other severe weather events. CERT is working to develop a consent form for vulnerable residents to allow a CERT member to come to their home to check on their safety during an emergency. This will be available at the fair. The next meeting will be Monday, April 27 at 7pm in the Wildwood Building. The meeting is open to the public and CERT welcomes potential new members.

A public safety issue continues to be those who walk or bike in the evening. Please be aware that cars may not see you unless you wear light clothing or an inexpensive reflective vest.

ENVIRONMENT/WATERWAYS – COUNCILMAN BUDDY SHEFFIELD

EWAB Report – Councilman Sheffield said the regular meeting was held on April 6th. Chairman Iorio appointed a team to determine where the new signs directing people to the kayak launch would be placed. Board member Serra and council liaison Sheffield volunteered to determine positions for and install new signs warning of fines for discharging firearms in the town limits near the “rice paddy” area of the river adjacent to the 300 block of Shoreline Dr. It is hoped that these new signs will prevent hunting dangerously near homes in that area. There was discussion about when to undertake the next canal and lake clean-up day.

PARKS & RECREATION/CAC – COUNCILWOMAN BARBARA MAURER

CAC - The CAC did not meet in April but they submitted a list of landscaping tasks following their walking tour of several areas throughout town. They are working on plans to update the front entrance and have asked for sign designs and specifications so they can move forward with landscaping ideas.

The next bimonthly meeting is scheduled for Wednesday May 20th at 1:30 pm at Town Hall. The meeting is open to everyone.

Parks & Recreation - The monthly Parks and Recreation meeting took place on April 1st. There was one guest.

The March Bunco afternoon was so successful, the group of about 20 players asked for an April date. So on Wednesday, April 22nd, by popular demand, P&R will sponsor one final games/Bunco afternoon of the season. There will be light refreshments and prizes, lots of noise and laughter. Games afternoon is open to everyone and there's no charge.

The annual Easter Egg Hunt took place on Saturday, April 4th. It was well attended with lots of prizes in addition to candy stuffed eggs. The hunt was divided into several age groups so everyone had a chance to scoop up many eggs. Thanks go to all the P&R members who went to local businesses to procure the prizes, stuffed and hid eggs, and collectively held their breath, hoping the predicted rainfall would hold off so they wouldn't need their backup plan. It did and the day was a great success.

Saturday, May 9th River Bend will thank its many volunteers with a Volunteer Recognition Picnic, starting at noon. Lunch will be served by Council members. River Bend relies on its volunteers who give hundreds of hours in numerous capacities. Each job is important and helps the town function more smoothly, efficiently and enjoyably. Thanks to all the members of the Advisory Boards, the Fire Department, EMS, the library and the community organic garden.

Mark your calendars for Sunday, May 10th when the Fairfield Chorus returns to River Bend Baptist Church for their annual Spring Concert. The music starts at 3 pm but show up early. The last two concerts was standing room only. Light refreshments will be served at the conclusion of the show. P&R thanks Rev. Steve Simpson and the Baptist Church for their generosity in providing the space where River Benders can enjoy the wonderful music.

On Sunday, May 17th starting at 4 pm P&R will sponsor Sunday In The Park, a family event with a musical performance by Harbour Sounds followed by refreshments. Bring your family and your lawn chairs to the basketball court and enjoy the show.

The RB Community Organic Garden. will hold their annual yard sale fundraiser on Saturday, April 18th starting at 7 am at the Wildwood Storage Building. You never know what treasures you'll find. Please come out to support the garden. RBCOG will offer a free workshop on building raised beds, vermiculture and composting on Thursday, April 23rd at 6:30 pm. It is open to everyone. Light refreshments will be served at the conclusion of the session.

If you enjoy planning activities, attend a meeting. The next meeting of Parks & Rec. is scheduled for Wednesday, April 1st at 7 pm at Town Hall. All are welcome to attend.

Arbor Day Proclamation – Councilwoman Maurer said that the Council adopts an Arbor Day Proclamation each year as part of the Town's Tree City Program. She moved to adopt the 2015 Arbor Day Proclamation as presented.

MAYOR'S REPORT

The Council and staff have completed the Budget Work Sessions that began in early March. The next step in the annual process of adopting a budget is the Budget Hearing scheduled for the May regular Council Meeting. Following the hearing the proposed budget will "lay over" until the June Council Meeting and at that meeting the Council will vote on the final form of the budget. The Manager and staff will then implement the budget details beginning on 1 July.

It is worth repeating that River Bend launched a new web site at the end of January. The revision is more user friendly and will be easier to keep current. Again, I would encourage all our citizens to visit the web page and view first hand the wide range of Town documents posted there.

The Allies for Cherry Point Tomorrow (ACT) met on 9 April in Havelock. At that meeting several aspects of the Marine Corps Cherry Point facility impact on the region were discussed. Among those the following are the most significant:

- (a) The annual financial impact on the area is \$2.1 Billion
- (b) As the F-35 aircraft are delivered to the Marine Corps the largest number of these aircraft in the Marine Corps inventory will be operated from Cherry Point. That procurement completion is expected to be completed in fiscal year 2023.
- (c) The Navy Facilities East operations at Cherry Point effort is 80% in support of the Marine Corps aviation and 20% support of other military
- (d) The recently published figures of spending for future support of the F-35 aircraft are construction that will be funded by future DOD budgets extending from the next budget year probably extending to the 2023 budget.

The Coastal Regional Solid Waste Management Authority (CRSWMA) meeting was also held on 9 April. Significant information passed at this meeting indicated that the draft budget for fiscal year 2015-2016 would see no increase in tipping fees.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield **moved to adjourn.** The meeting adjourned at 8:00 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Work Session Meeting
May 14, 2015**

Present Council Members:	Mayor John Kirkland Luci Avery Brenda Garvey Barbara Maurer Buddy Sheffield Irving Van Slyke
Town Manager:	Delane Jackson
Town Attorney:	Jimmie Hicks Ross Hardiman
Police Chief:	Ryland Matthews
Town Clerk:	Ann Katsuyoshi
Finance Administrator:	Margaret Theis

WETLANDS FILL

Greg Churchill, Vice President of Rivers and Associates, addressed the Council on the wetlands fill work that will be necessary for future upgrading of the Wastewater facilities. He pointed out that the Town currently has all state and federal permits in hand to do this work and reminded them that there is no guarantee that they would be able to get the permits re-issued should they be allowed to expire. Mr. Churchill also pointed out that the longer the Town waits, the more expensive the project is likely to become. He recommended that the Council make plans to proceed with this work understanding that at some point in the future NC DENR will require that the plant be updated.

VOTE – CASUAL DRESS FOR JUNE, JULY, AUGUST AND SEPTEMBER

Councilwoman Garvey pointed out that it has been a tradition for the Council to adopt a casual dress policy during the hottest months of the years. Councilman Sheffield suggested that the motion include May. The Council agreed and Councilwoman **Garvey moved to adopt a casual dress code for Council meetings during the months of May, June, July, August and September.** The motion carried unanimously.

REGIONAL HAZARD MITIGATION PLAN

Mayor Kirkland reminded the Council that the Town participates in the Regional Hazard Mitigation Plan as required by FEMA. FEMA regulations require that this Plan be updated and re-adopted every five years. This requires a Public Hearing which will be scheduled for June.

PROPOSED 2015-2016 BUDGET PUBLIC HEARING

Manager Jackson reminded Council that the Public Hearing for the Proposed FY 15-16 Budget will be held at the Regular Meeting. A vote will be taken at the June Regular meeting.

ADVISORY BOARD REAPPOINTMENTS

The Town Clerk provided Council members with a list of those Advisory Board members whose terms will expire on June 30, 2016. She asked them to check with their members to see if they will accept re-appointment and let her know no later than June 10th.

2015-2016 LEAF AND LIMB PICK UP SCHEDULE

Likewise, the Clerk requested that the Council members review the proposed 2015-2016 Leaf and Limb Pick Up Schedule which will be voted on in June.

BUDGET AMENDMENT 15-B-02

Councilman Van Slyke said that several items in our budget need to be addressed before the end of the fiscal year. Additional revenues need to be recognized in the budget ordinance if they are used to fund activities. All department spending must be adequately covered under the budget.

REVIEW MAY 21, 2015 REGULAR MEETING AGENDA

The Council reviewed the Agenda for the May 21, 2015 Council meeting.

ADJOURNMENT/RECESS

There being no further business, Councilwoman Garvey moved to adjourn. The meeting adjourned at 8:20 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
May 21, 2015**

Present Council Members:	Mayor John Kirkland Luci Avery Barbara Maurer Morris Sheffield Irving Van Slyke
Absent Council Member	Brenda Garvey
Town Manager:	Delane Jackson
Town Attorney:	Aaron Arnett
Police:	Ryland Matthews
Finance Administrator	Margaret Theis
Town Clerk:	Ann Katsuyoshi

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, May 21, 2015 in the Town Hall Meeting Room with a quorum present.

PUBLIC HEARING

Proposed FY 2015-2016 Budget – Mayor Kirkland reminded the audience that the Council held several scheduled meetings to discuss the budget in detail. During those meetings, those in attendance were able to interact with the Council and ask questions. He also pointed out that the staff spent an incalculable number of hours preparing materials for the Council to consider.

Town Manager Delane Jackson began by pointing out that the staff used the Mayor and Council priorities in making their recommendations. This year, the Council proposes a .6% COLA increase for the staff. Major projects include the Plantation Drive Bulkhead Project at an estimated cost of \$193,000, a new Police car for approximately \$30,000, and Street Paving and Patching at an estimated cost of \$115,390. No new programs are anticipated for the upcoming year, but current services will be continued.

Manager Jackson then went through the General Fund and the Enterprise Funds. He pointed out that no property tax monies are used in supporting the Enterprise Funds (water and sewer). Those funds are completely supported by the users of the system. All funds are expected to remain fairly steady so there is no need to increase property taxes or user fees.

Councilman Van Slyke **then moved to go into Public Hearing to discuss the Proposed FY 2015-2016 Budget.** The motion carried unanimously. The Mayor then invited all those who wished to speak to this issue to step to the podium and be heard. With no one stepping forward, Councilman Van Slyke moved to close the Public Hearing. The motion carried unanimously.

The Council will vote on the Proposed Budget at their Regular Meeting on June 18, 2015.

CONSENT AGENDA

The Mayor presented the Council with the Consent Agenda. Councilwoman Avery **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 April 16, 2015 Regular Meeting*

ADMINISTRATIVE REPORTS

EWAB – COUNCILMAN BUDDY SHEFFIELD

The regular meeting was held on May 4, 2015 at 7pm. In attendance were board members McVicker and Saylor and visitors Gene Bauer, Brenda and Lonnie Scott and Jean Zelinski.

Councilman Sheffield informed the board of budget cuts for EWAB and explained that the reason was the high cost of repairs to the Plantation Drive bulkhead.

There was an update on the placement of new kayak launch and “no hunting” signs.

The board had received a request from a citizen who wanted EWAB to inform residents about throwing food into the waterways. There was discussion about the possibility of a regular news column about waterway related issues.

There was discussion of the effort to trap nutria in the Lakemere area.

There was discussion about a clean-up event and it was decided that a cursory survey by boat be conducted to determine if a when a clean-up would be needed.

FINANCE – COUNCILMAN IRVING VAN SLYKE, JR.

Financial Report – Finance Administrator Margaret Theis told the Council that Ad Valorem tax collection as of May 31, 2015 was \$813,402. The Vehicle Tax collection was \$56,627.

Contract with the Craven County Board of Elections re: Early Voting – Councilman Van Slyke said that the Council had discussed this contract at a previous meeting. If the Town wishes to continue to allow early and absentee voting in its municipal elections, will add and additional \$2,000 to the contract. The Board of Elections reported to the Council that, in the last municipal election, 37 people took advantage of this option. Councilman Van Slyke **moved to approve the Resolution to “opt-out” of Absentee Voting for all and future elections held for the Town of River Bend by the Craven County Board of Elections until which time this resolution is repealed by the Town of River Bend Council as presented, and to authorize the Mayor to sign on behalf of the Town.**

Councilwoman Avery said that she opposed this motion. She said that, although \$2,000 is a lot of money for a few votes, she believes that every vote is important; especially in local elections.

Mayor Kirkland called the question. The motion failed with three nays (Avery, Maurer, Kirkland) and two ayes (Sheffield, Van Slyke).

Approve Budget Amendment 14-B-02 – Councilman Van Slyke said that several items in our budget need to be addressed before the end of the fiscal year. Additional revenues need to be recognized in the budget ordinance if they are used to fund activities. All department spending must be adequately covered under the budget. Under General Fund:

Miscellaneous Revenue: Several guns donated to the Police Department were sold for \$1,000. This money was added to the Police Department budget for the purchase of department guns.

Administration Department: Travel & lodging costs were incurred for Interim Town Managers and accrued vacation was paid out for the departing Town Manager, \$4,800.

Finance Department: UNC School of Government Fellows training program costs incurred, \$500.

Legal Services: A reduction of \$2,000 in this department will help balance the General Fund budget.

Police Department: The purchase of guns for \$1,000 (proceeds from the sale of guns) and personnel costs, \$24,000.

Parks & CAC Department: We have several sponsored recreation programs in this department but do not budget the revenue from fees and expenditures for instructors until the end of the fiscal year. To balance this department for instructor pay, \$847 is being added. Program revenues not recognized or used in the budget will go into Fund Balance.

Contingency: The entire amount of Contingency, \$27,147, will be used to balance the FY 14-15 budget.

Under Water and Sewer Capital Reserve Funds:

Because the water interconnection project with the City of New Bern was deferred until next fiscal year, the \$42,000 appropriated from the Water Capital Reserve Fund is being returned from the Water Fund and this action must be recorded in the Town's financials appropriately.

Councilman Van Slyke **moved to approve Budget Amendment 14-B-02 as presented.** The motion carried unanimously.

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

PWAB - Mayor Kirkland said that the Public Works Advisory Board (PWAB) held its regular meeting on Tuesday, May 5th. Manager Jackson briefed the Board on the current status of the project to fill the wetland area of the land adjacent to the Town's wastewater treatment plant. The engineering firm of Rivers and Associates has obtained a Army Corps of Engineers (USCOE) national permit to fill a fraction of an acre of wetland that would accommodate the necessary expansion of the plant should the DENR require a higher level of treatment when the Town's discharge permit is renewed. This permit is good only for three years and the renewal of the permit would be subject to any revisions in the USCOE regulations at the time a reissue is requested. Manager Jackson indicated that Mr. Churchill from the engineer's office will discuss the fill project with Council at their May Work Session meeting.

Superintendent Mills discussed the work being performed by the Public Works staff. In particular, he mentioned storm water drainage work and stabilization of street shoulders. He also reported that the staff had completed the annual flushing of the water distribution system.

Town Manager Jackson reported that Duke Power had replaced the "arm mounted" type street light fixtures with LED lamped fixtures in compliance with the "dark sky's" criteria for lighting. The power company is working on a fixture that will replace the top of pole mounted fixtures with LED lamps.

In open discussion, the Board will resume working with the Parks and Recreation Board to designate a number of walking paths in advance of any formal consultant grant work on this matter. The Board opted to defer holding any meetings during the months of June, July, and August by unanimous agreement. The next regular meeting will be on September 1st.

Vote – Schedule Public Hearing on Regional Hazard Mitigation Plan for Thursday, June 18, 2015 – Mayor Kirkland said that the Town of River Bend participates in the Pamlico Sound Hazard Mitigation Plan. Participation in such a plan is required in order for the Town to qualify for FEMA reimbursement after a severe storm. FEMA requires that all such plans be updated every five years and re-adopted by all participating municipalities.

Councilman Van Slyke **moved to schedule a Public Hearing on the Regional Hazard Mitigation Plan for Thursday, June 18, 2015 beginning at 7:00 p.m., or as soon thereafter as the matter can be reached.** The motion carried unanimously.

PUBLIC SAFETY – COUNCILWOMAN AVERY

Community Watch - Community Watch had no scheduled meeting this month. Members provided traffic and parking assistance for the Garden Club's Tour of River Bend Gardens that was held on May 1. This event was well attended by New Bern, Trent Woods, and Oriental residents as well as our own neighbors. The next meeting will be June 17 at 7pm in town hall. All are encouraged to attend, especially those interested in driving, walking, or biking on a monthly patrol.

CERT - The Community Emergency Response Team met on April 27. The agenda focused on planning for the annual Severe Weather Fair to be held on Saturday, June 6 from 10am – 2pm at town hall. The purpose of the event is to help all residents, especially those new to the area, be prepared for hurricanes, tornados, and any severe weather incident. Guest speakers will include a meteorologist, a pharmacist, an insurance agent, the director of Emergency Management for Craven County, a police officer, and a pet trainer. Refreshments will be served and several complete emergency kits will be awarded through a drawing.

CERT is working to identify our most vulnerable residents so their safety can be assessed during an emergency. A consent form has been developed to allow CERT members to go to the home. The forms will be available at the Severe Weather Fair and at the CERT booth at the 4th of July. The forms will also be placed in the town hall information racks and at the Red Caboose Library. Completed forms can be returned to town hall. If you have a neighbor who might be in need of a safety check during an emergency, please take them a consent form.

CERT will meet on June 1 at 7pm in the Wildwood Building. The meeting is open to the public and those interested in joining the CERT team are especially encouraged to attend.

PARKS & RECREATION/CAC – COUNCILWOMAN BARBARA MAURER

CAC - The CAC met on May 20th. Three guests were welcomed. This board meets every other month so they had a full agenda. Consideration was given to purchase of plants and Christmas decorations from this year's budget and from the 2015-16 budget. Board members focused on planting at the front entrance and the condition of trees along Plantation median. They identified areas the landscaper needs to focus on. The date for the annual Pre-Fourth of July cleanup is Wednesday, June 17th at 9 am. Anyone who wishes to help will be welcomed. Most of the work will take place around Town Hall and Town Commons.

