

River Bend Town Council Agenda
Work Session
January 12, 2017
River Bend Town Hall
7:00 P.M.

BUDGET KICKOFF MEETING

Town Manager Delane Jackson began the session by reviewing the Town's Financial and Budgetary Policies. He said that, by Ordinance, these Policies are reviewed every three years. The current Policy was adopted on May 19, 2016.

Mr. Jackson then provided the Council with a copy of its Vision Statement and Priorities from the current fiscal year. The Council discussed these Priorities briefly and concluded that they are still valid. Councilwoman Avery **moved to adopt the current Vision Statement and Priorities for the fiscal year 2017-2018 Budget Work Sessions.** The motion carried unanimously.

The Town Manager then presented a proposed Budget Work Session meeting schedule. He said that, in his opinion, the subject matter could be covered in five meetings. However, he proposed holding one extra date open if needed. As usual, the schedule calls for meetings to be held on Tuesdays beginning at 4:00 p.m. The proposed beginning date would be March 21, 2017.

The Council discussed this at some length. Councilman Van Slyke expressed some concerns over covering such a large amount of material in each meeting. After additional discussion, Councilman Sheffield **moved to approve the Budget Work Session schedule as presented.** The motion carried unanimously.

Mr. Jackson also provided the Council with a sample copy of this year's Budget Meeting brochure. As has been the practice in recent years, this brochure will be mailed to residents in their next water/sewer bill. It will also be provided on the Town's website.

REVIEW AGENDA FOR THE JANUARY 19, 2017 COUNCIL MEETING

The Council reviewed the Agenda for the January 19, 2017 Council meeting.

ADJOURNMENT/RECESS

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
Regular Meeting Minutes
January 19, 2017**

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 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 19, 2017 in the Town Hall Meeting Room with a quorum present.

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 8, 2016 Work Session
Minutes of the December 15, 2016 Regular Meeting

ADMINISTRATIVE REPORTS

PARKS & RECREATION/CAC – COUNCILWOMAN LUCI AVERY

Parks and Recreation - This Board met on January 4. Much of the meeting was devoted to developing the budget proposal for 2017-2018 and planning activities for the year for all ages including early plans for the Volunteer Recognition and July 4th events. January activities include Bunco on January 18 from 1:00 p.m.-3:00 p.m. and a craft workshop on January 25 from 1:00 p.m. – 3:00 p.m. A Valentine Bunco is planned for February 8 from 1:00 p.m. – 3:00 p.m.

There is a vacancy on this Board. Anyone interested in being considered is encouraged to get an application from Town Hall. The next meeting will be on February 1 at 7:00 p.m.

Community Organic Garden and Education Center - The first workshop of the year was held on January 10 to a standing room only audience. Sara Snyder, River Bend resident, former member of the New Bern High Green Team and Duke University junior, gave a presentation entitled Sara Seeds the World. She shared her experiences from a semester abroad spent living with host families and researching food security and farming methods in Tanzania, India and Italy. Refreshments consisted of food from Tanzania and India. If you were unable to attend, this informative presentation can be viewed on Cable Channel 10 or on the Town website. The Garden thanks Mayor Kirkland for introducing Sara and Bud Van Slyke and his wife for their

attendance. The next workshop will be a Round Table for Home Gardeners on February 14 at 6:30 p.m. Local garden experts will be available to answer your questions about growing vegetables and ornamental plants.

The Garden is in its fourth year of operation and has now achieved its commitment to become financially self-sufficient. No Town funds will be requested from the 2017-2018 budget. The Garden is an activity of Parks and Recreation and is open to all interested volunteers. There are opportunities for those unable to do the physical work in the garden. The next meeting will be February 13 at 2:00 p.m.

Community Appearance Commission - This Board met on January 11. The State Chair of the Blue Star Memorial was the guest speaker. She shared information on the procedure for River Bend to apply for a Blue Star Memorial Plaque to honor past, present and future members of all branches of the Armed Services. This is a national program begun in 1945 and sponsored by the National Garden Club Federation. CAC is considering a Blue Star memorial as part of their 2017-2018 budget proposal.

CAC thanks all the volunteers and Public Works staff who assisted with putting up and taking down Christmas decorations. Replacement and new ideas for decorations were discussed for the upcoming budget.

A resignation was received from Maureen Schwerdtfeger due to family health issues. Maureen has been a valued member. Anyone interested in being considered for this advisory board is encouraged to get an application from town hall. The next meeting will be March 8 at 1:30 p.m.

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

PWAB – Mayor Kirkland said that the Public Works Advisory Board (PWAB) did not meet in January. Their next meeting will be February 7th at 3:00 p.m. The PWAB meetings, like all Advisory Board meetings are open to the public.

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 December 31, 2016 was \$3,836,585. Ad valorem tax collections were at \$633,171.

Vote – Approve 2016-2017 Audit Contract – Councilman Van Slyke said that the staff has been pleased with the work of Petway, Mills & Pearson P.A. over the last two budget cycles. State law required that the Council vote on renewing the contract with its auditors each year. Therefore, **he moved to award the audit contract for year ending June 30, 2017 to Petway Mills & Pearson, P.A. in an amount not to exceed \$13,800; and to authorize the Mayor to sign on behalf of the Town.** The motion passed unanimously.

Vote – Approve Proclamation for Janey Anderson – Mr. Van Slyke said that Janey Anderson served as the editor of the River Bender for 17 years. During that time, she worked to make it one of the better community papers. He **moved to adopt the Proclamation for Janey Anderson as presented.** The motion carried unanimously.

PUBLIC SAFETY – COUNCIL MEMBER PAT YOCUM

CERT Report - There was no meeting in December. The next meeting will be on January 25, 2017. This marks the first meeting scheduled for Wednesdays. All future meetings will be the fourth Wednesday of the month.

Community Watch - The next Community Watch meeting is scheduled for Wednesday, February 15. An election of new officers will be held during this meeting.

As always, the Public is encouraged to attend any meeting.

PLANNING BOARD – COUNCILMAN BUDDY SHEFFIELD

The regular meeting of the Planning Board was held on January 5th at 7:00 p.m. in Town Hall. A quorum was present, including Chairman Lippert. Also in attendance were Councilman Sheffield, Manager Jackson, Assistant Zoning Administrator McCollum and several interested citizens.

Ms. McCollum delivered the monthly zoning report. Councilman Sheffield updated the Board on recent actions by the Town Council.

Chairman Lippert invited those who have made application to be the new Board member to explain their desire and qualifications to serve on the Board. The Board heard from Gene Bauer, Robert Kohn and Bill Lessard.

Chairman Lippert called for a vote by written ballot. The vote resulted in a tie between Gene Bauer and Robert Kohn. Since there were an even number of ballots it was decided that a second vote would not break the tie. Councilman Sheffield told the Board he would take both names to the Council who have the final vote on the appointment.

A Proclamation was presented to outgoing Board member, Mike Haynes, thanking him for his service. Cupcakes were served in his honor.

The meeting was adjourned. The next meeting is scheduled for February 2nd, 2017. As always, interested citizens are encouraged to attend.

Vote – Appoint Planning Board Member – Councilman Sheffield said that, since the Planning Board meeting, Mr. Bauer has asked to withdraw his name from the selection because of other obligations. He **moved to appoint Robert Kohn to the Planning Board for a term beginning January 19, 2017 and ending on June 30, 2017.** The motion carried unanimously.

Vote – Approve Promotion Committee Charter – Mr. Sheffield that the Council discussed the establishment of the River Bend Promotion Committee at some length both at the December and January Work Session. Recommended changes have been incorporated into the documents. He **moved to approve the establishment of the River Bend Promotion Committee as presented.** The motion carried unanimously.

Vote – Special Meeting to Discuss Improving River Bend Facilities – And, finally, Mr. Sheffield told the Council that when they stopped holding quarterly Retreats, they agreed to hold Special Meetings to discuss subjects that required their focused attention. The plans for improving River Bend facilities is one of those subjects. He **moved to set a Special Meeting to discuss**

Improving River Bend Facilities for February 23, 2017, beginning at 7:00 p.m. in Town Hall.

The motion carried unanimously.

EWAB – COUNCILMAN BILL CAMP

Councilman Camp said that meeting was called to order at 7:00 p.m. In attendance were Ralph Iorio, Jim Stevens, Gene Bauer, Kevin Holihan, Tommaso Serra, Bill Camp and Margret Theis (Financial Administrator).

Councilman Camp gave a report of the last Town Council session. This included the Council's unanimous approval of the EWABs recommendations to keep the status quo regarding standing water in homeowner's swales. Mr. Camp repeated the message by Town Manager Delane Jackson that swales are the homeowner's responsibility to maintain.

Boats speeding in the main canal are still an issue. Gene Bauer had a complaint from a neighbor concerning excessive wakes. One idea to catch speeders is to install animal movement cameras and thereby capture the boat's ID numbers. These can then be given to the Wildlife Commission for further action.

Trees are down in the main canal due to speeding boaters and may need to be removed. The trees were inspected by Gene Bauer and Town Manager Jackson. They were found to be lying nearly parallel with the far shore and, therefore, do not pose a hazard to navigation. This is another example of the need to obey the no wake zone rules by boaters.

Chairman Iorio distributed copies of the proposed EWAB budget to all present. After discussing the proposal, the budget was approved by all members and will be submitted to the Town Manager.

Six volunteer water hours were reported for this month. The next meeting will be held February 6, 2017. All are invited to attend.

MAYOR'S REPORT

The year 2016 ended on a sad note. That being the passing of longtime River Bend resident Ken Brinson on the morning of December 26th. A memorial service was held for Ken on January 3rd at the River Bend Baptist Church. The inspirational service was conducted by Pastor Reverend Simpson. The assembled friends of the Brinsons filled the Church sanctuary.

Ken and Elizabeth Brinson have been active citizens in the River Bend Community for many years. Ken will be missed. We wish peace and offer prayers for comfort to Elizabeth in a time of great loss.

The volunteers whodecorated the Town for Christmas have also performed the removal and storage of the decorations with help from the Public Works Staff. This annual volunteer effort is very much appreciated by the Town's residents.

The Town Council working with the Manager and Staff Department Heads with input from the several Advisory Boards has started the planning for the 2017-2018 fiscal year. This annual budget preparation demands a lot of time on the part of the Manager, the Council and the Staff. It has often been a stated truth that the budget process is a continuing effort that runs during the

entire year. The budget is presented by the Manager and a public hearing is conducted at the May Council meeting. At the June Council Meeting the vote will be taken to adopt the 2017-2018 budget. This budget will be operational beginning on July 1st. The Manager and Staff will immediately begin the development of formal contracting documents to award the items of approved capital expenditures. July will also see the independent Audit Firm begin work with the Staff to complete the audit of the just closed fiscal year financial records. This audit must be complete and presented to the Local Government Commission in the State Treasurer's office by the end of October.

It is a fact that, even in a small municipality like River Bend that the budget process demands a significant day by day commitment to producing the record essential to develop the budget and report on its execution.

Returning to the first line of this budget discussion; we all owe an expression of thanks to those involved in the Town budget process. Their strong sense of professionalism has earned the recognition of the Government Finance Officers Association for excellence during the past six years.

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
February 9, 2017
River Bend Town Hall
7:00 P.M.

Present Council Members:	Mayor John Kirkland Luci Avery Buddy Sheffield Irving Van Slyke Pat Yocum
Absent Council Members	Bill Camp
Town Manager:	Delane Jackson
Town Attorney:	Jimmie Hicks
Town Clerk:	Ann Katsuyoshi
Finance Administrator:	Margaret Theis

DISCUSSION –TAPING WORK SESSIONS

Councilmember Yocum said that she had originally asked that Work Sessions be videotaped when the Council was discussing moving the Sessions to daytime hours. However, it was ultimately decided by the Council that they would not change the Work Session schedule. Mrs. Yocum now believes that the videotaping may be unnecessary. The Council discussed this matter briefly. The Town Manager pointed out that it did not cost the Town anything to have the Sessions videotaped. Councilwoman Avery said that the videotaping might still provide a service to those residents who prefer not to drive at night.

DISCUSSION - PROS AND CONS OF CHANGING BACK TO 2-YEAR TERMS FOR MAYOR AND COUNCIL

Councilmember Yocum also proposed that the Town return to two-year terms for Council members. She said that more residents might be willing to stand for election if there is only a two-year commitment. The Council discuss this item at length. Mayor Kirkland pointed out that two-year terms are not staggered and that leaves open the possibility of an entirely new Council at every election, which would make continuity impossible. Four-year, staggered terms provide more stability for the Town. Councilman Van Slyke said that it takes from one and one-half to two years for a new Council member to develop a good understanding of what the job entails and what their responsibilities are. Councilwoman Avery agreed. After further discussion, Councilmember Yocum asked that this discussion be tabled until the March Work Session when Councilman Camp would be present.

TOWN HALL DAY

Mayor Kirkland reminded the Council members that this year's Town Hall Day will be held in Raleigh on Wednesday, March 29th. He asked that interested Council members notify the Town Clerk so that she could make the necessary arrangements.

DISCUSSION – FEBRUARY 23, 2017 SPECIAL MEETING

Town Manager Delane Jackson reminded the Council that there will be a Special Meeting on Thursday, February 23rd beginning at 7:00 p.m. so that Councilman Sheffield can present his proposed changes and upgrades to Town facilities.

DISCUSSION - PROMOTION COMMITTEE

The Town Manager also presented the Council members with the nine applications received for the River Bend Promotion Committee. The Council will be asked to make seven appointments at the Regular meeting.

REVIEW AGENDA FOR THE FEBRUARY 16, 2017 COUNCIL MEETING

The Council reviewed the Agenda for the February 16, 2017 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
February 16, 2017**

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
Finance Administrator:	Margaret Theis

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, February 16, 2017, 2017 in the Town Hall Meeting Room with a quorum present.

PRESENTATION TO COUNCIL

Brenda Garvey, 214 Rockledge Road, told the Council that four-year, staggered terms are important to the smooth functioning of the government of the Town. Mrs. Garvey said that reverting to two-year terms can cause serious problems; especially if the entire Council is replaced in one election, which has happened in some municipalities. She also pointed out that it takes one and one-half to two years to become fully versed in the responsibilities of Council members and what is required to run a municipality.

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 12, 2017 Work Session
Minutes of the January 19, 2017 Regular Meeting

ADMINISTRATIVE REPORTS

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

The Public Works Advisory Board (PWAB) met on Tuesday, February 7 at 3:00 p.m. The Manager reported that the staff members who hold utility operators licenses had recently attended the mandated annual training required to maintain certification. This year's training had emphasized the need for locating all underground utilities.

Chairman Bruno asked if the back flushing of domestic water softeners would have a negative impact on the Town's wastewater treatment process. Manager Jackson responded that the scale

of this operation is small, and it would not adversely affect the Town's wastewater treatment facility.

Member Bud Danehy mentioned that Eric Schumacher of All-Clean could provide cleaning of drainage tiles if residents have a need for this service.

Chairman Bruno announced that the next Board meeting would be on Tuesday, April 4, at 3:00 P.M.

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 January 31, 2017 was \$3,892,484. Ad valorem tax collections were at \$713,981.

PUBLIC SAFETY – COUNCIL MEMBER PAT YOCUM

CERT - This report is for the January 25 meeting. A group called "The Young Marines of New Bern" joined us at this meeting. They are a group of young pre-teens and teens, I would say seemed like a mix of scouts and ROTC. There were young men and women dressed in military attire and they are committed to community service through a military-type platform.

They taught the CERT members basic First Aid. They had made several props and provided information on several topics with different individuals making the presentations. The presentations were followed by questions to be answered by the CERT members to see if they were paying attention, as stated by the presenters.

This was interesting and a fun exercise for all. Mutual involvements for the future will be considered.

The CERT meeting continued, with Co-Chairs Dana Donahue and Mary Holihan, discussing with the group, items needed to be included on the list for the 2017-2018 Budget sessions. Saturday, June 23, was the date selected for the "Severe Weather Fair". The time will be 10AM to 2PM. Mark your calendars for this date. New information and items worth repeating will be included as topics for discussion.

The date for the next meeting is Wednesday, February 22. As always, all interested parties are encouraged to attend.

Community Watch - The most recent meeting was held on February 15. Election of new officers occurred. The report of this meeting will be included with next month's Town Council meeting.

Vote – Discontinue Taping of Work Sessions – Councilmember Yocum said that she had first asked to begin videotaping the Work Sessions when the Council was discussing changing the time of day that the meeting was held. However, the Council ultimately decided to keep the time at 7:00 p.m. the second Thursday of the month. At the last meeting, Mrs. Yocum suggested that the videotaping was unnecessary and asked that it be discontinued. Since that time, she has received input from residents who view the Council Work Sessions. Other Council members also voiced opinions that the videotaping was beneficial. Councilman Sheffield **moved to continue videotaping the Work Sessions.** The motion carried unanimously

PLANNING BOARD – COUNCILMAN BUDDY SHEFFIELD

Chairman Lippert, after determining that there was no business to come before the Board, cancelled the Planning Board meeting that was to be held on February 2nd. This allowed Councilman Sheffield to stay home and make a lovely birthday dinner for his beautiful wife.

The next meeting is scheduled for March 2nd at 7:00 p.m. in Town Hall. As always, any interested parties are encouraged to attend.

Vote – Appoint Promotions Committee Members – Councilman Sheffield said that the Council had received nine applications for appointment to the Promotions Committee. He thanked all of the applicants for their willingness to serve. However, only seven could be appointed. Mr. Sheffield said that the Council members had ranked each of the applicants and he had tallied the scores. He **moved to appoint Eugene Bauer, Elizabeth Brinson, Marci Crawford, Kathleen Fannin, Kathleen Fleming, Bruce Jenkins and Margaret Pederson to the River Bend Promotion Committee for a one-year term.** The motion carried unanimously.

EWAB – COUNCILMAN BILL CAMP

Councilman Camp said that the EWAB meeting called to order at 7:09 pm by Jim Stevens. A quorum was present.

He gave a short presentation on the last Town Council Meeting. A great deal of interest was shown in Buddy's ideas to alleviate the Police and Public Works overcrowded areas. The same enthusiasm was shown for promoting our Town by creating a public relations panel or committee.

Under Old Business, the Board discussed items including trees down in the canal, cameras to document speeding boat ID numbers, and other boating issues. These are all ongoing issues and will require time and ideas to remedy.

New Business included:

1) Hunters discharging shotguns in the early morning adjacent to homes. It is hunting season again. Signs were erected to discourage hunters by telling them that residents were recording boat numbers. Tommaso Serra reported a boat discharged hunters in one spot, they hunted and the boat picked the people up later. It is very difficult to document these events even if you are awakened by shots outside your bedroom window as Mr. Serra was.

2) Permits are required by business people to work in River Bend. These companies are sometimes guilty of spilling oil, gasoline or other materials that leach out into canals and rivers. The Town of River Bend might hand out a list of requirements and hazardous spill warnings when issuing permits.

The garbage collection trucks have been reported leaking liquid wastes onto streets. EWAB will look into the requirements of those containment trucks and owner's responsibilities to keep the environment clean.

3) The Board will look into publishing articles in the River Bender describing proper use of our waterways and keeping our waterways clean and safe for all users. This will be another ongoing project for the Board.

