

**River Bend Town Council
Work Session Meeting
January 14, 2016**

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

2015-2016 AUDIT CONTRACT

Councilman Van Slyke said that we have now completed one accounting period with our new accounting firm and have found them to be reliable, timely and that they work well with the Town's staff.

DISCUSSION – STREETLIGHTS

Manager Delane Jackson reported that the residents of Springdale have requested that a street light be installed at each of the two entrances to Barbara Drive. Mr. Jackson said that this installation would increase the Town's monthly light bill by a negligible amount.

DISCUSSION – NC RETIREMENT COMMUNITY

Mr. Jackson presented the Council members with information on the Retire NC program. He said that he did not see any particular benefit to River Bend to do the work required to become part of this program.

CONTRACTING STRIPING AND REFLECTORS ON ROADS

The Town Manager also said that the Town has received bids to do the striping work and to replace missing reflectors. The low bidder was Performance Sealing & Striping, Inc.

**FORMER COUNCIL MEMBERS GARVEY AND MAURER ATTENDING JANUARY 21ST
COUNCIL MEETING**

Mayor Kirkland said that the Council will recognize former Councilwomen Garvey and Maurer at its regular meeting in January.

REVIEW JANUARY 21, 2016 REGULAR MEETING AGENDA

The Council reviewed the Agenda for the January 21, 2016 Council meeting.

ADJOURNMENT/RECESS

River Bend Town Council Work Session
January 14, 2016
Page 2 of 2 pages

There being no further business, Councilman Sheffield **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

Mayor Kirkland presented former Councilwomen Garvey and Maurer with a letter of thanks for their hard work and dedication over the years they served on the Council.

Chief Ryland Matthews presented the Council with a plaque from Consumer Affairs naming River Bend as the Town with the lower crime rate per 1,000 residents in the State of North Carolina for 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 December 14, 2015 Work Session
Minutes of the December 21, 2015 Regular Meeting*

ADMINISTRATIVE REPORTS

PARKS & RECREATION/CAC – COUNCILWOMAN LUCI AVERY

Community Appearance Commission – CAC met on January 13. Kevin Holihan and Gene Bauer were welcomed as visitors. Christmas decorations were evaluated. The many positive public comments about the lighted balls at the entrance were shared. These balls were made by residents in a workshop sponsored by Parks and Recreation. Work continues on landscaping the Plantation median and the project should be completed within a few months. Neighbors who have assisted with watering and care of the new trees and shrubs were thanked for their efforts. Planning for the 2016-2017 budget was a major agenda item. A new sign for the front entrance will be a major part of their budget. Our own Kathleen DeYoung has designed a very

attractive 14 foot wide, double sided redwood sign which will enhance the entrance and be more visible from Highway 17. Landscaping around the sign will further improve the entrance. The next meeting will be March 9 at 1:30 p.m. in the Town Hall conference room.

Parks and Recreation - This Board met on January 13. The Christmas events of pole lighting and Santa for the children and the Fairfield Harbor Concert were discussed. Both events were very well attended and thanks were expressed to the River Bend Baptist Church for use of their facilities for the concert. A Bunco and game afternoon was held on January 14 and enjoyed by all the participants. A Valentines for Veterans card making workshop will be held on January 26 at 1pm at town hall. The handmade cards will be sent to wounded warriors at Walter Reed Hospital and to VA Hospitals through the Battleship NC Program. Peggy and Lou Call have generously provided postage stamps. Please attend to show support for our military men and women and contact Ellen Serra at 571-4817 to reserve space. All materials will be supplied and no skill is required. The 2016-2017 budget was discussed along with planning for future events to include a fishing derby for youth, bocce, and more family days and a concert in the park. A games afternoon will be held on February 17 from 1 - 3 in Town Hall. The next board meeting will be February 3 at 7:00 p.m. in the Town Hall conference room.

River Bend Community Organic Garden and Education Center - The group met on January 11. This group has added "Education Center" to their name and takes seriously the motto "Our garden grows more than food." To further this mission there was discussion on planning workshops for the public on gardening, food preparation and good nutrition topics. On January 12th, 80 people attended the first workshop of the year on Unlocking the Secret of Seeds. A Cooperative Extension Agent and Master Gardeners discussed selecting, storing and seed germination. Thanks to publicity by Judi Lloyd a number of attendees came from other communities. These popular workshops are proving to be a way to promote our town. The second workshop of the year will be held on February 16 at 6:30 p.m. at Town Hall. This will be a roundtable featuring Tim Minch, Grounds Coordinator at Lenoir Community College, Master Gardener Audrey Williams and Hadley Cheris, Coordinator of the Kitchen Garden at Tyron Palace. Come with your questions about raising vegetables in this region and your garden problems. Refreshments featuring heart healthy food will be served. RSVP to Dee Smith at 634-3192 or howwwdeeee@embarqmail.com to reserve your seat.

Another aspect of education is the involvement of the New Bern High Green Team with our organic garden. The students come two afternoons a month to participate and to learn through activities supervised by Garden Coordinator, Dee Smith. River Bend resident, Sara Snyder, is now a student at Duke and was a member of the Green Team. The group celebrates with Sara her acceptance into the Duke organic farm program. Sara used her experience with the garden to help qualify for this competitive position.

The next meeting will be February 15 at 2:00 p.m. in the Town Hall conference room.

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

The Public Works Advisory Board (PWAB) did not hold a meeting in January. The next meeting of the Board will be at 3:00 p.m. on February 2.

The Manager has reported this evening on the progress of the capital projects budgeted for in the current fiscal year. Those scheduled projects are nearly complete. The ability to bid projects

and engage contractors early in the budget year is testimony to the utility of the Town's budgeting process.

Vote – Add Streetlights to Barbara Drive Intersections – Manager Delane Jackson reported that the residents of Springdale have requested that a street light be installed at each of the two entrances to Barbara Drive. Mr. Jackson said that this installation would increase the Town's monthly light bill by a negligible amount. Councilman Van Slyke **moved to approve the addition of streetlights to the two intersections of Barbara Drive and U.S. Highway 17 and to authorize the Mayor to sign on behalf of the Town.** The motion carried unanimously.

Vote – Contract for Road Striping and Reflectors – The Town Manager also said that the Town has received bids to do the striping work and to replace missing reflectors. The low bidder was Performance Sealing & Striping, Inc. Mr. Van Slyke **moved to approve the contract with Performance Sealing & Striping, Inc. to provide road sealing and striping services in an amount not to exceed \$13,100; and to authorize the Mayor to sign on behalf of the Town.** The motion carried unanimously.

FINANCE – COUNCILMAN IRVING VAN SLYKE, JR.

Financial Report – Finance Administrator Margaret Theis told the Council that the General Fund balance as of December 31, 2015 was \$3,474,917. Ad valorem tax collections were at \$576,354.

Vote – 2015-2016 Audit Contract – Councilman Van Slyke said that we have now completed one accounting period with our new accounting firm and have found them to be reliable, timely and that they work well with the Town's staff. He **moved to approve the contract with Petway, Mills & Pearson, PA to provide audit services for Fiscal Year 2015-2016 in an amount not to exceed \$13,800, and to authorize the Mayor to sign on behalf of the Town.** The motion carried unanimously.

ENVIRONMENT AND WATERWAYS ADVISORY BOARD – COUNCILMAN BILL CAMP

The Meeting was called to order promptly at 7:00 p.m. by acting Vice Chairman Jim Stevens. Four board members and Bill Camp were in attendance. Under old business, the kayak signs are double sided and in the correct position to be seen by motorists. Good Job.

The board also looked into a complaint by a resident of seeing men in a boat dumping rocks and other items in Island Lake. After investigation by the board this action would have been approved by a wetlands officer. Such items serve as a fish habitat area on the lake bottom.