Parks & Recreation - Fairfield Chorus performed their annual spring concert on Mother's Day at the RB Baptist Church. Although Volunteer Appreciation Day had to be postponed for a week due to inclement weather, the event was well attended. This event is the town's way of recognizing and saying thank you to the members of advisory boards and community organizations whose work makes it possible for the town to operate more efficiently and economically.

Sunday in the Park offered a most enjoyable concert with music by Harbour Jazz, one of whose members in River Bend's own Ann Sorocki. P&R served hot dogs, chips and drinks throughout the event. The weather was perfect, the sound clear and crisp. The audience relaxed in their lawn chairs in the shade of the trees near the BB court. The kids playing ball helped with set-up and clean-up and stayed for the concert.

The next event is Family Fun Day, on Sunday, June 7th from 3-5 pm. P&R will set up games for all family members to enjoy. The afternoon will conclude with an ice cream social. This is a time for parents and kids, grandparents and grandchildren to play together. Everyone is invited. Tell your neighbors. There is no fee for this activity.

Fourth of July falls on a Saturday this year. The day will begin with a parade, followed by addresses by this year's Grand Marshal and dignitaries. The food line will open at about 11:30, after the Marine color guard is served. Children's games, Cake Walk and kayak tryouts will commence after the speeches. Volunteers are needed in the food tent, for Cake Walk and for the children's activities. Food tent volunteers are asked to contact Barbara Maurer at bjm112@suddenlink.net; for all other activities, contact Mary Iorio at 635-3040 or craftimary@hotmail.com.

RBCOG - Mark your calendars for the next two free workshops. We Love Our Leafy Greens is scheduled for Tuesday, 5/26. It will be followed by Very Berry and Other Summer Fruits on Tuesday, June 16th. Please RSVP to Dee Smith at 634-3192 or howwwdeeee@embarqmail.com if you plan to attend.

Garden volunteers are very busy planting spring and summer vegetables and performing all the tasks necessary to keep the garden healthy and attractive. Because it is a demonstration garden, many of the crops are planted as experiments, to see how well they perform. That is done so the information can be shared with the RB community. New volunteers and visitors are always welcome. There is no fee to join the garden and volunteers share in the harvest.

The next meeting of P&R is Wed. June 3rd. The agenda will address final plans for our Fourth of July celebration.

PLANNING BOARD – COUNCILWOMAN BARBARA MAURER FOR BRENDA GARVEY

Councilwoman Maurer said that the Planning Advisory Board met on Thursday, May 7, 2015 at 7:00 p.m. Included in the discussions were how wonderful it is that the new street lights provide much more light on the street but allow one to see the stars better. These new street lights are dark skies compliant which assist the town in reducing light pollution and electrical cost. A copy of a draft ordinance was attached to the members meeting packet for review. The town did not receive the bike/walkway study grant that it had previously applied for, but we will apply again next year. There was some discussion on the parcels on Hwy 17 reference the Comprehensive Plan and it was concluded that no changes were needed at this time. It was recommended that the police department review any development plan for future traffic flow issues. Due to a deed restriction in 2008, the Channel Run Park cannot have any playground equipment or benches placed on it which precludes that park being developed. The Planning Board has asked the Parks and Recreation Board for their actions or response to "Art in Public Places." The storm water requirement ordinance consolidation has begun.

Under new business, the board discussed the Housing Occupations ordinance brought to the board by town manager Delane Jackson. After much discussion their conclusion was there would be no change to the ordinance at this time.

We want to thank our visitors (Bill and Kay Alkire, Jean Zielinski, Gene Bauer and town manager Delane Jackson) for attending. We welcome anyone who wishes to come to any of the meetings. Our next meeting will be June 4th at 7:00 pm at town hall.

MAYOR'S REPORT

The Council held the public hearing for the draft River Bend 2015-2016 Budget at the May Council Meeting. This hearing follows the seven budget work sessions that the Council and Town Staff held to prepare the budget. The town ordinance requires that the budget "lay over" for a month before the Council votes to formally adopt the document. That vote will be held during the June Meeting.

The annual volunteer's recognition picnic was held on 16 May. The day was ideal following a one week delay due to the rain storm of the previous weekend. The persons recognized at this event make a very real difference in River Bend by their unselfish contribution of time and talent to specific Advisory Boards and projects.

ADJOURNMENT/RECESS

There being no further business, Councilwoman Avery **moved to adjourn.** The meeting adjourned at 8:45 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Work Session Meeting
June 11, 2015**

Present Council Members:	Mayor John Kirkland Luci Avery Brenda Garvey Barbara Maurer Buddy Sheffield Irving Van Slyke
Town Manager:	Delane Jackson
Town Attorney:	Dave Baxter
Police Chief:	Ryland Matthews
Town Clerk:	Ann Katsuyoshi
Finance Administrator:	Margaret Theis

COAST GUARD AUXILIARY PRESENTATION

The Coast Guard Auxiliary presented Deputy Clerk Kathleen DeYoung with an Award of Appreciation for her many years of assistance in scheduling training and education classes.

HAZARD MITIGATION PLAN

Mayor Kirkland told the audience that five years ago, the Town of River Bend joined most of the municipalities in Craven County to participate in the Pamlico Sound Regional Hazard Mitigation Plan. All local governments are required to have such a plan in place in order to be eligible for FEMA reimbursement after a declared disaster. FEMA also requires that the Plan be updated every five years, a public hearing held and that it be re-adopted by the participating governments. The Public Hearing is scheduled for the June 18th Regular Meeting.

PUBLIC COMMENT POLICY

Town Manager Delane Jackson presented the Council with a proposed Public Comment Policy. He said that this policy follows most of the procedures the Council is already using. However, one significant change would be a sign-up sheet which would be available to residents before and during the meeting so that anyone wishing to address the Council at the end of the meeting can put their names on the sheet. Names would then be called in the order in which they signed up and each speaker would be given no more than three minutes. The policy also states that, in cases where several residents wish to make essentially the same comment, a representative of the group should be appointed to speak for all of the members. This Policy will be submitted for a vote at the Regular Meeting.

NORTH CAROLINA BOND REFERENDUM

Mayor Kirkland said that, at the behest of the Governor, a \$2.85 billion dollar bond initiative for roads, upgrading technology, constructing and improving educational facilities, enhancing medical services, supporting military installations, improving parks and recreation facilities and building and improving port and rail infrastructure. The requested Resolution is to support putting this initiative in front of the voters. It is not an endorsement of the initiative itself.

APPOINT CHRIS BARTA AND HELMUT WEISSER TO THE BOARD OF ADJUSTMENT

Councilwoman Maurer said that both Mr. Weisser and Mr. Barta have applied to join the Board of Adjustment. Each brings an impressive resume and will be assets to the Board.

REMINDER – ADVISORY BOARD REAPPOINTMENTS

The Town Clerk reminded Council members that Advisory Board reappointments will be made at the Regular Meeting. She asked that all re-appointment information be provided to her by the following Tuesday morning.

REMINDER – LEAF AND LIMB PICK UP SCHEDULE

The Clerk also reminded Council members that the new Leaf and Limb Schedule will be adopted at the Regular Meeting. She asked that all Council members review the draft and let her know if any corrections are needed.

REVIEW JUNE 18, 2015 REGULAR MEETING AGENDA

The Council reviewed the Agenda for the June 18, 2015 Council meeting.

ADJOURNMENT/RECESS

There being no further business, Councilwoman Garvey moved to adjourn. The meeting adjourned at 8:15 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
June 18, 2015**

Present Council Members:	Mayor John Kirkland Luci Avery Brenda Garvey Barbara Maurer Morris Sheffield
Absent Council Member	Irving Van Slyke
Town Manager:	Delane Jackson
Town Attorney:	Jimmie Hicks
Police:	Ryland Matthews
Finance Administrator	Margaret Theis
Town Clerk:	Ann Katsuyoshi

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, June 18, 2015 in the Town Hall Meeting Room with a quorum present.

PRESENTATIONS TO COUNCIL

Police Department Presentation – Police Chief Ryland Matthews presented the Police Department with a Certificate of Recognition from the North Carolina SBI for the dramatic reduction in crime in River Bend during 2013 and 2014. Chief Matthews said that much of the decrease can be directly attributed to the checkpoints that help them identify persons coming into Town who have no legitimate reason to be here.

Community Watch – Mayor Kirkland presented the River Bend Community Watch with a Presidential Award for their thousands of hours of service to their community. Mayor Kirkland pointed out that the Community Watch provides invaluable service to the Police Department.

ADDRESSES TO THE COUNCIL

Gene Baurer, 111 Bowline Drive, said that he was impressed with the work of the Parks and Recreation Board. He also said that he wished for the Council to take his suggestion of lowering the Town's reserves by \$250,000 seriously and to discuss the idea.

Chris Barta, 404 Gatewood Drive, thanked the Council for their hard work in preparing the budget and for their conservative financial planning. He said that he did not believe spending down the Town's reserves and borrowing money when it was needed was a good financial plan.

PUBLIC HEARING

Hazard Mitigation Plan – Mayor Kirkland told the audience that five years ago, the Town of River Bend joined most of the municipalities in Craven County to participate in the Pamlico Sound Regional Hazard Mitigation Plan. All local governments are required to have such a plan in place in order to be eligible for FEMA reimbursement after a declared disaster. FEMA also requires that the Plan be updated every five years, a public hearing held and that it be re-adopted by the participating governments.

Councilwoman Garvey **moved to go into Public Hearing to discuss the Hazard Mitigation Plan.** The motion carried unanimously.

Mayor Kirkland then invited anyone who wished to speak to this issue to step to the podium and be heard.

With no one stepping forward, Councilwoman Garvey **moved to close the Public Hearing.** The Motion carried unanimously.

CONSENT AGENDA

The Mayor presented the Council with the Consent Agenda. Councilwoman Avery **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 March 10 – April 21, 2015 Budget Workshops*
 - Minutes of May 14, 2015 Work Session*
 - Minutes of the May 21, 2015 Regular Meeting*
- B. Approve the following Advisory Board Re-appointments:
 - Board of Adjustment: Re-appoint Linda Cummings to a term beginning June 18, 2015 and expiring June 30, 2018;*
 - Parks and Recreation Board: Re-appoint Rebecca Allen and Mary Iorio to a term beginning June 18, 2015 and expiring June 30, 2017;*
 - Community Appearance Commission: Re-appoint Lona Farula, to a term beginning June 18, 2015 and expiring June 30, 2017;*
 - Planning Board: Re-appoint Keith Boulware, Michael Haynes and Kelly Latimer to a term beginning June 18, 2015 and expiring June 30, 2017;*
 - Public Works Advisory Board: Re-appoint Lou Colombo and John Wood to a term beginning June 18, 2015 and expiring June 30, 2017;*
 - Environment and Waterways Board: Re-appoint Ralph Iorio for a term beginning June 18, 2015 and expiring June 30, 2017;*
 - Audit Committee: Re-appoint Councilman Irving Van Slyke, Councilwoman Brenda Garvey, Finance Administrator Margaret Theis, the Town Manager, Patrick Campezi and L.J. Danehy to a term beginning June 18, 2015 and expiring June 30, 2016.*

ADMINISTRATIVE REPORTS

FINANCE – COUNCILWOMAN BRENDA GARVEY FOR COUNCILMAN IRVING VAN SLYKE, JR.

Financial Report – Finance Administrator Margaret Theis told the Council that Ad Valorem tax collection as of May 31, 2015 was \$813,786. The Vehicle Tax collection was \$63,260.

Vote – Approve Proposed 2015-2016 Budget – Mayor Kirkland reminded the audience that the Public Hearing on the proposed 2015-2016 Budget was held at the May Regular Meeting. As has been the practice for many years, the vote was held over for one month to allow the Council time to consider.

Councilwoman Garvey **moved to adopt the Fiscal Year 2015-2016 Budget Ordinance and Fee Schedule as presented.** Further, she moved to authorize the Mayor to sign

contracts, as needed, to complete projects authorized by the 2015-2016 Budget. The motion carried unanimously.

Vote – Approve NC Bond Resolution – Mayor Kirkland said that, at the behest of the Governor, a \$2.85 billion dollar bond initiative for roads, upgrading technology, constructing and improving educational facilities, enhancing medical services, supporting military installations, improving parks and recreation facilities and building and improving port and rail infrastructure. The requested Resolution is to support putting this initiative in front of the voters. It is not an endorsement of the initiative itself.

Councilwoman Garvey **moved to approve the Resolution in Support of the Connect NC Bond Proposal as presented.** The motion carried unanimously.

Vote – Approve Public Comment Policy – The Mayor said that the Council had discussed this change in procedure at their Work Session. The primary change is that a sign up sheet will be made available to residents before and during the meetings for those who wish to address the Council during the Open Discussion segment. Each speaker will be called in the order they signed up and will be limited to three minutes. This policy will take effect at the July 9th Work Session. The entire policy may be viewed on the Town's webpage at www.riverbendnc.org.

Councilwoman Garvey **moved to approve the Public Comment Policy as presented.** The motion carried unanimously.

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

PWAB - Mayor Kirkland said that the Public Works Advisory Board (PWAB) did not meet in June and by vote at their May meeting decided not to meet until September.

The items of interest to the Public Works Advisory Board involve maintenance and capital projects for infrastructure funded by the general fund and similar projects funded by the enterprise funds. As reported by the Town Manager these fiscal year 2014-2015 projects are either completed or are proceeding at a level that is within the funds budgeted.

The Board has received notice from Mr. Frank Varga that he is moving and can no longer serve on the Board. We shall miss Mr. Varga who has been an active and professional member of the Board for many years. His talents will be missed. The result is that we have a vacancy on the board and will be seeking applicants to fill the vacancy. Chairman Bruno will interview potential applicants and make a recommendation to the Council as to his selection of an applicant.

Vote – 2015-2016 Leaf and Limb Pick Up Schedule – The Mayor said that each year the Town adopts a Leaf and Limb pick up schedule. This schedule will be available in the River Bender, on the Town's webpage and will be mailed out with the July water and sewer bills. Councilwoman Garvey **moved to approve the 2015-2016 Leaf and Limb Pick Up Schedule as presented.** The motion carried unanimously.

Vote – Approve Regional Hazard Mitigation Plan – Councilwoman Garvey **moved to approved Pamlico Sound Regional Hazard Mitigation Plan as presented.** The motion carried unanimously.

PUBLIC SAFETY – COUNCILWOMAN AVERY

Community Watch - Community Watch met on June 17. The highlight of the meeting was the presentation by Delane Jackson of the Presidential Volunteer Service Award to Community Watch for their 3,259 hours of service to River Bend in 2014. The framed award includes a gold medal and is accompanied by a congratulatory letter from President Obama.

Plans for the 4th of July were made and volunteers assigned to assist with parking and road closure. Jim Kelly, Co-President, discussed the CERT project to identify citizens who might need assistance during emergencies and enlisted the help of Community Watch members.

James and Bridget Clifford were given a gift certificate in honor of their 15 years of service to Community Watch.

Any resident interested in driving, biking or walking on a monthly patrol for Community Watch is encouraged to contact Robin Beilby at 670-1063 or Jim Kelly at 288-5668.

CERT - CERT organized and sponsored the fifth annual Severe Weather Fair on June 6. The speakers covered a range of topics relating to protecting self and family, pets, and property during a weather emergency. Matt Engelbrecht, Chief Meteorologist from station WITN, was a featured speaker and commended CERT for the quality of the event. Those attending enjoyed lunch arranged by Mary Iorio and had the opportunity to win emergency and first aid kits through drawings. Thanks to Gene Bauer for soliciting donations of first aid kits and a weather radio from local businesses. These items were included in the drawings.

The next CERT meeting will be Saturday, June 27, at 9am in the town hall conference room. This special meeting will be an interactive training session on hurricanes.

CERT is always open to new members. Stop by the CERT table on the 4th of July for more information.

PARKS & RECREATION/CAC – COUNCILWOMAN BARBARA MAURER

CAC - The CAC did not meet in June. They are working on projects that were discussed at the May meeting. They conducted their annual Pre-Fourth of July cleanup on Wednesday, June 17th. Most of the work was done around Town Hall and Town Commons.

Parks & Recreation – Only one activity was planned for June, Family Fun Day, on Sunday, June 7th. P&R set up games for all family members and concluded with ice cream. About 65 people attended this first-time event and all agreed it was a big hit. This came in from P&R Chair Mary Iorio, “If you were driving by on Shoreline, you would have said ‘What’s going on here?’ Looking out from my station you saw people of all ages playing every game we had out.. It was a picture: adults playing bocce, little kids playing badminton, adults and wee little ones with Ellen doing the parachute, a family playing ladder ball, a full court basketball game going omg and a dad and his 3 kids tossing beanbags at corn hole. It was a beautiful scene to look upon. The Ice cream went over well. And those 8 young teenaged playing basketball – again, simply amazing. They are great helpers. Becca’s husband, Gunther provided much needed help. It was a fantastic day.”

Fourth of July is on Saturday this year. River Bend's annual celebration will follow the annual tradition with a parade starting at 10:30, line-up at 10. Contact Kathleen DeYoung if you want to march. The food line will open about 11:30, after the Marine color guard is served. We invite people with physical disabilities and those over 80 to move to the front of the line. We always count on our community to contribute a salad or dessert according to the first letter of your last name. This year it's A-G – cupcakes or cookies (no cakes or pies), H-L – cut up fruit, M-Z salads made without mayo or eggs. We rely on our bakers to bring cakes for our Cake Walk. Delivery to Town Hall starts at 8:45 am. Children's games, Cake Walk and kayak tryouts will start at the conclusion of the speeches. Volunteers are still needed for the children's activities and for clean-up. Food questions, food tent volunteers or clean-up helpers should contact Barbara Maurer at bjm112@suddenlink.net. For all other activities including Cake Walk and children's games, contact Mary Iorio at 635-3040 or craftimary@hotmail.com or Gail Lehman at 288-6872 or dlehman9@suddenlink.net.