The next meeting is scheduled for March 6 at 7:00 p.m. All residents are invited and encouraged to attend.

PARKS & RECREATION/CAC – COUNCILWOMAN LUCI AVERY

Parks and Recreation - This Board met on February 1. Kathleen Fleming attended and spoke on behalf of her grandchildren and as a realtor to request that a playground area be developed for school age children. There was discussion and agreement that equipment for children over preschool age, such as a climbing structure, was a need for the Town. Consideration for children with special needs was another area of discussion. Creekside Park was identified as a model for some ideas and members were encouraged to visit. The consensus of the group was that input from parents and identification of an appropriate site were needed before recommending investment in equipment. The Board will be making outreach for parent involvement in this endeavor and may form a focus group. A vacancy exists on this Board and anyone interested is encouraged to get an application from Town Hall. The group is especially interested in having a parent consider applying.

A Valentine themed Bunco was held on February 8. A Home and Yard Maintenance Workshop is planned for March 18 at 10:00 a.m. Managers from Lowes will be presenters. The next meeting will be March 1 at 7:00 p.m.

Community Organic Garden and Education Center - This group met on February 13. Ground preparation and planting of spring crops is in progress. An informative workshop on successful home vegetable gardening was conducted by a local Master Gardener and two horticultural professionals. This workshop will be shown on Cable Channel 10. The Community Garden has been awarded a national certification as a Butterfly Garden by the North American Butterfly Association. This award was based on a detailed application and the Monarch habitat that the New Bern High Green Team assisted in building. A workshop on Monarchs and how to establish a backyard habitat will be March 14 at 6:30 p.m.

The next meeting will be March 13 at 2:00 p.m.

Community Appearance Commission - CAC did not meet in February. The next meeting is March 8 at 1:30 p.m. There is a vacancy on this Advisory Board. Applications are available at Town Hall.

MAYOR'S REPORT

The words, "this amazing community," were recently used to describe the Town of River Bend in an e-mail post thanking neighbors for responding quickly to a request for assistance. This is a quite common expression on the part of Town residents describing the kindness of their neighbors. Our Town truly is an "Amazing Community." Many persons contribute to the creation of this characteristic, and the list of those persons is a long one:

- The volunteers who serve on the several advisory boards. Each of these boards provide specific support to the Town Council as spelled out in the individual board's establishment ordinance;
- The several volunteer organizations include the Rhems Volunteer Fire Department, the First Responders, the Red Caboose Library, the Community Emergency Response Team, Friends Helping Friends;
- Town staff and their daily commitment to performing the necessary functions for all normal Town operations;
- The Town Council provides policy guidance to the Manager and staff. While the Council members receive nominal compensation, their rate of pay hardly elevates them from volunteer status.

The combined work of the volunteers, staff and Council makes the amazing community that River Benders experience. This team allows good performance without an undue tax burden for citizens.

Beginning March 21 and continuing weekly through April 25, the Council and staff will meet to develop the Fiscal Year 2017-2018 budget. The preparation of the Budget is the most critical element of the Council's annual work. The adopted budget provides the Manager direction for the fiscal year's operations. This process has worked extremely well for the Town.

ADJOURNMENT

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
Special Meeting
February 23, 2017
River Bend Town Hall
7:00 P.M.

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 Clerk:	Ann Katsuyoshi
Police Chief:	Ryland Matthews

DISCUSSION

Councilman Sheffield said that the Town's facilities were in need of updating. The Police Department is in need of significantly more space. Town Hall is crowded. The Red Caboose Library is in need of a permanent facility. There is a lack of space for recreational and club activities. Moreover, there is a lack of privacy for residents doing business at Town Hall.

Mr. Sheffield offered several options. He proposed that a facility be constructed for Public Works behind the water tower on Shoreline Drive. This would serve two purposes. First, it would provide Public Works with more space. Second, it would allow the Police Department to renovate the space currently used by Public Works, to provide the Police with the facilities that they need.

His second suggestion was that the Town construct a new facility in the Town Commons Park for the Red Caboose Library that would include space for the Library and a patio connection to the Red Caboose. Mr. Sheffield envisioned a railway station type facility in keeping with the theme of the Red Caboose and the Library's name. This would provide the Library with the space they require and, since the Library is only open limited hours, provide meeting space for small groups.

The Councilman also proposed a reconfiguration of the Town Hall that would move customer services toward the back of the building; away from crowds using the large meeting room. This would reduce the noise the staff must contend with and provide more privacy to residents who are conducting business.

In addition, Mr. Sheffield suggested that the Council consider renting the small space available at the strip mall to serve as a temporary small meeting space. Councilman Sheffield said that he believed that all of these changes could be made without raising taxes.

The Council discussed these ideas at some length. It was pointed out that the strip mall's parking facilities are wholly insufficient for the needs of the majority of the meetings that take place in Town Hall. It was also pointed out that all of these options would have to be submitted for cost estimates and construction requirements. Several of the Council members agreed that the idea for the Red Caboose Library was an attractive one and would add to the Town's park system.

PUBLIC COMMENT

Hazel Campezi, 219 Pinewood Drive, liked the Library suggestion and agreed with the Police Department's need for additional space.

Lona Farula, 291 Shoreline Drive, said that the parking at the strip mall would cause many problems for the residents and the business owners.

Debbie Alkoff, 114 Mariners Court, said that it was important to keep Town Hall staff in close proximity to each other because of the way that they work together.

Bill Ritchie, 324 Plantation, asked what would be done with the barn.

Chris Barta, 404 Gatewood, suggested that the Town explore the option of expanding Town Hall to include the Police Department. He pointed out the enhanced safety features of such an arrangement.

Margaret Pederson, 210 Rockledge, said that she would like things kept the way they were when she moved here in 1972.

Gene Bauer, 111 Bowline, said that the Town could pay for these changes by spending its cash reserves.

ADJOURNMENT/RECESS

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
Work Session
March 9, 2017
River Bend Town Hall
7:00 P.M.

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
Police Chief:	Ryland Matthews
Finance Administrator:	Margaret Theis

DISCUSSION - PROS AND CONS OF CHANGING BACK TO 2-YEAR TERMS FOR MAYOR AND COUNCIL (TABLED AT FEBRUARY WORK SESSION)

Councilmember Yocum said that she had proposed reverting to two-year terms for Council members in the hope that the shorter term would encourage more citizens to run for office. This discussion was tabled because of Councilman Camp's absence from the February meeting. Councilman Camp voiced his opinion that the terms should remain at four years. Councilmember Yocum said that she had no further remarks on this matter.

STORMWATER RECOMMENDATION

Town Manager Jackson said that the Planning Board has forwarded a recommendation for changes to 15.02.069 "Stormwater Drainage" and 15.02.020 "Definitions" that would define the term "nuisance water," which is currently undefined in our Ordinance. These changes would require a Public Hearing.

STATEMENT OF CONSISTENCY

Manager Jackson said that the Planning Board also provided a Statement of Consistency which verifies that the suggested changes are in accordance with the rest of our Zoning Ordinance.

ADVISORY BOARD VACANCIES (1 CAC AND 1 PARKS AND REC)

Mr. Jackson also told the Council that the CAC and Parks and Rec Advisory Boards have one vacancy each. He asked them to let residents who might be interested in the positions know that there is an opening.

PRESENTATION OF UTILITY DASHBOARD

The Town Manager said that NCLM maintains a Utility Dashboard on their website. It is a good source for comparison of utility rates.

REVIEW AGENDA FOR THE MARCH 16, 2017 COUNCIL MEETING

The Council reviewed the Agenda for the March 16, 2017 Council meeting.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield **moved to adjourn.** The meeting adjourned at 8:02 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
March 16, 2017**

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
Finance Administrator:	Margaret Theis
Police Chief:	Ryland Matthews

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, March 16, 2017 in the Town Hall Meeting Room with a quorum present.

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 9, 2017 Work Session
Minutes of the February 16, 2017 Regular Meeting
Minutes of the February 23, 2017 Special Meeting

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 February 28, 2017 was \$4,059,619. Ad valorem tax collections were at \$821,454.

PUBLIC SAFETY – COUNCIL MEMBER PAT YOCUM

CERT - CERT met Wednesday, February 23rd in the Town Hall Conference Room. Mary Holihan called the meeting to order. The original change of day was to the last Wednesday of the month. On a few occasions during the year, there are 5 Wednesdays in a month. There was a consensus that the date be changed to the 4th Wednesday of the month. The meetings will be held in the small conference room.

There was much discussion about the plans for the upcoming “Severe Weather and Safety Fair.” This will occur on Saturday, June 24th, from 9:30 a.m. until 2:30 p.m. Free coffee and donuts will be offered in the morning, free lunch at noon, there will be gifts raffled off with several hands on

demonstrations planned in the afternoon. Topics and speakers were discussed and they will be contacted for availability.

Thanks to Sheila O'Neill and Van Allen Rice who have spent considerable time organizing the details for the day's events.

Community Watch – The Community Watch meeting was held Wednesday, February 15th in the conference room in Town Hall. The meeting was called to order at 7:00 p.m. by Jim Kelly. Volunteers were encouraged to turn in their hours to Sheila Rohner, Secretary. There was an election of officers. Jim Kelly and Egon Lippert were re-elected as Co-Chairs and Sheila Rohner as re-elected to Secretary. Robin Beilby was recognized for her 8 years of service as Chairwoman with a plaque and bouquet of flowers.

It was decided that River Bend's Night-Out in 2017 will coincide with the date of the National Night-out which Tuesday, August 1st, 2017. More details will be shared when available. The next meeting is Wednesday, June 21st 2017 at 7:00 p.m. at Town Hall.

All residents are invited to attend any of these meetings or volunteer to be a member of CERT or Community Watch.

PLANNING BOARD – COUNCILMAN BUDDY SHEFFIELD

The regular meeting of the Planning Board met on March 2nd at 7:00 p.m. in Town Hall. A quorum was present. Member Keith Boulware chaired the meeting due to the absence of Egon Lippert who was away for surgery.

Assistant Zoning Administrator, Allison McCollum gave the report on permits issued. Councilman Sheffield updated the board on actions by the Town Council.

Town Manager, Delane Jackson, gave a full report on proposed changes to the Town's stormwater ordinance. After considerable discussion the Board voted unanimously to approve the changes and send the new ordinance to the Town Council. The Board then adopted a statement of compliance in support of the new ordinance.

Manager Jackson then briefed the Board, with the aid of photos, on the possible need to amend the Town's fencing ordinance. At Mr. Jackson's request, the board took the issue under advisement.

The next meeting is scheduled for April 6th. All Planning Board meetings are open to the public and interested parties are encouraged to attend.

Councilman Sheffield announced that the first meeting of the River Bend Promotion committee will be held on March 24th at 4:00 p.m. in Town Hall. Promotion Committee meetings are also open to the public.

First Reading and Call for Public Hearing – Changes to 15.02.069 “Stormwater Drainage” and 15.02.020 “Definitions” – Mr. Sheffield said that, as discussed at previous meetings, the Planning Board has proposed some additions and changes to these Ordinances to further define what is considered nuisance water. He **moved to schedule a Public Hearing to discuss changes to River Bend Ordinances 15.02.069 “Stormwater Drainage” and 15.02.020 “Definitions”**

for Thursday, April 20, 2017 at 7:00 p.m., or as soon thereafter as the matter can be reached. The motion carried unanimously.

EWAB – COUNCILMAN BILL CAMP

Councilman Camp said that the EWAB meeting was called to order at 7:05 p.m. by Ralph Iorio. A quorum was present. Mr. Camp reviewed the last Council session. Particular interest was shown regarding Buddy's option #1. This option involves constructing a building next to the water tower/fire station and its associated vehicular parking requirements. These could possibly obstruct fire and rescue vehicles when needed in an emergency. Options were discussed but more information is needed regarding architectural plans.

Old Business: The first three articles are being readied for the River Bender. They will focus on gardening fertilizers and their impact on our streams, canals and rivers. Future articles will be monthly contributions by the EWAB staff informing readers how we can safely use and protect our waterways.

New Business: 1) The kayak launch area float surfaces seem to be deteriorating. EWAB will investigate.

2) A ladder might be installed in the raft area in case a person falls into the water. A life ring and attached rope are available but a person alone would need a ladder due to the life rings position.

The next meeting is scheduled for April 6. All residents are invited and encouraged to attend.

PARKS & RECREATION/CAC – COUNCILWOMAN LUCI AVERY

Parks and Recreation - This Board met on March 1. New residents Paula McComas and Tom Schindler attended as guests. The group reviewed information on accessibility of playground equipment as required by the Americans With Disabilities Act. The information had been requested by the Town Manager and was provided by the Accessibility Specialist from the National Center On Accessibility. Based on the information, River Bend's current play area meets the criteria of being accessible because it is able to be reached by wheelchair. However, new equipment or modifications to existing facilities would require meeting new standards set in 2010.

Recreational activities planned for the month include Bingo held on March 15 and a Home Maintenance Workshop presented by Lowe's managers on Saturday, March 18 at 10:00 a.m. Plans for the April Easter Egg Hunt and May Concert In The Park with The Bears were discussed. The next meeting will be April 5 at 7:00 p.m.

Organic Garden and Education Center - The group met on March 13. Plans for weeding, mulching and new plantings were discussed. On March 14 a workshop entitled "Where Are The Monarchs" was presented to a standing room only audience. A Powerpoint presentation on the habitat, life cycle and migration of Monarch butterflies, which will soon be on the endangered species list, featured photos taken in the organic garden. The Monarch garden was a project funded by a grant from the New Bern Garden Club and with participation from the New Bern High Green Team. Resources for developing a backyard habitat using the specific host plant were shared with those who attended. The presentation was filmed by Channel 10 and will be available on the town web site. The next meeting will be April 10 at 2:00 p.m.

Community Appearance Commission - This Board met on March 8. Robin Beilby was a guest and expressed interest in being considered for the CAC vacancy. Establishing an area to honor our town's Veterans with a plaque and landscaping was discussed and is included in the CAC budget request. Councilman Van Slyke, a veteran of the Korean War, has agreed to consult on the most appropriate wording on the plaque and to help with arranging a dedication ceremony planned for Veterans Day, November 11, 2017.

A work day to mulch the trees and shrubs and spruce up the dog park area is planned for March 25 at 10:00 a.m. Volunteers, especially those who use the dog park, are encouraged to assist. The next meeting is May 10 at 1:30 p.m.

Vote – Appoint Robin Beilby to the Community Appearance Commission for a term beginning March 16, 2017 and expiring on June 30, 2018 - As stated previously, Robin Beilby has applied to become a member of the CAC. Ms. Avery **moved to appoint Robin Beilby to the Community Appearance Commission for a term beginning March 16, 2017 and expiring on June 30, 2018.** The motion carried unanimously.

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

The Board did not meet in March in keeping with their schedule of regular meetings conducted every other month. The next meeting will be on Tuesday April 4, 2017 at 3:00 p.m. Like all advisory board meetings, this meeting is open to the public.

MAYOR'S REPORT

One of the pleasures of serving as Mayor is the opportunity to meet new residents as they relocate to River Bend. This opportunity occurs when a new resident is meeting with the staff to initiate water service. Most of the newcomers express their satisfaction in discovering our Town and the first impression that the community presented at the time of their first visit. During the short discussions, these persons also are quick to mention how informative the Town's web page is to the person looking at the local real estate offerings in River Bend and other political jurisdictions of the New Bern area.

We, who are long-term residents, often take for granted the qualities that are helpful and attractive to persons looking for a new home. If we pause and look at statistical data of peer municipalities in population, one will find that River Bend is progressive and occupies an enviable position in many facets of operations. The Town's webpage presents a transparent presentation of our Town. It documents provided Town services, the general fund financial data, the financial strength of the Town enterprise funds and the several activities of volunteer sponsored events. Visitors to the page are also provided information on how to connect with the volunteer organizations.

For all residents, please watch for the announcement of the annual "Severe Weather" seminar, which is sponsored by the Town's Community Emergency Response Team (CERT). This seminar presents a number of speakers addressing preventative pre-storm actions that will minimize damage to homes and property. This seminar will be of particular importance to new residents. Thanks to the CERT volunteers for their hard work that accomplishes this presentation.

ADJOURNMENT

There being no further business, Councilman Sheffield **moved to adjourn.** The meeting adjourned at 7:40 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Work Session
April 13, 2017
River Bend Town Hall
7:00 P.M.**

Present Council Members:	Mayor John Kirkland Luci Avery Bill Camp Buddy Sheffield Irving Van Slyke
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Town Attorney:	Jimmie Hicks
Finance Administrator:	Margaret Theis

DISCUSSION – VOLUNTEER DAY DATE

The Town Manager discussed available dates for the Town’s annual Volunteer Day. After brief discussion, it was the consensus of the Council that Saturday, May 6, 2017.

DISCUSSION – JULY 4TH LOGISTICS

Mayor Kirkland reminded the Council that preparations for the July 4th celebration are well underway. He said that letters have gone out to the local dignitaries and the Parks and Rec Board are working on their plans for food and activities.

TREE CITY PRESENTATION

Mr. Jackson told the Council that the Craven County Forestry Service will be presenting the Town’s 2016 Tree City Award at the Regular Meeting on April 20th.

ARBOR DAY PROCLAMATION

The Town Manager also reminded the Council members that they will need to approve the Arbor Day Proclamation at the Regular Meeting as part of the Tree City requirements.

PUBLIC HEARING – CHANGES TO 15.02.069 “STORMWATER DRAINAGE” AND 15.02.020 “DEFINITIONS”

Again, Mr. Jackson reminded the Council that there will be a Public Hearing at the Regular Meeting to discuss proposed changes to the Zoning Ordinance.

DISCUSSION – BUDGET AMENDMENT

The Manager said that this is our annual end of the year Amendment to clean up the budget. This Amendment also transfers the sign money from the CAC to be used for door replacement at Town Hall.

FILLING OF VACANCY

Town Manager Jackson said that the Council is required to formally accept Council Member Yocum's resignation.

Councilman Sheffield **moved to accept Council Member Yocum's resignation effective April 9, 2017.** The motion carried unanimously.

The Manager then discussed the Instructions to Applicants. A notice will be placed in the Sun Journal on April 20th giving a receipt deadline of 4:00 p.m. on May 5th. A similar call for applications will be sent out on the Town's E News system.

Following that, the Council will follow the rules as set forth in the Town's Ordinance for filling a vacant Council seat. This will be a temporary appointment until December 14, 2017. If the person selected wishes to retain the seat he/she will have to file for the November 7, 2017 election.

Councilwoman Avery **moved to approve the Instructions to Applicants as presented.** The motion carried unanimously.

REVIEW AGENDA FOR THE APRIL 20, 2017 COUNCIL MEETING

The Council reviewed the Agenda for the April 20, 2017 Council meeting.

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
Regular Meeting Minutes
April 20, 2017**

Present Council Members:	Mayor John Kirkland Luci Avery Bill Camp Buddy 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 7:00 p.m. on Thursday, April 20, 2017 in the Town Hall Meeting Room with a quorum present.

MEMORIAL TO POLICE CHIEF RYLAND MATTHEWS, JR.