Under new business, Rhys Evans nominated Jim Stevens as Vice Chairman of EWAB. The motion was seconded and approved unanimously.

The EWAB Budget was discussed and tabled till next meeting to get more information from Ralph Iorio and others.

Tomaso Serra, a board member, was awakened one morning by the sound of shotguns. There was a boat of hunters duck hunting where the new sign was placed warning hunters of the River Bend ordinance against discharge of weapons in town. He spoke to them but was ignored. Pictures were taken of the boat and occupants. The boat was unregistered and occupants

unidentifiable. River Bend Police were notified but waterways are out of their jurisdiction. The Board will investigate further to determine what action can be taken.

PUBLIC SAFETY – COUNCIL MEMBER PAT YOCUM

CRSWMA - During December 2015 meeting there was a report by the Auditor of The Fiscal Year Operating Budget for 14-15. The Audit was favorable. The meeting was followed by a Christmas Luncheon. The January 14 meeting was cancelled because of lack of sufficient agenda. The handling of solid waste in this Tri-County collaboration is progressive and environmentally sound. Tour of the process can be arranged by Bobbi Waters at bobbi@crswma.com.

CERT - There was no meeting held in December because of the date falling during the holiday week. January 25th meeting will be a review of the Emergency Contact Forms and Protocol. Anyone interested in attending the meeting is encouraged to come. It will be held in Town Hall at 7:00 p.m..

Community Watch - January 20th meeting was held in Town Hall at 7:00 p.m. The agenda for the Community Police meeting was discussed. Community Watch is sponsoring this event on January 26th in Town Hall at 7:00 p.m. All residents are strongly encouraged to attend this meeting to get a better understanding of the duties of Community Watch. Then there will be a discussion of River Bend Police Department. This meeting will be monitored by Buddy Sheffield. Chief Matthews will answer questions about the duties of the dept. and Town Manager Delane Jackson will discuss the budgeting for the department.

ECC -The first meeting of 2016 of the General Membership Board was held on January 14 at the ECC Administration Office on Middle Street. An orientation was held before the meeting for new members explaining the function of the Board and opportunities to serve participating Counties & Cities. The meeting was a presentation of the Audit Report for Fiscal Year 14/15. The proposed budget for 15/16 was voted on by the Executive Committee and accepted. The next General Membership meeting is scheduled for June 2016. Information about the activities and services of ECC can be found on their website at www.eccog.org.

Vote – Resolution Honoring Police Department – Manager Jackson said that this Resolution was in recognition of the Police Department's work in reducing crime dramatically in the Town of River Bend. Councilmember Yocum **moved to approve the Resolution Honoring the Police Department as presented.** The motion carried unanimously.

MAYOR'S REPORT

Mayor Kirkland said that tonight the Council passed a Resolution recognizing our Police Department in achieving the honor of being selected as making River Bend the fourth safest community in North Carolina. This is an honor that doesn't just happen. Rather it takes the dedicated effort of each member of the Department 24-7 to maintain the level of vigilance necessary to make this a safe community. He asked every citizen to thank the officers as you encounter them while they are on patrol.

Earlier that evening the Council conducted its annual retreat dedicated to setting broad policy for the preparation of material in support of the budget work sessions. The detailed work on budget preparation will begin with our scheduled budget work sessions beginning on March eighth. The schedule of all these work sessions was published as an enclosure in the most recent water billing.

The Mayor repeated that the hours spent in the budget preparation is the most important work that your Town Council performs each year. The final and adopted budget provides guidance to the Town Manager in the conduct of day to day operations of all Town departments.

Town Manager Jackson was informed last week that he has completed the requirements and has been certified as an International City/County Management Association (ICMA) Credentialed Manager. We congratulate Manager Jackson in attaining this well deserved recognition of his professional development. The Town benefits from the professionalism that Manager Jackson and the Town staff demonstrate every day as they perform their assigned duties.

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

There being no further business, Councilman Sheffield **moved to adjourn**. The meeting adjourned at 7:55 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Retreat Minutes
January 21, 2016**

Present Council Members:	Mayor John Kirkland Luci Avery Bill Camp Buddy Sheffield Irving J. Van Slyke Pat Yocum
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 3:00 p.m. on Thursday, January 21, 2016 in the Town Hall Meeting Room.

OPENING REMARKS

Mayor Kirkland reminded the Council members that this is the most important task they perform each year. The decisions made during the budget process give direction to the staff as they carry out their duties. Mr. Kirkland pointed out that the Town uses a highly transparent and successful method of budgeting which allows residents to observe and participate in the process.

DISCUSSION – TOWN’S VISION STATEMENT

The Council members discussed the Town’s Vision Statement at length. The Town Manager pointed out that this vision statement is required for submission to the GFOA and for any grants the Town may request. Councilmember Yocum asked if there is any way to improve the taste of the water. The Manager pointed out that taste is subjective and that the cost of softening the water at its source would have to be passed on to the consumers. Councilman Sheffield suggested that #3 be changed to read. “Continue to operate the wastewater treatment facilities to maintain regulatory compliance and serve the current and future needs of the Town. He then **moved to approve the Vision Statement with this correction.** The motion carried unanimously.

DISCUSSION – COUNCIL PRIORITIES FOR FY 16-17

The Council then reviewed their priorities for FY 16-17. They agreed that the priorities for FY 15-16 are still relevant.

DISCUSSION – ONGOING PROJECTS

Mr. Jackson said that the preparations for this year’s Budget Workshops are well underway. He asked if the Council wishes to move ahead with the fill project that will be necessary for upgrading the wastewater treatment plant. Mr. Jackson reminded the Council that the permits

are in place for this project and are valid for five years. It was the consensus of the Council that this project be delayed to a future date.

The Council also briefly discussed the Wastewater Treatment Plant Enhancement Project. Although it is understood that the Wastewater Treatment Plant will have to be upgraded, it was the consensus of the Council that no further action be taken until DENR has instructed us to make the changes.

DISCUSSION – CAPITAL PROJECTS

The Manager than asked the Council about the disposition of the barn. He pointed out that the barn was never constructed for human habitation and bringing it up to current building codes would cost more than tearing it down and erecting a new structure. Councilwoman Avery said that the roof leaks regularly and that the structure is not sound. Councilman Sheffield agreed and said that he wished to discuss options with the Planning Board.

Next the Council discussed the space needs of Town Hall. Mr. Sheffield pointed out that he believed all of the money spent on architects was a waste and that the needs could be met much more cheaply. Again, he said that he wished to discuss options with the Planning Board.

It was the consensus of the Council that no funds would be allotted for the projects in the 16-17 fiscal year.

REVIEW OF WORKSHOP CALENDAR

Mr. Jackson reviewed the proposed calendar of budget meetings with the Council. He said that it essentially remains the same as in previous years.

ADJOURNMENT

There being no further business, Councilman Sheffield moved to adjourn. The meeting adjourned at 4:45 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Work Session Meeting
February 11, 2016**

Present Council Members:	Mayor John Kirkland Luci Avery Buddy Sheffield Irving Van Slyke Pat Yocum
Absent Council Members:	Bill Camp
Town Manager:	Delane Jackson
Police Chief:	Ryland Matthews
Town Clerk:	Ann Katsuyoshi

APPOINT ALTERNATE TO NBAMPO

Mayor Kirkland said that former Councilwoman Brenda Garvey had served as the Town's alternate on the New Bern Area Metropolitan Planning Organization. We now need to replace her and he asked for volunteers. Councilwoman Luci Avery said that she would be interested in serving. Councilman Sheffield agreed that Ms. Avery was an excellent candidate and **moved to appoint Councilwoman Luci Avery as the River Bend alternate to the New Bern Metropolitan Planning Organization.** The motion carried unanimously.