RBCOG – The RB Community Organic Garden presented two free workshops. We Love Our Leafy Greens on May 26 and Very Berry and Other Summer Fruits on June 16th. Both were well attended. Garden volunteers work six mornings and occasional evenings every week performing all the tasks that create a healthy and successful garden. As a demonstration garden, all work is carefully documented so the lessons learned can be shared with the RB community. A minimum of ten percent of the harvest is shared with an underserved and vulnerable population; our food goes to Interfaith Refugee Ministries. New volunteers and visitors are always welcome. There is no fee and volunteers share in the harvest.

The next meeting of P&R is Wed. June 24th. The agenda will address final plans for our Fourth of July celebration.

Vote – Appoint Chris Barta and Helmut Weisser to the Board of Adjustment for a term beginning June 18, 2015 and expiring on June 30, 2018 – Councilwoman Maurer said that both Mr. Weisser and Mr. Barta have applied to join the Board of Adjustment. Each brings an impressive resume and will be assets to the Board. She **moved to appoint Chris Barta and Helmut Weisser to the Board of Adjustment for a term beginning June 18, 2015 and expiring on June 30, 2018.** The motion carried unanimously.

Vote – Appoint Francine Rice to the Parks and Recreation Advisory Board for a term beginning June 18, 2015 and expiring June 30, 2017 - Again, she said that Ms. Rice will be an asset to the Parks and Rec Board and **moved to appoint Francine Rice to the Parks and Recreation Advisory Board for a term beginning June 18, 2015 and expiring June 30, 2017.** The motion carried unanimously.

PLANNING BOARD – COUNCILWOMAN BRENDA GARVEY

The Planning Board met on Thursday, June 4, 2015 at 7:00 pm at town hall. The draft for the dark skies ordinance presented by Mike Haynes was discussed in depth and members decided to rework the ordinance and discuss it again at the next meeting. The next item was the size of playground and/or other amenities that should be required if and when there are future developments within the town. The current ordinance was reviewed and it is acceptable. The Parks and Recreation Advisory Board has been asked to discuss the possible requirements for the Art in Public Places issue. The Planning Board will wait for their results for further discussion. Finally, Chairman Egon Lippert stated that chapters 3, 15 and 17 have references to the Storm Water and these will be moved to be restructured. Egon and Chris Harmon will

continue to work through this in order for it to be presented as draft to the Planning Board. We will not have a meeting in July; therefore, our next meeting will be Thursday, August 6, 2015 at 7:00 pm. We wanted to thank Gene Bauer for attending our meeting and invite any member of the community to attend. I would like to thank all the members of the Planning Board for giving their time and efforts to make our town a great place to live.

EWAB – COUNCILMAN BUDDY SHEFFIELD

The regular meeting of the EWAB board was held on June 1st at 7 p.m. Councilman Sheffield informed the board of his intention to publish a regular article in the River Bender on issues related to the waterways. Chairman Iorio requested that board members be allowed to preview the articles prior to submission. Sheffield agreed. The first article has been written, vetted by the board and submitted for publication in the July River Bender.

Board member Serra reported that kids had been seen riding bikes down the kayak launch ramp stopping just short of the water. This activity was reported to the town manager. It was also noted that the life ring at the end of the ramp had been vandalized.

Board member Clark Saylor announced that he did not intend to seek reappointment to the board. His term ends June 30 and will create a vacancy on the board. The town has applications that were submitted the last time there was a vacancy. These applications will be revisited in the process of filling this new vacancy.

The board voted to take a vacation from meetings until the first Monday in October. It was decided that a clean-up event would be planned at that time.

MAYOR'S REPORT

The Mayor's River Bender article discusses the Community Emergency Response Team (CERT) Severe Weather Preparedness Seminar that was held on Saturday, June 6th in Town Hall. This event was a very professional presentation of information that is vital to every citizen as we prepare for the hurricane season. Preparation is the key to avoiding injury and also being able to survive during periods when utilities may be interrupted following the hurricane event.

This CERT event had reasonable attendance and those who attended left with informational handouts and they had an opportunity to question experts in the several areas of expertise that will come into play in the event we are visited by a hurricane. Thank you CERT.

Tonight's meeting completes the 2015-2016 budgets. I thank the members of Town Council, the Town Manager and Staff for the investment of time that goes into the development of the document. I also thank those citizens that joined in attending the seven Budget Work Sessions and discussing their opinions related to individual budget line items.

ADJOURNMENT/RECESS

There being no further business, Councilwoman Garvey **moved to adjourn.** The meeting adjourned at 8:20 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Work Session Meeting
July 9, 2015**

Present Council Members:	Mayor John Kirkland Luci Avery Brenda Garvey Barbara Maurer Irving Van Slyke
Absent Council Members:	Buddy Sheffield
Town Manager:	Delane Jackson
Town Attorney:	Dave Baxter
Police Chief:	Ryland Matthews
Town Clerk:	Ann Katsuyoshi
Finance Administrator:	Margaret Theis

SURPLUS PROPERTY RESOLUTION

Councilman Van Slyke said that the Town wishes to surplus the Police car that is being rotated out of the fleet. Approving this Resolution will allow the Clerk to advertise this item for auction on GovDeals.

APPROVE TAX SETTLEMENT

Mr. Van Slyke said that, each July, the Craven County Tax Administrator sends an accounting and settlement of the taxes collected for the previous fiscal year. The Council is required to accept this settlement. He noted that the County's collection rate for the Town was 99.89% which is an outstanding result.

MUSIC FOR JULY 4TH

Mayor Kirkland said that Councilman Sheffield was unable to attend the meeting this evening, so this item will be placed on the August Work Session Agenda.

DISCUSSION – DOG POLICY

Town Manager Delane Jackson said that he had received a request from one of the employees to implement a "no animals" policy in Town buildings because of her allergies. The Council discussed this item briefly and agreed that such a policy should be implemented. They directed the Town Manager to write up a proposed policy and bring it back to the Council for consideration.

PAVING BIDS

Councilman Van Slyke said that the paving bids came in over budget this year. However, because the Plantation bulkhead bid came in significantly under budget, the Town will be able to use those savings to do the paving as project as planned.

DISCUSSION – JULY 4TH - MAYOR

The 2015 July Fourth River Bend celebration was a great event. The parade was, as usual, a fine representation of what small town America is all about. A special thanks to all the volunteers that always contribute so much to the success of this special day.

REVIEW JULY 16, 2015 REGULAR MEETING AGENDA

The Council reviewed the Agenda for the July 16, 2015 Council meeting.

CLOSED SESSION UNDER NCGC 143-318.11 (A)(6) FOR PERSONNEL

Councilman Van Slyke **moved to go into Closed Session under NCGC 143-318.11 (a)(6), the personnel exemption to the Open Meetings Law.** The motion carried unanimously. The Council entered closed session at 7:45 p.m.

The Council re-entered Open Session at 8:05 p.m.

The Council discussed the Town's current personnel policy. The Council discussed a need for a policy that allowed additional bonus for any employee that performs exceptionally well or does work outside of their job description. The manager was directed to develop a draft policy for Council consideration. He stated that, in his opinion, the current policy was already worded in a way that was very close to what the Council asked for. The manager will have a recommendation ready for the August work session.

ADJOURNMENT/RECESS

There being no further business, Councilwoman Garvey **moved to adjourn.** The meeting adjourned at 8:15 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
July 16, 2015**

Present Council Members:	Mayor John Kirkland Luci Avery Brenda Garvey Barbara Maurer Morris Sheffield Irving Van Slyke
Town Manager:	Delane Jackson
Town Attorney:	Dave Baxter
Police:	Ryland Matthews
Finance Administrator	Margaret Theis
Town Clerk:	Ann Katsuyoshi

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, July 16, 2015 in the Town Hall Meeting Room with a quorum present.

PRESENTATIONS TO COUNCIL

Police Department Presentation – Police Chief Ryland Matthews presented Officer Ernest Thomas with a Certificate of Appreciation. Officer Thomas bought a new bicycle for a child whose bike had been stolen. He later recovered the stolen bicycle. Chief Matthews said that Officer exemplifies what Community Policing means.

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:

- Approve:*
- a. *Minutes of June 11, 2015 Work Session*
 - b. *Minutes of the June 18, 2015 Regular Meeting*

ADMINISTRATIVE REPORTS

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

PWAB - Mayor Kirkland said that the Public Works Advisory Board (PWAB) did not meet in July and by vote at their May meeting decided not to meet until September.

The items of interest to the Public Works Advisory Board involve maintenance and capital projects for infrastructure funded by the general fund and similar projects funded by the enterprise funds. As reported by the Town Manager these fiscal year 2015-2016 projects are proceeding at a level that is within the funds budgeted.

The action of the Council this evening created a budget amendment that will increase the funding for this year's paving other major contracts for the present fiscal year that are under budgeted amounts and will proceed.

PUBLIC SAFETY – COUNCILWOMAN AVERY

Community Watch - Community Watch provided traffic control and parking assistance for the 4th of July parade. Community Watch has agreed to assist CERT in providing services to those who sign the form to request contact during emergencies. This is an example of our community groups working together to benefit the town. If you are interested in driving, walking or biking around town on a monthly patrol, please contact Robin Beilby at 670-1063 or Jim Kelly at 288-5668.

CERT - Cert had a table during the 4th of July activities to inform residents of their services to the town. A form has been developed by CERT to identify those who may require someone to check on their safety during a weather or other emergency. The form was sent to each home with the most recent water bills. If someone in your home might need this assistance, you are urged to complete the form and return it to town hall.

CERT will meet on Monday, July 27 at 7pm in the Wildwood Building. Anyone interested in learning more about this important group is encouraged to attend the meeting.

PARKS & RECREATION/CAC – COUNCILWOMAN BARBARA MAURER

CAC - The July meeting of the CAC was moved up to June 17th for their annual pre-Fourth clean-up workday around Town Hall and Town Commons. If you enjoyed your surroundings when you were at the celebration, you can thank members of the CAC, Janet Nawojski who works endless hours in the Memorial Garden, members of the Garden Club, and our Finance Administrator Margaret Theis who volunteered her time after work hours.

Parks & Recreation – River Bend's annual Fourth of July celebration was a huge success. Led by a Marine color guard and Grand Marshals Helmut and Carmen Weisser, the parade included the Coastal Carolina Drill Team, antique cars, RB Garden Club's 40th anniversary car, Community Watch, First Responders, bikes and more. Following an inspiring speech by Helmut, the Bears let the crowd know it was time to enjoy the music. Everyone, it seemed, was smiling and singing along. In the food tent, about 20 volunteers fed the crowd and reduced a long line to none within a half an hour. Cake Walk presented 24 cakes to winners of its contests. Kayaks were popular. A big thank you to Sound Rivers (formerly Neuse Riverkeeper) and Twin River Paddlers. Thanks go to many people. Over 46 volunteers, town staff and Public Works all worked to make it an enjoyable day for everyone.

RBCOG – The RB Community Organic Garden is in full summer mode. That means starting early, 7:30 am and returning on some evenings. Gardeners are currently harvesting cucumbers, bush and pole beans, peppers, squash, kale, Swiss chard, tomatoes and herbs. Interfaith Refugee Ministries receives a share weekly of the harvest. Concurrently, work is in full swing to prepare the fall garden.

Mark your calendars: RBCOG Third Annual Open Garden will be Monday, August 24, 2015 from 5-7 pm. Refreshments served will be created from produce grown in the garden.

New volunteers and visitors are always welcome. There is no fee and volunteers share in the harvest.

The next meeting of P&R is Wed. August 5 at 7 pm at Town Hall. The agenda will include a post-Fourth assessment and plans for fall activities. Guests are always welcome.

PLANNING BOARD – COUNCILWOMAN BRENDA GARVEY

Councilwoman Garvey said that there was not a planning board meeting this month and our next meeting will be Thursday, August 6, 2015 at 7:00 p.m.

EWAB – COUNCILMAN BUDDY SHEFFIELD

Councilman Sheffield said that the EWAB will not meet again until October. However, he will be writing an article for the River Bender on mosquito control.

FINANCE –COUNCILMAN IRVING VAN SLYKE, JR.

Financial Report – Finance Administrator Margaret Theis told the Council that Ad Valorem tax collection as of June 30, 2015 was \$813,812. The Vehicle Tax collection was \$70,498.

Vote – Surplus Property Resolution – Councilman Van Slyke said that the Town wishes to surplus the Police car that is being rotated out of the fleet. This will allow the Clerk to advertise this item for auction on GovDeals. He **moved to approve the Surplus Property Resolution as presented.** The motion carried unanimously.

Vote – Paving Bid – Councilman Van Slyke said that the paving bids came in over budget this year. However, because the Plantation bulkhead bid came in significantly under budget, the Town will be able to use those savings to do the paving as project as planned. He **moved to award the 2015 Paving Bid to Southern Asphalt, Inc. in an amount not to exceed \$165,600, and to authorize the Mayor to sign all necessary contracts on behalf of the Town.** The motion carried unanimously.

Vote – Accept Craven County Tax Settlement for FY '14-'15 - Mr. Van Slyke said that, each July, the Craven County Tax Administrator sends an accounting and settlement of the taxes collected for the previous fiscal year. The Council is required to accept this settlement. He noted that the County's collection rate for the Town was 99.89% which is an outstanding result. He **moved accept the settlement of real and other personal property for tax year 2014 as submitted by the Craven County Tax Administrator.** The motion carried unanimously.

Vote – Budget Amendment 15-B-01- The Councilman said that this is the Amendment that will transfer \$50,000 from Stormwater Maintenance to Street Maintenance and allow the Town to complete this year's paving plan. He **moved to approve Budget Amendment 15-B-01 as presented.** The motion carried unanimously.

MAYOR'S REPORT

The 2015 July Fourth River Bend celebration was a great event. The parade was, as usual, a fine representation of what small town America is all about. Attendance along the parade route

was much better than last year when we were adjusting to the possible hurricane event. The weather certainly cooperated this year.

A special thanks to all the volunteers that always contribute so much to the success of this special day. We all need to express appreciation to Mary Iorio Chair of the Parks and Recreation Advisory Board and Councilwoman Barbara Maurer the Council liaison to the Board. The members of River Bends CERT led by Chair Mary Holihan and Community Watch led by Robin Bilbey and Jim Kelley as co-chairs Councilwoman Luci Avery is the Council liaison to these two active organizations. These volunteer groups ably assist the Town Police in the parade line up and safety of spectators.

Thanks to General Assembly Representatives Bell and Graham for their attendance and sharing time with us. Commissioner Scott Dacey and family also joined our celebration. We appreciate the time that these officials take on this holiday to share the events of our Town in celebration. A special thanks to Helmut and Carman Weisser for serving as the Council appointed Grand Marshals. Helmut's speech about adopting River Bend as their home after living in numerous places in the U. S. and in other nations was moving. I have had several persons say that they were "moved" by his words and asked if it could be printed. I believe that Helmut's remarks may appear in this issue of the River Bender.

MOVING INTO FISCAL YEAR 2015-2016

The Town has closed the accounting for the fiscal year 2014-2015 and due to conservative budget development the Town can again post a transfer of funds to our reserve account. The Town's auditor is now developing the annual audit report as required by the Local Government Commission. In all aspects of Town budget and finance we owe thanks to Finance Administrator Margret Theis who presides over the day to day accounting. Her attention to the details of budget makes the annual audit an exercise that moves smoothly and is not burdensome on either the auditor's staff or the Town's staff. Thanks to Margaret and the entire staff for following her direction as we move through the annual cycle.

WEATHER ALERT

As we move through the summer season I ask everyone to remain alert to the weather service reports advanced warning of possible hurricane events. We always need to be prepared for the uncertain events that accompany a direct impact of one of these storms.

ADJOURNMENT/RECESS

There being no further business, Councilwoman Garvey **moved to adjourn.** The meeting adjourned at 8:00 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Work Session Meeting
August 13, 2015**

Present Council Members:	Mayor John Kirkland Luci Avery Barbara Maurer Buddy Sheffield Irving Van Slyke
Absent Council Members:	Brenda Garvey
Town Manager:	Delane Jackson
Town Attorney:	Dave Baxter
Police Chief:	Ryland Matthews
Town Clerk:	Ann Katsuyoshi
Finance Administrator:	Margaret Theis

DISCUSSION OF BAND

Councilman Sheffield said that he is proud of the fact that River Bend is the only municipality in Craven County that has a July 4th parade. However, the one thing that is missing from this celebration is marching band music. He recognizes that it is extraordinarily difficult to get a live band that time of year. Therefore, Mr. Sheffield is suggesting the construction of a “band” that can be towed at the head of the parade playing music. Councilwoman Maurer said that the CAC and Parks and Rec have looked at Councilman Sheffield’s suggestion and support it. The Town Attorney said that, while the music may be in the public domain, the recordings are not and the Town will need to check into what type of licensing is necessary for a public performance.

PUBLIC HEARING - §15.01.082 AND §15.02.173 - §15.02.179

Town Manager Jackson said that there are two items here for the Council to consider at its Regular Meeting. The first (§15.01.082), is an item forwarded by the Planning Board that would require sidewalks in all new development.

The second (§15.02.173 - §15.02.179), is from the Town Attorney’s office. Changes by the state legislature in the requirements for Boards of Adjustment are not reflected in our Town Ordinances. Therefore, we need to change our Ordinance to comply with state regulations.