Mayor Kirkland reminded the audience that Police Chief Ryland Matthews, Jr. passed away on Sunday, April 16, 2017. The Mayor said that the Town has benefited from Chief Matthews leadership for the past five years and he will be sorely missed. He then asked Acting Police Chief Sean Joll to say a few words. Chief Joll said that Chief Matthews was a fine officer and leader. With the help of the residents and other law enforcement agencies, we will get through this difficult period. He assured the residents that the River Bend Police Department will continue to provide this community with the highest level of Police service.

ADDRESSES TO THE COUNCIL

Craven County Ranger Greg Riggs addressed the Council and said that it was a pleasure to be in River Bend to celebrate Arbor Day and to represent the North Carolina Forest Service in presenting the Town of River Bend with its Tree City USA Award for accomplishment in 2016. Ranger Riggs said that River Bend is one of 87 cities and towns in North Carolina, and one of 3,400 in the nation to receive this Award in 2016. He also pointed out that this is River Bend's eighth year receiving the Tree City designation.

PUBLIC HEARING

Changes to 15.02.069 "Stormwater Drainage" and 15.02.020 "Definitions"

Councilman Sheffield **moved to open the Public Hearing to discuss the proposed changes to the River Bend Zoning Ordinance, Sections 15.02.069 "Stormwater Drainage" and 15.02.020 "Definitions."** The motion carried unanimously

Mr. Sheffield reminded the Council and the audience that these changes were put forward by the Planning Board and discussed at the recent Work Session. The Councilman then asked that anyone who wished to speak to this issue step to the podium and be heard.

With no one stepping forward, Councilman Sheffield **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 9, 2017 Work Session
Minutes of the March 16, 2017 Regular Meeting

ADMINISTRATIVE REPORTS

PUBLIC SAFETY – COUNCILWOMAN LUCI AVERY

Councilwoman Avery said that the members of the Community Watch and CERT extend their condolences to Chief Matthews' family and to the Police Department. Both of these groups have worked closely with him and he will be missed.

CERT - The Community Emergency Response Team will meet on Wednesday, April 26 at 7:00 p.m. The group will be continuing plans for the Severe Weather Fair scheduled for June 24 from 9:00 a.m. – 2:00 p.m. at Town Hall. The public is invited to attend the meeting.

Community Watch - This group has no scheduled meeting in April or May. Community Watch has lost some members. If you can spare two hours per month to drive, walk or bike around River Bend to help keep the town safe, please contact the co-chairs Jim Kelly at 288-5668 or Egon Lippert at 672-0060.

On behalf of both groups, we congratulate River Bend resident Ralph Iorio on being awarded Firefighter of the Year for Craven County. Ralph has been a medical responder and firefighter for Rhems Volunteer Fire Department for 9 years.

PLANNING BOARD – COUNCILMAN BUDDY SHEFFIELD

Councilman Sheffield said that Chairman Egon Lippert deemed that there was no business to be conducted and cancelled the Planning Board meeting for April. We were happy that Chairman Lippert was back with us after his surgery and feeling well enough to cancel the meeting. The Board continues to study the Town's fence ordinance. The next meeting will be the first Thursday in May. All are invited to attend.

Vote – Changes to 15.02.069 "Stormwater Drainage" and 15.02.020 "Definitions" - Councilman Sheffield offered the follow as an explanation of why the Council considers the stormwater amendment action to be reasonable and in the public interest.

After several months of consideration and after receiving input from the Public Works Advisory Board, the Environment and Waterways Advisory Board, the Planning Board and the staff, the Town Council considers the proposed amendment to the Town's Zoning Ordinance to be reasonable and in the public interest because:

1. The existence of stormwater in River Bend has the potential to negatively impact the health, safety and general welfare of the public, thus it should be regulated.
2. It will codify the Town's previously unwritten policy concerning nuisance water.
3. It will create a separate section of the Town's Ordinance specifically related to stormwater drainage.
4. It will clarify the language of the Ordinance.
5. It will establish regulations that will help the Town protect its residents from the dangers of stormwater.

Councilman Sheffield **moved to approve the Ordinance to amend the River Bend Zoning Ordinance, Sections 15.02.069 "Stormwater Drainage" and 15.02.020 "Definitions" as presented.** The motion carried unanimously.

EWAB – COUNCILMAN BILL CAMP

Councilman Camp said that the EWAB meeting called to order at 7:00 p.m. by Vice chairman Jim Stevens. A quorum was present. Previous minutes were read and approved.

Mr. Camp gave a short presentation of the last Council sessions and budget meetings. Particular interest was shown regarding the kayak launch area. The Town Manager has contacted the original kayak area contractor. The contractor will evaluate the raft surface condition. Also a motion to change the present four-year council term to two years was defeated after input from present and former council persons were evaluated and voted upon.

Old Business - Six articles concerning environmental issues and how citizens can control the release of chemicals into our waterways are ready for publication in the River Bender. The first of these articles was published in last month's River Bender. Gene Bauer has contributed considerable time editing and preparing these articles. He is now looking for other topics to be addressed. Residents are encouraged to submit topics they would like to have EWAB write about. Please submit those requests to Gene Bauer, Bill Camp or any EWAB member.

New Business - 1) Tommaso Serra raised the question of the water level on the south side of the dam/weir as being too high. Members asked if this was adjustable. To the best of my knowledge it is not. I was informed that it is the same level as was designed into the original dam prior to its failure.

2) Some of the people fishing in the water behind the Town Hall leave their home made fish hooks and line lying in the grass. These are a hazardous to dogs on a leash or people with bare feet. Signs "might" help but I would not want to encourage more signs cluttering our landscape. More discussion and consideration is required.

3) Gene Bauer proposed a new pamphlet to be sent out in water bills and/or other modalities. His six-sided pamphlet would illustrate how River Benders can help reduce chemicals from finding their way into our waterways.

The meeting was closed by Jim Stevens at 8:05 p.m. The next EWAB meeting is scheduled for May 1st. The public is invited and encouraged to attend.

PARKS & RECREATION/CAC – COUNCILWOMAN LUCI AVERY

Parks and Rec - This Board met on April 5. Six members of Leadership Craven County attended as visitors. The group reviewed recent improvements to the parks as part of the Town's regular maintenance. New swings are in the preschool area and boards and benches at the town hall dock have been replaced. The annual Easter Egg Hunt was held on a beautiful morning on April 15 and was enjoyed by many River Bend children and visitors. Three groups of children by age and one group of special needs children participated. A Game Social event will be held at Town Hall on April 27 from 1:00 – 3:00 p.m. Two concerts are scheduled for May. The Bears will perform on May 7 from 4:00 - 5:30 p.m. at the basketball area. Bring a chair or blanket and enjoy listening and dancing to the oldies. The Fairfield Harbour Spring Concert will be May 14 at River Bend Baptist Church at 3:00 p.m. The Town thanks the Church for use of their building for this popular concert and Betty Bakker for her assistance. The next meeting will be May 3 at 7:00 p.m. This Advisory Board continues to have one vacancy. Anyone interested is encouraged to attend this meeting and to submit an application for consideration available from town hall or on the web site.

Organic Garden and Education Center - This group met on April 10. On April 21 at 2:30 p.m. the garden invites the public to visit to see the Monarch habitat and meet members of the New Bern High Green Team. Those who attend will take home an asclepias plant which is the host plant on which Monarchs lay eggs and caterpillars feed. On April 22 the garden will hold a yard sale from 7:00 a.m. – 11:00 a.m. in the parking area of Marina Place on Shoreline. This date is also Earth Day and the fourth anniversary of the Organic Garden. The next workshop will be held on May 9 at 6:30 p.m. in Town Hall. A very experienced Master Gardener will present Herbs For The Southern Garden and herb themed refreshments will be served. The last workshop was standing room only and reservations are strongly encouraged by contacting Dee Smith at 634-3192. The next meeting will be May 8 at 2:00 p.m.

CAC - The Community Appearance Commission had no scheduled meeting in April but did have a workday on the grounds around the dog park. The group thanks the volunteers who assisted, most of whom were users of the dog park. The next meeting will be May 10 at 1:30 p.m. Planning for the Veterans Memorial will be on the agenda and interested residents are invited to attend.

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

The Mayor said that this Board met on April 4th. Public Works Superintendent Mills briefed the Board on the recent boring of a new service connection under Tar Landing. He included pictures taken during the work as part of his brief. He also presented photos of repaired water leak. Superintendent Mills provided information of the method and schedule of the coming flushing of the water mains and the removal of grit from the wastewater treatment plant by a vendor.

Mr. Kirkland shared copies of the presentation material from the Council's Special Meeting concerning facilities improvement for their information. I indicated that the Council had agreed that they would address the building needs after the budget development is complete.

Bill Lessard discussed with the Board the condition of water service to his home. He has experienced low water pressure, rust stains in fixtures and a water filter he installed was

ineffective. After discussion with the Board, Mr. Lessard and Brandon Mills agreed that they would meet at the home to look for the possible source of problems. He expressed the belief that more frequent flushing of the system would help.

On another issue he expressed concern about the safety of the bridge crossing the canal on Plantation Drive pointing out that bushes in the area of the bridge may need to be trimmed.

Board Member Bud Danehy told the Board that he had attended some of the budget work sessions and that the Town's budget development process was a very good process. He also told the Board that there are no major projects planned in the public works department. Chairman Bruno announced that the next Board meeting would be held on June 6.

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 March 31, 2017 was \$4,070,404. Ad valorem tax collections were at \$828,747.

Vote – Budget Ordinance Amendment 16-B-03 – Councilman Van Slyke said that, as discussed at the Work Session, this is our annual end of the year Amendment to clean up the budget. This Amendment also transfers the sign money from the CAC to be used for door replacement at Town Hall. He **moved to approve Budget Ordinance Amendment 16-B-03 as presented.** The motion carried unanimously.

Vote – Contract for Seawall Replacement – Mr. Van Slyke said that, as discussed at the Work Session, the money is already in the Stormwater Department to cover this expense so we do not need an amendment. But, since it is an unplanned project, the Council does need to approve the contract for the project. He **moved to approve the contract with Bobby Cahoon Construction for Seawall Replacement in an amount not to exceed \$5,714.** The motion carried unanimously.

Vote – Call for Public Hearing – Proposed 2017-2018 Budget – Councilman Van Slyke reminded the Council that they hold their Public Hearing for the Proposed Budget at the Regular Council Meeting in May. He **moved to schedule a Public Hearing on the Town's Proposed Budget for FY 2017-2018 on May 18, 2017 beginning at 7:00 p.m., or as soon thereafter as the matter can be reached.** The motion carried unanimously.

MAYOR'S REPORT

Mayor Kirkland said that the Manager has reported that Councilmember Yocum has submitted her resignation as a member of the Town Council. We express appreciation to Pat for her service to the Town of River Bend while serving as a member of Council and wish her the best in future endeavors. As outlined in discussions during the Council Work Session last Thursday, the Council will select a new Council member to serve in this position until the election and seating of newly elected Council members following the November election.

The Council and Staff have completed the major work in drafting a Fiscal Year 2017-2018 Budget. As required by the Town's Budget Ordinance, the Public Hearing on that proposed budget will be conducted at the May Council meeting. The Council will then vote on budget adoption at the June Council meeting.

The Budget Work Sessions were all open meetings with citizens in attendance and they had the opportunity for them to ask questions and provide input. The Town's budget is a professional and positive process. This process involves the Council and Staff working through the needs of each department and balancing those projected costs against the conservatively projected revenues expected.

The North Carolina League of Municipalities (NCLM) sponsors an annual Town Hall Day when elected leaders from across the state come to Raleigh to meet with their representatives and discuss issues important to local government. This year's event was on March 26th. Councilman Camp, Councilman Van Slyke and Council Person Yocum joined me in attending that session. The event started with a briefing by the NCLM staff. The League is operating under difficult conditions since their office building is across the street from the site of the recent fire in Raleigh and it was badly impacted by that fire. Their briefing was held in the History Museum auditorium. That briefing outlined the issues that are working their way through the legislative process.

We were able to meet with Senator Sanderson, Representative Bell and Representative Graham. The members of the General Assembly were operating with a very busy schedule of demanding attendance at hearings on pending legislation and committee meetings on issues that would be voted during the following day. We value the time our representatives were able to spend with us.

ADJOURNMENT

There being no further business, Councilman Sheffield **moved to adjourn**. The meeting adjourned at 8:02 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Work Session
May 11, 2017
River Bend Town Hall
7:00 P.M.**

Present Council Members:	Mayor John Kirkland Luci Avery Bill Camp Buddy Sheffield Irving Van Slyke
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Town Attorney:	Jimmie Hicks
Finance Administrator:	Margaret Theis

BUDGET MESSAGE PRESENTATION

The Town Manager will present his Budget Message and the Proposed FY 2017-2018 Budget at the Regular Meeting on May 18. He said that the Proposed Budget essentially remains the same as discussed at the April 13, 2017 Work Session. Copies have been available to the public since May 1st. Thus far, we have not had any requests for copies.

ANNOUNCEMENT OF GRAND MARSHALS

Mayor Kirkland told the Council that Mary and Ralph Iorio have accepted their invitation to serve as Grand Marshals of this year's July 4th Parade.

COUNCIL VACANCY APPOINTMENT

Mr. Jackson told the Council that we have received one application to fill the Council vacancy. That application is from Barbara Maurer who previously served as a Council member. He pointed out that our Ordinances call for interviews of the candidates. However, that appears to assume that more than one person has applied.

After brief discussion, Councilman Camp **moved to waive the interview and other requirements laid out in the Ordinance, and to appoint Ms. Maurer to the Council at the May 18, 2017 Regular Meeting.** The motion passed unanimously.

VOTE – COPIER CONTRACT

The Town Manager reported that the Town has received the proceeds from the insurance claim on the leased copier. He reminded them that the copier was damaged beyond repair by a power surge in our building. Advanced Office Solutions is now offering to provide us with an upgraded version of that copier for five dollars a month less than we were previously paying.

Councilman Van Slyke **moved to authorize the Mayor and Manager to execute a contract with Advanced Office Solutions to provide copier services at a rate of \$249.80 per month for 60 months.** The motion carried unanimously.

DISCUSSION – PERSONNEL POLICY

The Town Manager said that, under its current Policy, Town employees are only permitted to accumulate 30 day of vacation leave. After that, the employee is in “use or lose” status which requires them to either take the leave before the end of the fiscal year or lose it.

Mr. Jackson suggested that the Town change that policy in two ways. First, he said that most municipalities accumulate leave on a calendar year, as opposed to a fiscal year. Also, many municipalities allow employees with more than 30 days of vacation leave to convert the excess to sick leave in order not to lose it. When an employee retires, the State Retirement system permits them to “trade in” up to six months of sick leave toward time in service. This item will be presented to the Council at their Regular Meeting for consideration.

DISCUSSION – LAKEMERE HOA LAND DONATION

Because this item involved the Lakemere HOA, of which Councilwoman Avery is a member, it was necessary for her to recuse herself from this discussion. Councilman Sheffield **moved to recuse Councilwoman Avery from the discussion on this topic.** The motion carried unanimously.

The Manager said that the Lakemere HOA wants to give the Town some land that they own along the perimeter of the development. He said that if the Council accepts this donation, he would recommend that the HOA absorb all costs in association with it. Mr. Jackson also pointed out that it may be advisable for Councilwoman Avery and Councilman Van Slyke to abstain from voting on this issue since they are both Lakemere homeowners and this action may be perceived as benefiting them.

EMPLOYEE MEDICAL INSURANCE

Mr. Jackson informed the Council that the information on employees’ medical insurance that was received during the Budget Work Session meetings has been changed. Previously, the staff was told that the policy they have now with the HRA would no longer be available. However, that has changed and it will be available for at least one more year.

Because it was assumed at the time of budget preparations, no funds were included to fund the HRA portion of the health plan, previously funded at \$1,500 per employee per year. However, there is enough excess in the current proposed budget to allow for a \$500 HRA per employee without any addition of funds.

The Council discussed this issue. It was the consensus of the Council that the HRA should be funded at \$1,000 per employee. Councilman Sheffield pointed out that, if necessary, an amendment to the budget can be made at a future date.

ADVISORY BOARD APPOINTMENTS

The Town Clerk reminded Council members that Advisory Board appointments and reappointments need to be made at the June Regular meeting. She provided them with a list of those Advisory Board members whose terms will expire on June 30, 2017 and asked them to

speak with these Board members to see if they are willing to continue serving. The Clerk asked that the information be sent to her by the June Work Session.

REVIEW AGENDA FOR THE MAY 18, 2017 COUNCIL MEETING

The Council reviewed the Agenda for the May 18, 2017 Council meeting.

ADJOURNMENT/RECESS

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

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
May 18, 2017**

Present Council Members:	Mayor John Kirkland Luci Avery Bill Camp Barbara Maurer Buddy Sheffield Irving Van Slyke
Town Manager:	Delane Jackson
Town Attorney:	Jimmie Hicks
Town Clerk:	Ann Katsuyoshi
Acting Police Chief:	Sean Joll
Finance Administrator:	Margaret Theis

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, May 18, 2017 in the Town Hall Meeting Room with a quorum present.

ADJOURNMENT OF BUDGET WORK SESSION MEETINGS

Mayor Kirkland reminded the Council that, due to the sudden death of the Police Chief, the final Budget Workshop was delayed until the May 11th Work Session. All of the Budget Workshops are recessed until the last one which is adjourned. The Council still needed to make that motion to complete this year's meetings. Councilwoman Avery **moved to adjourn the 2017- 2018 Budget Workshops**. The motion carried unanimously.

OATH OF OFFICE

Town Clerk Ann Katsuyoshi administered the Oath of Office to Barbara Maurer who was selected to fill the vacant Council seat. Mayor Kirkland welcomed Councilwoman Maurer and thanked her for her willingness to serve.

PRESENTATIONS TO COUNCIL

Proposed Fiscal Year 2017-2018 Budget

Town Manager Delane Jackson provided the Council with a brief overview of all of the items discussed during this year's Budget Work Sessions. He said that the Town remains in a strong financial position with a General Fund balance well above the Council's self-imposed minimum of 50% of operating costs. Mr. Jackson said that it is the staff's recommendation that we set a tax rate of 29¢ per hundred and that water and sewer rates remain the same as last year.

PUBLIC HEARING

Proposed Fiscal Year 2017 – 2018 Budget

Councilman Van Slyke **moved to go into Public Hearing to discuss the Proposed Fiscal Year 2017-2018 Budget**. The motion carried unanimously.

He then asked anyone who wished to speak to this issue to step to the podium and be heard. With no one stepping forward, he **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:

Approve:

- A. *Minutes of the April 13, 2017 Work Session*
- B. *Minutes of the April 13, 2017 Closed Session*
- C. *Minutes of the April 17, 2017 Closed Session*
- D. *Minutes of the April 20, 2017 Regular Meeting*

ADMINISTRATIVE REPORTS

PLANNING BOARD – COUNCILMAN BUDDY SHEFFIELD

Councilman Sheffield said that the Regular Meeting of the Planning Board was held on May 4th at 7:00 p.m. at Town Hall. A quorum was present. Town Manager Jackson attended the meeting.