DISCUSSION OF ZONING AMENDMENT RECOMMENDATION FROM PLANNING BOARD

Town Manager Jackson said that the Planning Board has forwarded a request to the Council that would add a requirement for new subdivisions to add sidewalks. This requirement would not affect any of the currently developed areas of Town of projects where the resident is only building one house. A Public Hearing was held on this matter in August. At that time, the Council voted to table the question and return the Ordinance Amendment to the Planning Board for further discussion. The Planning Board has again forwarded its recommendation that new subdivisions be required to install sidewalks.

Councilwoman Avery said that she has often wished that the Town had sidewalks. Council member Yocum said that she believes this requirement would curtail development of the NW Quadrant and suggested encouraging sidewalks instead of mandating them. Councilman Sheffield said that such a requirement would discourage development of the NW Quadrant. The Council discussed this subject at some length. Councilman Sheffield asked that the vote be delayed until the March meeting because he will be out of town during the February. It was the consensus of the Council that the vote on this item be delayed until the March Regular Meeting.

DISCUSSION OF HIGHWAY 17 ASSOCIATION

Mayor Kirkland told the Council that Marc Finlayson, Executive Director of the Highway 17 Association, will make a presentation at the Regular Meeting on February 18th.

REVIEW FEBRUARY 18, 2016 REGULAR MEETING AGENDA

The Council reviewed the Agenda for the February 18, 2016 Council meeting.

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
March 10, 2016**

Present Council Members:	Mayor John Kirkland Luci Avery Bill Camp Buddy Sheffield Irving Van Slyke Pat Yocum
Town Manager:	Delane Jackson
Town Attorney:	Dave Baxter
Town Clerk:	Ann Katsuyoshi

HIGHWAY 17 ASSOCIATION PRESENTATIONS

Marc Finlayson of the Highway 17 Association told the Council that the Association is supported by 12 of the 13 corridor counties, nine municipalities and five regional or county economic development partnerships. Because of the work of the Association, the NCDOT has committed over \$250M to projects along the corridor including Washington to Williamston, the Washington Bypass, the New Bern Bypass, Jones County, the Jacksonville Bypass, Wilmington and the Wilmington Bypass. Mr. Finlayson said that he knew that the Jones County project was of particular interest to the residents of River Bend. He said that the Corps of Engineers and the NCDOT have finally agreed on a route and the permitting process is nearly completed. Four-laning this part of U.S. Highway 17 will make it a much safer road for the people in Craven and Jones Counties and will greatly facilitate commercial growth.

Mayor Kirkland thanked Mr. Finlayson for his continuing work on behalf of the communities along the Highway 17 corridor.

RIVERS AND ASSOCIATES PRESENTATION

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.

DISCUSSION OF ZONING AMENDMENT RECOMMENDATION FROM PLANNING BOARD

Town Manager Jackson said that the Planning Board has returned this amendment to the Council with a recommendation of approval. This amendment would require developers to install contracts in all future large developments. The question will be put to the Council at its Regular meeting.

TREE CITY PRESENTATION

Manager Jackson that a member of the North Carolina Forestry Service will present the Town with its seventh Tree City Award at the Regular meeting next week.

ARBOR DAY PROCLAMATION

The Council will be asked to the annual Arbor Day Proclamation at the Regular meeting.

REVIEW AGENDA MARCH 17, 2016 COUNCIL MEETING

The Council reviewed the Agenda for the March 17, 2016 Council meeting.

ADJOURNMENT/RECESS

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

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
March 17, 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:	Kyle Dickerson
Police:	Chief Ryland Matthews

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, March 17, 2016 in the Town Hall Meeting Room with a quorum present.

ADDRESSES TO COUNCIL

Tree City – Austin Harriett, Assistant County Ranger for Craven County, said that he was pleased to present the Town of River Bend with its seventh Tree City USA Award. River Bend is one of only 85 cities and towns in North Carolina and one of approximately 3,400 in the nation to receive this recognition.

Ranger Harriett said that Tree City USA began as a 1976 Bicentennial project co-sponsored by the National Association of State Foresters and the USDA Forest Service. The National League of Cities and the U.S. Conference of Mayors are also co-sponsors.

He also said that River Bend has met all of the criteria required for the Tree City designation. He added that for a community forestry program to be effective, it takes support and commitment from the entire community. In River Bend, the community forestry program thrives because of the combined dedication of the Community Appearance Commission members, the Town staff, elected officials, business community, and residents who take pride in improving the quality of life in River Bend through environmental stewardship.

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 January 14, 2016 Work Session
Minutes of the January 21, 2016 Council Retreat
Minutes of the January 21, 2016 Regular Meeting
Minutes of the February 11, 2016 Work Session*

ADMINISTRATIVE REPORTS

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

The Public Works Advisory Board did not hold a meeting in March. Their next scheduled meeting will be April 5th. Advisory Board member Bud Danehy will represent the Board during the Budget Work Sessions.

FINANCE – COUNCILMAN IRVING VAN SLYKE, JR.

Financial Report – Town Manager Delane Jackson told the Council that the General Fund balance as of February 29, 2016 was \$3,047,972. Ad valorem tax collections were at \$786,851.

Vote – Approve Resolution Approving a Qualified Source for Obtaining the Ethics Training Required by N.C. GEN. STAT. § 160A-87 – Councilman Van Slyke said that all elected officials must go through state-approved ethics training. This Resolution is in support of the designation of the firm of Sumrell, Sugg, Carmichael, Hicks & Hart, P.A. as a qualified source for such ethics education. He **moved to approve the Resolution Approving a Qualified Source for Obtaining the Ethics Training Required by N.C. GEN. STAT. § 160A-87 as presented.** The motion carried unanimously.

PLANNING BOARD – COUNCILMAN BUDDY SHEFFIELD

The regular meeting of the Planning Board was held on Thursday, March 3rd at 7:00 p.m. A quorum was present. Chris Harmon gave the report of the building permits for the month.

The Board passed a resolution confirming that the sidewalks for new development ordinance submitted to the town council is consistent with the Town's Comprehensive Plan. There was discussion about whether the Town should regulate gardening contractors. The storm water report was put off for a month. The next meeting will be held April 7th.

Vote – Amend §15.01.082 "Preliminary Plat" and § 15.01.095 "Generally" – Councilman Sheffield said that the Council has discussed this item on several occasions. This amendment would require sidewalks in new, large developments. **He moved to reject the Amendment to the Town of River Bend Ordinances, §15.01.082 "Preliminary Plat" and § 15.01.095 "Generally," as presented.** The motion carried with three ayes (Camp, Sheffield, Yocum) and two nays (Avery, Van Slyke).

ENVIRONMENT AND WATERWAYS ADVISORY BOARD – COUNCILMAN BILL CAMP

The EWAB meeting was called to order on March 7, 2016 at 7:00 p.m. by Ralph Iorio. The prior month's minutes were read by Rhys Evans and approved.

The kayak launch area sign is in place "No Bicycles or Skateboards on Pier." The concern was for youths bicycling off the kayak launch float and into the water.

Rhys will have his boat in the water in early April and will have aboard members to inspect "No Wake Zone" signs for readability. They will also look for areas where new no wake zone signs

might be placed and be observed by boaters. Any trees that have fallen into the canal, debris and other possible hazards to navigation will be noted and resolved.

PUBLIC SAFETY – COUNCIL MEMBER PAT YOCUM

CERT - Mary Houlihan started the meeting by asking the members if they had read the article she had entered in the Riverbender Feb. issue that explained the outcome of the Emergency Contact Drill, which was held the end of November.

C.E.R.T.S. had held a mock drill to practice the use of an Emergency Contact list they had put together and which 250 residents had returned. With that many people the list had to be organized by needs and locality.