DRAFT PROPOSAL – ANIMALS NOT ALLOWED IN TOWN HALL

Town Manager Delane Jackson said that he had received a request from one of the employees to implement a “no animals” policy in Town buildings because of her allergies. The proposed policy will require that all animals be kept outside of Town buildings except for service animals and those being “detained” by Public Works under the Town’s animal control regulations.

DEBT SETOFF

Councilman Van Slyke said that the Town has participated in the state’s Debt Setoff program for several years. In order to remain in the program, which allows us to collect some debts owed to the Town, primarily utility payments and property taxes, the Council must vote each year.

ANNOUNCEMENT - RESCHEDULED RETREAT ON NOVEMBER 9, 2015

Manager Jackson reminded Council members that the November retreat has been rescheduled to November 9, 2015 beginning at 5:00 p.m.

REVIEW AUGUST 20, 2015 REGULAR MEETING AGENDA

The Council reviewed the Agenda for the August 20, 2015 Council meeting.

CLOSED SESSION UNDER NCGC 143-318.11 (A)(6) FOR PERSONNEL

Councilman Van Slyke **moved to go into Closed Session under NCGC 143-318.11 (a)(6), the personnel exemption to the Open Meetings Law.** The motion carried unanimously. The Council entered closed session at 8:00 p.m.

The Council re-entered Open Session at 8:15 p.m.

Councilman Van Slyke **moved to authorize the Town Manager to issue a merit bonus to the Deputy Clerk in an amount equal to 4% of her annual salary.** During discussion, it was clarified that a 2% merit had already been paid to the Deputy Clerk and this action would bring the total merit pay to 4%. The motion carried unanimously.

Councilman Van Slyke **then moved to pay a moving allowance to the Town Manager, as was discussed during the original employment negotiations, in an amount not to exceed \$3,500.** The motion carried unanimously

ADJOURNMENT/RECESS

There being no further business, Councilwoman Maurer **moved to adjourn.** The meeting adjourned at 8:20 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
August 20, 2015**

Present Council Members:	Mayor John Kirkland Luci Avery Barbara Maurer Buddy Sheffield Irving Van Slyke
Absent Council Member:	Brenda Garvey
Town Manager:	Delane Jackson
Town Attorney:	Dave Baxter
Police:	Ryland Matthews
Finance Administrator	Margaret Theis
Town Clerk:	Ann Katsuyoshi

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, August 20, 2015 in the Town Hall Meeting Room with a quorum present.

PRESENTATIONS TO COUNCIL

Police Department Presentation – Police Chief Ryland Matthews presented resident Henry McCray with a Certificate of Appreciation. Mr. McCray, along with Officer Ernest Thomas, bought a new bicycle for a child whose bike had been stolen. Officer Thomas later recovered the stolen bicycle. Chief Matthews said that Mr. McCray exemplifies what community means.

Presentation to Phil Seymour – Mayor Kirkland presented Phil Seymour with a letter of appreciation for his many years of service as a Council member, a Community Watch member, a member of Friends Helping Friends, the Special Olympics and the Wounded Warrior Project. He said that Mr. Seymour, who has recently moved from River Bend, has contributed a great deal to the Town and his community and will be sorely missed.

PUBLIC HEARINGS

Public Hearing - §15.01.082 Preliminary Plat

Councilwoman Maurer **moved to go into Public Hearing to discuss River Bend Town Ordinance §15.01.082 Preliminary Plat.** The motion carried unanimously. Town Manager Delane Jackson explained that this addition to the Town's Ordinances was forwarded by the Planning Board to the Council with a recommendation of approval. Basically, it provides that all future development in the Town would require sidewalks where possible.

Councilwoman Maurer then invited anyone who wished to speak to this issue to step to the podium and be heard. With no one stepping forward, she **moved to close the Public Hearing.** The motion carried unanimously.

She then **moved to approve the amendments to River Bend Town Ordinance §15.01.082 Preliminary Plat as presented.** Councilman Sheffield said that he felt that the lack of sidewalks is part of the charm of River Bend. He said that, in his opinion, the Town's regulations and building requirements have prevented the development of the NW Quadrant. Mr. Sheffield pointed out that development of the NW Quadrant would increase the tax base

significantly and, thereby, reduce the costs of major projects such as the Wastewater system upgrade to individual residents. He added that sidewalks will make River Bend look more like a city and would diminish the small town feeling.

Councilwoman Avery said that she walks her dogs twice a day and often wishes for sidewalks. Councilwoman Maurer said that she tends to agree with Councilman Sheffield that sidewalks would detract from the small town feel.

After discussion, Councilwoman Maurer **moved to withdraw her motion**. The motion carried unanimously.

Councilman Van Slyke then **moved to table the discussion on this item for further consideration and discussion**. The motion carried unanimously.

Public Hearing - §15.02.173 - §15.02.179 Board of Adjustment – Councilwoman Maurer **moved to go into Public Hearing to discuss River Bend Town Ordinances §15.02.173 - §15.02.179 Board of Adjustment**. The motion carried unanimously. The Town Manager said that this amendment has been prepared by the Town Attorney's office to conform with recent legislative changes to the Board of Adjustment requirements.

Councilwoman Maurer then invited anyone who wished to speak to this issue to step to the podium and be heard. With no one stepping forward, she **moved to close the Public Hearing**. The motion carried unanimously.

Councilwoman Maurer then **moved to approve the amendments to River Bend Town Ordinances §15.02.173 - §15.02.179 Board of Adjustment as presented**. The motion carried unanimously.

CONSENT AGENDA

The Mayor presented the Council with the Consent Agenda. Councilwoman Avery **moved to approve the Consent Agenda as presented**. The motion carried unanimously. Within this motion the following items were approved:

- A. *Approve:*
 - Minutes of July 9, 2015 Work Session*
 - Minutes of July 9, 2015 Closed Session*
 - Minutes of the July 16, 2015 Regular Meeting*

ADMINISTRATIVE REPORTS

PUBLIC SAFETY – COUNCILWOMAN AVERY

Community Watch - Community Watch has no scheduled meeting for August. A committee is working to organize the annual River Bend Night Out. The event is planned for Friday, October 2 at 6:00 p.m. Night Out is a national program that recognizes and celebrates the partnership of the police and citizen volunteers in assuring the safety of communities. Any resident interested in a monthly patrol of the Town by car, bike or walking is encouraged to contact Robin Beilby at 670-1063.

Community Emergency Response Team - CERT recently mailed out forms with water bills asking residents to indicate a need for safety checks in the event of a weather emergency. Two hundred and eleven forms were signed and returned. Some Community Watch members have

agreed to work with CERT and the police on this endeavor. CERT will meet on Monday, August 31 at 7:00 p.m. in the Wildwood Building and the agenda will include plans for responding to those requesting the safety checks. All are welcome to attend the meeting to learn more about our CERT team.

Vote – Pet Policy for Town Buildings - Town Manager Delane Jackson said that he had received a request from one of the employees to implement a “no animals” policy in Town buildings because of her allergies. The proposed policy will require that all animals be kept outside of Town buildings except for service animals and those being “detained” by Public Works under the Town’s animal control regulations. Councilwoman Avery **moved to approve the Pet Policy for Town Buildings as presented**. The motion carried unanimously.

PARKS & RECREATION/CAC – COUNCILWOMAN BARBARA MAURER

CAC - The CAC does not have a scheduled meeting in August. Their July meeting was the pre-Fourth cleanup. The CAC is both an advisory group that offers ideas and guidance in matters of community landscape design and appearance and a working group that is not afraid to get its hands dirty. As we move into fall, the focus will be on preparation for the upcoming holidays. In November the CAC and Parks & Rec will team up to offer two workshops to create lighted wire Christmas balls. In December they will work together to present the holiday lighting ceremony. Look for more information in the eNews, the RiverBender and on the Town’s website. Then next CAC meeting is Wednesday, September 9th at 1:30 p.m.

Parks & Recreation - Parks & Rec usually takes August off but not this year. The meeting on August 5th lasted almost 3 hours as members planned the fall schedule. We will keep you informed about each of these events at Council meetings, on eNews, on the Town’s website and in the RiverBender. Here is a brief list of activities you can look forward to throughout the fall. There is something for everyone. The first event is a resumption of Games afternoon with Bunco on Thursday, September 24th. Next is a combined event with the RB Community Organic Garden, Family Day In The Garden Decorating Pumpkins on Saturday, October 17th. The second Bunco afternoon is Wednesday, October 21st. On Wednesday, November 4th, the popular card making workshop will be offered. On Thursday, November 5th and Saturday, November 7th P&R and the CAC team up to present workshops to build wire lighted Christmas balls. All participants will build two balls, one for themselves and one for the Town to hang as part of our holiday decorations. All workshops are popular and reservations are necessary to secure a place. On Friday, December 4th P&R and the CAC join to present the annual Christmas tree lighting and visit from Santa. And on a Sunday in December, date TBA, the Fairfield Chorus will entertain with their annual holiday concert.

The next P&R meeting will be on Wednesday, September 2nd at 7:00 p.m. P&R and CAC meetings are open to everyone as are all advisory board meetings.

RBCOG - The RB Community Organic Garden continues to harvest summer vegetables. They planted additional summer vegetables for a late summer/early fall harvest. Fall crops will go in the ground starting in the next few weeks.

This is an invitation and final reminder, the RBCOG Third Annual Open Garden will be Monday, August 24, 2015 from 5-7 p.m. Refreshments served will be created from produce grown in the garden.

New volunteers and visitors are always welcome. There is no fee to participate. Volunteers share the harvest and RBCOG tithes a portion to Interfaith Refugee Ministries.

The next meeting of P&R is Wed. September 2 at 7:00 p.m. at Town Hall. The agenda will include a post-Fourth assessment and plans for fall activities. Guests are always welcome.

Vote – Appoint Otto Kuehrmann to the Board of Adjustment for a term beginning August 20, 2015 and expiring on June 30, 2018 – Councilwoman Maurer said that Mr. Kuehrmann was a long time member of the Board of Adjustment. Having moved out of River Bend briefly, he has recently moved back and has asked to take up his duties on that Board again. Mayor Kirkland pointed out that the Board of Adjustment is not an advisory board like the others; but rather a quasi-judicial board that hears requests by owners for variances from the Town Ordinances. The Board of Adjustment's decisions are not subject to scrutiny by the Council and can only be appealed in Superior Court.

She moved to appoint Otto Kuehrmann to the Board of Adjustment for a term beginning August 20, 2015 and expiring on June 30, 2018. The motion carried unanimously.

PLANNING BOARD – COUNCILWOMAN BARBARA MAURER FOR COUNCILWOMAN BRENDA GARVEY

Councilwoman Maurer said that the Planning Board met on August 6 at 7:00 p.m. After the update by Councilman Garvey, the Board indicated that the town's engineer needed to confirm that the areas/homes surrounding the CAMA and Corp of Engineers newly permitted area would not experience an increase in flooding. The dark skies ordinance was discussed again and changes were again made. The Board will still need to review how this will be enforced and make a recommendation for the fees. Therefore, this will be discussed at the September meeting. There will be more discussion and refining of the consolidation of the stormwater ordinance and once the G.S. Chapter is added to the Authority, section it will be forwarded to the Town Council. We did have three visitors: Margaret Pederson, Pat Yokem, and Gene Bauer.

As other boards, the Planning Board plays a vital role in the future of the Town. She thanked the members of this Board for being so diligent in their work because it does matter. We invite all citizens interested in our future to attend these meetings. The next meeting will be September 3 at 7:00 p.m. in town hall.

EWAB – COUNCILMAN BUDDY SHEFFIELD

Councilman Sheffield said that additional “no hunting” signs have been acquired and will posted in the area between the island and the mainland near the kayak launch.

In the August Waterways article in the River Bender was a question regarding a kayak storage rack near the kayak launch. Several citizens responded and it appears that such a rack would make sense.

The EWAB board will meet in October.

FINANCE – COUNCILMAN IRVING VAN SLYKE, JR.

Financial Report – Finance Administrator Margaret Theis told the Council that Ad Valorem tax collection as of July 31, 2015 was \$762. The Vehicle Tax collection was \$6449. Councilman

Van Slyke reminded the audience that this is the beginning of the fiscal year and it will take several months before ad valorem tax collection will pick up.

Vote – Debt Setoff Participation – Councilman Van Slyke said that the Town has participated in the state’s Debt Setoff program for several years. In order to remain in the program, which allows us to collect some debts owed to the Town, primarily utility payments and property taxes, the Council must vote each year. He **moved to authorize the Town Manager and the Finance Officer to sign the reenrollment documents for the 2016 North Carolina Debt Setoff Program**. The motion carried unanimously.

Vote – Constitution Week Proclamation – Mayor Kirkland said that the Daughters of the American Revolution organization have sent this request to the Town for the past couple of years. Councilman Van Slyke **moved to approve the 2015 Constitution Week Proclamation as presented**. The motion carried unanimously.

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

PWAB - Mayor Kirkland said that the Public Works Advisory Board (PWAB) did not meet in August and by vote at their May meeting decided not to meet until September.

The items of interest to the Public Works Advisory Board involve maintenance and capital projects for infrastructure funded by the general fund and similar projects funded by the enterprise funds. As reported by the Town Manager, again this evening, the fiscal year 2015-2016 projects are proceeding at a level that is within the funds budgeted.

MAYOR’S REPORT

The Candidates standing for election this November have met and selected the date of October 21, 2015 as the evening for “Candidate Night.” The format for the event will be the same as in past election cycles.

The Manager’s report this evening again gives insight to the strength of the Town’s budget process. The ease with which the staff is able to move through the contracting and acquisition of services certainly justifies the hours that members of the Council and Staff spend in the development of the annual budget.

ADJOURNMENT/RECESS

There being no further business, Councilwoman Avery **moved to adjourn**. The meeting adjourned at 8:40 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Work Session Meeting
September 10, 2015**

Present Council Members:	Mayor John Kirkland Luci Avery Brenda Garvey Buddy Sheffield Irving Van Slyke
Absent Council Members:	Barbara Maurer
Town Manager:	Delane Jackson
Town Attorney:	Jimmie Hicks
Police Chief:	Ryland Matthews
Town Clerk:	Ann Katsuyoshi

RESOLUTION IN SUPPORT OF BICYCLE AND PEDESTRIAN PLANNING GRANT

Town Manager Delane Jackson reminded the Council that this Resolution is part of the requirement for submitting a NCDOT Bicycle and Pedestrian Planning Grant application. The Town did not receive the grant last year. However, he has reviewed the DOT suggestions and the applications of municipalities that were awarded the grant. Councilwoman Garvey said that there are a large number of bicyclists and walkers in River Bend. Councilwoman Avery said it would be helpful to enlist the support of local biking groups. Councilman Sheffield said that he cannot see any reason we should apply for such a grant. After brief discussion, it was the overall consensus of the Council that the Manager should move ahead with the preparation of a grant application.

§15.01.082 PRELIMINARY PLAT – TABLED DISCUSSION ON SIDEWALK REQUIREMENT

The Manager pointed out that the Council had tabled the discussion on requiring sidewalks in new, large developments at its August meeting. He said that staff needs some direction from the Council on how to proceed with this item. Councilwoman Garvey asked why the item had been tabled.

Councilman Sheffield restated his objections to this amendment. He said that, in his opinion, sidewalks would detract from the rural feel of the Town and create more impervious surface. However, Mr. Sheffield stated that he would not object to requiring more space between the road and the swales to provide walking area.

Councilman Van Slyke said that, while Councilman Sheffield may not like sidewalks, other people do. He also pointed out that this requirement would only apply to new subdivision developments. The only area available for such development is the NW Quadrant. To his knowledge, there are no current plans for development in that part of Town. Councilwoman Garvey pointed out that she knows some of the landowners personally and they have no intention of selling their property in the foreseeable future.

After more discussion, it was the consensus of the Council that this item be returned to the Planning Board for more clarification.

DISCUSSION – DRAINAGE ORDINANCE REVISIONS

The Town Manager reported that the Planning Board is working on the Town's Ordinances so that all of the drainage ordinances will be in one section. Additional information will be provided as the work progresses.

CERTIFICATE OF RECOGNITION – DOLORESE CLIFFORD FOR HER 100TH BIRTHDAY

Mayor Kirkland announced that River Bend resident Dolores Clifford will be 100 years old on September 13, 2015. He proposed that the Council present Ms. Clifford with a Certificate of Recognition. Councilman Van Slyke **moved to approve the Certificate of Recognition for Dolores Clifford as presented.** The motion carried unanimously.

REVIEW SEPTEMBER 17, 2015 REGULAR MEETING AGENDA

The Council reviewed the Agenda for the September 17, 2015 Council meeting.

ADJOURNMENT/RECESS

There being no further business, Councilwoman Garvey **moved to adjourn.** The meeting adjourned at 8:30 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
September 17, 2015**

Present Council Members:	Mayor John Kirkland Luci Avery Brenda Garvey Buddy Sheffield Irving Van Slyke
Absent Council Member:	Barbara Maurer
Town Manager:	Delane Jackson
Town Attorney:	Jimmie Hicks
Police:	Ryland Matthews
Finance Administrator:	Margaret Theis
Town Clerk:	Ann Katsuyoshi

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, September 17, 2015 in the Town Hall Meeting Room with a quorum present.

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 August 13, 2015 Work Session*
 - Minutes of August 13, 2015 Closed Session*
 - Minutes of August 20, 2015 Regular Meeting*

ADMINISTRATIVE REPORTS

PARKS & RECREATION/CAC – COUNCILWOMAN LUCI AVERY FOR COUNCILWOMAN BARBARA MAURER

CAC - The CAC met on September 9th. Items of the agenda included suggestions for new shrubs at the front entrance, Plantation median planting ideas, and updates on repairs to the irrigation system at the main entrance and the electrical outlets around Town Hall for Christmas lighting. Christmas decorations will be assessed during the week of November 23rd and installed on Monday, November 30th.