Assistant Zoning Administrator, Allison McCollum delivered the report on permits issued last month, which was considerably up from recent months. Councilman Sheffield briefed the Board on recent actions by the Council.

The Board discussed proposed changes to River Bend's fence ordinance. There was a lively discussion with all Board members weighing in. It was decided that Chairman Lippert and Manager Jackson would work on a draft of a new fence ordinance based on the Board's discussion and a review of Ordinances from other municipalities.

The meeting was adjourned around 8:00 p.m. The next meeting is scheduled for June 1st. All interested parties are invited to attend.

EWAB – COUNCILMAN BILL CAMP

Councilman Camp said that the EWAB meeting was called to order at 7:00 p.m. by Jim Stevens. A quorum was not present therefore no issues could be approved. The next EWAB meeting is scheduled for June 5th. The public is invited and encouraged to attend.

PARKS & RECREATION/CAC – COUNCILWOMAN LUCI AVERY

Parks and Recreation - This Board met on May 3. May has been the month for concerts organized by this group. A crowd of 160 people listened and danced to the music of The Bears on May 7 in the town commons area. The Fairfield Harbour Chorus performed on May 14 at the River Bend First Baptist Church. The Board thanks the Church for use of their facility and Betty Bakker for her assistance.

A report was shared from a private company that does safety audits of playgrounds. All of the Town play areas were assessed to assure the safety of our children. Recommendations for improvement included some minor repairs such as painting, replacement of protruding screws with playground clevis fasteners, and widening the fall-zone borders in one area. Only one older play item was found to be in need of a replacement part. All of these repairs can be accomplished by Public Works.

The next meeting is June 7 at 7:00 p.m. at which time final plans for July 4th will be made. This Advisory Board has one vacancy. Applications for consideration are available from Town Hall or the website.

Organic Garden and Education Center - A well attended workshop on Herbs For The Southern Garden was held on May 9. This was filmed by Cable Channel 10 and can be viewed on the Town web site. Herb themed refreshments included a salad bar featuring produce harvested from the garden. Participants went home with green pepper plants.

At the May 8 meeting it was announced that North Carolina State University has recognized the River Bend Organic Garden in two ways. Dr. Lucy Bradley has officially made the designation as a North Carolina Public Garden and it appears on a state map. Don Boekelheide, following a site visit and observation of the New Bern High Green Team at work, described the garden as a model community garden for the State.

The next meeting will be June 12 at 2:00 p.m. Volunteers are always welcome to work in the garden or to contribute time in many other ways.

Community Appearance Commission - This Board met on May 10. The main agenda item was discussion of the Veterans' Honor/Memorial for the Town. Councilman Van Slyke attended to share research he had done on possible materials and wording. As a veteran, his contribution was much appreciated by the group. A sub committee was formed to continue work on material and a site and a group decision may be made at the July 12 meeting at 1:30 p.m.

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

Mayor Kirkland said that the Public Works Advisory Board, following their schedule of meetings held every other month, did not meet in May. The next Board meeting will be held on June 6.

Date for Special Meeting – Councilman Sheffield reminded the Council that, at the time they voted to discontinue Retreats, the members agreed to hold Special Meetings to discuss any issues that required extra attention. He said that he has additional information on the Town's Facilities Needs Project that he wishes to share. Councilman Sheffield **moved to schedule a Special Meeting to discuss Facilities Needs for Thursday, June 15th at 6:00 p.m.** The motion carried unanimously.

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, 2017 was \$4,103,953. Ad valorem tax collections were at \$832,005.

Vote – Changes to Personnel Policy – The Town Manager said that, under its current Policy, Town employees are only permitted to accumulate 30 day of vacation leave. After that, the employee is in “use or lose” status which requires them to either take the leave before the end of the fiscal year or lose it.

Mr. Jackson suggested that the Town change that policy in two ways. First, he said that most municipalities accumulate leave on a calendar year, as opposed to a fiscal year. Also, many municipalities allow employees with more than 30 day of vacation leave to convert the excess to sick leave in order not to lose it. When an employee retires, the State Retirement system permits them to “trade in” up to six months of sick leave toward time in service.

After a brief discussion, Councilman Van Slyke **moved to approve the amendments to Article VII, Section 8 of the Town of River Bend Personnel Policy as presented.** The motion carried unanimously.

PUBLIC SAFETY – COUNCILWOMAN LUCI AVERY

Community Emergency Response Team – Councilwoman Avery said that six CERT members worked on traffic control and parking for Chief Matthews’ funeral. This was at the request of New Bern Police who were coordinating traffic.

The group met on April 26. The agenda included discussion of final plans for the Severe Weather Safety Fair to be held Saturday, June 24 from 9:30 a.m. – 3:00 p.m. at Town Hall. This annual event is being coordinated by Sheila O’Neil and Van Rice and their organization has been exceptional. Presenters will be representatives from Craven Emergency Services, FEMA, National Weather Service, Craven Animal Shelter, Red Cross, River Bend Police and Rhems Fire Department. After lunch is served, there will be hands on sessions on using fire extinguishers and how to perform hands only CPR. All residents are encouraged to attend this informative workshop. Hurricane season officially begins June 1, but there has already been the first named storm.

The next meeting will be May 24 at 7:00 p.m. in the CERT building on Wildwood Dr. next to the library. This will be a work session to prepare handouts for the fair and to train members on use of the radios.

Community Watch - Community Watch members distributed programs to assist with Chief Matthews’ funeral. The next meeting will be June 21 at 7:00 p.m. in Town Hall. Agenda items will be traffic control for July 4th and discussion of the August Night Out event.

Public Safety - Registration of Pets/Rabies Vaccinations - Town staff have indicated that some owners have not yet paid the annual \$10 fee to register their dogs and cats. The registration is a way to identify pets and assist police in returning lost pets to owners. Validation of current rabies vaccination is part of this process and is a safety issue for the pet, other animals especially in the dog park, and humans. The recent attack by a rabid fox in the county is reason to be sure our pets are vaccinated.

MAYOR’S REPORT

Mayor Kirkland said that Spring in River Bend is always pleasant and colorful. The park area around Town Hall is particularly attractive and Janet Nawojski deserves a lot of credit for the

constant manicuring of that area. A drive through Town will reveal that individual homeowners also give attention to the landscaping of homes. This appearance doesn't come without considerable effort by volunteers, the Town staff and homeowners. This attractive appearance of the Town makes a positive impact on visitors some of whom may be prospective homebuyers.

The Volunteer Appreciation Picnic was held on Saturday, May 6. This annual event has been a Town Council sponsored event for more than fifteen years. The picnic recognizes how important the contributions of volunteers are to the conduct of normal operations in River Bend. There are six advisory boards with enabling ordinances detailing responsibility of those boards. Each direct their efforts to detailed aspects of the Town's continuing operations. Board members review existing ordinances and directives and make recommendations to the Council Members when they deem changes are appropriate. Several additional organizations critical to Town operations also are participants in this event.

The day started with a promising but cool offering. As the setup on the Town Commons was completed and the food delivered, the temperature dropped and the wind speed increased; rain seemed likely. The decision was made to relocate to the Town Hall and with the Town Manager and limited staff leading the effort and the honored volunteers assisting the moving of food, tables and chairs the relocation was accomplished in short order. The result was a warm and well fed volunteer group. Thank you, volunteers.

The annual Public Hearing on the Town's budget was conducted during the Council Meeting on May 18. The Council and Staff devoted several work sessions beginning in March to drafting the proposed budget. In following the transparent approach to this process, the budget work sessions were open meetings and residents attending were given the opportunity to provide input to Council/Staff discussions. A Council vote at the June 15 meeting will adopt the Town's 2017-2018 budget. Thanks to the Town Manager, members of Council and staff for the hours of work that go into the development of this critical municipal financial plan.

ADJOURNMENT

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
Special Meeting
June 8, 2017
River Bend Town Hall
6:00 P.M.**

Present Council Members:	Mayor John Kirkland Luci Avery Bill Camp Barbara Maurer Buddy Sheffield Irving Van Slyke
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi

OPENING REMARKS

Mayor Kirkland said that the Council needs to seriously consider the direction they will give to the Manager regarding the future of the barn. He pointed out that a study done by a structural engineer in 1999 stated that the building was structurally unsound at that point. The barn has continued to deteriorate since that time.

PRESENTATION

Town Manager Delane Jackson presented several photographs showing the deteriorating condition of the barn. He pointed out that over the years the Town's Civil Engineer, Kevin Avolis, has made several studies of the structure and, at this point, concludes that it will cost \$100,000 just to make the building safe and usable. This includes a new roof and roof and wall framing repairs.

DISCUSSION

The Council members discussed this item at some length. It was pointed out that many residents use the storage spaces. If the barn is demolished, those spaces would be lost. The Manager said that the Town could consider building storage spaces on that site to accommodate the residents. He also pointed out that the outdoor spaces at Gull Pointe could be expanded to accommodate those currently parked behind the barn.

CLOSED SESSION

Councilman Sheffield **moved to go into Closed Session under G.S. 143-318.11 (a) (5), of the Open Meetings Law to discuss 46 Shoreline Drive which is owned by Roland and Susan Pridgen, as a possible location for a Town facility; and to discuss 1 Marina Drive, which is owned by Berit Peck, as a possible location for a Town facility.** The motion carried unanimously.

The Council entered Closed Session at 6:45 p.m.

River Bend Town Special Meeting
June 8, 2017
Page 2 of 2 pages

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield **moved to adjourn.** The meeting adjourned at 7:02 p.m.

Ann H. Katsuyoshi
Town Clerk

River Bend Town Council
Works Session
June 8, 2017
River Bend Town Hall
7:00 P.M.

Present Council Members:	Mayor John Kirkland Luci Avery Bill Camp Barbara Maurer Buddy Sheffield Irving Van Slyke
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Acting Police Chief:	Sean Joll
Finance Administrator:	Margaret Theis

LETTER TO MAUREEN SCHWERDTFEGER

Mayor Kirkland presented the Council members with the proposed Letter of Appreciation to Maureen Schwerdtfeger for her many years of service to the CAC. The Letter will be presented to Mrs. Schwerdtfeger at the Regular Council meeting.

ADVISORY BOARD APPOINTMENTS

Town Manager Delane Jackson reminded the Council that these reappointments are made every year at the June Regular Council meeting.

BUDGET AMENDMENT 16-B-04

Mr. Jackson said that this is the final amendment for the fiscal year. This amendment includes no new funding, but does recognize new miscellaneous income in the General Fund from the insurance settlement for the copier. The other changes are simply moving already budgeted money to other lines within the budget.

Councilman Van Slyke **moved to approve Budget Amendment 16-B-04 as presented.** The motion carried unanimously.

BUDGET ORDINANCE FOR FISCAL YEAR 2017-2018

The Town Manager reminded the Council that the Public Hearing on the Proposed Fiscal Year 2017 – 2018 Budget was conducted at the May Regular Council Meeting. A vote on this Budget is scheduled for the June Regular Council Meeting.

ZONING ORDINANCE AMENDMENT

The Planning Board has been working on revisions to the Town's fence ordinance. Mr. Jackson presented them with a copy of their proposed changes. He noted that these changes would

permit fences up to four feet tall in the front yard; which has been prohibited under our current ordinances.

The Council discussed this at some length. It was noted that there is no required type of front yard fence that could mean there could be varying types and sizes on one street. The Council also discussed the setback requirements which would make a front yard fence impractical on small lots.

MAYOR – COUNCIL RESPONSIBILITIES CHART UPDATE

Mr. Jackson presented the Council with the updated Mayor – Council Responsibilities Chart. As previously discussed, Councilwoman Maurer will assumed all of the responsibilities of former Councilmember Yocum. Councilwoman Avery **moved to adopt the Updated Mayor – Council Responsibilities Chart with Councilwoman Maurer assuming the responsibilities of former Councilmember Yocum.** The motion carried unanimously.

PROFESSIONAL SERVICES CONTRACT

The Town Manager then discussed the proposed contract between the Town and North State Consulting Services. He reminded the Council that this is the same firm the Town used in selecting Chief Ryland Matthews. At that time, Town staff were satisfied with their performance and proposed that we use the same firm again.

Councilman Van Slyke **moved to approve the contract with North State Consulting Services in an amount not to exceed \$9,590 and to authorize the Mayor to sign on behalf of the Town.** The motion carried unanimously.

PROPERTY DONATION FROM LAKEMERE HOA

Because Councilwoman Avery is a member of the Lakemere HOA, Councilman Camp **moved to recuse her from any discussions on this item.** The motion carried unanimously.

The Manager said that the Lakemere HOA has some land that they want to transfer to the Town. He recommended that the Town accept the donation and that the HOA will pay all legal fees associated with the transfer.

The Council discussed this matter briefly. Councilman Sheffield **moved to accept the land donation, parcel number 8-200-H-00E, from the Lakemere Homeowners Association, with any legal fees to be paid by the Homeowners Association.** The motion carried unanimously.

2017-2018 LEAF AND LIMB PICK UP SCHEDULE

Mr. Jackson reminded the Council that they must adopt a new Leaf and Limb Pick Up Schedule each fiscal year. The proposed schedule for 2017-2018 follows the same general schedule as in previous years.

REVIEW AGENDA FOR THE JUNE 15, 2017 COUNCIL MEETING

The Council reviewed the Agenda for the June 15, 2017 Council meeting.

ADJOURNMENT/RECESS

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

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
June 15, 2017**

Present Council Members:	Mayor John Kirkland Luci Avery Bill Camp Barbara Maurer Buddy Sheffield Irving Van Slyke
Town Manager:	Delane Jackson
Town Attorney:	Jimmie Hicks
Town Clerk:	Ann Katsuyoshi
Acting Police Chief:	Sean Joll
Finance Administrator:	Margaret Theis

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, June 15, 2017 in the Town Hall Meeting Room with a quorum present.

ADDITIONS TO AGENDA

Councilwoman Barbara Maurer **moved to add a discussion of the demolition of the barn as item number 12C.** The motion carried unanimously and the item was added.

PRESENTATION TO COUNCIL

Mayor Kirkland told the Council that Maureen Schwerdtfeger served as a member of the CAC from 2006 to 2017. He thanked her for her dedicated service to the Town and presented her with a Letter of Appreciation.

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 May 11, 2017 Work Session*
 - Minutes of the May 18, 2017 Regular Meeting*
- B. Advisory Board Appointments and Reappointments
 - PLANNING BOARD: Reappoint Keith Boulware, Kathleen Fleming, Robert Kohn and Kelly Latimer to terms beginning July 1, 2017 and ending on June 30, 2019;*
 - PARKS AND RECREATION: Reappoint Mary Iorio and Francine Rice to terms beginning July 1, 2017 and ending on June 30, 2019;*
 - ENVIRONMENT AND WATERWAYS: Reappoint Ralph Iorio and Karl Lichty to a term beginning July 1, 2017 and ending on June 30, 2019;*
 - COMMUNITY APPEARANCE COMMISSION: Reappoint Susan Broderick, Lona Farula, Judi Lloyd and Lynn Torgersen to terms beginning July 1, 2017 and ending June 30, 2019;*
 - PUBLIC WORKS: Reappoint Bud Danahy, Lou Colombo, Buck Erwin and Richard Seeger to terms beginning July 1, 2017 and ending on June 30, 2019;*

AUDIT COMMITTEE: Reappoint Councilman Irving Van Slyke, Councilwoman Luci Avery, Margaret Theis, the Town Manager and L.J. Danehy to terms beginning July 1, 2017 and expiring on June 30, 2018.

ADMINISTRATIVE REPORTS

EWAB – COUNCILMAN BILL CAMP

Councilman Camp said that the EWAB met on June 5th. They discussed several items including:

The Kayak Launch area is still in need of repair. The non-skid mat on the raft is curling and is a potential tripping hazard. The manufacturer of the mat, as well as the installer, have been contacted. Their input is needed to effect repairs. Also, a ladder to help a person get back on the raft if they fall into the water should be installed. The last Kayak need is to relocate the life ring to the raft area rather than the walkway as this will better facilitate its usage in case of emergency.

Aids to navigation marker #7 opposite the Marina was loose and is now missing. It might have fallen into the water. It must be replaced as it designates the channel border.

A bird was seen entangled in a plastic bag at the entrance to the main canal. Marinas and other boat launch areas have disposal stations to throw away plastic bags. EWAB suggests a plastic PVC tube be installed at the Kayak Launch area to receive unneeded plastic bags. This would be good for birds as well as the environment.

PARKS & RECREATION/CAC – COUNCILWOMAN LUCI AVERY

Parks and Recreation - This Board met on June 7. The agenda focused on all the details necessary to produce the Town's July 4th event in cooperation with Town staff and volunteers. The parade begins at 10:00 a.m. followed by recognition of visiting dignitaries and singing of the National Anthem. The annual Cake Walk and games for children begin at 11:00 a.m. Hot dogs, salads, side dishes, desserts and soft drinks will be available for only \$3 per person. Music will be provided by The Bears.

Volunteers are needed to provide cakes for the Cake Walk which can be left in Town Hall beginning at 8:45 a.m. Those wishing to contribute food may bring cut up fruit if your last name begins with A-F; cupcakes, brownies or cookies for G-N; and salads without mayonnaise or eggs for O-Z.

The next meeting will be July 5 at 7:00 p.m. This Board has a vacancy. Applications are available at Town Hall or on the Town website.

Organic Garden and Education Center - This group did not meet in June because of the many garden tasks that are needed. The gardeners are busy weeding, mulching and harvesting summer produce. Volunteers and visitors are always welcome. Someone will be working Monday through Saturday morning from 8 - 11 a.m. The next meeting will be July 10 at 2:00 p.m.

Community Appearance Commission - There is no meeting this month, but there will be a work day on June 28 beginning at 8:00 a.m. to weed and mulch and spruce up the Town Hall and

Commons areas for July 4th. Volunteers are welcome. The next meeting will be July 12 at 1:30 p.m.

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

Mayor Kirkland said that the Public Works Advisory Board held its regular meeting on June 6. Public Works Director Mills reported that the shrubs that had obstructed the sight line on Plantation Drive at the canal crossing had been cut thus greatly improving the line of sight. He also reported that staff were clearing growth from the sewer line easements. He further reported that the WWTP had recently had a state inspection and that no violations were noted. Rich Seeger asked if the drainage of the stone parking lot in the area of the fire station could be improved.

Board member Bud Danehy, who had represented the Board at the Budget Work Shops, briefed Board Members on significant points related to the coming fiscal year's budget. He indicated that in his opinion the budget is conservative in both the anticipated revenues and in the project and operating cost estimates. He also stated that the entire budget process was open to the public and persons attending were given an opportunity to ask questions and express their opinions.

The Mayor reported to the Board that the vote to approve the budget would take place at the Regular Council Meeting on June 15. Chairman Bruno asked about the Special Meeting on June 8. The Mayor responded that the meeting was for Council to continue discussion on the future needs of Town's infrastructure. The future plan for the town barn was one item to be discussed.

Manager Jackson informed the Board that the overall process has been given the name BUS, an acronym for Building Utilization Strategy.

The next scheduled meeting of the Board will be August 1.