The goal of the Mock Drill in November was to test out the efficacy of the list and make any necessary changes. The drill proved to be successful. They were appreciative of the resident's participation when they called their homes and want to remind residents that they will be called by a member of C.E.R.T. if we have damage from severe weather.

The group then went into the plans that they had made for the Severe Weather Event, which will be held on June 18th from 10-2. Don't forget to mark your calendars. They have invited guest speakers and businesses to participate with materials that people may need if there is wind damage or power outage.

Gene Bauer discussed contacting insurance agencies for contributions for prizes to be awarded to attendees. Nancy Donahue who is presently disabled with a broken leg offered to prepare gift bags to be handed out.

The upcoming formidable footprints training out of Raleigh was discussed. The idea of the training programs are worthy, however, they are scheduled on the Saturday before Easter, Memorial Day weekend and the last Sat. in July. It was decided because of the conflict of the dates with what are typically Family gathering times that the only training that would get the largest turnout of C.E.R.T. members would be the one at the end of July.

A short training on setting up an incident command center as described on a checklist was then conducted.

The meeting was adjourned at 8:30 p.m.

Community Watch - The River Bend Community Watch Team held its quarterly meeting on February 17. It was a meeting with mixed emotions as it was Council Woman Luci Avery's last meeting as our council liaison. We all thanked her for her dedicated support of and involvement with Community Watch with a gift certificate to Water's Edge. That presented the opportunity for newly elected Council Woman Pat Yocum to introduce herself to the group as the new council liaison. She talked about attending and learning at the School of Government sessions for new council members and looking forward to working with Community Watch.

The team was then treated to an informal and informative presentation by Ralph Iorio from the Rhems Fire Department. He asked those present - and by extension I am asking readers of this article - to look for house numbers as they drive in town during the day. You will find many

cases where the numbers are missing or obscured/unreadable. Now picture a medical emergency in the middle of the night. Our first responders are outstanding but, since they don't know every street and house, the extra minutes to find the house could well be the difference between life and death. The solution, as has been mentioned before, is to purchase and properly display the number signs available from the Rhems Fire Department.

Robin Beilby reiterated her desire to, after many years of outstanding work with and for Community Watch, retire as president and turn that position over to Jim Kelly. She asked for a volunteer to assume the co-president position and Egon Lippert accepted the challenge to try to fill some very hard shoes. Formal nomination motions were made and approved.

Closing with an editorial from the new co-president, I want to remind everyone that Community Watch is one of the least demanding while at the same time being one of the most important organizations for the safety of River Bend. It is least demanding because there are no dues, there are no long training sessions/drills and meetings are quarterly. If you can walk, jog, ride a bike or drive a car about two hours a month you're watching for suspicious activity will help our excellent Police Department to focus on other major things while ready to support you if needed. And, for your identification and safety, t-shirts, hats vests and car magnetic plaques are available for free.

Our next meeting is on June 15 as the last meeting before our July 4th festivities. There will always be our core group of volunteers but many additional volunteers will be needed and welcomed. So that would be a great opportunity for you come and sign up or, even better, contact Jim Kelly at 252-268-5668 or Egon Lippert at 252-672-0060 now to join Community Watch because "A Community Watch a day helps keeps the bad guys away".

PARKS & RECREATION/CAC – COUNCILWOMAN LUCI AVERY

CAC - CAC met on March 9. Shrubs and perennials have been ordered for the front of the town hall building and to complete the Plantation median project. The award letter from the Arbor Day Foundation again designating River Bend a Tree City was shared with the board. A representative from the foundation will make a formal presentation at the March Council meeting. It was decided that a shade tree would be planted outside the dog park to celebrate Arbor Day. Plans for other landscaping around the dog park were discussed including ideas for pet memorials. Plans to enhance the front entrance with a new sign and landscaping were discussed. CAC had evaluated their program for 2015 and reported a total of 234.5 volunteer hours. The next board meeting will be May 11 at 1:30 p.m.

Parks and Rec - Parks and Recreation met on March 2. Activities for March were discussed. March 12 was a Do It Yourself workshop conducted by Lowes employees. Twenty-five people attended and heard instructions on lawn care, repairing leaky faucets and toilets and had their questions answered. This was a first time event and will be repeated.

The annual Easter Egg hunt is scheduled for March 26 for children up to age 12. The event for preschoolers will be at 10:30 a.m. on the basketball court, age 5 - 8 at 10:45 near the playground, at 11:00 a.m. for age 9 - 12 on the grassy area near the volleyball court and special needs children will hunt eggs at 11:30 a.m. near the playground. Local businesses have contributed gift certificates and small toys to be given as prizes to the children.

April events will include a fishing derby for children accompanied by a parent on April 16 at 10:00 a.m. at the pond behind Town Hall. The ever popular bunco will be held on April 20 at 1:00 p.m. in Town Hall.

Parks and Recreation board members volunteered a total of 536 hours in 2015 to provide activities for River Bend residents of all ages. The next meeting will be April 6 at 7:00 p.m.

Community Organic Garden - This group met on March 14. The gardeners are busy with daily bed preparation and spring and summer plantings. The February workshop featured local garden experts who answered questions and gave advice to 80 participants. The next workshop will be May 10 and the topic will be strawberries--growing, preserving and cooking with the berries. The Green Team of students from New Bern High School are excited about a project in the garden to save butterflies by creating a habitat with host plantings. Mitchell's hardware donated bone meal and plants to the garden.

Discussion continued on ways to involve River Bend residents who are interested in organic gardening but are not able to do the physical labor. Opportunities include data entry, publicity, research, organizing the workshops, and grant writing. The group is open to other ideas for participation. Those interested are encouraged to attend the next meeting on April 11 at 2:00 p.m. in Town Hall.

The Community Organic Garden and Education Center volunteers recorded 2541 hours of garden labor in 2015 and 1344 hours performing educational and administrative activities. 440 pounds of produce were donated to Interfaith Refugee Ministry.

Board of Adjustment - The Board of Adjustment is a quasi-judicial body whose purpose is to review and rule on appeals of zoning issues. Meetings are as needed. An organizational meeting was held on March 14 to elect officers and discuss a training session on legal requirements of the board. Jared Kennish was elected Chair and Otto Kuehrmann Vice-Chair. The town manager discussed the ordinance relating to the Board of Adjustment. The legal training will be scheduled for May.

Arbor Day Proclamation – Councilwoman Avery 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 2016 Arbor Day Proclamation as presented. The motion carried unanimously.

MAYOR'S REPORT

Mayor Kirkland said the first of seven Budget Work Sessions was held on Tuesday, March 8th. The Council reviewed the various aspects related to employee compensation, utility cost for general fund and enterprise fund activities, the cost of motor fuel, the cost of the several insurance programs that the Town holds. All of these costs reflect on the individual department budget proposals that will be covered in the future Work Sessions. The review looked at the historic cost in each category and discussed the projected fiscal year 2016-2017 cost with the Manager. The council by consensus agreed that the proposals appeared appropriate to enter into the budgeting process as it moves forward.

The Town's long-range Capital Improvement Project projections were reviewed for the General Fund and for the enterprise funds. The final discussion reviewed the Town's Information

Technology (IT) equipment and the contracted IT services and the estimates for the support in the next fiscal year.

The meeting was attended by a large number of citizens who followed the presentations and raised a number of questions.

The meeting was recessed until March 22nd. The meeting that was scheduled for March 15 was moved when North Carolina changed its Primary Election day.

March will see the annual Easter Egg hunt sponsored by the Parks and Recreation Advisory Board. This event is always a delight to observe and special thanks are extended to the Parks and Recreation Advisory Board for their faithful conduct of the "hunt."