New decorations for this year will be the lighted wire ball ornaments that will be made in two November workshops co-sponsored by the CAC and Parks & Rec. Look for workshop dates and tree lighting ceremony information in the *River Bender*, eNews, and on the Town's website.

The next CAC meeting, scheduled for Wednesday, November 10th will be rescheduled to November 30th at 10 am for installation of decorations. Anyone who wishes to help will be welcomed.

Parks & Recreation - Parks & Rec met on September 2nd. Mary Iorio attended the PWAB meeting on September 1st for a discussion of a proposed walking trail. It is still in the discussion stage. The Planning Board requested that P&R develop rules for public art in River Bend. P&R

is looking at how other locales address outdoor art. A request from a resident to relocate the children's park and create an additional park area for older children was discussed. The current location of the existing park was deemed adequate, and it is cost prohibitive at this time to consider an additional park. The board voted to explore the cost of one piece of equipment.

The first Games Afternoon will be Bunco, on Thursday, September 24th from 1-4 pm. There will be prizes and refreshments. There is no charge to attend. All are welcome. P&R will participate in Community Watch's Night Out on October 2nd. On Saturday, October 17th P&R will join with the RB Community Organic Garden, for a *Pumpkin Party in The Garden*. This is a family event but space is limited. Reserve a place by contacting Ellen Serra at 571-4817.

Keep informed about Town events by attending or watching Council meetings, reading eNews, visiting the Town's website and looking for news in the *River Bender*.

RBCOG - The RB Community Organic Garden's Third Annual Open Garden on August 24th 2015 was attended by over 100 visitors. Everyone at RBCOG thanks the Town Council and members of the community for the many ways they support the garden. Fall planting is almost complete. Winter crops include lettuce, spinach, kale, Swiss chard, bok choy, carrots, beets, radishes, cabbage, Brussels sprouts and broccoli.

The first workshop of the fall was about pickling on September 16th. The next event will be the Pumpkin party mentioned earlier.

Visitors and volunteers are always welcome. There is no fee to participate. Volunteers share the harvest and RBCOG tithes with produce to Interfaith Refugee Ministries.

The next meeting of P&R is Wednesday, October 7th at 7:00 p.m. at Town Hall. Guests are always welcome.

PLANNING BOARD – COUNCILWOMAN BRENDA GARVEY

The Planning Board met on Thursday, September 3, 2015 at 7:00 p.m. in Town Hall. Councilman Garvey related information she received from Mr. Greg Churchill of Rivers and Associates Engineering regarding the potential for increased flooding at the wastewater treatment plant when the wetlands are filled in in preparation for future, required upgrades. Mr. Churchill indicated the drainage areas will be widened; therefore, the flow of water area will be widened. Understanding this area is in a flood zone and has previously flooded many times, there should not be any additional flooding due to this project.

Also, the sidewalks ordinance that would require sidewalks to be placed in any larger development areas within Town that was forwarded to the Town Council for a decision previously was tabled by the Council for further discussion. (For clarification, these sidewalks would not be required in any current established developed areas of the Town.)

The dark skies draft ordinance was placed on hold as Councilman Garvey and Chairman Lippert will set up a meeting with County Planning/Inspection Director Don Baumgardner to discuss this being recommended as a county ordinance as they have an inspections department. For River Bend this ordinance does not appear to be enforceable at this time.

Gene Bauer and Margaret Pederson visited our meeting. They were welcomed and thanked for showing interest and attending the meeting. All who are interested are invited to attend the Planning Board meetings as we assist in planning how and where our Town will grow.

Our next meeting will be Thursday, November 5, 2015 at 7:00 p.m. in Town Hall.

EWAB – COUNCILMAN BUDDY SHEFFIELD

Councilman Sheffield reminded the audience that there had been problems in the area of the “rice paddy” during the spring because of duck hunters shooting toward residential areas. He said that he, along with some volunteers, erected “no hunting” signs in the area to remind hunters that this is within the Town limits. Mr. Sheffield said that a \$500 fine for discharging a firearm within the Town limits already exists. However, because our officers do not have a boat, it is very difficult for them to enforce. He recommended that residents take down the registration number of boats the hunters are using and report them to the Police.

The Councilman also reported that there is a large tree down in the canal. However, it did not fall within the navigation area and poses no threat to boating. Mr. Sheffield said that such debris provides excellent fish habitat. He asked the public to let him know whether or not they believe it should be removed.

FINANCE – COUNCILMAN IRVING VAN SLYKE, JR.

Financial Report – Finance Administrator Margaret Theis told the Council that Ad Valorem tax collection as of August 31, 2015 was \$769. The Vehicle Tax collection was \$12,674. Total Cash and Investments was \$2,929,656. Councilman Van Slyke reminded the audience that this is the beginning of the fiscal year and it will take several months before ad valorem tax collection will pick up.

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

PWAB - Mayor Kirkland said that the Public Works Advisory Board (PWAB) monthly meeting was held on September 1st.

The Board recognized Mr. Frank Varga’s service on the Board for ten years. Mr. Varga was present and the Board signed a letter of recognition for his service. Mr. Varga spoke of projects that the Board had presented for consideration to the Council during his tenure. He commented that some projects were not widely acclaimed when implementation was proposed. The Board reviewed the performance of the enterprise fund budgets with the Manager and Director of Public Works.

Manager Jackson responded to a request from Chairman Bruno for an update of the walking trail project. Mary Iorio, Chair of the Parks and Recreation Advisory Board was present for this discussion recognizing that a walking and bike trail would involve both Boards. Discussion centered on the issue of safety for walkers and cyclists. No conclusions were finalized and members John Wood and Buck Irwin agreed to meet with the P&R Advisory Board at a future date to determine a plan that might accomplish an improved facility to serve walkers and cyclists.

The Board participated in a discussion related to stormwater management in Town. This has been in evidence during the wet weeks of this summer season and the large rain events that

have been frequent this summer. The Manager will evaluate the existing Town ordinance and possible revisions that may appropriately address the issues being experienced.

Chairman Bruno reported to the Board that he had received several applications for the position that Frank Varga had filled. He stated that he would review the applications and then make a recommendation to the Council for an appointment.

This month's mailing of the water and wastewater billing included a copy of the "Wastewater System Performance Report." That report is testimony to how well the staff operates the wastewater treatment plant and its associated equipment. The report is very readable, and I hope everyone will take time to read the document and thank the operating staff when you have the opportunity.

Vote - Appoint Lester Danehy to the Public Works Advisory Board for a term beginning September 17, 2015 and ending on June 30, 2017 – Councilman Van Slyke moved to appoint Lester Danehy to the Public Works Advisory Board for a term beginning September 17, 2015 and ending on June 30, 2017. The motion carried unanimously.

PUBLIC SAFETY – COUNCILWOMAN LUCI AVERY

Community Watch - Community Watch has no meeting scheduled for September. Members provided helpful parking assistance at the well attended Community Organic Garden event on August 24. Community Watch is planning the third annual River Bend Night Out to be held Friday, October 2nd at 6pm in the town commons area. The police, CERT, and Parks and Recreation will be participating. There will be a parade of cars led by the police followed by light refreshments and a social time. Those unable to attend are asked to turn on their porch lights. Night Out is a national event that honors the partnership of the police and community volunteers in assuring safe communities.

Community Emergency Response Team - CERT met on August 31st. Much of the meeting was devoted to discussion of a protocol for response to the 270 requests to provide safety checks during a weather emergency that had been received. Some Community Watch members are willing to assist with this effort. CERT is exploring Skywatch training, a program to teach citizens about observing weather patterns. The next meeting is Monday, September 28th at 7pm at Town Hall. Any River Bend resident is welcome to attend.

MAYOR'S REPORT

Sunday, September 13th was one of the memorable events in the opportunities that occur for a Mayor. The event was the 100th birthday party celebration for Ms. Dolores Clifford given by her family and friends. The beautiful day was a reflection of the setting of this party. Ms. Clifford is an alert and very able lady and a delight to meet and engage in conversation. Manager Jackson and I were welcomed to the celebration and we presented the Certificate of Recognition that the Council approved at their meeting on 10 September. If we are graced with the longevity given Ms. Clifford may we each aspire to emulate her outlook on life.

The two major projects in this year's budget that relate to Town infrastructure are the rebuilding of the bulkheads at the bridge over the canal on Plantation Drive at the Quarterdecks and the scheduled repaving of streets as detailed on the Town's paving plan. The bulkhead project and the paving project should begin work prior to the end of September.

The Manager's report this evening again gives insight to the strength of the Town's budget process. The ease with which the staff is able to move through the contracting and acquisition of services certainly justifies the hours that members of the Council and Staff spend in the development of the annual budget.

Again, I would like to repeat this weather alert. As we move through the summer season I ask everyone to remain alert to the weather service reports advanced warning of possible hurricane events. We always need to be prepared for the uncertain events that accompany a direct impact of one of these storms. In early June the River Bend CERT held a severe weather program which provided excellent information families could use to prepare for emergencies prior to the storm. Remember the hurricane season runs through the end of November and we also need to remember some of the most destructive hurricanes have happened in the month of October.

ADJOURNMENT/RECESS

There being no further business, Councilwoman Garvey **moved to adjourn.** The meeting adjourned at 8:15 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Work Session Meeting
October 8, 2015**

Present Council Members:	Mayor John Kirkland Luci Avery Barbara Maurer Buddy Sheffield Irving Van Slyke
Absent Council Members:	Brenda Garvey
Town Manager:	Delane Jackson
Police Chief:	Ryland Matthews
Town Clerk:	Ann Katsuyoshi

RESOLUTION BICYCLE AND PEDESTRIAN PLANNING GRANT

Councilwoman Garvey said that the Town applied for the Grant last year, but did not receive it. Town Manager Jackson said that we have received a number of letters of support for this year's application.

RESOLUTION PETTY CASH POLICY

Manager Jackson said that he has received information from the state that we need to revise our Petty Cash procedures. He will offer a Resolution at the Regular meeting.

DISCUSSION – TOWN BULKHEAD REPLACEMENT

Mayor Kirkland said that the Town, once again, has an opportunity to repair its own bulkhead in conjunction with a resident's repair work. This greatly decreases the cost.

REVIEW OCTOBER 15, 2015 REGULAR MEETING AGENDA

The Council reviewed the Agenda for the October 15, 2015 Council meeting.

ADJOURNMENT/RECESS

There being no further business, Councilwoman Maurer **moved to adjourn**. The meeting adjourned at 7:18 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
October 15, 2015**

Present Council Members:	Mayor John Kirkland Luci Avery Barbara Maurer Buddy Sheffield Irving Van Slyke
Absent Council Member:	Brenda Garvey
Town Manager:	Delane Jackson
Town Attorney:	Jimmie Hicks
Police:	Ryland Matthews
Town Clerk:	Ann Katsuyoshi

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, October 15, 2015 in the Town Hall Meeting Room with a quorum present.

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 September 10, 2015 Work Session*
 - Minutes of the September 17, 2015 Regular Meeting*

ADMINISTRATIVE REPORTS

PLANNING BOARD – COUNCILWOMAN BARBARA MAURER FOR COUNCILWOMAN BRENDA GARVEY

Councilwoman Maurer said that Planning Board Chairman Egon Lippert reported that the Planning Board met on September 3rd and agreed that any efforts to facilitate or encourage “Dark Skies” lighting would have to come from the county building codes. Councilwoman Garvey and Chairman Lippert agreed to meet with county officials to find out what, if any, plans the county may have for addressing this issue.

There was no Planning Board meeting in October. The next meeting will be Thursday, November 5, 2015 at 7:00 p.m. in Town Hall.

Vote – Resolution for Bicycle and Pedestrian Planning Grant – Councilwoman Maurer said that the Council discussed this at their Work Session. The Town applied for the Grant last year, but did not receive it. Town Manager Jackson said that we have received a number of letters of support for this year’s application. Councilwoman Maurer **moved to approve the Resolution for the Bicycle and Pedestrian Planning Grant as presented.** The motion carried unanimously.

EWAB – COUNCILMAN BUDDY SHEFFIELD

The regular meeting of the Environment and Waterways Board was held October 5th at 7:00 pm. All members were present except Bill Price who could not get out of his home due to flooding. Town Council candidates Barbara Maurer and Egon Lippert also attended.

There was a discussion about a downed tree in the main canal. It was decided that the tree would be left in place as a fish habitat unless it becomes a problem or hazard. Mr. Sheffield updated the Board on the installation of the no hunting signs. Chairman Iorio asked why the signs directing people to the kayak launch had not been put up. Mr. Sheffield said he would check with the Town Manager and have done so. Apparently, there was a communication problem between the Manager and the Board which has been corrected. The signs will go up soon.

There was discussion about a cleanup date. It will probably be in the second half of November. Councilman Sheffield advised the Board that he would soon be doing a survey by boat to determine what issues might need to be addressed as a result of the flooding from Hurricane Joaquin.

The Board reviewed three applications to fill a vacancy. After careful consideration, they decided on Karl Lichty.

Vote – Appoint R. Karl Lichty to a term beginning October 15, 2015 and expiring on June 30, 2017 – Councilman Sheffield moved to appoint R. Karl Lichty to a term beginning October 15, 2015 and expiring on June 30, 2017. The motion carried unanimously.

FINANCE – COUNCILMAN IRVING VAN SLYKE, JR.

Financial Report – Town Manager Delane Jackson told the Council that Ad Valorem tax collection as of September 30, 2015 was \$32,348. The Vehicle Tax collection was \$20,403. Total Cash and Investments was \$3,025,808.

Finance Report – Councilman Van Slyke said that in the past few weeks there have been several references to finance and the financing of various Town projects. As Finance Officer, he has been committed to ensure that such information being presented is accurate and reflect the supporting documents on file accurately. Accordingly, he offered the following for the people of River Bend and the Council.

Reference has been made to the previously offered “\$12 million” Wastewater Treatment Plant Project and its continuance. When it was presented to the people, it included an option for those being served by septic systems to connect to an extended collection system should they have the need to do so. That option was removed by a motion unanimously passed by the Council, as there was no interest in the option. At present, the plan addressing the needs of the existing plant is on hold and awaiting any changes that are required when the State takes an action on our discharge permit renewal which expires on May 31, 2018. There are two current, on-going projects related to the plant: the fill project and the upgrade project, relating to the design and permitting of both projects. These items were budgeted and approved in previous years; however, there has been no Council action on any construction projects.

The other area being addressed as to cost and Council action is the Facilities Enhancement and Development Strategy (FEDS Project: Community Center, Public Works Building, and Town

Hall). This proposal was tabled and no further action has been taken. It was not included in the 2015-2016 Budget. The purpose for the deferral when he offered the motion was to provide for appropriate consideration of the options offered by the people of River Bend as well as Council members. The updated April 2015 estimated cost of the proposal was \$1,898,715 and the additional proposal presented \$1,323,540.48. These estimates do not include any considerations for Grant assistance relating to Law Enforcement, Public Works, Community Center, and Town Hall; nor do they include site development, furnishings or contingency costs. To date, neither of these proposals has been discussed by Council and there are no encumbered funds.

Mention has been made of our current Tax rate of \$0.265. In FY 2000-2001, our tax rate was \$0.18. When adjusted for the inflation rate, today's rate would be \$.25. Our present rate of \$.265; a \$.015 increase over a 15 year period when measured in current value.

In respect to current projects, Mr. Van Slyke was pleased to report our bid for the bulkhead work on the waterway under Plantation Drive was substantially below budget. However, the bid received for Street Maintenance was over budget. The net effect was to reduce the overall combined cost of the projects.

In summary, if references to revenues or costs relating to the operation of the Town are going to be included in various forms of communication, please be in touch for accuracy purposes. Councilman Van Slyke would be pleased to meet with you. The people receiving the information should have confidence in the information being shared.

Vote – Resolution Petty Cash – Town Manager Jackson said that he has received further information from the state and asked that this item be tabled until he could incorporate it into the proposal. Mr. Van Slyke **moved to table this item**. The motion carried unanimously.

Vote – Changes to Petty Cash Policy – As previously mentioned, Mr. Jackson has not had an opportunity to consider the latest information and asked that this item be tabled. Mr. Van Slyke **moved to table this item**. The motion carried unanimously.

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

PWAB - Mayor Kirkland said that the Public Works Advisory Board monthly meeting was held on October 6th. Chairman Bruno introduced Mr. Bud Danehy as the newest member replacing Mr. Frank Varga. The Board reviewed the performance of the enterprise fund budgets with the Manager. Manager Jackson reported on several of the fiscal year 2015-2016 projects. Specific projects reported on were:

The project to line interior of manholes and the wet well at the wastewater treatment plant have been completed. This project extends the useful life of these critical items.

The bulkhead replacement at the Plantation Drive bridge has been delayed by the very wet weather. Also, this year's paving project has been delayed. Both projects will begin when the contractors have a good weather window.

He responded to a question about restriping streets that are not being repaved by pointing out that the annual paving contract has \$15,600 set aside for patching and striping, and working with the engineer we will restripe to the limit of funds available.

The Manager reported that the possible revision of ordinance requirements for maintenance of driveway drain pipes would most probably be an item for discussion by the Council at its next retreat.

Board member Irvin shared with the Board his discussion with the Parks and Recreation Board (Park & Rec) representative on the future effort on walking paths. The joint meeting advanced a recommendation to move to mark a 5K trail as a first effort. Parks & Rec will discuss at a future meeting and get back to Mr. Irvin.