Vote – Approve 2017-2018 Leaf and Limb Pick Up Schedule – Mayor Kirkland reminded the Council that they must approve the new Leaf and Limb Pick Up Schedule for Fiscal Year 2017-2018. A draft of the proposed schedule was provided to them at the June 8 Work Session. Councilman Van Slyke **moved to approve the 2017-2018 Leaf and Limb Pick Up Schedule as presented**. The motion carried unanimously. Copies of this Schedule will be mailed to the residents in their July water/sewer bills and will be available in Town Hall and on the Town's website at www.riverbendnc.org.

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 May 31, 2017 was \$3,882,398. Ad valorem tax collections were at \$832,654.

Vote – Fiscal Year 2017-2018 Budget Ordinance – Councilman Van Slyke said that the Public Hearing for the Proposed Fiscal Year 2017-2018 was held at the May 18, 2017 Regular Meeting. As is stated in our Ordinances, the vote was then held over until the June Regular Meeting. He **moved to adopt the Fiscal Year 2017-2018 Budget Ordinance and Fee Schedule as presented. Further, I move to authorize the Mayor to sign contracts, as needed, to complete projects authorized by the 2017-2018 Budget.** The motion carried unanimously. A copy of the Fee Schedule is attached to these Minutes as an Addendum.

PUBLIC SAFETY – COUNCILWOMAN BARBARA MAURER

Community Watch – Councilwoman Maurer said that the Community Watch did not meet in May. The next meeting is scheduled for Wednesday June 21 at 7:00 p.m. Agenda items will include parking for Fourth of July and Night Out on August 1st. Anyone who is interested in Community Watch is invited to attend the meeting.

CERT - CERT met on May 24th. Det. Laura Heckman conducted radio training as part of CERT's in-service training. A future in-service session will offer a refresher on the use of fire extinguishers. Much of the meeting focused on preparations for the upcoming Severe Weather Safety Fair. All River Bend residents are invited to attend the free event on Saturday, June 24th. The event starts with registration and refreshments at 9:30 a.m. Presenters will discuss emergency preparedness, weather information, FEMA, pet options and more. Break-out sessions will offer hands only CPR, proper use of fire extinguishers and displays. This information is helpful to all residents, especially those who have recently moved to eastern NC. Special thanks go to Van Rice and Sheila O'Neill for their extraordinary organization and to all the members of CERT for offering this annual event and for always being ready to help in an emergency.

Discussion – Possible Demolition of the Barn – Ms. Maurer said that the Town Manager had given a presentation at the Special Meeting on May 8th showing the poor condition of the barn. At that time, Council members had held preliminary discussions on how the Town could provide alternative storage space for those residents who are currently renting space in the barn. She pointed out, however, that none of these discussions could move forward without cost estimates on demolition of the barn. Therefore, Councilman Maurer **moved to authorize the Town Manager to obtain cost estimates for the demolition of the barn structure and clearing the debris.** The motion carried unanimously.

PLANNING BOARD – COUNCILMAN BUDDY SHEFFIELD

Councilman Sheffield said that the regular meeting of the Planning Board was held on June 1st at 7:00 p.m. at Town Hall. A quorum was present as well as Town Manager Jackson and several guests.

Assistant Zoning Administrator McCollum briefed the Board on the building permits issued during May. Councilman Sheffield updated the Board on actions by the Town Council.

Guests from River Bend's ETJ spoke to the Council about permission to install a double-wide mobile home on their property on Old Pollocksville Road. Manager Jackson informed them that the first step would be to apply for a permit.

Manager Jackson addressed the Board on proposed changes to the Town Ordinance concerning walls and fences. After discussion and some changes the Ordinance was referred to the Town Council.

It was decided that no meeting would be necessary in July.

MAYOR'S REPORT

Mayor Kirkland said that July Fourth is at hand. Again, it is most appropriate to recognize the hard work of the Parks and Recreation Advisory Board and volunteers who join them in making the

day a most enjoyable day for all who assemble for this American celebration. We also need to express appreciation to the Town Staff for their hard work contributing to the success of the event.

The Council met at a “called meeting” scheduled before the June Work Session. This meeting was to begin the review of options that will solve the need for additional space for elements of the Town Staff. Future meetings on this effort to solve the added staff space will be scheduled, as details are developed and available for review and decisions.

The recruiting effort to fill the Police Chief position is moving forward. The process being used closely follows the recruiting process that was employed when Chief Matthews was hired. This process is lengthy but it is fair and the selection will produce the best available candidate. When the search is complete, the Town Manager will have a number of qualified candidates from which to make a selection. We live in a time in our nation where a police department demands the best law enforcement talent. Chief Matthews served River Bend in clearly superior performance of duty and the Council expects the same will be true of our new Chief.

CERT Severe Weather program scheduled for June 24 is one of those events that you should plan to attend. All residents who have not lived in River Bend during a major hurricane should make a special effort to attend. Information presented will make you much better prepared to meet the emergency conditions that a hurricane brings. I can promise that another hurricane WILL hit our area of North Carolina. However, I cannot tell you which year or which day. CERT Severe Weather Safety Fair will be held at Town Hall June 24.

The Town’s budget for 2017-2018 voted on by the Council tonight is the result of many hours of research and preparation by Staff and hours of review and input by the members of Council working budget details with the Town Staff. The approved budget gives direction to the Town Manager for execution of projects contained in the budget documents. The Council and Staff are pleased that this year’s budget while conservative on both revenue and expenditures is able to reduce the tax rate.

Girl Scout Troop 3092 meets in the Town Hall meeting room. Acting Police Chief Joll and I were invited to their meeting on Wednesday, June 7. This was their meeting when Brownies “Fly Up” to become Girl Scouts. This meeting was attended by both girls and their parents.

Chief Joll was presented a certificate of recognition for his response to needs that occur when they have meetings. He was also thanked for presentations that he had made to the troop on safety. The Town was recognized for allowing the troop to meet in the Town Hall facility.

ADJOURNMENT

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

Ann H. Katsuyoshi
Town Clerk

ATTACHMENT A

**Town of River Bend
Schedule of Rates and Fees
(Attachment A to Budget Ordinance)
Effective July 1, 2017**

Amounts due are based upon the Fees and Charges Schedule in effect at the time of payment. It is the Town Council's intention that the Fees and Charges Schedule be revised as needed by July 1st of each year. Some fees and charges may be adjusted during the year as circumstances change.

GENERAL FUND

Administrative

Ad Valorem Tax	\$29 per \$100 assessed valuation
Copies of Public Information	\$.25 per page
Town Code, entire copy	\$75.00
Notary Fee	\$5.00 per signature after the first
Meeting Rooms	
Four hours or less	\$35.00
Over four hours	\$60.00
Returned Check Processing Charge	\$25, as allowed by G.S. §25-3-506
Administrative Fee for returned bank drafts	\$25.00

Public Safety

Pet License Fee	\$10.00
Town Ordinance Violation	
1st Offense	\$25.00
2nd Offense	\$50.00
3rd Offense	\$75.00
4th (and subsequent) offense	\$100.00

Ordinance permits penalties up to \$500. Penalties of this magnitude are reserved for serious infractions.

Golf Cart Registration Fee \$10.00

Nuisance Abatement Administrative Fee

<u>Cost of Abatement</u>	<u>Fee</u>
\$1 – 1,000	\$50.00
\$1,001 – and up	5% of total abatement cost (maximum fee \$2,000)

Parks

Town Hall Pavilion Use

Up to 25 attendants	No charge
26 - 100 attendants	\$25
Over 100 attendants	\$50

Planning and Zoning

Special Exception Use Permit \$200 plus cost of required legal advertisement and postage to notify abutting land owners

Variance \$200 plus cost of required legal advertisement and postage to notify abutting land owners

Appeal to Board of Adjustment \$200 plus cost of required legal advertisement and postage to notify abutting land owners

Residential Application Based on amount of project as follows:

Base Fee \$30

\$2 for every \$1,000 of project value after first \$1,000 and up to \$100,000; plus,
\$1 for every \$1,000 above \$100,000 (All values rounded up to nearest \$1,000)

Zoning Administrator can use any appropriate means to verify project valuation.

Residential Flood Plain Application with Zoning Permit

40% of the fee for the Town's residential zoning permit and shall be additional to the zoning permit fee for enclosed structures (fences, decks, and other similar exempt from additional fee).

Commercial Application Based on amount of project as follows:

Base Fee	\$50
	\$4 for every \$1,000 of project value after first \$1,000 and up to \$100,000; plus, \$2 for every \$1,000 above \$100,000 (All values rounded up to nearest \$1,000)

Zoning Administrator can use any appropriate means to verify project valuation.

Commercial Flood Plain Application with Zoning Permit

40% of the fee for the Town's residential zoning permit and shall be additional to the zoning permit fee for enclosed structures (fences, decks, and other similar exempt from additional fee).

Residential Flood Plain Application
without Zoning Permit Based on amount of project as follows:

Base Fee	\$30
	\$2 for every \$1,000 of project value after first \$1,000 and up to \$100,000; plus, \$1 for every \$1,000 above \$100,000 (All values rounded up to nearest \$1,000)

Zoning Administrator can use any appropriate means to verify project valuation.

Commercial Flood Plain Application
without Zoning Permit Based on amount of project as follows:

Base Fee	\$50
	\$4 for every \$1,000 of project value after first \$1,000 and up to \$100,000; plus, \$2 for every \$1,000 above \$100,000 (All values rounded up to nearest \$1,000)

Zoning Administrator can use any appropriate means to verify project valuation.

Engineering Review	Charged to applicant at the actual cost of the service as billed by the contracted engineer.
Zoning Amendment Request (Map or Text)	\$200 plus cost of required legal advertisement and postage to notify abutting land owners
Sign Permit	\$30
Tree Harvest Permit	\$50
Zoning and Subdivision Ordinances	\$25 per set

Wildwood Storage Rental Rates

Unit Number	Unit Size	Monthly Rent
BB 01	5x20	\$35
BB 02	5x20	\$35
BB 03	5x20	\$35
BB 04	5x20	\$35
BB 05	10x20	\$75
BB 06	10x20	\$75
BB 07	10x20	\$75
BB 08	10x20	Town
BB 09	10x20	\$75
BB 10	10x20	\$75
BB 11	10x20	\$75
BB 12	10x20	\$75
GB 15	10x16	\$65
GB 16	10x16	\$65
GB 17	10x16	\$65
GB 18	10x16	\$65
GB 19	10x16	\$65
GB 20	10x16	\$65
GB 21	10x16	\$65
GB 22	10x16	\$65
FB 01	12x30	\$105
FB 02	12x30	\$105
FB 03	12x30	\$105
FB 04	12x30	\$105
FB 05	12x30	Town

FB 06	12x30	\$105
FB 07	12x80	\$110
FB 08	12x30	\$105
FB 09	12x20	\$105
FB 10	12x50	Town
FB 11	12x50	\$110
FB 12	12x50	\$110
FB 13	12x30	\$105
FB 14	12x30	\$105
FB B	12x50	\$110
FBE	10 x 12	\$35
FBF	12x12	\$50
OP	Open Spaces (21)	\$25

Late Payment Charge \$10, assessed after the 10th of the month
 Interest Charge 1.5% monthly on outstanding balances

ENTERPRISE FUNDS

Water and Sewer - Rates and Fees

	Water	Sewer
Class 1 and 2 - Residential⁽¹⁾		
Customer Base Charge per month ⁽²⁾	15.24	24.18
Usage per 1,000 gallons	4.02	9.08
Initial Connection (Tap) charge ⁽³⁾	1,250.00	1,250.00
Nonpayment Fee	70.00	-
Class 3 and 4 - Commercial		
Customer Base Charge per month ⁽²⁾	88.32	141.99
Usage per 1,000 gallons	4.02	9.08
Initial Connection (Tap) charge ⁽⁴⁾	3,500.00	1,250.00
Nonpayment Fee	100.00	-
Class 5 - Industrial		
Customer Base Charge per month ⁽²⁾	276.24	444.93
Usage per 1,000 gallons	4.02	9.08
Initial Connection (Tap) charge ⁽⁴⁾	5,000.00	1,250.00
Nonpayment Fee	200.00	-
Class 6 - Early Bird (No longer available)		
Class 7 - Fire Hydrant Charge		
Availability Charge per year	183.00	-
Class 8 - 1" Water Service		
Customer Base Charge per month ⁽²⁾	30.90	49.43
Usage per 1,000 gallons	4.02	9.08
Initial Connection (Tap) charge ⁽⁴⁾	1,500.00	1,250.00

Nonpayment Fee	100.00	-
Class 9 - Vacant /Out of Use Non-residential Property		
Customer Base Charge per month ⁽²⁾	15.24	24.18
Usage per 1,000 gallons	4.02	9.08
Nonpayment Fee	70.00	-
Class 10 - Vacant Residences		
Customer base Charge per month ⁽²⁾	15.24	-
Nonpayment Fee	70.00	-

Special Charges

Service Call - 2 hour minimum	\$35 per hour - signed by customer to initiate work outside of scheduled work hours of 7:00 a.m. - 4:00 p.m. on weekdays and 7:00 a.m. - 3:00 p.m. on weekends
Meter Testing Charge	\$25 - no charge if meter defective
Returned Check Processing Charge	\$25, as allowed by G.S. §25-3-506
Late Payment Charge	10% of amount overdue per month or part of month beginning 30 days after billing date
Irrigation Connection Inspection	\$20

(1) Residential customer deposit may apply. Please refer to Water Resources Department Policy Manual.

(2) Base charges do not include any usage.

(3) The published Initial Connection (Tap) charges are based on the historic River Bend average cost that has been experienced in making connections. There will be cases when, because of the local depth of the service main pipe to which the connection is to be made, or other site specific differences from the norm, the published connection fee will not cover the actual cost of the tap. When the Water Resources Superintendent encounters such conditions, he shall notify the applicant requesting the tap that the cost may exceed the published fee. In those cases, a record of cost associated with the specific tap will be accounted for and if the total cost exceeds the published fee, then the applicant shall pay a fee equal to the actual cost.

(4) The necessary equipment will be provided to the resident at cost. The resident is responsible for installing the irrigation meter on the resident's side of the regular water meter. After installation, the work will be inspected by a Water Resources Department employee.

**River Bend Town Council
Special Meeting
June 29, 2017
River Bend Town Hall
2:00 P.M.**

Present Council Members:	Mayor John Kirkland Luci Avery Bill Camp Barbara Maurer Buddy Sheffield Irving Van Slyke
Town Manager:	Delane Jackson
Town Attorney:	Jimmie Hicks

Mayor Kirkland called the meeting to order at 2:00 p.m.

Bud Van Slyke motioned to go into closed session under NCGS143.318-11(a) (3). The motion was unanimously approved.

The Council entered Closed Session at 2:02 p.m.

OPEN SESSION

The Mayor stated that we were back in open session and opened the door to allow the public to enter. There were no members of the public present. He opened the floor for a motion.

Buddy Sheffield presented the following motion- **I move to sell former officer Ernest Thomas his service weapon for \$1 in accordance with Article VIII, Section 10 of the Town's Human Resources Policy Manual.** There was no discussion. The motion was unanimously approved.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield **moved to adjourn.** The meeting adjourned at 2:40 p.m.

Delane Jackson
Town Manager

River Bend Town Council
Work Session
July 13, 2017
River Bend Town Hall
7:00 P.M.

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

DISCUSSION – ECC COG REPRESENTATIVE

Manager Delane Jackson told the Council that the Town's current representative on the COG Board is Councilwoman Maurer. Most months the COG meets every second Thursday. This conflicts with the Council's Work Session. Because of this conflict, our representative is rarely able to attend the COG meeting. Mr. Jackson pointed out that there is no requirement that the Town's representative be a Council member. The Council has the prerogative to appoint any resident of the Town it chooses.

The Council discussed this item briefly and agreed that it may appoint a resident to this position at a future date.

PUBLIC HEARING – AMENDMENTS TO CHAPTERS 15.02.061 AND 15.02.062 OF THE ZONING ORDINANCE

As discussed in June, the Council will hold a Public Hearing on the Planning Board's recommendation regarding fences in the front yard at its Regular Meeting on July 20, 2017. Mr. Jackson reminded the Council that this is only a recommendation. They have the authority to accept the recommendation, return it to the Planning Board for changes, or reject it outright.

AMENDMENT TO FINANCIAL AND BUDGET POLICIES – CASH MANAGEMENT

The Town Manager reminded the Council of a recent incident in which a resident called Town Hall and threatened to pay his water bill in pennies. Therefore, the staff is proposing the addition of one sentence to the Policy that would permit them to reject coin payments exceeding \$5.00.

RESOLUTION FOR SURPLUS PROPERTY

Mr. Jackson said that this Resolution will officially declare this Water/Sewer truck surplus and will permit staff to sell it when the new truck is received.

NCLM ANNUAL CONFERENCE

The Council was reminded it is time to register for the Conference. The budget includes funding for three members to attend. However, because this year's meeting is in Greenville, more Council members could attend if they choose not to get a hotel room for the night. Mr. Jackson asked that those who are interested let him know.

AMENDMENT TO HUMAN RESOURCES POLICY – SHARED LEAVE

The Manager proposed a change to the Human Resources Policy that would permit employees to "donate" sick leave to a fellow employee in cases of serious illness. Because sick leave is not paid out when an employee quits or retires, this will not create any additional expense to the Town. It is also noted that donations can only be made if they leave the donor with an adequate bank of sick leave.

ACCEPT CRAVEN COUNTY TAX SETTLEMENT FOR FY '16-'17

The Clerk reminded the Council that they are required to accept the Settlement from the Craven County Tax Collector each year. The item will be on the Regular Meeting Agenda next week.

CTV – 10 EVENT RECORDING POLICY

Mr. Jackson said that, in order for CTV-10 to be eligible for PEG funding, those monies must pass through a local government. Because River Bend has agreed to be the conduit for this funding, CTV-10 agreed to record our Council meetings free of charge. However, Mayor Kirkland pointed out that lately some people appear to be taking advantage of this arrangement and asking CTV-10 to record Town functions that they have never previously recorded. A simple way to solve this problem is to designate one contact to make arrangements with CTV-10. Anyone who wished to have their event recorded would have to make the request through that contact. The Council discussed this item briefly. It was the consensus of the Council that anyone who wants an event recorded, other than the normal Council meeting, should make that request through the Manager.

The Council also briefly discussed the need for recording Work Sessions. They were reminded that the original idea was that the Work Sessions would be moved to normal business hours making it difficult for some residents to attend. Since the time of the meeting was never changed, is it necessary to record the Work Session? Councilwoman Avery said that some residents do like to watch the Work Sessions on television.

RESOLUTION OF APPRECIATION FOR ROSEMARY STARK

Councilwoman Avery directed the Council's attention to a recent Sun Journal article discussing the long history of humanitarian and charitable work by River Bend Resident Rosemary Stark and her husband Ray. Most recently that work has included the Interfaith Refugee Ministries that helps refugees acclimate and get work in the United States. Ms. Avery said that it was a chance for the Town to recognize one of its outstanding residents.

MEMORIAL FOR KARL WOLFER

Mayor Kirkland said that arrangements have been made with the River Bend Baptist Church to collect money for Karl Wolfer's widow, Lisa Wolfer. The money will be collected between now and August 2, after which it will be forwarded to Lisa. Residents may drop off checks at Town Hall or the Church. However, all checks should be made out to the River Bend Baptist Church.