The Town's CERT has again scheduled a Hurricane Fair for Saturday 18 June. This is a great program that CERT makes available. Guest speakers address a wide range of emergency planning that citizens should implement prior to the occurrence of a hurricane. It is of particular value to new residents that have not lived through a hurricane while living in River Bend. Again we all thank the CERT members for planning this event we are all indebted to you for this work.

ADJOURNMENT

There being no further business, Councilman Sheffield **moved to adjourn**. The meeting adjourned at 7:50 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Work Session Meeting
April 14, 2016**

Present Council Members:	Mayor John Kirkland Luci Avery Bill Camp Buddy Sheffield Irving Van Slyke Pat Yocum
Town Manager:	Delane Jackson
Town Attorney:	Jimmie Hicks
Town Clerk:	Ann Katsuyoshi
Police Officer:	Ernest Thomas

DISCUSS GFOA PRESENTATION

Town Manager Delane Jackson reminded the Council that there will be a presentation by the GFOA at its Regular meeting.

DISCUSS RETREAT LOCATION/DATE/AGENDA

Mr. Jackson told the Council that its next Retreat is scheduled for Tuesday, May 3, 2016. He said that the predominant agenda item for this meeting will be a review of the Town's Finance Policy. The Manager also pointed out that, with the increased attendance by residents, our usual venue, the Attorney's office, is no longer large enough. Mr. Jackson suggested that the Retreat be rescheduled for Thursday, May 12th at 6:00 p.m. immediately preceding the Work Session. It was the consensus of the Council that the Retreat be rescheduled to May 12, 2016 at 6:00 p.m. in the Town Hall meeting room.

DISCUSS LEAF AND LIMB CONTRACT RENEWAL

The Manager said that our current vendor, K.A. Jones Design and Management, has offered to continue their contract for another two years at the current price. Mr. Van Slyke said that this firm has bid on and won the contract for several years because they significantly underbid their competitors. He also said there is significant value to the Town to have a vendor who is already familiar with the process and the layout of the streets. It was the consensus of the Council that the Town's contract with K.A. Jones Design and Management to provide leaf and limb pick up services be extended for two years.

DISCUSS TOWN HALL DAY

Mayor Kirkland told the Council that the League's Town Hall Day will be held on June 8th. Historically, the Town has sent representatives to this meeting and made arrangements to speak with local representatives. He asked the Council members to let the Town Clerk know if they wished to attend this year so that she can make the necessary arrangements.

APPOINT JUDI LLOYD AS CAC ALTERNATE

Councilwoman Avery said that the CAC is the only Advisory Board permitted to have alternates. Judi Lloyd, who has been very active with the CAC, has applied to fill that position. Ms. Avery will advance her application for a vote at the Regular Council meeting.

DISCUSS BOA APPOINTMENT OF JARED KENNISH AS FULL-TIME MEMBER

At its recent Administrative meeting, the Board of Adjustment elected Jared Kennish as its chairperson. Mr. Kennish is currently an alternate to that Board. In order to fill the position of Chair, Mr. Kennish will need to be appointed a full-time member of the BOA. Councilwoman Avery will make that motion at the Regular meeting.

DISCUSS BOA APPOINTMENT OF CINDA HILL AS ALTERNATE MEMBER

Moving Mr. Kennish to a full-time position on the BOA will leave a vacancy for an alternate. Ms. Cinda Hill has applied for that position. Her application will be submitted for approval at the Regular meeting.

REVIEW AGENDA APRIL 21, 2016 COUNCIL MEETING

The Council reviewed the Agenda for the April 21, 2016 Council meeting.

ADJOURNMENT/RECESS

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

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
April 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:	Jimmie Hicks
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, April 21, 2016 in the Town Hall Meeting Room with a quorum present.

ADDRESSES TO COUNCIL

GFOA Award – Joseph Sabatelli, Director of Finance for the City of New Bern, presented the Town with its sixth Distinguished Budget Presentation Award from the Government Finance Officers Association. Mr. Sabatelli said that the purpose of this program is to encourage excellence in budget presentation. He said that all applicants must conform to rigid criteria. Mr. Sabatelli said that he hoped that the Town of River Bend would serve as an example to other municipalities in the preparation of their budget.

Thomas Watkins, 322 Lochbridge, asked the Council to consider allowing backyard chickens. He said that, without a rooster, a few chickens would not be noticeable to neighbors and would provide a source of high-quality eggs. Mr. Watkins said that the chicken waste could be used in composting. He also pointed out that the City of New Bern allows it.

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 10, 2016 Work Session
Minutes of the March 17, 2016 Regular Meeting*

ADMINISTRATIVE REPORTS

FINANCE – COUNCILMAN IRVING VAN SLYKE, JR.

Financial Report – Finance Administrator Margaret Theis told the Council that the General Fund balance as of March 31, 2016 was \$3,540,517. Ad valorem tax collections were at \$803,522.

Vote – Leaf and Limb Contract – Councilman Van Slyke said that our current vendor, K.A. Jones Design and Management, has offered to continue their contract for another two years at the current price. Mr. Van Slyke said that this firm has bid on and won the contract for several years because they significantly underbid their competitors. He also said there is significant value to the Town to have a vendor who is already familiar with the process and the layout of the streets. He **moved to approve the contract with K.A. Jones Design and Management to provide leaf and limb debris removal services beginning July 1, 2016 and ending June 30, 2018.** The motion carried unanimously.

Vote – Call for Public Hearing to Discuss the Proposed 2016-2017 Budget – Mr. Van Slyke said that the Council holds the Public Hearing on the Proposed Budget at its Regular Meeting in May. Then, by Ordinance, the vote is held over until the Regular Meeting in June. **He moved to schedule a Public Hearing for the Proposed Fiscal Year 2016-2017 Budget and Fee Schedule for May 19, 2016 beginning at 7:00 p.m., or as soon thereafter as the matter can be reached.** The motion passed unanimously.

ENVIRONMENT AND WATERWAYS ADVISORY BOARD – COUNCILMAN BILL CAMP

The EWAB meeting was called to order at 7:00 pm by Chairman Ralph Iorio. Members in attendance included Karl Lichty, Jim Stevens, Tommaso Serra, Rhys Evans and Councilman Camp.

The Kayak sign should be moved to the end of the boardwalk. Councilman Camp will follow up and inform the Town Manager of the Board's request.

Rhys and Karl, in their own boats, individually observed the waterways around our Town. They spent a combined two and one half hours and were surprised by the lack of floating debris in the water or on the shorelines. An immediate cleanup is not needed.

They did observe that a day marker is missing at the entrance to the Main Canal. It would appear that someone unscrewed the marker and made off with it. It is not a hazard to navigation, but should be replaced so as to clearly mark the entry to our waterway. Rhys is looking into availability and where to purchase a new marker.

Bill Price, citing the dumping of debris in Island Lake, said it should be illegal in River Bend to dump trash in our waters even under the guise of creating a fish habitat which in his opinion this act would not create a fish habitat. The Fish and Wildlife officers said this was under their jurisdiction and it was a legal and sanctioned act on the part of the dumpers. Bill asked if the Fish and Wildlife folks will not take action, perhaps River Bend should take it to an Ordinance level and outlaw this practice in our Town. The Board was split on how to proceed and will continue discussing this issue at its next meeting after Town officials are asked their opinions. I spoke to our Town Manager concerning this issue. He confirmed the Town's jurisdiction ends at the water's edge.

Next meeting scheduled for May 2, 2016.

PUBLIC SAFETY – COUNCIL MEMBER PAT YOCUM

CERT - The March 28th meeting was cancelled due to illness of the Director.

In the meantime, the members are busy preparing for "The Severe Weather Fair, on Saturday, June 18, 2016. Don't forget to mark your calendars. They are planning an informative program of displays and presentations on how to stay safe when severe weather is upon us. The next meeting is April 25, 2016 at 7:00 p.m. in Town Hall. Anyone interested in coming to the meeting to see what this group is about is always welcome.