Chairman Bruno discussed the past involvement of PWAB during the formulation meetings for the budget work sessions. The PWAB has generally had a member attend those sessions to represent the Board. Mr. Danehy said that he had generally attended the budget work sessions and would offer to represent the PWAB as those meetings are scheduled. His offer was accepted by the chairman and the Board.

The Manager reported that the weekend high tide flooding had not damaged Town facilities and that he had no report of major damage to private homes. He reported that the wastewater treatment plant had experienced very high flow indicative of a breach in the collection piping. The site of the problem will be investigated after the flooding recedes.

Mr. Irwin inquired what the PWAB involvement was relative to the proposed wastewater collection system expansion. Chairman Bruno and Mayor Kirkland responded that PWAB had worked on this proposal for several years and made a recommendation to the Council to develop a plan for implementation. The proposed project was the subject of a public hearing and following the hearing, the Council voted to abandon any further effort to expand the collection system.

Mr. Hoffman inquired if the Town had any direction to homeowners on the maintenance of septic tanks. The Manager responded that the Town had no regulatory authority over septic tank management and that the County Health Department issues permits for septic tank and leach field installations.

Chairman Bruno asked if a member was interested in serving in the position of Vice Chairman in what had been Frank Varga's position. Lou Colombo motioned that Bill Lessard serve in this position. Mr. Lessard did not object and was appointed by acclamation.

The Board agreed to defer a November meeting and meet next on December 1st.

Vote – Approve Bulkhead Repair – Mayor Kirkland said that the Town, once again, has an opportunity to repair its own bulkhead in conjunction with a resident's repair work. This greatly decreases the cost.

Councilman Van Slyke **moved to approve the repairs to the Town's bulkhead on Captains Cove and to award the contract for the repairs to Bobby Cahoon Construction, Inc. in an amount not to exceed \$4,620.** The motion carried unanimously.

PUBLIC SAFETY – COUNCILWOMAN LUCI AVERY

Community Watch - Community Watch had to cancel River Bend Night out due to the storm and flooding. The group will be assisting with traffic control at the November 7th Shred Event.

Community Watch meets October 28 at 7:00 p.m. in Town Hall. Anyone interested in learning about Community Watch activities is encouraged to attend.

Community Emergency Response Team - CERT met on September 28. The group has been trying to work with the county on a multi-agency search and rescue drill. Since the county has not scheduled that event, CERT has decided to organize their own training. Much discussion centered around development of the protocol to respond to the more than 200 requests for safety checks during an emergency. Jim Kelly has developed a data base and Gary Novak gave a presentation using Google Earth for a geographic plan of the Town. CERT members voted to write a letter of support for the Bicycle and Pedestrian Planning Grant. One member stated that alternative pathways could be helpful in emergency situations. Van Rice and Egon Lippert attended as visitors. CERT meets on Monday, October 26 at 7:00 p.m. in Town Hall. Attendance by community members is encouraged.

PARKS & RECREATION/CAC – COUNCILWOMAN BARBARA MAURER

CAC - The CAC did not meet in October. Then next CAC meeting is scheduled for Wednesday, November 11th at 1:30 p.m. Christmas decorations will be installed on November 30th at 10:00 a.m. Anyone who wishes to help will be welcomed.

Parks & Recreation - Parks & Rec met on October 7th. Egon Lippert, Chair of the Planning Board, attended. On Saturday, October 17th, P&R will join with the RB Community Organic Garden, for a Pumpkin Party in The Garden. This is a family event but space is limited. Reserve a place by contacting Ellen Serra at 571-4817. The next Games Afternoon will be held on Thursday, October 21st from 1-4 p.m. A new event, co-sponsored with the CAC, will be offered on two November dates: Thursday, 11/5 at 1:00 p.m., and on Saturday, 11/7. Attendees will make two lighted Christmas balls using a chicken wire frame and a string of lights; one for themselves, and one for the Town. Stay informed about Town events by attending or watching Council meetings, subscribing to eNews, visiting the Town's website and watching for announcements in the River Bender.

RBCOG - Peanuts and sweet potatoes are being harvested. Peppers from the summer garden continue to produce prolifically. Much of the fall garden has been planted. Gardeners are preparing other beds to rest for the winter so they will be ready for spring. If you would like to be part of the River Bend Community Organic Garden just show up; the garden is open six mornings a week.

The next workshop is actually an activity for younger children. Scheduled for this Saturday, October 17 at 10:00 a.m., it will feature crafts and games that will teach children about fall vegetables.

The next P&R meeting is Wednesday, November 4th at 7:00 p.m. at Town Hall. Guests are always welcome.

MAYOR'S REPORT

For those of us who live in the area of Town located in the flood plain, the week of October 4th has been a period of frustration. We moved autos to higher ground and watched water overrun lawns. The reality of the water level we see in River Bend is caused by periods of prolonged northeast wind direction. That wind direction will always cause our river and canal water level to rise significantly. The reason for this physical event is that the wind forces water up the Neuse

River and Trent River valleys and the high water level will continue until the wind direction shifts. During these events we will also see some small changes in water level as the ocean tides go through their daily cycle. The high water often occurs at the same time we experience rain events but flooding in the floodplain areas is much more a factor of wind direction than any contribution from the rain event.

The experience during hurricane events will also follow the characteristics of the northeast wind described above. The hurricane difference that will be experienced is water levels will be considerably higher than our most recent high water. The winds associated with the hurricanes are much stronger than the most recent storm and thus drive river water higher.

We in North Carolina were spared the really extreme rain event that visited the citizens of South Carolina. Their rain storm caused severe flooding in the South Carolina river valleys. Major river valley floods are less frequent than coastal plain flooding. People living in river valleys are less experienced with flooding and often experience greater loss of life and property.

May the 2015 season not bring us a hurricane. Everyone enjoy the fall season and stay safe whatever weather comes our way.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield **moved to adjourn.** The meeting adjourned at 8:10 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Work Session Meeting
November 12, 2015**

Present Council Members:	Mayor John Kirkland Luci Avery Barbara Maurer Buddy Sheffield Irving Van Slyke
Absent Council Members:	Brenda Garvey
Town Manager:	Delane Jackson
Police Chief:	Ryland Matthews
Town Clerk:	Ann Katsuyoshi

AUDIT PRESENTATION

Town Manager Delane Jackson reminded the Council members that representative of the Town's audit firm, Petway, Mills & Pearson, P.A., will present the Audit Report at the Regular Meeting.

GROUND MAINTENANCE RFP AND LANDSCAPING RFP

Mr. Jackson reported that he has drawn up both RFPs for bid. The CAC, which has oversight, is making a few changes; but, by and large, the RFPs remain the same as in previous years. He will ask the Council to approve them at the Regular meeting.

DISCUSSION OF RIVERS AND ASSOCIATES REQUEST

The Town Manager said that earlier in the year the Council had opted not to move ahead with the fill work at the Wastewater Treatment Plant which will be necessary at such time as DENR requires us to update the system. However, in the meanwhile, Rivers and Associates moved ahead with the permitting process because it is very time consuming and the permits are valid for a five year period. Rivers and Associates has since submitted a bill (Amendment 2B) requesting payment for these services. The Council will be asked to consider this request at the Regular meeting.

DISCUSSION OF POLICE DEPARTMENT COMMUNITY MEETING

Mr. Sheffield suggested that the Police Department hold meetings with the public to discuss what our Police force is doing and what their goals are for the Town. Councilman Van Slyke said that this suggestion should be addressed to the Town Manager and the Police Chief, as opposed to the Council.

REVIEW NOVEMBER 19, 2015 REGULAR MEETING AGENDA

The Council reviewed the Agenda for the November 19, 2015 Council meeting.

ADJOURNMENT/RECESS

River Bend Town Council Work Session
November 12, 2015
Page 2 of 2 pages

There being no further business, Councilwoman Garvey **moved to adjourn.** The meeting adjourned at 7:45 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
November 19, 2015**

Present Council Members:	Mayor John Kirkland Luci Avery Brenda Garvey Barbara Maurer Buddy Sheffield Irving Van Slyke
Town Manager:	Delane Jackson
Town Attorney:	Dave Baxter
Police:	Ryland Matthews
Town Clerk:	Ann Katsuyoshi

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, November 19, 2015 in the Town Hall Meeting Room with a quorum present.

PRESENTATIONS TO THE COUNCIL

Elizabeth Brinson, 284 Shoreline Drive, reminded all residents of the Thanksgiving Day Dinner at the River Bend Baptist Church beginning at 1:00 p.m. She said that she hoped that people would join her and her husband, Ken, for the annual celebration

Audit Report – Sheree’ Klepchick, CPA and Briggs Petway, CPA with Petway, Mills & Pearson, P.A. – Mr. Briggs Petway introduced Sheree’ Klepchick. Ms. Klepchick said that the River Bend staff were very pleasant to work with and extremely knowledgeable. She said that her firm has issued an unmodified opinion on River Bend’s FY 2015 audit, which is the best rating auditors can give. There was no management letter and no findings. Also, the General Fund experienced a 1% increase and expenses decreased by 4%.

Police Awards – Police Chief Ryland Matthews thanked the Mayor, Counsel, Counsel Elect, citizens in attendance and those at home for allowing me to recognize our officers for their hard work.

He emphasized that, since taking over the department, his one focus has been to reduce crime. The Chief said that he knew some residents have had problems with the checkpoints that were everywhere a year ago or so. My method is to heavily invest in an activity, get it under control (much like the surge in Iraq). That bore fruit as our property crime has reduced 68%. We have also been recognized as being 2nd safest community in NC.

The Chief said that initially we did go at Hwy 17 hard and heavy. It was hard to travel up and down either way, without stopping at least a car going in each direction traveling well in excess of 70 mph. The Department’s goal in enforcing US 17 was multifaceted. One was to show a presence of the agency to would-be criminals. He said that he views Hwy 17 as our front door and front yard. Do you stop a criminal after they are inside the house? Or do you have a good door; get security lights and a guard dog. Every person we intercept there does not make it in here. The other was to reduce the residents continued risk of crashes that has been a problem for years. It took continued but minimal presence to reduce the speeders and other issues. Just like with checkpoints, this method has produced positive results.

Officer Jason Detwiler was our traffic coordinator for the agency. He oversaw the direct action on enforcement and education in Town and on the highway. He is being awarded the Chief Award for Excellence for his work in reducing crashes in Town and on Hwy 17. A study of the stats from NCDOT, show a reduction of 19% in injury crashes and an overall reduction of 24% in crashes overall. More importantly, there has been a reduction of almost 50% in the crashes that are caused by turning into River Bend on Pirates and Shoreline Dr. We based this on Crash Data from 2008 to Jan 2013 and then from Jan 2013 to August 2015. Check points on US 17 also have yielded over 300 arrests and charges, including 19 drug arrests and 62 non licensed drivers.

On the night of November 4th, Officer Brandon Rohrs was checking businesses on Shoreline Dr. when he spotted a vehicle that had been reported stolen from Pamlico County along with a stolen .357 handgun. The car was traveling out of River Bend on Shoreline Dr. Officer Rohrs caught up to the vehicle on Hwy 17 passing the Shell Station and requested back up for the stop. He continued to follow the vehicle, while back up was on the way. A Craven County Deputy joined Officers Rohrs and attempted to stop the vehicle. The vehicle then fled from the officers, heading toward 70 East. Officer Rohrs elected to stay with the Deputy in the chase until additional back up arrived. Remember, there was a weapon reported in the vehicle and recent violence towards police officers was also present in both officers' minds. Officer Rohrs did stay with the deputy until back up arrived then he fell back out of the chase. Officer Rohrs exercised good judgement in a rapidly changing environment, exercised team work and officer safety. The suspect was caught by Pamlico deputies at the county line. This suspect was a repeat offender, and was charged by all three agencies for this action.

On August 27th, Officer Nate Alvarado was on duty when he responded to a call where an adult male had assaulted his mother, was impaired, was in possession of a knife and threatening suicide or to harm others. Officer Alvarado and another officer arrived on scene and confronted the subject. The suspect made threats to harm the officers, his mother and himself with the knife. Officer Alvarado exercised restraint in his actions and took the subject into custody with minimal force.

Chief Matthews closed by saying that the Police Department's mission is to send a clear message that criminal behavior will not be tolerated in River Bend.

Gene Bauer, 111 Bowline, said that he participated in a Police ride-along on October 30th with Officer Detwiler. Mr. Bauer said that, while on patrol, they received a medical emergency call. He said that he was very impressed by the coordination and cooperation between the Police and other first responders on this type of call. Mr. Bauer also remarked that they were stopped by residents several times during his three-hour ride-along to thank Officer Detwiler for his work.

Before closing, Mr. Bauer thanked Councilwoman Garvey and Councilwoman Maurer for their dedication and service to the Town.

CONSENT AGENDA

The Mayor presented the Council with the Consent Agenda. Councilwoman Maurer **moved to approve the Consent Agenda as presented.** The motion carried unanimously. Within this motion the following items were approved:

- A. *Approve:*
Minutes of October 8, 2015 Work Session
Minutes of the October 15, 2015 Regular Meeting

ADMINISTRATIVE REPORTS

EWAB – COUNCILMAN BUDDY SHEFFIELD

The regular meeting of the Environment and Waterways Board was held on November 5th at 7:00 p.m. A quorum was present, including new Board member Karl Lichty. Also in attendance was Councilman-elect Bill Camp.

Councilman Sheffield gave a report of a survey done by boat to determine the need for a cleanup event. Although there was considerable natural debris in the river as a result of hurricane Joaquin it was decided that this material will be dealt with by nature and no human effort would be required. On a scale of one to ten, it was reported that the need for a cleanup appeared to be between two and three.

There was discussion of a kayak storage rack. Although there has been public response in favor of kayak storage it was decided to wait until plans for the trailer storage become clear.

There was also a discussion of the grant program being offered by Duke Energy for the improvement of waterways. Because the deadline for submission of a letter of intent is so close, it was decided no project could be planned or submitted for this calendar year. Because the program continues for several years it was thought that a project might be envisioned in the future, possibly even relating to River Bend's wastewater treatment upgrade which would potentially reduce nutrient introduction into the river and would fit within the grant program's guidelines.

The next meeting is set for the first Monday in December. As always the public is invited to attend.

FINANCE – COUNCILMAN IRVING VAN SLYKE, JR.

Financial Report – Finance Administrator Margaret Theis told the Council that Ad Valorem tax collection as of October 31, 2015 was \$107,773. The Vehicle Tax collection was \$26,855. Total Cash and Investments was \$3,070,052.

Landscaping and Mowing RFPs – Councilman Van Slyke then asked Manager Jackson to discuss the proposed RFPs for Landscaping and Mowing services. Mr. Jackson said that both RFPs reflect changes suggested by the CAC and Council members. However, Mr. Jackson said he had received information that day that our current vendor on both contracts, Keven Jones, is willing to renew both for two years at the current rate. The Manager also said that, although it has been the Town's practice to bid service contracts, state law does not require these contracts be let for bid.

The Council discussed this issue briefly. Councilman Van Slyke pointed out that the current vendor has provided good service over the years and worked well with staff. Councilman Sheffield said that Keven Jones' bids two years ago were by far the lowest. Councilwoman Maurer pointed out that Mr. Jones and his staff have worked well with the CAC.

Councilman Van Slyke then **moved to authorize the Manager to amend the current contracts with Keven Jones to provide mowing and landscaping services to the Town for two years (2016-2018) at the rate of the current contracts and to bring those amended contracts to the Council for approval.** The motion carried unanimously.

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

PWAB - Mayor Kirkland said that the Public Works Advisory Board (PWAB) did not hold a meeting in November. The next meeting of the Board will be at 3:00 pm on December 1st. The Manager has reported this evening on the progress of the capital projects budgeted for in the current fiscal year. The active involvement of the PWAB is very important as the annual budget is developed and the Town's infrastructure construction and maintenance is formulated.

Vote – Approve Payment to Rivers and Associates – Mayor Kirkland said that the Council discussed this item at some length at their Work Session. Earlier in the year the Council had opted not to move ahead with the fill work at the Wastewater Treatment Plant which will be necessary at such time as DENR requires us to update the system. However, in the meanwhile, Rivers and Associates moved ahead with the permitting process because it is very time consuming and the permits are valid for a five year period. Rivers and Associates has since submitted a bill (Amendment 2B) requesting payment for these services.

Councilman Sheffield said that, in the Rivers and Associates letter, they stated that they had proceeded with this work without a vote from the Council. Therefore, he could not approve payment. Councilwoman Maurer pointed out that, while the Council may not have voted on this work, it was discussed extensively and the Council did indicate that they were interested in proceeding.

Councilman Van Slyke **moved to approve the Contract Amendment 2B to Rivers and Associates.** The motion passed with four ayes (Avery, Garvey, Maurer and Van Slyke) and one nay (Sheffield).

PUBLIC SAFETY – COUNCILWOMAN LUCI AVERY

Community Watch – Community Watch met on October 28th. New member, Van Rice, was welcomed. Community Watch had agreed to assist CERT with emergency safety checks and Jim Kelly, Co-President, presented a review of the procedure. Members assisted the police with patrols on Halloween evening and provided traffic flow assistance for the November 7th shredding event. The next scheduled meeting will be February 17 at which time election of officers will be held. Robin Beilby, long term Co-President, announced that she will not continue as an officer for the next term. Under Robin's leadership Community Watch has increased membership and functions performed for the Town. Anyone interested in a monthly patrol by car, bike, or walking is encouraged to attend the meeting but may contact Robin at 670-1063 or Jim at 288-5668 at any time.

Community Emergency Response Team – CERT met on October 26th. A training session was conducted on the topic of Disaster Psychology. Discussion of the protocol for responding to those who have requested safety checks in emergency events continued. A summary of the protocol is as follows:

CERT does not self-dispatch and will initiate contacts when called out by the Town Manager or Police Chief.