REVIEW AGENDA FOR THE JULY 20, 2017 COUNCIL MEETING

The Council reviewed the Agenda for the July 20, 2017 Council meeting.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield **moved to adjourn**. The meeting adjourned at 8:05 p.m.

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
July 20, 2017**

Present Council Members:	Mayor John Kirkland Luci Avery Bill Camp Barbara Maurer Buddy Sheffield Irving Van Slyke
Town Manager:	Delane Jackson
Town Attorney:	Jimmie Hicks
Town Clerk:	Ann Katsuyoshi
Acting Police Chief:	Sean Joll
Finance Administrator:	Margaret Theis

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, July 20, 2017 in the Town Hall Meeting Room with a quorum present.

PUBLIC HEARING

Proposed Amendments to Chapters 15.02.061 and 15.02.062 of the Zoning Ordinance

Councilman Sheffield **moved to go into Public Hearing to discuss the proposed Amendments to Chapters 15.02.061 and 15.02.062 of the Zoning Ordinance.** The motion carried unanimously.

Councilman Sheffield then asked anyone who wished to speak to this issue to step forward and be heard.

Chris Barta, 404 Gatewood Drive, said that he opposed fences in the front yard. Mr. Barta pointed out that it gives the appearance of walling off the community. He also pointed out that there were very few restrictions on the types of fencing and that fencing is an impediment to animals.

Mary Holihan, 106 Portside Drive, said that she agreed with Mr. Barta.

Jon Segal, 420 Gatewood Drive, said that he believes front yard fencing can be attractive and should be permitted. He also said that he did not view driveway walls as meeting the definition of fencing.

With no one else stepping forward, Councilman Sheffield **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:
- A. *Minutes of the June 8, 2017 Special Meeting*
 - B. *Minutes of the June 8, 2017 Work Session*
 - C. *Minutes of the June 8, 2017 Closed Session*
 - D. *Minutes of the June 15, 2017 Regular Meeting*

ADMINISTRATIVE REPORTS

PARKS & RECREATION/CAC – COUNCILWOMAN LUCI AVERY

Parks and Recreation - After working diligently with Town staff on the July 4th festivities, this Board met on July 5. The focus of the meeting was evaluating the annual event and looking for ways to improve for next year. The next meeting is August 2 at 7:00 p.m. Plans for fall and winter activities will be discussed. This Board continues to have a vacancy. Applications for consideration are available at Town Hall or on the Town website.

Organic Garden and Education Center - In lieu of a meeting, the gardeners participated in a work day on July 10 to weed and harvest the summer crops. The next meeting will be August 14 at 2:00 p.m. Visitors are always welcome to tour the garden during the morning hours and can expect to leave with a sample of the day's harvest.

Community Appearance Commission - The Board met on July 12. Linda Hollowell visited and may consider one of the vacant alternate positions on this Board. Councilman Sheffield shared his suggestion for improvement of signage at the front entrance which was supported by CAC. Final plans for the stone to honor veterans were agreed upon. CAC thanks Councilman Van Slyke for his consultation and input on this project. The plan will be presented to Council.

Vote – Approve Resolution of Appreciation for Rosemary Stark – Councilwoman Avery said that the Council had discussed this item at some length at the Work Session. Mrs. Stark has been recognized in the community for her work on behalf of immigrants and for other local charities. This Resolution will be presented to Mrs. Stark at the September Regular Meeting. Councilwoman Avery **moved to approve the Resolution of Appreciation for Rosemary Stark as presented.** The motion carried unanimously

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

Mayor Kirkland said that the Public Works Advisory Board did not meet in July. The next meeting will be August 1.

Vote – Approve Resolution for Surplus Property – The Mayor said that the Council needed to approve a Resolution to surplus a 2004 pickup truck currently used by the Water and Sewer Departments. Councilman Van Slyke moved to approve the Resolution for Surplus Property as presented. The motion carried unanimously.

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 June 30, 2017 was \$3,944,715. Ad valorem tax collections were at \$833,478.

Vote – Accept Craven County Tax Settlement for FY '16-'17 – Councilman Van Slyke said that each year the Council must vote to accept the final tax settlement for the fiscal year. This year's settlement represents a 99.64% collection rate, which is outstanding by any measure. Councilman Van Slyke **moved to accept the settlement of real and other personal property for tax year 2016 as submitted by the Craven County Tax Administrator.** The motion carried unanimously.

Vote - Amendment to Human Resources Policy –Shared Leave – A request has been made to change the Town's Human Resources Policy to permit employees to donate some of their sick leave with other employees with a serious need. The Town Manager pointed out that this does not cost the Town anything since employees are not paid for their excess sick leave when their employment ends. Rules are in place to be certain that employees who are donating leave will still have plenty in reserve for themselves. Councilman Van Slyke **moved to approve the Amendment to Human Resources Policy – Shared Leave as presented.** The motion carried unanimously.

PUBLIC SAFETY – COUNCILWOMAN BARBARA MAURER

Community Watch - Community Watch met on June 21st. New members were welcomed. Discussion focused on coverage and procedures for traffic control and parking for Fourth of July. Every year, Community Watch assists the police department to direct traffic at road closures and with parking vehicles. Barring a hurricane, River Bend Night Out 2017 will take place on August 1st. (The last two years Night Out was cancelled due to a hurricane.) National Night Out is a community-police awareness-raising event in the United States, held the first Tuesday of August. It began in 1984 as an effort to promote involvement in crime prevention activities, and to develop police-community partnerships. Residents of River Bend are invited to participate in the parade which starts at 6:30 p.m. in front of Town Hall or to come out of your home to show your support as the parade passes by. For more information, check eNews or the Town website.

CERT - CERT presented their ninth annual Severe Weather Fair on June 24th. It was a well-orchestrated and informative production. Presenters spoke about evacuation procedures, emergency services, dealing with FEMA, insurance for emergencies, severe weather and options for pets. Tables and displays inside and out furnished additional information and breakout sessions offered lessons on hand-only CPR and proper use of a fire extinguisher. Thanks go to all the members of CERT for an excellent event and for their ongoing commitment to the safety of River Bend.

ECC - When I returned to the Council last month, I was appointed to representative River Bend on the Eastern Carolina Council. ECC is the one of 16 multi-county planning and development regions in North Carolina that provides forums and a mechanism for local officials to address region wide concerns. ECC consists of nine counties, 62 municipalities, including River Bend, and a population of over 650,000 people. They offer a variety of services to foster cooperation and coordination, and they offer leadership to develop programs and projects that deal with common problems and challenges. The areas they work with include human services – area agency on aging, community and transportation planning, and economic development. My introduction to this group occurred when they were engaged to help develop River Bend's Comprehensive Plan that was completed in 2013. They send weekly bulletins and meet periodically. I look forward to participating and reporting about their activities.

PLANNING BOARD – COUNCILMAN BUDDY SHEFFIELD

Councilman Sheffield said the Planning Board did not meet in July. The next meeting will be August 7 at 7:00 p.m.

Vote - Amendments to Chapters 15.02.061 and 15.02.062 of the Zoning Ordinance – The Council discussed this item at some length. Councilman Van Slyke pointed out that there are some areas of Town where the lots are so small that they are not suitable to front yard fencing. It was also pointed out that the types of fencing that can be used is not defined. The Council also asked if, in fact, a decorative wall lining a driveway is different from a fence. With all of the questions unanswered by the proposed Amendment, Councilman Sheffield **moved to send the proposed Amendments to Chapters 15.02.061 and 15.02.062 of the Zoning Ordinance back to the Planning Board for further consideration.** The motion carried unanimously.

MAYOR'S REPORT

Mayor Kirkland said that he would repeat the opening of his report for July 2016 because it is true this year and will most likely apply for most fiscal year Town operations. In the annual cycle that represents local municipal government, the summer quarter is typically a slow period and this is true in River Bend. The work of the Council, Manager and Staff in creating the new fiscal year budget has been completed. The work necessary to execute the capital improvement work authorized in the budget is being accomplished by the Manager and Staff working with vendors. Normal maintenance and operations are being carried out.

July in River Bend is always a special time and one that holds special events that impact every citizen. The following is a short listing of those events:

The weather service is already tracking the Atlantic Hurricane activity and we all need to monitor their reports for potential impact on our coastal area.

The Town CERT in early June presented their informative Severe Weather Information Program. Those who attended gained good material aimed at planning for a hurricane event. CERT members could brief residents on the high points of this program if asked.

The annual Fourth of July celebration was a most successful event. Everyone should thank the members of the Parks and Recreation Advisory Board for their planning and execution of the many activities available that day and for the fine picnic lunch.

The most important event of the month is the registering of candidates for Council Office. The well being of the Town depends on the work and dedication of Council Members in visioning the future. This statement will always apply as the every two year election cycle rolls around.

The most important event of the month is the registering of candidates for Council Office. The well being of the Town depends on the work and dedication of Council Members in visioning the future. This statement will always apply as the every two year election cycle comes around.

ADJOURNMENT

There being no further business, Councilman Sheffield **moved to adjourn.** The meeting adjourned at 8:13 p.m.

Ann H. Katsuyoshi
Town Clerk

River Bend Town Council
Work Session
August 10, 2017
River Bend Town Hall
7:00 P.M.

Present Council Members:	Mayor John Kirkland Luci Avery Bill Camp Barbara Maurer Buddy Sheffield Irving Van Slyke
Town Manager:	Delane Jackson
Town Attorney:	Dave Baxter
Town Clerk:	Ann Katsuyoshi
Finance Administrator	Margaret Theis

DISCUSSION OF BATHROOM FACILITIES

Town Manager Delane Jackson reminded the Council that there have been periodic septic overflow problems at Town Hall for some time. The Public Works Director and his staff have worked hard to try to solve this issue including flushing the system and using a camera to try to determine what the problem is.

There appear to be two primary issues. First, the pipes were not installed correctly and were encased in the concrete foundation which makes it extraordinarily difficult to correct them. Second, the Town Hall is on a septic system which is at a very low elevation and prone to overflow after a heavy rainstorm.

Additionally the restrooms were built in 1986 using components meant for household use, not public use. During times when there are large groups in the building, it simply overwhelms the system. Mayor Kirkland also pointed out that our current restrooms do not meet the Americans with Disabilities Act (ADA) requirements that are now in effect for all public buildings.

The Manager provided the Council members with a preliminary drawing provided by the Town's Engineer, Kevin Avolis, offering two possible solutions. One would be to extend the current restrooms out onto the front porch area. The second is to construct new restrooms at the back of the building near the Town Clerk's office. Mr. Jackson said that either solution must be accompanied by a connection to the Town's sewer system which will include boring under Shoreline Drive in order to connect to the sewer lines.

After extensive discussion, Councilwoman Avery **moved to direct the Town Manager to work with the Town Engineer to develop plans and get cost estimates on the renovation of the Town Hall restrooms.** The motion carried unanimously.

DISCUSSION OF PLANNING BOARD RECOMMENDATIONS ON FENCE ORDINANCE

Mr. Jackson reported that, at the Council's direction, the Planning Board had taken up the issue of the fence ordinance again. At the end of that discussion, the Board concluded that there was not a sensible way to allow fences in the front yards in some parts of the Town and not in others. Therefore, they have submitted a recommendation to the Council that all fences in front yards be prohibited. However, included in this recommendation is the stipulation that all such fences already existing be allowed to remain.

The Town Attorney has recommended that this presents enough of a change from the ordinance that was discussed in July for a new Public Hearing to be called. The Council discussed the item briefly. It was the consensus of the Council that a new Public Hearing on this item be called for the September Regular Meeting.

DISCUSSION – RIVER BEND FRONT ENTRANCE

Councilman Sheffield provided the Council Members with a proposal of a new design for the front entrance sign. He said that the current sign is large enough but it cannot be seen from Highway 17 because there are too many trees blocking the view. In order to make the sign more effective, some of those trees will have to be removed.

Mr. Sheffield also said that there is very little we can do about the front pond. That pond was put there by the Department of Transportation as a stormwater catch basin, and they will not permit any real changes to it. Therefore, the solution is to hide the pond from Highway 17 as much as possible. He suggested a row of trees and/or a short brick wall.

After further discussion, Councilman Sheffield **moved to authorize the Manager to do a cost analysis of the proposed changes to the front entrance and to include a directional sign coming from the south on Highway 17.** The motion carried unanimously.

DISCUSSION – BUDGET AMENDMENT 17-B-01

The Town Manager said that this Amendment is needed to address the capital projects that were brought forth from last year's budget and the unexpected air conditioner expense that we encountered this year. The Council already approved the seawall and the new Town Hall doors projects during the last fiscal year. However, because they were not completed by June 30, the funding appropriated last year must be pushed forward into this fiscal year.

Councilman Van Slyke **moved to approve Budget Amendment 17-B-01 as presented.** The motion carried unanimously.

DISCUSSION OF CAC VETERANS' MEMORIAL

The CAC is prepared to install a Veterans' Memorial near the steps of Town Hall. Mr. Jackson said that, since the monument will be installed on Town property, we need the Council's approval of its location. Councilwoman Avery **moved to approve the placement of a Veterans' Memorial on Town property.** The motion carried unanimously.

River Bend Town Work Session
August 10, 2017
Page 3 of 3 pages

REVIEW AGENDA FOR THE AUGUST 17, 2017 COUNCIL MEETING

The Council reviewed the Agenda for the August 17, 2017 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
August 17, 2017**

Present Council Members:	Mayor John Kirkland Luci Avery Barbara Maurer Buddy Sheffield Irving Van Slyke
Absent Council Members:	Bill Camp
Town Manager:	Delane Jackson
Town Attorney:	Jimmie Hicks
Town Clerk:	Ann Katsuyoshi
Acting Police Chief:	Sean Joll
Finance Administrator:	Margaret Theis

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, August 17, 2017 in the Town Hall Meeting Room with a quorum present.

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 June 29, 2017 Special Meeting*
 - Minutes of the June 29, 2017 Closed Session*
 - Minutes of the July 13, 2017 Work Session*
 - Minutes of the July 20, 2017 Regular Meeting*

ADMINISTRATIVE REPORTS

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

Mayor Kirkland said that the Public Works Advisory Board met for their regular meeting on August 1. Director Mills reported to Board members that the North Carolina representatives from DWQ had conducted their annual inspection and found the River Bend water utility had no violations of regulations. He reported that since the Board's last meeting they had repaired two water leaks.

Director Mills then spent some time reporting to the Board on the sewer overflow in Town Hall on July 28. That event had flooded the lobby, the restroom, the break room and was seeping under the wall into the meeting room. He advised the Board that, to prevent a backup such as occurred several years ago on July 4, his staff jetted the line as a precautionary measure. In spite of this recent action, the overflow occurred less than three weeks later. He showed the Board a plastic bag containing solid material that came from the sewer line. The camera probe of the line shows that the pipe under the floor slab is not properly pitched for drainage. The result is water and waste material remains in the low section and leads to this sort of blockage.

The Board discussed this with Mr. Mills at some length and then responded to a motion from Chairman Bruno to recommend to the Town Council to repair/replace the restrooms at Town Hall,

make the replacement ADA compliant and connect the Town Hall to the Town's sewer system. After discussion, the Board voted unanimously in favor of the motion.

Board Member Lessard discussed the fact that the DOT contractor mowing the median had mowed over the litter in the median and scattered it as a result. The Manager said that he would contact DOT and report this unsatisfactory practice. After discussion, Mr. Lessard said that he would also contact the DOT officials and seek a remedy.

Mr. Colombo asked if copies of the Board's study of several years ago on the condition and future of the wastewater plant were available for review. Chairman Bruno had a copy in his binder and gave it to the Manager to be sent to the e-mail addresses of Board members.

The Chairman announced that the next meeting will be held on October 3.

Discussion – Engineer's Report – Town Manager Delane Jackson provided the Council with a sketch of the Engineer's suggested options to upgrade and repair the Town Hall restrooms. He said that these are just suggestions and it will be mid-September before the Engineer can have preliminary drawings and cost estimates. The price for this preliminary work will be \$4,850.

After brief discussion, Councilman Sheffield **moved to authorize the Manager contract with Avolis Engineering to prepare preliminary drawings and estimates for the upgrade and repair of the Town Hall restrooms in an amount not to exceed \$4,850.** The motion carried unanimously.

Mr. Jackson continued the conversation on building utilization by directing the Council's attention to photographs of the barn and storage areas. He said that if the Council went with the option of razing the barn and building storage units, it would cost approximately \$30,000 for the demolition work and approximately \$200,000 for the storage units. At the current rental rates, it would take the Town 11 years to recover the construction money. It would also be necessary to provide a temporary facility for the Red Caboose Library.

The Council discussed this item at some length. Councilwoman Maurer said that she did not believe that these items can be adequately covered in the one-hour Special Meeting agreed on at the Work Session. Councilman Van Slyke agreed and said this requires a Retreat-type of meeting where the Council can look at all of the material and prices at one time and set priorities. Councilman Sheffield said it would be preferable for the Council to sit around a table and discuss the overall strategy. After further discussion, it was the consensus of the Council that a Special Meeting will be held on Wednesday, September 13 beginning at 5:00 p.m. to discuss facilities use.

Vote – Approve Constitution Week Proclamation – Mayor Kirkland said that the Daughters of the American Revolution had requested that all government entities adopt a Proclamation declaring the week of September 17 – 23 as Constitution Week.

Councilman Sheffield **moved to approve the Constitution Week Proclamation as presented.** The motion carried unanimously.

FINANCE – COUNCILMAN IRVING VAN SLYKE, JR.

Financial Report – Finance Administrator Margaret Theis told the Council that the total of the General Fund Cash Balances as of July 31, 2017 was \$3,823,620. Ad valorem tax collections were at \$1,307.

PUBLIC SAFETY – COUNCILWOMAN BARBARA MAURER

CERT - CERT met on July 26th in Town Hall. Sgt. Jason Williams from the New Bern Police Department presented an informative power point training session on traffic management and best practices for traffic control. CERT will not meet in August. The next meeting is scheduled for Wednesday, September 27th at 7:00 p.m.

Community Watch - River Bend Night Out was a successful event. The weather cooperated. Led by Acting Chief Sean Joll, a parade of Community Watch members and supporters circulated through River Bend and many citizens came out on their lawns to wave and show their support. At the conclusion of the parade police officers, Community Watch members and citizens enjoyed refreshments and conversation at the picnic shelter next to Town Hall. Several people expressed interest in joining Community Watch. New members are always welcome. Being part of Community Watch requires a minimal amount of time to perform a patrol and provides a great service to River Bend. It is also a great way to become familiar with your town. If you are interested, call Egon Lippert at 252-617-0179 or Jim Kelly at 252-288-5668. Thanks go to Community Watch for organizing this event that is part of a national effort to heighten crime prevention awareness and accentuate the importance of police-community partnerships.

PLANNING BOARD – COUNCILMAN BUDDY SHEFFIELD

Councilman Sheffield said that the regular meeting of the Planning Board was held August 3rd at 7:00 p.m. A quorum was present. Guests included the Town Manager and citizens concerned about changes to the Town Ordinance related to fences.