Community Watch - There was no Community Watch meeting this month.

PARKS & RECREATION/CAC – COUNCILWOMAN LUCI AVERY

Parks and Recreation - This group met on April 6. They reviewed March events. The Do It Yourself workshop presented by Lowe's managers on March 12 was a well attended and successful first time event. The annual Easter Egg Hunt on March 26 was enjoyed by over 75 children. Parks and Recreation thanks Mayor Kirkland for his participation as the countdown manager for each event. A group of 30 special needs children attended for the first time and showed their appreciation at being included by arriving with thank you notes for the volunteers.

Another first time event was the Fishing Derby held at the Town Hall pond on April 16. Thirteen children and their parents participated and had fun even though a pair of ospreys joined the activity and caught more fish than the children. Councilman Camp attended and enjoyed watching the children. The always popular Bunco afternoon was April 20 at 1:00 p.m.

May is music month in River Bend. The Fairfield Harbor Chorus will perform a Spring Concert on May 15 at 3:00 p.m. at the River Bend Baptist Church. On May 22 at 4:00 p.m. the well known band The Bears will perform a Concert in the Park in the area around the basketball court. Bring a chair or blanket and come early to reserve space for your family. Thanks go to Barbara Maurer for securing this popular band for the event. The next board meeting will be May 4 at 7:00 p.m.

Community Organic Garden and Education Center - This group met April 11. Cold night temperatures this month resulted in the loss of some young plants despite row covers and mulching, but they have been replaced. The gardeners have planted peanuts and discussed the unique growth habit of this plant. Several members will be attending the North Carolina Community Garden Conference in Greenville on April 23. Dee Smith, who coordinates the involvement of the New Bern High Green Team, reported on progress with the students developing a habitat to encourage monarch butterflies. Dee has applied for a grant from the New Bern Garden Club to assist with this project.

The topic of the next workshop will be Strawberries-From Garden To Table which will be May 10 at 6:30 p.m. Those who attend will learn how to grow strawberries and how to use the berries to prepare freezer jam, salsa and BBQ sauce and will enjoy refreshments featuring strawberries. Presenters will be garden member Jane Snider and John Weber who is a Master Gardener from Pitt County. The last two education workshops have had over 80 people attending so please reserve your seat by contacting Dee Smith at 634-3192. The next meeting will be May 9 at 2:00 p.m.

Community Appearance Commission - The CAC completed the major project of planting trees and shrubs on the Plantation median. As the Arbor Day contribution to the Town, they planted three river birch trees in the dog park to provide shade. The group thanks Jane McGinn, River

Bend resident and professional interior and landscape designer, for her assistance with recommending and securing the trees. The next meeting will be May 11 at 1:30 p.m.

As the new Council liaison to CAC as of four months, I have reviewed its minutes going back to 2005 regarding this group's involvement with plans for improvement of the front entrance pond. It is my conclusion that CAC has tried to be part of a solution. In 2005 a plan for total renovation of the front entrance at the cost of \$148,000 was presented by CAC to Town Council but was not funded. CAC volunteers did plantings around the front entrance and were doing all the mulching and weeding there themselves until 2008 when that was included in the Town landscape contract. Over the years with changing Council liaisons and a few changes in Board members, suggestions for the pond were made by the group. They had received information about the function of the pond as a stormwater filtration system and were told there are regulations. However, it was never clear what the regulations would allow. The Public Works Department had an employee trained to spray to control invasive plants in the pond and that became the Town's maintenance plan. CAC concentrated its efforts on planting shrubs near the street that would be somewhat of a screen.

On April 12 Councilwoman Yocum arranged for a private company to look at the pond, make recommendations, and give prices for cleanup and maintenance. CAC appreciates her identification of a possible resource. Barbara Maurer arranged a site visit by Tom Glasgow, Craven Cooperative Extension Agent, on April 14. He took samples for study and advised very careful consideration of which herbicide is sprayed for invasive plant control and said that we should be sure no grass clippings are entering the water. He recommended an integrated approach to include the use of alligator weed flea beetles as a biologic agent for control along with spraying. These insects are recommended by the Army Corps of Engineers. He said that alligator weed is a major problem in NC waterways.

The Town Manager is currently contacting all the agencies involved with regulation of blue line waterways to determine what can and cannot be done and if any permits are required. Once that information is known, the CAC co-chairs recommend that the Town Manager convene a committee composed of the Town Public Works Director and representatives of EWAB, Public Works Board and CAC to develop a plan for the front entrance pond and other critical Town waterways and to do some public education. A best practice solution will require Town staff and all three boards working together.

Vote – Appoint Judi Lloyd to the CAC as an Alternate Member for a Term beginning April 21, 2016 and ending on June 30, 2017 – Councilwoman Avery said that the CAC is permitted by Ordinance to have up to three alternate members. **She moved to appoint Judi Lloyd to the CAC as an Alternate Member for a term beginning April 21, 2016 and ending on June 30, 2017.** The motion carried unanimously.

Vote – Appoint Jared Kennish as a Full-Time Member of the Board of Adjustment for a term beginning April 21, 2016 and expiring on June 30, 2016 – Ms. Avery said that Mr. Kennish is currently an alternate member of the Board of Adjustment. At its last administrative meeting, the Board members elected Mr. Kennish Chairman of that Board. Therefore, he needs to be moved from alternate status to full-time member status. She **moved to appoint Jared Kennish as a Full-Time Member of the Board of Adjustment for a term beginning April 21, 2016 and expiring on June 30, 2016.** The motion passed unanimously

Vote – Appoint Cinda Hill as an Alternate Member of the Board of Adjustment for a Term beginning March 21, 2016 and ending on June 30, 2019 – Councilwoman Avery said that Cinda Hill filed an application for the Board of Adjustment some time ago. With the alternate position now open as the result of Jared Kennish's appointment as a full-time Board member, Ms. Hill has agreed to join the Board in that position. She **moved to appoint Cinda Hill as an Alternate Member of the Board of Adjustment for a term beginning March 21, 2016 and ending on June 30, 2019.** The motion carried unanimously.

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

The Public Works Advisory Board meeting was held on April 5th. Director Mills reported that the maintenance contract firm (Utility Services) is nearing completion of their scheduled maintenance painting of the 300,000 gallon water tank on Plantation Drive. This work is part of the long term contract for annual inspection and maintenance of the Town's water tanks. Town Manager Jackson provided the Board Members with copies of the budget presentation documents that would be presented to Council members later at the scheduled Budget Work Session. This session is scheduled to review the detail of the enterprise fund utilities which is of prime interest to the PWAB. The Manager covered all the material presented in the presentation documents.

Board member Bud Danehy, who has attended all the Budget Work Sessions representing the PWAB, reported on his impression of the process. He stated that the process was open and that a number of citizens were attending. Those attending were given the opportunity ask questions and comment to members of the Council. He also said that the budgeting process is conservative in approach. He also said that he thought that the detailed and 6 month budget process was unusual for a municipality of our size.

Since the Council Budget Work Session followed the Board's meeting, several of the members attended that session. Chairman Bruno announced that the next Board meeting was scheduled for June 7th.

MAYOR'S REPORT

Mayor Kirkland said that by the time this report is published in the May issue of the River Bender, the Council's work associated with the drafting of the Town's 2016-2017 budget will have been completed. It has been satisfying that a number of citizens have attended each of the budget sessions and participated by asking questions and commenting to Council Members.

Town Manager Jackson and the Town staff have spent a considerable amount of time in preparation of the material that supports the presentation of the numerous line items of the budget. This material is made available to Council Members several days prior to the meetings. The Council Members then invest a lot of time in reviewing this material before attending the work sessions. The result of this effort is the development of a budget that is the basis of the conduct of the Town's operations for the coming fiscal year.