Community Watch volunteers will be contacted to assist.

Because more than 200 residents signed forms requesting safety checks, the first response will be given to the 40 identified as having special needs.

The initial contact for special needs residents will be by telephone. If unable to reach by phone or if personal contact is indicated, team members will make home visits organized by a geographical grid of the Town.

Other residents who completed the forms will be contacted by telephone and visited if requested. If land lines and cell towers are down, visits will be made as resources allow.

CERT's November meeting will be November 21st at 10:00 a.m. in the Wildwood Building for a drill to practice and refine this procedure. Anyone interested in joining or learning more about our hard working CERT group is encouraged to contact Mary Holihan at 732-927-0215 or Dana Donahue at 638-6591.

Public Safety Reminder - Be aware that if you walk at night wearing dark clothing you may not be seen by passing cars. This is especially true now that the time has changed. Please consider a reflective vest or at least wear light colored clothing. LED leashes for pets can be useful for our many dog walkers.

PARKS & RECREATION/CAC – COUNCILWOMAN BARBARA MAURER

CAC – The CAC met on November 9. Councilwoman Luci Avery was introduced as the new liaison to the CAC. The current budget was reviewed in preparation for the expenditures to be discussed during the remainder of the meeting.

Christmas decorations and electrical cords will be inspected prior to installation. They will be installed on November 30th at 9:30 a.m. Help is needed. If you have an hour to spare that morning, please consider joining members of the CAC. Many hands make light work. As a result of the two recent workshops, the Town now has 50 lighted wire Christmas balls to hang at the front entrance. Additional cords will need to be purchased.

Wendy Graveman from Pinecone Perennials had previously served as a consultant and recommended landscaping updates to Plantation Drive. Several aged or diseased plants were removed and are scheduled to be replaced. The plants will be delivered next week. With the assistance of Public Works, members of the CAC will plant 16 new shrubs along Plantation and five replacement camellias at the front entrance.

The next CAC meeting is scheduled for Wednesday, January 13, 2016 at 1:30 p.m.

Parks & Recreation – Parks & Rec met on November 4th. The Pumpkin Party in The Garden, an event for kids was held at the Community Organic Garden. It was well attended and those present toured the garden and enjoyed games and refreshments on a beautiful fall morning. Games Afternoon was well attended and everyone had a good time. The Christmas ball workshop, co-sponsored with the CAC, was so popular it had to be offered on two dates: Both workshops were filled to capacity with a waiting list. Attendees went home with a chicken wire ball covered in lights that can be hung outside. They also made an extra one for the town. We now have over 50 lights that will be hung on November 30th.

Everyone is invited to the Christmas tree lighting ceremony on Friday, December 4th at 6:30 pm. After the lighting, Santa and Mrs. Claus will arrive by firetruck and enter Town Hall. Parents are invited to bring a camera and take photos of their kids with Santa and Mrs. Claus. Refreshments will be served.

The Fairfield Chorus will perform their Christmas concert on Sunday, December 13th at 3:00 p.m. at the Baptist Church. Arrive early. Recent concerts have been standing room only.

Stay informed about Town events by attending or watching Council meetings, subscribing to eNews, visiting the Town's website and watching for announcements in the River Bender.

PLANNING BOARD – COUNCILWOMAN BRENDA GARVEY

Planning Board - The Planning Board met on Thursday, November 5, 2015 at 7:00 p.m. at Town Hall. This was a very short meeting as we reviewed the previously issued permits and Councilman Garvey gave her report. The meeting reference the dark skies with the county is being postponed until a new Council liaison to the Planning Board is assigned and Chairman Lippett returns. The members of this Board have a vast amount of knowledge and serve this Town extraordinarily well. We are blessed with such outstanding volunteers in River Bend. The meeting for December has been cancelled due to the holidays and many members will be out-of-town visiting families and friends. It has been a great honor and pleasure serving on this board. Thank you for allowing me to serve.

MAYOR'S REPORT

As the holiday season approaches the Town staff has again asked residents to share food with the Religious Community Services food pantry. That pantry serves the less fortunate residents of this area. Collection hampers are in the Town Hall lobby and food collected will be transported to RCS prior to Christmas. Also located in the lobby is a bin placed to receive toys for the annual Toys for Tots sponsored by the Marine Corps Reserve.

Tonight Mrs. Brinson spoke of the Thanksgiving dinner that she and Ken will sponsor at the River Bend Baptist Church on Thanksgiving Day. This will be the eighteenth year that they have unselfishly led this effort providing a family style dinner to Town residents and particularly those who may not have family in the area to share this special day. We all thank you, Ken and Elizabeth, and salute you as exemplary friends and neighbors. This is truly the season to reflect on matters that are important and to give thanks for the freedom and quality of life we enjoy in this nation and too often take for granted.

This year the Council Retreat that will discuss the preparation of supporting documentation for the 2016-2017 Budget Work Sessions will be held in January. The date of that Retreat will be posted after the Council takes their oath of office in December. At that Retreat, the Council members discuss budget direction for the Manager and staff as they prepare supporting material for discussion during the several Budget Work Sessions. As in past years, the information as to Budget Work Session dates and the agenda items being discussed at each session will be posted on the Town's web page, mailed with utility bills, and will be published in the River Bender.

Tonight we have heard the report of the Town's audit firm and, at the Council Work Session last week, Finance Administrator Margaret Theis reported on the recently awarded Certificate of Achievement for Excellence in Financial Reporting (CAFR). Both these reports reflect positively

River Bend Town Council Regular Meeting
November 19, 2015
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on the Town's financial stability and of the strong performance and the commitment of Finance Officer Van Slyke, Town Manager Jackson and Town Finance Administrator Theis and the entire Town staff that results in this positive recognition. The documents referenced are available for review on the Town's Web Page at www.riverbendnc.org

I join the Town Council and Town staff in wishing River Bend residents a wonderful holiday season.

ADJOURNMENT/RECESS

There being no further business, Councilwoman Garvey **moved to adjourn.** The meeting adjourned at 8:40 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Work Session Meeting
December 10, 2015**

Present Council Members:	Mayor John Kirkland Luci Avery Brenda Garvey Barbara Maurer Buddy Sheffield Irving Van Slyke
Town Manager:	Delane Jackson
Town Attorney:	Jimmie Hicks
Police Chief:	Ryland Matthews
Town Clerk:	Ann Katsuyoshi

APPROVE LANDSCAPING CONTRACT AND APPROVE GROUNDS MAINTENANCE (MOWING) CONTRACT

Town Manager Delane Jackson told the Council members that our current vendor, Keven Jones, has offered to renew both the Landscaping and Grounds Maintenance contracts for another two-year period at the current prices. Mr. Jackson pointed out that Mr. Jones was, by far, the lowest bidder on these contracts two years ago and, if let to rebid, the Town may well have to pay a higher price. Councilwoman Maurer said that the CAC has been pleased overall with this vendor's work and supports renewal in the best interest of the Town. After additional discussion, Councilman Van Slyke **moved to renew the Landscaping and Grounds Maintenance contracts with the current vendor, Keven Jones, at the price that we are currently paying.** The motion carried unanimously.

ACCEPT AUDIT REPORT

Councilman Van Slyke reminded the Council that our auditors, Petway, Mills & Pearson, P.A., presented the audit report at the November Council meeting. In order to close out the books on the 2014-2015 fiscal year, the Council will need to move to accept that report at the Regular Meeting next week.

COUNCIL MEETING DATES (2016)

The Manager pointed out that each member has a copy of the proposed Council Meeting Dates. They will be asked to vote on this at the Regular meeting.

EMPLOYEE HOLIDAY SCHEDULE (2016)

Again, Council members will be asked to vote on the item at the Regular meeting.

MAYOR-COUNCIL RESPONSIBILITY CHART

Mr. Jackson directed the Council's attention to the Mayor-Council Responsibility Chart. He said that the Council members need to discuss what changes they wish to make so that it can be adopted at the Regular meeting. Council members and the Council members-elect discussed this item at some length and, by consensus, agreed to their various areas of responsibility.

NEW COUNCIL MOTIONS

The Town Manager told the Council members that certain administrative motions are required to be made at the induction of each new Council. He said that the Clerk will assign those motions randomly at the Regular meeting.

REVIEW DECEMBER 17, 2015 REGULAR MEETING AGENDA

The Council reviewed the Agenda for the December 17, 2015 Council meeting.

ADJOURNMENT/RECESS

There being no further business, Councilwoman Garvey **moved to adjourn.** The meeting adjourned at 7:45 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
January 21, 2016**

Present Council Members:	Mayor John Kirkland Luci Avery Bill Camp Buddy Sheffield Irving Van Slyke Pat Yocum
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Town Attorney:	Dave Baxter
Police:	Chief Ryland Matthews
Finance Administrator:	Margaret Theis

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, January 21, 2016 in the Town Hall Meeting Room with a quorum present.

ADDRESSES TO COUNCIL

Marci Crawford, 102 Raft Road, thanked Barbara for all of her work with the Council, the CAC, Parks and Rec and the Organic Garden.

Phyllis Hoffman, 105 Lantern Lane, reiterated Ms. Crawford's comments and thanked Ms. Maurer for her tireless service to the community.

Dee Smith, 106 Clipper Court, said that the Organic Garden is a real asset to the community and thanked Ms. Maurer for all of her hard working in making the Garden a reality.

Ellen Serra, 310 Shoreline Drive, thanked Barbara Maurer for her dedication to the Garden Club and her many contributions to the Town.

CONSENT AGENDA

The Mayor presented the Council with the Consent Agenda. Councilwoman Avery **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 November 12, 2015 Work Session
Minutes of the November 19, 2015 Regular Meeting*

ADMINISTRATIVE REPORTS

PUBLIC SAFETY – COUNCILWOMAN LUCI AVERY

Community Watch - Councilwoman Avery said that the next meeting of Community Watch will be February 17 at 7:00 p.m. at Town Hall. This will be the annual organizational meeting and

officers will be elected. Current members, those interested in joining Community Watch, and the public are encouraged to attend this meeting.

Community Emergency Response Team - CERT met on November 21 for a drill to practice and refine the procedure for responding to the emergency contact forms that had been submitted by residents. The CERT team was assisted by some Community Watch members and Officer Thomas. The response by residents receiving the practice calls was very positive. It was suggested that CERT provide assistance with the 2016 MS bike event. The next CERT meeting will be January 25 at 7:00 p.m. at Town Hall. Anyone interested in learning more about emergency response is encouraged to attend.

PARKS & RECREATION/CAC – COUNCILWOMAN BARBARA MAURER

CAC – Councilwoman Maurer said that the CAC did not hold a meeting in December but they got together to evaluate and prepare all the Christmas decorations. They then spent time with Public Works employees installing 60 lighted Christmas balls at the front entrance to Town and two mornings putting up the pole tree and installing lights and decorations around Town Hall. If you like the decorations, let one of the members of the CAC know. Their names are listed on the town's website. Or let Councilwoman Avery know and she can pass your compliments along to the members.

The next CAC meeting is scheduled for Wednesday, January 13, 2016 at 1:30 p.m.

Parks & Recreation - Parks & Rec met on December 1st. The annual Christmas tree lighting ceremony was a huge success. The CAC coordinated the lighting, Santa and Mrs. Claus arrived on a Rhems fire truck and once tree and other lights were lit, everyone went inside for refreshments. Over 30 children visited with Santa and Mrs. Claus, photos were taken against a new phot-friendly backdrop and the children received stockings. A craft table was set up for the children to make ornaments. Over 100 people enjoyed the festivities.

The Fairfield Chorus performed their Christmas concert on Sunday, December 13th at the Baptist Church. The room was filled to capacity to hear an outstanding and uplifting performance.

January activities are Bunco on Thursday the 14th at 1:00 p.m. and a Valentines for Veterans card making workshop on Tuesday the 26th at 1:00 p.m. All Valentines will be forwarded to Veterans so please come out to help the effort.

Stay informed about town events by attending or watching Council meetings, subscribing to eNews, visiting the town's website and watching for announcements in the RiverBender.

RBCOG - RBCOG continues to operate during the winter with a variety of vegetables – cabbage, broccoli, Brussels sprouts, lettuce, bok choy and more. The last of the summer peppers was harvested on December 5th – over 22 pounds! End of year records are being compiled. Over 440 pounds of vegetables were donated to underserved populations in New Bern primarily through Interfaith Refugee Ministries.

The first workshop of 2016 is scheduled for Tuesday, January 12th at 6:30 p.m. The topic is Unlocking the Secrets of Seeds. NC Cooperative Extension Agent Nicole Sanchez will discuss “demystifying seeds,” selecting the right types and quantities, and learning how to store them. Master Gardeners Audrey Williams and Michelle Leonard and RBCOG Coordinator Dee Smith

will talk about seed viability, germination, and sowing in easy, homemade mini "greenhouses". There will be opportunities for Q&A and refreshments will be served at the conclusion of the presentation. Space has been filling up with an average attendance of over 50 per session. Reserve your space by calling Dee Smith at 634-3192.

If you would you like to visit or take part in the River Bend Community Organic Garden drop by after 9:00 a.m. six days a week.

The next P&R meeting has been changed. It will be held on Tuesday, January 6th at 7:00 p.m.

On behalf of all the volunteer members of the CAC, Parks & Rec and Community Organic Garden, we wish you all a Merry Christmas and a Happy New Year.

Closing Comments - My deepest gratitude goes to my fellow Council, town staff and the dedicated volunteers I have been privileged to work with. Four years ago, Bud and John, you welcomed me and provided an example of civil, professional, knowledgeable public service. You both go above and beyond with the number of hours you spend researching and working to fulfill the town's vision. Thank you for helping me become part of a wonderful team. Luci, thank you for being a pillar of strength and a voice of reason. To all the staff – I am so impressed by your loyalty and dedication, your creativity, the ingenious way you create solutions to every problem and obstacle. You are a talented, remarkable, outstanding group of individuals. I want to name and say something to each person but I will do that personally. Delane, thank you for your professionalism, approachability and follow-through. I've enjoyed our work together. Ryland and your officers, thank you for keeping our town safe. You have raised the professional standard of our small force and we can compete with any municipality for quality service and rapid response.

"My" Advisory Boards: Parks & Rec and CAC – I can't begin to thank you for all your efforts to improve the quality of life in River Bend. You perform the service that moves us from living in a town to being a community; you bridge the gap that transforms strangers into friends. You make our town attractive and welcoming. I am proud to have been a part of you and to call each of you my friend.

To the more than 150 volunteers who serve selflessly in so many areas – our rescue service, firefighters, advisory board members, committees, Community Watch, Fourth of July workers, garden volunteers, library staff, CERT – thank you for countless hours of selfless, dedicated service, motivated only by your desire to help others and to give back to your community. You are the fabric that gives strength to our town.

Thank you to everyone who reached out with friendship and support. I am overwhelmed by the outpouring of caring and concern you have shown for me and for our town.

To the new Council members – you are stepping into a big responsibility. When I was encouraged to run, Phil Seymour told me, "It's won't take much of your time. Two short meetings a month." He lied to me. In these four years, I have attended 54 meetings a year and spent whatever time it has taken to prepare for those meetings, follow-up on tasks that arise and present reports on the activities of my boards and other committees. I've learned in detail about Town budgets, ordinances, operations, enterprise systems, policies and procedures, and so much more. If I can share from my experience, it takes time to learn about town governance. The two day School of Government program will help. The Town staff can provide invaluable

information and direction. But experience only comes from time doing the job. You are at the helm of one of the safest towns in the State. You will be responsible for a Town that is presently in the top 8% of NC municipalities in financial strength and stability. I was fortunate to be elected at a time when my job was to preserve those standards and to advance our Town's vision so River Bend continues to be an active, attractive and welcoming community. You now assume that responsibility. Govern well.

Take good care.

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

The Public Works Advisory Board (PWAB) will not hold a meeting in January. The next meeting of the Board will be at 3:00 p.m. on February 2nd. The Manager has reported this evening on the progress of the capital projects budgeted for in the current fiscal year.

Board members discussed the condition of some street signs and the need to evaluate signs and schedule those that need replacement. Manager Jackson indicated that he would review the last evaluation and would recruit the PWAB members to assist in a new survey if needed. Board also discussed the possible need for an ordinance that would require rental properties meet a minimum criteria for maintenance and for tenant compliance with Town ordinances. In connection with this discussion the subject of subdivision covenants was addressed. The members agreed that residents do not understand that the Town does not enforce these covenants and that the homeowners' associations never move to do active enforcement of their own covenants.

The Chairman raised the question of the need to meet on a monthly basis. Members agree that they would meet every other month unless the Manager saw a need to have a called meeting.

FINANCE – COUNCILMAN IRVING VAN SLYKE, JR.

Financial Report – Town Manager Delane Jackson told the Council that the General Fund balance as of November 30, 2015 was \$3,069,837. Ad valorem tax collections were at \$212,241.

Vote – Adopt 2014-2015 Audit Report – Councilman Van Slyke reminded the Council that the public presentation of the Comprehensive Annual Financial Report was held at the Regular Meeting in November. The final requirement to close out that fiscal year is to accept the auditor's report. He **then moved to accept the fiscal year 2014-2015 audited Financial Statements as contained in the Comprehensive Annual Financial Report.** The motion carried unanimously.

PLANNING BOARD – COUNCILWOMAN BRENDA GARVEY

Councilwoman Garvey reported that it has been her pleasure to serve as the liaison to the Planning Board. She complemented Chairman Lippert and all of the members for their hard work on behalf of the Town. Mrs. Garvey said that the next Planning Board meeting will be held on Thursday, January 7th beginning at 7:00 p.m. in the Town Hall Conference Room.