Assistant Zoning Administrator Allison McCollum briefed the Board on the permits issued last month. Councilman Sheffield updated the Board on actions by the Council since the last meeting. He informed them that the recent ordinance related to walls and fences had been returned to the Board by the Council for further consideration.

The only issue discussed was the fence ordinance. The Board heard from citizens both in favor of and opposed to allowing fences in front yards.

After much discussion, the Board voted unanimously to amend the fence ordinance so that it prohibits any walls or fences in front yards for any purpose. This also eliminated section 13 of the most recent ordinance draft related to walls and fences adjacent to driveways. The new draft was referred to the Town Council for action.

First Reading and Call for Public Hearing - Proposed Amendments to Chapters 15.02.061 and 15.02.062 of the Zoning Ordinance - Councilman Sheffield **moved to schedule a Public Hearing to discuss the Proposed Amendments to Chapters 15.02.061 and 15.02.062 of the Zoning Ordinance for Thursday, September 21, 2017 beginning at 7:00 p.m., or as soon thereafter as the matter can be reached.** The motion carried unanimously.

PARKS & RECREATION/CAC – COUNCILWOMAN LUCI AVERY

Parks and Recreation - This Board met on August 2 and the agenda focused on planning events for the fall. On September 12 at 6:00 p.m. in Town Hall Marylou Infinito, Community Outreach Coordinator with Vident Health Services, will present a workshop on Advanced Health Care Directives. She will discuss the purpose of the Directives and will review the legal documents that are required. Her presentation will be followed by a question and answer period. If you have completed the documents it is always a good idea to review for any changes or updates. Light refreshments will be served. Please contact Fran Rice at 631-1220 if you will be attending. On September 13 at 1:00 p.m. the ever popular Bunco will be held at Town Hall. Please contact Gail Lehman at 288-6872 to reserve your space at one of the tables.

This Board continues to have one vacancy. Anyone interested in being considered, especially someone who has an interest in improvement of the town parks, is encouraged to apply on the town web site or by getting an application from town hall. The next meeting will be September 6 at 7:00 p.m.

Community Organic Garden and Education Center - This group met on August 14. Plans for fall beds were discussed and decisions made about beds that will require a cover crop or should rest for a growing season. The River Bend garden has been so successful with crop rotation that the Crop Masters, Master Gardeners from the Cooperative Extension's organic garden, asked for assistance. As part of the ongoing partnership, a River Bend gardener presented a two-hour workshop to share rotation methods and the Crop Masters toured our organic garden. Plans were discussed for fall and winter workshop topics. The first will be scheduled in October.

The next meeting will be September 11 at 2:00 p.m.

Community Appearance Commission - This Board did not meet in August. The next meeting will be September 13 at 1:30 p.m.. The agenda will include decisions about the November 11 dedication ceremony for the stone to honor all veterans. The plan and site were approved by Council at the August Work Session. Anyone interested in helping to plan is invited to attend.

MAYOR'S REPORT

Mayor Kirkland said that the work of the Town's Public Works/Water Resources staff under Director Mills leadership is worthy of special note for their performance every day. The day of July 28 was a stand out example of their dedication to serving the demands that will arise without prior warning. That day they were "deeply" involved in repairing a water leak on Mariners Court when they received notice that the sewer in Town Hall was backed up and flooding the lobby area. Their response had to shift, and it did.

When the flow of wastewater was stopped the flood had put this odiferous water over the floor in the lobby, the break room and the women's and men's restrooms. I returned from lunch to find them engaged in the cleanup and disinfecting the flooded area. Mr. Mills reported this event to the Public Works Advisory Board at their regular meeting. That Board voted unanimously to recommend that the Council initiate a project to replace the Town Hall restrooms and connect the wastewater discharge to the Town's wastewater treatment system.

Mr. Mills also advised the Board that the water utility had been inspected by the state DWQ representative and had no violations of the state regulations. This is a high complement to our staff and an honor for any utility, particularly a small utility like ours.

The Community Watch sponsored the annual "Night Out" on August 1. The night was perfect. Weather mild and dry, attendance robust and people along the parade route enjoying the event. Thanks to all members of Community Watch and to all citizens who participated in the Night.

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
Special Meeting
September 13, 2017
River Bend Town Hall
5:00 P.M.

Present Council Members:	Mayor John Kirkland Luci Avery Bill Camp Barbara Maurer Buddy Sheffield Irving Van Slyke
Town Manager:	Delane Jackson
Town Attorney:	Jimmie Hicks

Mayor Kirkland called the meeting to order at 5:00 p.m.

OPENING REMARKS

The Mayor told the Council members that the Public Works Advisory Board (PWAB) discussed the problem with the Town Hall plumbing and its septic system at their August 1 meeting. In that meeting, Superintendent Mills explained that the current pipes have dips in them that serve to block the pipes and cause backups. Unfortunately, all of the pipes from the restrooms to the septic system are encased in the concrete foundation of the building and only be reached by tearing out the floors. At the end of a lengthy discussion, the PWAB voted to recommend to the Council that they repair/replace the restrooms in Town Hall, connect them to the Town's sewer system and make the ADA compliant.

DISCUSSION OF BATHROOM PROJECT

Town Manager Jackson said that the Town's Engineer, Kevin Avolis, was unable to make the meeting. However, he did show the Council members a preliminary drawing offering two possible solutions for the restrooms. Mr. Avolis will make his presentation at tomorrow's Work Session.

DISCUSSION OF BARN

Town Manager Delane Jackson laid out several options for the Council.

1. Demolish the barn.
2. Get out of the storage business.
3. Modify the current Public Works/Police Department facilities.
4. Move the existing outdoor storage to the Gull Point facility.
5. Expand the Gull Point facility.
6. Provide temporary space for the Red Caboose Library.
7. New landscaping in front of the Public Works/Police Department facility.

He said that, as has been discussed many times, the cost of bringing the barn up to code far exceeds it value. He is, therefore, recommending that it be demolished and the site cleaned off for future development at the Council's discretion.

Mr. Jackson is also recommending that the Gull Point outdoor storage facility be expanded so that the vehicles from the barn area can be moved to Gull Point. This will leave the area of the barn clear for other uses. He noted that the small storage facilities next to the barn would not be affected by these changes.

Next, the Manager said that we could rework the current Public Works/Police Department building to give more space to both Departments. Some of the garage space could be converted to office space and additional garage space provided.

We will also need to provide temporary storage space for the Library until the Council settles on a permanent solution. There are several options including renting or purchasing a portable classroom building and setting it up on the site

Mr. Jackson estimated the cost of all of these projects to be \$425,000. He pointed out, however, that the Council has continued to put the \$52,000 per year that it used to spend on the barn mortgage into a reserve account. Currently that Fund has \$292,860 in it. He believes that the Town could borrow the rest at 4% interest and use the \$52,000 per year to pay it off.

All of this would require that the Town retain an architect to draw up the plans. The Manager recommended Oakley Collier since they already have a great deal of information on the Town and its facilities from their previous work.

Councilman Van Slyke supported the idea of the Town getting out of the storage business. He pointed out that it was helpful in paying off the mortgage. However, the barn has been paid for for many years.

Councilman Sheffield expressed his opposition to using Oakley Collier.

This item was discussed by the Council members at some length. The Mayor then asked the audience if they had any comments.

Gene Baurer said that he believes we should build a 3,000 sq. ft. Police, CERT, Fire Department building.

Mary Holihan said that she does not believe this decision should be made before the next election.

Bill Wanamaker said that he agrees with Mr. Baurer.

Marci Crawford said that the Town needs to do something about the condition of Raft Road.

Lou Call asked if there would be any utilities in the temporary Library building.

Lona Farula said that this seems like a reasonable and efficient plan.

Buck Irwin said that it is appropriate for the Council to make a decision now

Anita Van Amerongen said that the Council needs to take the time to vote now.

Hazel Campezi agree with Ms Van Amerongen.

Margaret Pederson said that people could use the New Bern library.

With no additional comments, Councilman Van Slyke **moved to approve the Town Manager engaging Oakley Collier to draw up architectural plans for all parts of the project he discussed tonight and to get cost estimates on a temporary facility for the library.** The motion passed with four ayes and one nay (Sheffield).

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield **moved to adjourn.** The meeting adjourned at 6:35 p.m.

Ann Katsuyoshi
Town Clerk

River Bend Town Council
Work Session
September 14, 2017
River Bend Town Hall
7:00 P.M.

Present Council Members:	Mayor John Kirkland Luci Avery Bill Camp Barbara Maurer Irving Van Slyke
Council Members Absent:	Buddy Sheffield
Town Manager:	Delane Jackson
Town Attorney:	Jimmie Hicks.
Town Clerk:	Ann Katsuyoshi
Finance Administrator:	Margaret Theis

RENEW PARTICIPATION IN DEBT SETOFF PROGRAM

Town Manager Delane Jackson told the Council that the Town has participated in this free program for several years. It allows the Town to collect debts through tax refunds. Thus far, the Town has recovered over \$40,000.

DISCUSSION OF BATHROOM PROJECT

Engineer Kevin Avolis told the Council members that he has reviewed the problems with the Town Hall restrooms with the Manager and the Public Works Director. He said that he sees two possible options. The first is to extend the restrooms out onto the front porch area and rework the front porch to include the required ADA compliant entrance and an air lock area. The second would be to move the restrooms to the back of the building behind the Clerk's office. The objection to the second option is that it increases the traffic moving through the building.

After discussion, it was the consensus of the Council to move ahead with the first option, using front porch space to expand the restrooms and to correct the plumbing problems.

DISCUSSION OF CANDIDATES' NIGHT VENUE

Mr. Jackson said that he had received a resident complaint that the meeting room was too small for the number of people who want to attend Candidates' Night. The Manager checked on larger venues to see if any are feasible. The Country Club Banquet Room can hold about 200 people and the Howell Center can hold 400-500. However, in both instances the Town would have to rent chairs. The Manager also pointed out that changing the venue would make it extremely difficult to get an audio recording.

Mayor Kirkland reminded the Council that the event will be televised on Channel 10. Councilwoman Avery said that the number of attendees at Candidates' Night two years ago was probably greatly increased because of the FEDS project. Councilwoman Maurer and Councilman Camp agreed.

Councilwoman Avery **moved to hold Candidates' Night in the Council Meeting Room.**
The motion carried unanimously.

PUBLIC HEARING ON ZONING AMENDMENT

The Manager reminded the Council that the Public Hearing on the proposed Amendments to Chapters 15.02.061 and 15.02.062 of the Zoning Ordinance will be held at the Regular Meeting next week.

Discussion of AIA Grant Application

Mr. Jackson asked the Council if they were interested in applying for the Water/Sewer Systems Asset Inventory and Assessment grant. He pointed out that the Town has applied for this assistance before and not received it. There is also a mandatory cash match. After brief discussion, it was the consensus of the Council that the Town would not apply for the AIA grant this year.

POW/MIA RECOGNITION DAY

Mayor Kirkland said that there has been a request for the Town to commemorate POW-MIA Recognition Day on September 15th. The Town will fly the POW-MIA flag on that day.

REVIEW AGENDA FOR THE SEPTEMBER 21, 2017 COUNCIL MEETING

The Council reviewed the Agenda for the September 21, 2017 Council meeting.

ADJOURNMENT/RECESS

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

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
September 21, 2017**

Present Council Members:	Mayor John Kirkland Luci Avery Bill Camp Buddy Sheffield Irving Van Slyke
Absent Council Members:	Barbara Maurer
Town Manager:	Delane Jackson
Town Attorney:	Jimmie Hicks
Town Clerk:	Ann Katsuyoshi
Acting Police Chief:	Sean Joll
Finance Administrator:	Margaret Theis

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, September 21, 2017 in the Town Hall Meeting Room with a quorum present.

ADDRESSES TO COUNCIL

Mayor Kirkland presented Rosemary Stark with a Resolution adopted by the Council in July recognizing her for her work with the Interfaith Refugee Ministry and many other charities in Craven County. The Mayor thanked her for her efforts on behalf of the less fortunate.

PUBLIC HEARING

Proposed Amendments to Chapters 15.02.061 and 15.02.062 of the Zoning Ordinance

Councilman Sheffield **moved to go into Public Hearing to discuss the proposed Amendments to Chapters 15.02.061 and 15.02.062 of the Zoning Ordinance.** The motion carried unanimously.

Councilman Sheffield then asked anyone who wished to speak to this issue to step forward and be heard.

With no one stepping forward, Councilman Sheffield **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:
 - A. *Minutes of the August 10, 2017 Work Session*
 - B. *Minutes of the August 17, 2017 Regular Meeting*

ADMINISTRATIVE REPORTS

FINANCE – COUNCILMAN IRVING VAN SLYKE, JR.

Financial Report – Finance Administrator Margaret Theis told the Council that the total of the General Fund Cash Balances as of August 31, 2017 was \$3,826,115. Ad valorem tax collections were at \$1,327.

Vote – Renew Participation in Debt Setoff Program – Councilman Van Slyke told the Council that the Town has participated in the North Carolina Debt Setoff program. This program allows the Town to collect debts owed through tax refunds.

Councilman Van Slyke **moved to authorize the Town Manager and the Finance Officer to sign the reenrollment documents for the 2018 North Carolina Debt Setoff Program.** The motion carried unanimously.

PUBLIC SAFETY – COUNCILWOMAN LUCI AVERY FOR COUNCILWOMAN BARBARA MAURER

CERT - CERT did not meet in August, but they were busy. Team members were alerted to check their packs to make sure they were ready in the face of Irma, and Delane was contacted to ask if he wanted CERT to make any special preparations. The radios were checked to see that they were charged and working. Five members attended a Red Cross meeting and discussed working together, which will be pursued in the near future. The next meeting is scheduled for Wednesday, September 27 at 7:00 p.m.

Community Watch - Community Watch did not meet in August, but members conducted their car, foot and bike patrols. The next meeting is scheduled for Wednesday, October 18th at 7:00 p.m. The agenda will recap Night Out and future plans, as well as plans to help at the November 4th Town shredding event. Interested community members are invited to attend or you can call Egon Lippert at 252-617-0179 or Jim Kelly at 252-288-5668.

PLANNING BOARD – COUNCILMAN BUDDY SHEFFIELD

Vote - Proposed Amendments to Chapters 15.02.061 and 15.02.062 of the Zoning Ordinance - Councilman Sheffield offered the follow as an explanation of why the Council considers the fencing amendment action to be reasonable and in the public interest.

After several months of consideration and after receiving input from the Planning Board, the public and the town staff, the Town Council considers the proposed amendment to the Town's Zoning Ordinance to be reasonable and in the public interest because:

1. The existence of fences in River Bend has the potential to negatively impact the health, safety and general welfare of the public, thus they should be regulated;
2. It will update the Town's Ordinance concerning fences;
3. It will create a separate section of the Town's Ordinance specifically related to fences;
4. It will clarify the language of the Ordinance;

5. It will establish regulations that will consistently regulate fences throughout Town.

Councilman Sheffield **moved to approve the Amendments to Chapters 15.02.061 and 15.02.062 of the Zoning Ordinance as presented.** The motion carried unanimously

ENVIRONMENT/WATERWAYS – COUNCILMAN BILL CAMP

EWAB Report - The EWAB meeting was called to order at 7:05 p.m. by Chairman Ralph Iorio. A quorum was present including Tomasso Serra, Gene Bauer, Ralph Iorio and Karl Lichty. Councilman Camp gave a brief presentation of Council business for the last three months.

Old Business:

The kayak launch float area has not been resolved. The surface area of the raft is still a tripping hazard. The throwable life ring should be closer to or on the float if it is needed. Also EWAB suggests a ladder should be in position for people who accidentally fall in the water. This might be needed to enable persons to climb back onto the float.

The Town Manager has contacted the manufacturer and the installer of the float cover. They both have indicated they are not responsible. River Bend might have to purchase a new cover and install it correctly as specified by the manufacturer.

Aids to Navigation #7 marker, opposite the Marina, is missing and needs to be replaced. It is probably in someone's 'man cave.' The waterway on the far side of that marker is quite shallow, therefore the marker is required for boating safety.

Ideas or articles for submission to the River Bender pursuant to our waterways and how to preserve their cleanliness are requested from our residents. Please submit requests to geneandpat67@yahoo.com.

New Business:

The Kayak area approach road is in need of cleaning up by the Town. The Town Manager said that this area was used by our leaf branch contractor as a staging area. It will be resolved after this leaf cycle removal is completed.

A floating stump, found in the main canal, has to be removed from the docks near the marina, where it was towed by a resident boater. Mayor John Kirkland has volunteered the ramp at his home to be used to remove this stump from our waterways. Thank you, Mayor Kirkland.

A residence near hole 5 has rusting autos/trailers in the rear yard which are visible from the golf course. Further investigation is required. I have heard from other golfers, not River Bend residents but River Bend Country Club members, asking about this issue and how we might correct this unsightly rear yard trash.

The next meeting is scheduled for October 2nd at 7:00 p.m. All residents and other interested parties are invited and encouraged to attend.

PARKS & RECREATION/CAC – COUNCILWOMAN LUCI AVERY

Parks and Recreation - This Board met on September 6. On September 12, Marylou Infinito from Vidant Health gave a very informative presentation on Health Care Advanced Directives. She discussed the importance of having conversations with the family, designating a Health Care Power of Attorney and completing a Living Will. The appropriate forms were handed out and reviewed and participants were informed that those with documents from out of state need to complete North Carolina forms. Ms. Infinito will return for a future session to assist with completion of the forms and will notarize them. A room full of people enjoyed Bunco on September 13. The October family activity will be Trunk or Treat on October 28 from 4:00 p.m.-6:00 p.m. in the Library parking lot. Car trunks will be decorated and will have wrapped candy for the children. Games, refreshments and costume contests are planned. The next meeting will be October 4 at 7:00 p.m. If you are interested in joining this active Advisory Board, applications are available at town hall or on the town web site.

Organic Garden and Education Center - This group met on September 11. The gardeners have been busy harvesting, planting cool weather crops and cover crops, and solarizing some beds with black plastic to try to rid the soil of destructive nematodes. The Green Team of students from New Bern High began another year of work with the garden on September 15. The fall workshop is planned for November 14 with a presentation on Growing Microgreens. Visitors are always welcome to tour whenever gardeners are working. The next meeting will be October 9 at 2:00 p.m.

Community Appearance Commission - This Board met on September 13. Plans were discussed for the dedication ceremony for the engraved granite stone to honor veterans. The ceremony will be November 11 at 4:00 p.m. in Town Hall. CAC is grateful for the assistance of Councilman Van Slyke and Mayor Kirkland in securing the Honor Guard, vocalist and special speaker for the occasion. The River Bend Garden Club will sponsor a reception following the program. Janet Nawojski has volunteered to landscape around the stone. Planting needs around the Town were discussed and planning for Christmas decorating has begun. The next meeting will be November 15 at 1:30 p.m.

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

PWAB - The Public Works Advisory Board did not meet in September. The Board's next meeting will be October 3 at 3:00 p.m. in Town Hall.

Front Entrance Landscaping Project – Town Manager Delane Jackson told the Council that, per their instructions, the Town has received bids on the work necessary to clear trees and vegetation away from in front of the entrance sign to make it more visible from Highway 17. Although several vendors were contacted, only K.A. Jones Design bid on the project. The bid amount was \$13,450.