At the April Council Meeting the Town was presented an award for the Town's Budget Document by the Government Finance Officers Association (GFOA). This recognition affirms the fact that our budgeting process is very well executed.

The public hearing on the proposed budget will be scheduled at the May Council Meeting and the final budget document will be approved at the June meeting.

Thanks to the Manager, every member of the Staff and to the members of the Town Council for the dedication that you have made to this critical element of the Town's management of daily operations.

COMMENTS

Oliver Moore, 316 Shoreline Drive, said that he was glad that Councilmember Yocum had taken on the front pond project, since the Town had done very little to improve its appearance which affects the public's perception of our Town.

Phyllis Hoffman, 105 Lantern Lane, pointed out that the CAC has been working for years on the front entrance as a whole. However, because the front pond is, in fact, a stormwater catch basin owned by the DOT, there are strict regulations on what the Town can and cannot do.

CLOSED SESSION

Councilman Sheffield **moved to go into Closed Session under §143-318.11(a)(2) To prevent the premature disclosure of an honorarium.** The Council entered closed session at 8:10 p.m.

ADJOURNMENT

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

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Retreat Minutes
May 12, 2016**

Present Council Members:	Mayor John Kirkland Luci Avery Bill Camp Buddy Sheffield Irving J. Van Slyke Pat Yocum
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 6:00 p.m. on Thursday, May 12, 2016 in the Town Hall Meeting Room.

FINANCIAL POLICY

Councilman Van Slyke told the Council that it has been the Town's practice to review its Financial Policy every three years. He and the Town Manager have discussed the current policy and found a few minor wording changes they would like to make. The Council members discussed the Policy briefly. Mr. Van Slyke asked the Council members to let him or the Manager know if they had any questions or suggestions prior to the May 19th meeting. He will ask the Council to approve the revised Policy at that time.

THE VALUE OF RETREATS

Mayor Kirkland told the Council that the original intent of Retreats was to allow the Council members an opportunity for open discussions about long-term planning. However, more recently the number of citizens attending Retreats has increased dramatically. This fact appears to have changed the format of Retreats to just another Council meeting. Mr. Kirkland suggested that the Council consider forgoing Retreats in the future and reminded them that, should the need arise, a Special Meeting could be called to discuss items requiring immediate attention. After brief discussion, the Council agreed with the Mayor. Councilman Sheffield **moved to discontinue the practice of Council Retreats and to cancel the two Retreats scheduled for August 2, 2016 and November 1, 2016.** The motion carried unanimously.

ADJOURNMENT

There being no further business, Councilman Sheffield **moved to adjourn.** The meeting adjourned at 6:40 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Work Session Meeting
May 12, 2016**

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

RESOLUTION FOR SEWER SYSTEM GRANT

Town Manager Delane Jackson said that this Resolution is required for the Sewer System Asset Inventory & Assessment Grant that the Town has applied for. The Mayor pointed out that this is only a planning grant. It will be offered for Council approval at the Regular Meeting

RESOLUTION FOR WATER SYSTEM GRANT

Likewise, Mr. Jackson said that this Resolution is required for the Water System Asset Inventory & Assessment Grant that the Town has applied for.

PUBLIC HEARING ON BUDGET

The Town Manager reminded the Council members that the Public Hearing on the Proposed FY 2016-2017 Budget will take place at the May 19th Regular Meeting.

DISCUSSION – PEDESTRIAN DOCK AREA

Mr. Jackson told the Council members that the pedestrian dock at the far end of the Town Hall pond has become unstable and a hazard. He recommended that the dock be demolished and pointed out that the work could be done with in-house staff. After brief discussion, the Council members agreed. Councilwoman Luci Avery **moved to instruct the Town Manager to proceed with the destruction of this dock.** The motion carried unanimously.

ADVISORY BOARD REAPPOINTMENTS

The Town Clerk presented the Council with a list of those Advisory Board members whose terms will expire on June 30, 2016. She asked that they check with their Board members to see who is willing to be reappointed.

CASUAL DRESS

The Clerk also said that it has been the practice of the Council to go to a casual dress code during the months of June, July and August. She will ask Councilman Sheffield to make that motion at the May 19th meeting.

REVIEW AGENDA FOR THE MAY 19, 2016 COUNCIL MEETING

The Council reviewed the Agenda for the May 19, 2016 Council meeting.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield **moved to adjourn**. The meeting adjourned at 7:15 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
May 19, 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:	Jimmie Hicks
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, May 19, 2016 in the Town Hall Meeting Room with a quorum present.

PUBLIC HEARINGS

2016-2017 Proposed Budget – Councilman Van Slyke introduced Town Manager Delane Jackson who would make the Budget presentation.

Mr. Jackson said that, as in previous years, this year's proposal takes into account the Council's priorities which were established at the January 2016 Retreat. He pointed out that the Budget was developed over a series of six budget meetings which offered residents the opportunity to interact with the Council members and to ask questions. Mr. Jackson also said that this draft budget is available for review at the Town's website: www.riverbendnc.org.

He said that this year the COLA for the employees would be 0.50%. There are plans to replace the oldest truck in the Water/Sewer fleet; but beyond that there are no new projects. One of the biggest priorities each year is road maintenance. The Manager said that the Town's practice of reviewing road conditions yearly and following a paving schedule has kept our roads in good condition. It is projected that this year's paving program will cost \$137,445.

Manager Jackson told the audience that, as has been the practice, the Town has taken a conservative stance in revenue projection. Because of the projected decrease in property values this year, the Council decided to adopt a revenue neutral tax rate of 31.05¢ per \$100 of valuation. In terms of costs, most residents should find that their tax bill will be essentially the same as it was the year before.

There are no new projects scheduled for either the Water or Sewer Funds. However, normal maintenance will take place, as well as some repairs to failing components. There does not, at this time, appear to be a need to increase either water or sewer rates.

Councilman Van Slyke then **moved to go into a Public Hearing to discuss the Proposed 2016-2017 Budget.** The motion carried unanimously. The Town Clerk then called the name of the first resident who had signed up to speak.

Mike Power, 242 Shoreline Drive, said that he supports the budget proposed for River Bend's upcoming fiscal year.

Mr. Power said that he attended all but one of the Budget Work Sessions. At each session, it was clear to him that a great deal of thoughtful analysis preceded each session. He commended and offered special thanks to Delane Jackson and Margaret Theis for all of their hard work. He also thanked the staff and department heads who helped to craft the proposed budget.

He gave a special thanks to the Council members whom he said he had watched individually and together paying close attention to details and the overall budgetary picture.

Mr. Power said that he realizes that budgets are constructed as best estimates crafted at specific points in time. There may be times during the coming year when the Council seeks to adjust the budget to reflect changes. Overall, however, he believed that this budget continues to place the Town on a solid fiscal footing.

Bill Ritchie, 324 Plantation Drive, said that, while it was probably too late to say anything, he believes that charging a small portion of the Police budget to the Enterprise Fund violates the principles by which they were established and should be discussed.

There being no additional speakers, Mr. Van Slyke **moved to close the Public Hearing.** The motion carried unanimously.

Town Manager Jackson reminded the audience that, by Ordinance, the Council will not vote on the budget until its June Regular meeting.

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 14, 2016 Work Session
Minutes of the April 21, 2016 Regular Meeting
Minutes of the April 21, 2016 Closed Session*

ADMINISTRATIVE REPORTS

FINANCE – COUNCILMAN IRVING VAN SLYKE, JR.

Financial Report – Finance Administrator Margaret Theis told the Council that the total of the Fund Cash Balances as of April 30, 2016 were \$3,543,039. Ad valorem tax collections were at \$808,112.