ENVIRONMENT AND WATERWAYS ADVISORY BOARD – COUNCILMAN BUDDY SHEFFIELD

EWAB Report – Councilman Sheffield said that the regular meeting of the Environment and Waterways Board was held on December 7th at 7:00 p.m. A quorum was present as well as visitors Bill Camp and Lou Call. There was discussion about building a free-standing kayak rack because of uncertainty regarding the final boundaries of the fenced storage area.

It was reported that one additional sign is needed to direct people entering Plantation Drive from the lower end to the kayak launch. It was determined that one more sign already exists and plans were made to install it.

Chairman Iorio reported that two men had been seen dumping something in the middle of the lake very early Sunday morning. When questioned by residents, the men claimed they were creating a fish habitat. It was noted that the men were in a small Carolina Skiff with red lettering on the side. If anyone can provide more information about this incident, please contact a board member or the River Bend police department.

This was the last meeting at which I will represent the Council as liaison to the EWAB. I have enjoyed working with the board and will continue to be concerned about our environment and waterways.

MAYOR'S REPORT

As the holiday season approaches, the Town Staff has again asked residents to share food with the Religious Community Services food pantry. That pantry serves the less fortunate residents of the New Bern area. The collection hampers in the Town Hall lobby have been filled several times by Town residents. The food collected has been transported to RCS on several occasions during the past weeks. As of December 16th, the total weight of food collected and already transported equals 1230 pounds.

Also located in the lobby is a bin placed to receive toys for the annual Toys for Tots campaign sponsored by the Marine Corps Reserve. That box has been emptied 2 times by the Marines. In addition to the usual toys placed in the box, residents have also contributed three bicycles to this effort. There are currently 2 additional, overflowing boxes in the lobby awaiting pick up. Thank you to all in Town who have so generously supported these Christmas giving opportunities.

On Thanksgiving Day the Town was again honored by Ken and Elizabeth Brinson sponsoring dinner at the River Bend Baptist Church. As usual there was an abundance of tasty food. Some eighty to ninety of our friends and neighbors attended. Thank you, Ken and Elizabeth for your unselfish demonstration of love of this Town and your generous sharing with neighbors. After eighteen years of sponsoring this event you have touched many residents in a very positive fashion.

The Annual Christmas Tree Lighting on December 4th was a delightful event. This event again points to the work of our many volunteers. We thank the Community Appearance Commission members who decorated the Town for the Season and the Parks and Recreation Board

members who recruited Santa and Mrs. Claus. Parks and Rec members also provided refreshments and planned activities for the children following the lighting of the Tree.

This was a very special event and it was good to see so many children truly enjoying the evening. If you missed the event this year, please plan to attend next year. I promise that it will give you a boost for the entire Christmas Season. Special thanks to Chairs Mary Iorio (Parks and Recreation) and to co-chairs Marci Crawford and Lynn Torgersen (Community Appearance Commission) for their leadership in this event.

Tonight we have been privileged to have Judge Benjamin Alford visit and swear in the members of the governing body elected in the most recent cycle of municipal elections. Councilwoman Yocum and Councilman Camp joined me as the Judge administered the oath of office to us. I am certain that this Council will follow the long tradition forged by all the Council Members in past years. Those members have guided the Town for the past thirty five years achieving the River Bend we enjoy today.

I join the Town Council and Town Staff in wishing River Bend residents a wonderful Holiday season.

Please visit the Town's web page at www.riverbendnc.org. The web page posts a wide variety of Town records as well as current operations.

ADJOURNMENT SINE DIE

There being no further business, Councilwoman Garvey **moved to adjourn sine die**. The meeting adjourned at 7:50 p.m.

Ann H. Katsuyoshi
Town Clerk

Present Council Members:	Mayor John Kirkland Luci Avery Bill Camp Buddy Sheffield Irving Van Slyke Pat Yocum
Guest Present :	Superior Court Judge Benjamin Alford
Town Manager	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Police:	Ryland Matthews
Town Attorney:	Jimmie Hicks

ADMINISTRATION OF OATHS OF OFFICE TO COUNCIL MEMBERS

At 8:00 p.m. Mayor Kirkland introduced Superior Court Judge Benjamin Alford who would be administering the oaths of office. Judge Alford shared some of his past because years ago he moved to River Bend when the area was unincorporated. Two of his three children were born while he was living in the Quarterdeck area from 1979 until 1985. He cherished the experiences, friendships and time while living here in River Bend. Also, his name appears on the Town Charter. Judge Alford proceeded to swear in Council members Bill Camp and Pat Yocum, as well as Mayor John Kirkland.

APPOINTMENT OF OFFICERS

Mayor Pro Tem

Councilwoman Avery **moved to appoint Councilman Irving Van Slyke to be the Mayor Pro Tem.** The motion carried unanimously.

Finance Officer

Councilman Camp **moved to appoint Councilman Irving Van Slyke to be the Finance Officer.** The motion carried unanimously.

Deputy Finance Officer

Councilman Sheffield **moved to appoint Councilwoman Luci Avery to be the Deputy Finance Officer.** The motion carried unanimously.

Designation of Signatories on Town of River Bend Accounts.

Councilmember Yokum **moved that the following Council members and employee of the Town of River Bend be authorized to sign and endorse checks, drafts, certificates of deposit, or other instruments held by the Town of River Bend, effective December 17, 2015:**

John R. Kirkland, Mayor

Irving Van Slyke, Finance Officer
Luci Avery, Deputy Finance Officer
Ann H. Katsuyoshi, Town Clerk

The motion carried unanimously.

Adoption of 2016 Town Meeting Schedule

Councilman Irving Van Slyke **moved to adopt the 2016 River Bend Town Council Meeting Schedule as presented.** The motion carried unanimously.

Adoption of 2016 Employee Holiday Schedule

Councilwoman Avery **moved to adopt the 2016 River Bend Employees' Holiday Schedule as presented.** The motion carried unanimously.

Appointment to ABC, ECCOG Boards and CRSWMA Board

Councilman Sheffield **moved to appoint Councilman Bill Camp to be the River Bend representative on the ABC Board. I also move to appoint Councilmember Pat Yokum to be the River Bend representative to the Coastal Environment Partnership Board, as well as the River Bend representative on the Eastern Carolina Council of Governments Board. Further, I move to appoint Mayor John Kirkland and Councilwoman Luci Avery to represent River Bend on the New Bern Metropolitan Planning Organization.** The motion carried unanimously.

Adoption of Mayor/Council Responsibilities Chart

Councilman Camp **moved to adopt the Mayor-Council Responsibilities Chart as presented.** The motion carried unanimously.

ADJOURNMENT/RECESS

There being no further business, Sheffield **moved to adjourn.** The meeting adjourned at 8:20 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Budget Meeting Minutes
Fiscal Year 2015-2016
March 10, 2015**

Present Council Members:	Mayor John Kirkland Luci Avery Brenda Garvey Barbara Maurer Irving Van Slyke
Absent Council Members	Morris Sheffield
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Finance Administrator:	Margaret Theis

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 4:00 p.m. on Tuesday, March 10, 2015 in the Town Hall Meeting Room with a quorum present.

PRESENTATION

Town Manager Delane Jackson began the session by reminding the Council of the priorities they agreed on at their previous retreat. He said that these priorities have been considered in all of the recommendations the staff has made for the 2015-2016 budget.

Mr. Jackson began with employee compensation and benefits. He said that, as in most organizations, salaries and benefits are the largest single item in the budget. Employees currently receive COLA and a 1% longevity increase each year. Council has also customarily provided for a pool of money by which supervisors can award one-time bonuses to employees who have shown exemplary service.

The Manager then reviewed the current compensation related costs. He noted that there will likely not be any increase in Workers' Compensation insurance this year. We are still waiting for the numbers on the Health Insurance policy. In the meanwhile, the staff has factored in a 15% increase as a place holder.

Also discussed was the Law Enforcement Separation Allowance which all municipalities are required to pay to police officers who retire prior to the age of 62. Mr. Jackson reminded the Council that they have, in the past, pre-funded this cost in a CIP in anticipation of future needs. He also pointed out that River Bend currently has three retired officers on this program with an additional one expected in each of the next two years.

Next, the Manager discussed the Labor Allocation Tables. These allocations are based on the time each employee spends working in each of the three funds. The tables have not been changed from last year.

Council has traditionally based its mileage reimbursement rate on the IRS rate. That rate is currently 57.5¢ per mile. It is recommended that Council approve that rate for employee travel.

Mr. Jackson then went on to discuss the Capital Improvement Plan for the General Fund. This Fund includes monies set aside for replacement of the Wildwood facility, stormwater maintenance, canal maintenance, front pond maintenance, IT hardware replacement and vehicle replacement.

Also discussed were anticipated gasoline prices and electric prices for the coming year.

ADJOURNMENT/RECESS

There being no further business, Councilwoman Garvey **moved to recess**. The meeting recessed at 6:10 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Budget Meeting Minutes
Fiscal Year 2015-2016
March 17, 2015**

Present Council Members:	Mayor John Kirkland Luci Avery Brenda Garvey Barbara Maurer Morris Sheffield Irving Van Slyke
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Finance Administrator:	Margaret Theis

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 4:00 p.m. on Tuesday, March 17, 2015 in the Town Hall Meeting Room with a quorum present.

PRESENTATION

The projected costs for both Administration and Finance, including salaries and benefits, were also discussed. The projections for Legal Expenses are based on previous experience. The Manager then asked Police Chief Ryland Matthews to present the budget request for the Police Department. Public Works Director Brandon Mills discussed several Public Works projects.

Chief Matthews said that the Police force currently consists of six full-time officers, 1 part-time officer and two unpaid reserve officers. Because the Department has taken a more proactive stance in recent months, the number of calls and reported incidents has increased. The department provides 24/7 coverage. He said that the Department has been able to provide coverage for officers on sick leave, at court or on vacations without incurring as much overtime. The Department has also taken advantage of online training and been able to participate in safety programs which have provided funding for equipment. The cost of a new car was also discussed.

Mr. Jackson told the Council members that the Town will continue to follow its paving plan. Kevin Avolis of Avolis Engineering has surveyed the list of scheduled streets for paving and patch work. The Plantation Drive bulkhead project was discussed in great detail. The request for Leaf and Limb is similar to that in previous years. Again, staff is recommending six pick-ups during the fiscal year. No other major projects are anticipated in any of the departments this fiscal year.

ADJOURNMENT/RECESS

There being no further business, Councilwoman Garvey **moved to recess**. The meeting recessed at 6:15 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Budget Meeting Minutes
Fiscal Year 2015-2016
March 24, 2015**

Present Council Members:	Mayor John Kirkland Luci Avery Brenda Garvey Barbara Maurer Morris Sheffield Irving Van Slyke
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Finance Administrator:	Margaret Theis

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 4:00 p.m. on Tuesday, March 24, 2015 in the Town Hall Meeting Room with a quorum present.

PRESENTATION

Town Manager Delane Jackson discussed the budget request from the Parks and Recreation Advisory Board and the Community Appearance Commission which included supplies and rentals for the July 4th Celebration. In addition, the Board requested funding for shrub replacement around Town Hall, the Plantation Drive median, the Caboose and Town Commons Park. They are also asking for funds to buy more Christmas banners.

The categories of Emergency Services, Animal Control, Wetlands and Waterways, Zoning remain relatively the same as the current fiscal year, with requests for salaries, supplies and some travel and training.

The Manager then began a discussion of expected revenues. The first is property tax, which is where the Town receives a large portion its fund. The Town has an excellent collection rate through Craven County and it is anticipated that funds will remain essentially the same as in FY 14-15.

Another source of revenue is sales tax. He said that all taxes are collected by the state along with their state's sales tax and the local portion is distributed by the state to the counties. They, in turn, redistribute the tax monies by formula. Following the Town's tradition of estimating revenues conservatively, we have factored in no change for sales tax from the current year end projections.

The next item of revenue was Powell Bill funding which has been holding steady over the last several years. Because this money is used for paving and street maintenance, it has become necessary for the Council to allocate money each year from the General Fund in order to maintain the Town's roads in good condition. The same is expected this year.

A discussion of General Fund balance indicated that it will decrease slightly due mainly to the Plantation Drive project. The recommendation is to again take a conservative approach when estimating revenues from sales, franchise and property taxes.

Other sources of revenue include the Solid Waste Disposal Tax, Beer and Wine Tax, Video Programming Tax, Electric Franchise Tax, Telecommunications Sales Tax and rents from the Wildwood property. A large increase is expected in electric utility franchise tax due to a new distribution formula.

ADJOURNMENT/RECESS

There being no further business, Councilwoman Garvey **moved to recess**. The meeting recessed at 5:40 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Budget Meeting Minutes
Fiscal Year 2015-2016
March 31, 2015**

Present Council Members:	Mayor John Kirkland Luci Avery Brenda Garvey Barbara Maurer Morris Sheffield Irving Van Slyke
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Finance Administrator:	Margaret Theis

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 4:00 p.m. on Tuesday, March 31, 2015 in the Town Hall Meeting Room with a quorum present.

PRESENTATION

Brandon Mills discussed the water and sewer departments. Town Manager Delane Jackson then began his discussion of the Enterprise Funds and the rate model that Town has used for several years. He said that we are fortunate to have a professionally designed rate model for each utility so the impact of proposed expenditures can be compared to revenue at various rate levels. This model allows the professional staff to adjust assumptions based upon historical data in order to obtain better projections of future costs and revenue. The model helps project expenditures and revenues for several years into the future, allowing the Town Council to see the effect rate changes, or the lack thereof, have on operational funding and the level of cash reserves.

Utility rates are made up of three components, the “customer” charge, the “demand” charge, and the “use” charge. The “customer” and “demand” components are combined and billed as the monthly base charge. This is a fixed monthly charge. The third component, the “use” charge is stated as a rate per 1,000 gallons of water that flows through the water meter.

After all projects and maintenance were considered, staff recommends that the water and sewer rates remain the same.

ADJOURNMENT/RECESS

There being no further business, Councilwoman Garvey **moved to recess**. The meeting recessed at 6:05 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Budget Meeting Minutes
Fiscal Year 2015-2016
April 7, 2015**

Present Council Members:	Mayor John Kirkland Luci Avery Brenda Garvey Barbara Maurer Morris Sheffield Irving Van Slyke
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Finance Administrator:	Margaret Theis

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 4:00 p.m. on Tuesday, April 7, 2015 in the Town Hall Meeting Room with a quorum present.

PRESENTATION

Mr. Jackson discussed the final figures on the General Fund. He said that if all requests are funded, it is anticipated that expenses will exceed revenues by \$114,612. He pointed out that the Council could make up a lot of that by re-appropriating funds that had been taken out of General Fund last year to cover an anticipated shortfall and not used. The difference could be taken out of General Fund Balance without jeopardizing the Council's 50% minimum. However, as has been the practice for the past several years, he passed out an expense reduction tally sheet to each Council member and asked them to score each non-mission essential item from 1 through 5, with 5 being the highest priority. He will tally those sheets and present the results to the next meeting.

Following that, Mr. Jackson discussed five-year forecasts for all of the funds, the CIP and the schedule of fees.

The Council then began a discussion of the FEDS proposal. It is the conclusion of the staff that the FEDS project including all ancillary costs would require a 2.7¢ tax increase to complete. The alternative offered by Councilman Sheffield was reviewed by Oakley Collier Architects and was estimated to cost a total of approximately \$1,324,000 after necessary changes and associated costs. Councilman Sheffield vehemently disagreed with this estimate. After additional discussion, he **moved to table discussion of the FEDS project until the 2016-2017 budget discussion**. The motion passed with three ayes (Garvey, Sheffield and Van Slyke) and two nays (Avery and Maurer).

ADJOURNMENT/RECESS

There being no further business, Councilwoman Garvey **moved to recess**. The meeting recessed at 7:40 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Budget Meeting Minutes
Fiscal Year 2015-2016
April 14, 2015**

Present Council Members: Mayor John Kirkland
Luci Avery
Brenda Garvey
Barbara Maurer
Morris Sheffield
Irving Van Slyke
Town Manager: Delane Jackson
Town Clerk: Ann Katsuyoshi
Finance Administrator: Margaret Theis

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 4:00 p.m. on Tuesday, April 14, 2015 in the Town Hall Meeting Room with a quorum present.

PRESENTATION

Town Manager Jackson presented the results of the expense reduction tally sheets. No tax increase is recommended for Fiscal Year 2015-2016, nor is there any recommendation for utility increases. The Council agreed to make up most of the deficit by cutting the Wildwood Storage CIP funding by \$26,000 and allocating \$77,000 in fund balance. Other cuts included a \$6,000 reduction in street maintenance and a HRA reduction of \$1,800.

ADJOURNMENT/RECESS

There being no further business, Councilwoman Garvey **moved to recess**. The meeting recessed at 5:05 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Budget Meeting Minutes
Fiscal Year 2015-2016
April 21, 2015**

Present Council Members:	Mayor John Kirkland Luci Avery Brenda Garvey Barbara Maurer Morris Sheffield Irving Van Slyke
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Finance Administrator:	Margaret Theis

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 4:00 p.m. on Tuesday, April 21, 2015 in the Town Hall Meeting Room with a quorum present.

PRESENTATION

Town Manager Jackson presented the Council with the draft of the Fiscal Year 2015-2016 Budget Message, Budget Ordinance and Fee Schedule. The Council discussed the documents. Town Manager Jackson stated that the final version of each document would be presented to the Council and the public on May 1st.

ADJOURNMENT/RECESS

There being no further business, Councilwoman Garvey **moved to adjourn**. The meeting adjourned at 4:18 p.m.

Ann H. Katsuyoshi
Town Clerk