Vote – Approve Revised Financial Policy – Councilman Van Slyke said that the Town reviews its Financial Policy every three years to make certain that it complies with all State regulations and provides the best possible financial reporting. The Council discussed the few recommended changes in this policy at its Work Session on May 12th. He moved to approve

the Revised Financial Policy for the Town of River Bend as presented. The motion carried unanimously. This Policy can be viewed on the Town's website at www.riverbendnc.org.

PLANNING BOARD – COUNCILMAN BUDDY SHEFFIELD

Planning Board Report – Councilman Sheffield said that the Planning Board did not meet in May. The next meeting will be Thursday, June 2nd at 7:00 p.m. in Town Hall.

Vote – Casual Dress – It has been a long standing practice that Council members go to a more casual dress code during the hotter months of the year. Councilman Sheffield **moved to adopt a casual dress code for Council meetings during the months of June, July, August and September.** The motion carried unanimously.

ENVIRONMENT AND WATERWAYS ADVISORY BOARD – COUNCILMAN BILL CAMP

Councilman Camp said that at the EWAB meeting the first 45 minutes were taken up discussing the validity of a Board membership. The individual in question wanted the Board to agree that he was actually a member and wanted the April minutes changed to reflect his wishes. At the end of the 45 minutes four (4) board members voted to approve his revisions and three (3) voted to reject. One of the 4 votes cast was by the individual whose membership was in question. This same individual then immediately left the building.

Under Old Business, Rhys Evans informed the Board that the #2 day marker for the entrance of Plantation Canal has been ordered. Mr. Evans also mentioned that he had made numerous sweeps of Island Lake scanning for hazards or irregularities on the lake bottom. None were found. Rhys Evans and Karl Lichty also scanned Plantation Canal from the River Bend Marina to the Trent River and found the depth to be 5 feet+ consistently.

Chairman Iorio is unable to attend the Volunteer Picnic this month. Vice Chairman Jim Stevens will assume this responsibility.

Next meeting is scheduled for June 6, 2016.

PUBLIC SAFETY – COUNCIL MEMBER PAT YOCUM

CERT – Council Member Yocum said that at this month's CERT meeting a review of the speakers and presenters for the Severe Weather Fair. All the open slots for speakers are filled. A discussion of all possible advertising was then addressed. A flyer was included in May's water bill. Don't forget to read the stuffers in your envelopes with the bill. Important Town information is included at times along with the bill.

The "Gone with the Wind" Fair will be held on Saturday, June 18 from 10:00 a.m. until 2:00 p.m. Please plan on attending. There is always something new to learn about keeping our families safe during these events.

A training session was to be held at this point. However, we could not access the overhead projector.

PARKS & RECREATION/CAC – COUNCILWOMAN LUCI AVERY

Parks and Recreation - The Parks and Recreation Board met on May 4. Activities planned for May are both music related. The annual spring Fairfield Harbor Chorus performed to a full house on May 15. The Board thanks the River Bend Baptist Church for use of their sanctuary and Betty Bakker for providing refreshments. A Sunday Concert in the Park will be presented on May 22 at 4:00 p.m. at Town Commons. Thanks to Barbara Maurer for securing the popular band The Bears. Bring a chair or blanket for your family and enjoy the music.

A Family Fun Day is planned for Sunday, June 12 from 3:00 p.m. to 5:00 p.m. Games for children and adults are planned and the refreshments will be ice cream sundaes. Planning for the 4th of July festivities is already underway. Barbara Maurer is working with this group and the Garden Club to coordinate the food. The Bears will provide the music.

The next meeting is June 1 at 7:00 p.m.

Community Organic Garden and Education Center - This group met on May 9. The gardeners are working six mornings a week on their 23 plant beds and invite visitors to stop by and see what is sprouting. Several members attended the North Carolina Community Garden Partnership conference in Greenville on April 26. A highlight of the conference was a site visit to a small garden in a high crime area of Greenville that has involved at risk youth. The River Bend Organic Garden was recognized at this conference.

A workshop on Strawberries from Garden to Table was held on May 10. Presenters were River Bend Master Gardener Jane Snider and John Weber, a Master Gardener from Pitt County. The program was informative and entertaining. The refreshments were prepared with locally grown berries. This session was recorded to be shown on cable Channel 10. The next workshop will be Gardening in Small Spaces on June 14 at 6:30 p.m. Jennifer Knight, Master Gardener and Landscape Designer, will share her expertise.

Dee Smith announced the award of a \$250 grant from the New Bern Garden Club. The grant will be used to fund the Monarch butterfly habitat, which is a joint project with the New Bern High School Green Team.

The Community Organic Garden and Education Center encourages volunteers and has opportunities for those unable to do the physical labor. The next meeting is June 13 at 2:00 p.m.

Community Appearance Commission – The CAC met on May 11. The Town Manager attended to give an update on his meeting with representatives from the Army Corps of Engineers and the NC Division of Water Resources regarding the specific regulations for any changes to the front entrance pond. Basically any changes for aesthetic reasons except invasive plant control require permits. Two buffer zones were defined. A full report will be given by the Manager when written documentation is received from the agencies.

A letter from a citizen thanking the Town for the dog park expansion and CAC for planting shade trees and the request for a bench in the small pen area was shared with the group. CAC has plans for additional trees and benches in the dog park. The need for members to water newly planted trees and shrubs on the Plantation median was discussed. A work day to weed and spruce up the planting areas around Town Hall and Town Commons is planned for June 29 at

9:00 a.m. to prepare for the July 4th festivities. Volunteers are always welcome to assist. The next meeting is July 13 at 1:30 p.m.

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

The Public Works Advisory Board did not hold a meeting in May. Board members agreed at an earlier meeting that they would meet every other month unless the Town Manager saw need for an additional meeting. Their next scheduled meeting will be Tuesday, June 7.

Vote – Approve Resolution for AIA Sewer Infrastructure Grant – Mayor Kirkland said that this Resolution is required for the Sewer System Asset Inventory & Assessment Grant that the Town has applied for. The Mayor pointed out that this is only a planning grant. Councilman Van Slyke **moved to approve the Resolution as presented**. The motion carried unanimously.

Vote – Approve Proclamation for AIA Water Infrastructure Grant – Likewise, Mr. Kirkland said that this Resolution is required for the Water System Asset Inventory & Assessment Grant that the Town has applied for. Councilman Van Slyke **moved to approve the Resolution as presented**. The motion carried unanimously.

MAYOR'S REPORT

Mayor Kirkland said that the Council has conducted the Public Hearing on the Proposed 2016-2017 Budget. This "hearing" is mandated by the Town's budget ordinance which also directs that the proposed budget will lie over until the June Council Meeting at which time the Council will vote on the adoption of the budget. I, again, say that the Town's process of developing the annual budget is probably the most open and transparent process followed by any municipality in our peer group in the State of North Carolina.

The many volunteers that serve this Town were honored on Saturday with a picnic. These volunteers serve on Boards and in organizations that provide a really diverse set of services for River Bend citizens. They contribute greatly to the community that we call home. Thank You again to each of you

The Town's CERT has scheduled a Hurricane Fair for Saturday, June 18. This is a great program that CERT makes available. Guest speakers address a wide range of emergency planning that citizens should implement prior to the occurrence of a hurricane. It is of particular value to new residents that have not lived through a hurricane while living in River Bend. The last hurricane to hit the North Carolina coast was hurricane Irene in 2011. A refresher on preparedness issues is good for all of us but it is also important for the persons who have recently moved to this area. Again, we all thank the CERT members for planning this event we are all indebted to you for this work.

The Council at the April meeting in closed session agreed by consensus that their choice to serve as Grand Marshal for the July Fourth parade would be Barbara Maurer. Barbara has responded that she is honored to serve in this capacity.

ADJOURNMENT

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

Ann H. Katsuyoshi
Town Clerk