Councilman Sheffield **moved to approve the contract with K.A. Jones Design for the Town entrance clearing work in an amount not to exceed \$13,450 and to authorize the Mayor to sign on behalf of the Town.** The motion carried unanimously.

MAYOR'S REPORT

The Mayor said that an e-mail was received from Tracey Holloway of NCDENR stating that while visiting in this area would like to meet with us. The message indicated that DENR was often

visiting the larger North Carolina municipalities and would like to meet with the representatives of the smaller municipalities as well.

The next day Tracy arrived as scheduled and met with Manager Jackson and me. Her very first words were expressing how impressed she was with the appearance of River Bend. During the visit we drove around Town and visited the kayak launch area. I believe that she left with a positive view of our Town and will speak well of us in the Raleigh governing community.

The Council met in a called meeting on September 13 to discuss the first step in the review and implementation of the Town's Building Utilization Strategy (BUS). The discussion centered on the future of the "barn" structure, and the impact that structure has on the library, town's storage and the Police Department and Public Works. This meeting was scheduled during the August regular Council Meeting. It was advertised as to the limited matter to be discussed and was attended by a number of citizens and nearly all of the candidates who have filed for office in the November election.

The Council voted to direct the Manager to have architects Oakley Collier (where necessary for some elements) estimate the cost for accomplishing the following infrastructure improvements of Town properties:

1. Demolition of the barn structure,
2. Modify the building occupied by the Police Department and Public Works staff,
3. Expand the outdoor rental storage area located adjacent to the wastewater treatment plant,
4. Provide a modular building for temporary use by the Red Caboose Library,
5. Landscape the area involved in the area of improvements.

The Manager will develop cost and additional documentation on the elements of the project necessary to inform the Council should the project outlined be implemented.

The BUS approach to future Town facility needs allows the Council to look at different elements in a priority of need approach.

ADJOURNMENT

There being no further business, Councilman Sheffield **moved to adjourn**. The meeting adjourned at 7:56 p.m.

Ann H. Katsuyoshi
Town Clerk

River Bend Town Council
Work Session Minutes
October 12, 2017
River Bend Town Hall
7:00 P.M.

Present Council Members:	Mayor John Kirkland Luci Avery Bill Camp Barbara Maurer Buddy Sheffield Irving Van Slyke
Town Manager:	Delane Jackson
Town Attorney:	Jimmie Hicks
Town Clerk:	Ann Katsuyoshi
Finance Administrator:	Margaret Theis

BUS RELATED ISSUES:

Discussion of Rental Space for Library – Town Manager Delane Jackson provided the Council members with a drawing of rental space available at the small office complex across U.S. Highway 17. He said that the space will work as a temporary home for the Library until the Council makes its decision on a permanent space. The space is offered for \$750 per month plus electricity.

Councilman Camp said that the Library is not a Town function and does not believe we should be paying for space. Councilwoman Maurer reminded the Council that the Red Caboose Library was one of the first amenities in River Bend having begun before the Town was incorporated.

Mr. Jackson reminded the Council that it had previously had a positive response to Councilman Sheffield's suggestion of a train depot type building. Councilman Sheffield asked why we cannot use the Red Caboose as the Library. The Manager responded that that would require quite a bit of renovation including ADA accessibility, electrical and plumbing connections and ADA compliant restrooms. Mr. Sheffield said that the Council needs to schedule time to discuss this issue in depth.

Gene Baurer said that the Library is a great asset, but he is concerned about spending the money.

Brian Leonard said that he believes that the Town should support the Library and that there are other ways to measure value besides dollars.

Egon Lippert said that he is the person who dis much of the work to restore the Red Caboose and he is in favor of the Library. He also pointed out that the Caboose is steel and extremely hot in the summer and cold in the winter. Mr. Lippert pointed out that it is a very small space with very small windows. By the time doors are cut into it that are ADA compliant, there would be almost no space left for shelving.

Hazel Campezi said the Caboose had actually served as the Library at one time and it was a very difficult situation. She also pointed out that the presence of the Library makes the Town more attractive to potential buyers.

Councilwoman Maurer **moved to rent the space at 100 S. Business Plaza, New Bern, NC for six months as a temporary site for the Red Caboose Library.** The motion passed with three ayes and two nays (Camp and Sheffield).

Discussion of New Library Facility – The Manager said that, based on previous discussions, he sent the Council members photos of a building in Greenville that matches Councilman Sheffield's original concept of a depot – type building. He said that anything the Town builds will require architect's design. Again, Mr. Sheffield suggested a Special Meeting to discuss these ideas. Mr. Jackson will have calendars at the Regular Meeting next week so that the Council can select a date.

Update on Septic Tank Inspection – Manger Jackson reported that, in addition to the plumber's inspection, he has requested an inspection by Craven County.

Discussion of Building Renovation Design for Police/Public Works – The Manager said that he received the proposal from Oakley Collier. It was much more than he had anticipated, so he asked the Walker Group for a proposal. Thus far, he has not received their estimates.

SHARED LEAVE FORMS

This was an informational item. Previously the Council approved a change to the Town's Human Resources Policy to allow employees to contribute leave to other employees who have a serious illness or family illness.

DISCUSSION OF OPIOID CRISIS

Mayor Kirkland and Councilman Van Slyke gave a brief synopsis of the Craven County sponsored opioid workshop. The Mayor said that this is a nationwide crisis and they are looking for ways to curb the availability of opioids, both prescribed and illegally obtained.

Patty Leonard reminded the audience that the First Presbyterian Church holds Naranon meetings the 2nd and 5th Wednesdays of each month.

BUDGET AMENDMENT 17-B-02

Mr. Jackson said that the Amendment will move funds to the projects approved last month. Because this is money saved on the paving project, no new funds are being used.

REVIEW AGENDA FOR THE OCTOBER 19, 2017 COUNCIL MEETING

The Council reviewed the Agenda for the October 19, 2017 Council meeting

CLOSED SESSION

Councilman Sheffield **moved to go into Closed Session under ¶ 143-318.11 (a) (5) to discuss the building located at 50 Shoreline Drive, owned by Kenneth MacMillian for the purpose of a multifunction facility & (6), personnel, of the Open Meetings Law.** The motion passed unanimously.

OPEN SESSION

The Council returned to Open Session at 8:37 p.m.

Councilman Van Slyke **moved to accept the Manager's Employment Agreement as modified.**
The motion passed unanimously.

ADJOURNMENT/RECESS

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

Ann Katsuyoshi
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
October 19, 2017**

Present Council Members:	Mayor John Kirkland Luci Avery Bill Camp Buddy Sheffield Irving Van Slyke
Absent Council Members:	Barbara Maurer
Town Manager:	Delane Jackson
Town Attorney:	Jimmie Hicks
Town Clerk:	Ann Katsuyoshi
Police Chief:	Sean Joll

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, October 19, 2017 in the Town Hall Meeting Room with a quorum present.

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:
 - A. *Minutes of the September 13, 2017 Special Meeting*
 - B. *Minutes of the September 14, 2017 Work Session*
 - C. *Minutes of the September 21, 2017 Regular Meeting*

DATE FOR SPECIAL MEETING

Town Manager Delane Jackson reminded the Council that they had discussed scheduling a Special Meeting to talk about the Building Utilization Strategy (BUS). After brief discussion, **Councilman Sheffield moved to schedule a Special Session on November 2, 2017 at 1:00 p.m. to discuss the BUS.** The motion carried unanimously.

ADMINISTRATIVE REPORTS

PUBLIC SAFETY – COUNCILWOMAN BARBARA MAURER

CERT - CERT met on September 27th. They performed a final review of the Severe Weather Fair. Emergency contact lists need to be updated which will require individual phone calls. Flood training was postponed until the October meeting which will be a pizza and training evening. Members discussed ways to publicize and attract new members to CERT. The next meeting is scheduled for Wednesday, October 25 at 7:00 p.m.

Community Watch - Twenty-one members of Community Watch met on Wednesday, October 18th. The agenda included a request for volunteers to help with traffic safety during Parks & Rec's Trunk or Treat event on Saturday, October 28 from 4:00 - 6:00 p.m., plans to assist with traffic at the Town shredding event on November 4th from 9:00 a.m.-1:00 p.m., and volunteers for traffic

and parking at the Veterans Memorial dedication on November 11th at 4:00 p.m. Officer Brandon Rohrs offered pointers to help sharpen observation skills during Community Watch patrols.

The next meeting is scheduled for January 17th. Election of officers will be on the agenda.

Community members interested in joining Community Watch are invited to call Egon Lippert at 252-617-0179 or Jim Kelly at 252-288-5668.

PARKS & RECREATION/CAC – COUNCILWOMAN LUCI AVERY

Parks and Recreation - This Board met on September 4. The informative and well attended workshop on Health Care Advanced Directives was discussed and a follow up session will be planned. October activities include the increasingly popular Bunco held on October 18 and Trunk or Treat for children and families scheduled for October 28 from 4:00 – 6:00 p.m. in the barn parking lot. Car trunks, including one of the police cars not on patrol, will be decorated and will distribute treats. Games for children, a cupcake walk and costume contests are planned. November activities will be a Thanksgiving themed Bunco on November 15 at 1:00 p.m. and a craft workshop to create a Christmas decoration on November 18 from 10:00 a.m. – 12:00 p.m. The next meeting is November 1 at 7:00 p.m.

Organic Garden and Education Center - This group met on October 9. Harvesting continues along with planting cool season crops. The New Bern High Green Team continues to be active twice a month in the garden. Some of the students have requested seeds to start their own gardens at home. A workshop on Growing Microgreens will be held on November 14 at 6:30 p.m. in Town Hall. Microgreens are used by restaurants for garnish and in salads and can sprout in only two weeks. Reservations are requested by contacting Dee Smith at 634-3192. The next meeting is November 13 at 2:00 p.m.

Community Appearance Commission - There was no October Board meeting, but the group has been busy with details for the Veterans Day Ceremony to be held on November 11 at 4:00 p.m. in Town Hall. The engraved granite stone will be in place and the ceremony will feature Major General Tom Braaten (retired) as the guest speaker. All River Benders are invited to attend to honor our veterans and to remember those who served but did not come home. If you know of a senior veteran who might need assistance to attend, please offer a ride or call Luci Avery at 637-6823 to arrange transportation or other support. The next meeting will be November 15 at 1:30 p.m.

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

The Public Works Advisory Board (PWAB) held its regular meeting on October 3. All Board members were present.

Town Manager Jackson presented the Board the details of the 2017 paving project bids. He also discussed the details of the Building Utilization Strategy (BUS) involving five elements including demolition of the barn, modification of the Police and Public Works building, expansion of the outdoor storage area at Gull Point, construction of a storage building to serve Public Works and securing a temporary space for the library plus landscape improvements for the Police/Public Works building. In discussion with the Board Manager Jackson stated that the expansion at Gull Point and work necessary to solicit bids for demolition of the barn were the only elements that the Council had funded to date.

Board member Lessard pointed out that vegetation had established on the top of the weir at the Town Hall Pond. Member Irwin questioned whether there should be security fencing at the Town's well sites. He also questioned whether we should have a chlorine leak alarm where chlorine is used at the wastewater treatment plant. Member Seeger noted that the recent pruning of the hedgerow at the fire station was an improvement. He also asked what it would take to pave the entrance drive to the station. The Manager responded that it would involve a Council approved budget item.

Chairman Bruno asked the status of the wetland fill at the area of the wastewater treatment plant. Manager Jackson responded that the Council had tabled funding of that work until it is determined if additional conditions for discharge of effluent would be required when our permit is renewed. The Chairman suggested that the Board might consider action at a future meeting to encourage the Council to act on this future need.

The Mayor in his liaison role to the Board stated that the Manager's reports were accurate as to Council actions on these critical infrastructure elements as they relate to the future wellbeing of the Town.

The Chairman reminded the Board that the next meeting would be on December 5th.

FINANCE – COUNCILMAN IRVING VAN SLYKE, JR.

Financial Report – Town Manager Jackson told the Council that the total of the General Fund Cash Balances as of September 30, 2017 was \$3,927,021. Ad valorem tax collections were at \$35,458.

Understanding Financial Reports and Fund Balance – As part of the Financial Report, Manager Jackson presented an in-depth presentation on the Financial Reports and Fund Balance. He said that all of these reports are available to the citizens on the Town's website at www.riverbendnc.org. However, most people do not understand that all of the money that the Town has cannot be used for just any purpose. Many of them, such as the Water and Sewer Funds are restricted to only those specific categories.

Mr. Jackson also pointed out that it has been the practice of the Council to project future expenditures and begin saving for those as early as possible. The Law Enforcement Separation Agreement would be an example. State law requires that the Town pay retired law enforcement officers a separation allowance until they reach the age of 62. Each year the Council sets aside money for this expense for both those who are receiving it now and those who will in the future. The same is true for the purchase of Public Works trucks and Police cars. The Council knows that these items must be replaced on a regular basis and saves for that future purchase.

Usually the Town receives help with cleanup after a storm through FEMA which pays 75% and the State which pays 25%. However, the Manager pointed out that neither of these is guaranteed. FEMA has had a number of weather and fire crises to deal with. Money may simply not be available. And, even if it is, the money is on a reimbursement basis which frequently takes up to 18 months. In the meanwhile, the Town must cover the expense.

The subject of why Trent Woods' tax rate is much lower than River Bend has come up many times. Mr. Jackson said that the primary reason is that Trent Woods' tax base (property value) is more than double River Bend's. If the Town had Trent Woods' current tax base, we would be able to lower our tax rate to under 15¢ without cutting services.

Vote – Budget Amendment 17-B-02 – Mr. Van Slyke said that the Council discussed this Amendment at its Work Session. This Amendment redistributes monies saved on this year’s paving project to other projects. He **moved to approve Budget Amendment 17-B-02 as presented.** The motion carried unanimously.

MAYOR’S REPORT

All of us often utter the expression “time flies.” It seems that this is true in every facet of our lives. In the area of governance it is also true and we as citizens of a democracy each witness how fast election days roll around. With the coming of Election Day in two weeks, we individually have a responsibility to become well informed on issues that will be impacted by our vote.

Being well informed demands effort on the part of every voter. It isn’t just listening to the “shout of a bully” or the explosive language of a social media post. Every issue and every debate has at least two positions and the voter should be comfortable that he/she has listened to the different sides before selecting the position that he/she will support.

The parochial entrenchment in the Congress and the General Assembly make the demands for timely action by municipal government even more pressing. Only when the locally elected bodies will engage in open and civil discussion on issues, will good planning and actions result.

In closing the following quote is true and always worthy of application, “an awful lot can be accomplished if you don’t care who receives the credit.”

The upcoming Salute to Veterans event scheduled for November 11 and sponsored by the Community Appearance Commission and the River Bend Garden Club is an opportunity to meet and demonstrate respect to individuals who have sacrificed to advance and protect our national heritage. May we (young and old) always display respect for our national flag and recognize the heroes who have sacrificed to preserve the nation.

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
Special Meeting
November 2, 2017
River Bend Town Hall
5:00 P.M.

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

Mayor Kirkland called the meeting to order at 1:00 p.m.

OPENING REMARKS

The Mayor reminded the Council members that the Public Works Advisory Board (PWAB) discussed the problem with the Town Hall plumbing and its septic system at their August 1 meeting. In that meeting, Superintendent Mills explained that the current pipes have dips in them that serve to block the pipes and cause backups. Unfortunately, the pipes from the restrooms to the septic system are under the concrete floors of the building and can only be reached by tearing out the floors. At the end of a lengthy discussion, the PWAB voted to recommend to the Council that they repair or replace the restrooms in Town Hall, connect them to the Town's sewer system and make them ADA compliant.

DISCUSSION OF BATHROOM PROJECT

Town Manager Jackson provided the Council with the preliminary drawings for the Town Hall bathroom project. Councilman Sheffield said that he remains concerned about the privacy of citizens. The current traffic pattern in the building requires that customers stand in the lobby to conduct business with the staff. The Town Manager said that the plan provided by the Walker Group would help to reroute traffic coming into Town Hall for community functions.

Councilman Camp asked, if we connect the Town Hall to the sewer system, what will happen if the power goes out. Mr. Jackson said that the Town Hall is on a generator, so the sewer pump would continue to work. Councilman Sheffield asked if the \$200,000 estimate included connection to the sewer system. The Manager said that it does.

Councilwoman Avery said that she believes the new design will enhance the curb appeal of the Town Hall. Councilwoman Maurer said that the Town should use the money it currently has in reserves to pay for this project.

Councilman Sheffield asked if a Public Hearing was required to award this project. Mr. Jackson said it was not.

DISCUSSION – MODIFICATIONS TO PUBLIC WORKS/POLICE DEPARTMENT BUILDING

The Manager provided the Council with two proposals for design services; one from Oakley Collier and one from the Walker Group. These designs would expand the Police Department area and the Public Works area and provided storage space for Public Works. The storage space could be a pre-engineered building.

Councilman Sheffield pointed out that this is essentially what he proposed earlier in the year. Mr. Jackson said that the proposed changes would double the Police Department's office space. Mr. Sheffield asked if we have any cost estimates. The Manager said no, but this type of work generally runs between \$65-\$75 per square foot.

The Councilman asked if the current space is on a septic system. The Town Manager said that it is, but it would be better if it were on the sewer system. Mr. Jackson recommended that the Council approve having the Walker Group work up concept drawings. He believes we can have those drawings by the November Regular meeting.

It was the consensus of the Council to have the Walker Group prepare concept drawings for the remodeling of the Police/Public Works building and a new storage/office facility for Public Works.

UPDATE – BARN DEMOLITION PROJECT

Town Engineer Kevin Avolis updated the Council on the progress of the barn demolition project. He told them that we have received the required certification that there is no asbestos. The project should go to bid soon.

DISCUSSION – NEW LIBRARY/MULTIPURPOSE BUILDING

Mr. Avolis said that, before he can provide any plans or pricing on a new library/multifunction building, he needs guidance from the Council on the size of the space and its potential uses. He also pointed out that anything the Council builds, whether it be pre-engineered or stick built, must be ADA compliant as far as restrooms and accessibility are concerned. Councilman Sheffield said that the Council couldn't offer that information now and would need to hold additional discussions on that subject alone.

CLOSED SESSION UNDER §143-318.11 (A) (6), THE PERSONNEL EXEMPTION TO THE OPEN MEETINGS LAW

Councilman Sheffield **moved to go into Closed Session under §143-318.11 (A) (6), the Personnel Exemption to the Open Meetings Law.** The motion carried unanimously. The Council entered Closed Session at 2:30 p.m.

OPEN SESSION

Councilman Sheffield **moved to go back into Open Session.** The motion carried unanimously. The Council went into Open Session at 2:37 p.m.

Councilwoman Maurer inquired as to whether the Council would be getting together again to discuss the multi-use/library building. The Manager responded that a separate Special Meeting for that building should be scheduled at the next regular Work Session.

Councilwoman Avery stated that there seemed to be a lot of positive support for the multi-use/library building.

Councilman Camp stated he received emails from Town residents regarding the planning process for this project expressing concern.

Councilwoman Avery discussed the positivity of the additional greenspace planned by the project.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield **moved to adjourn**. The meeting adjourned at 2:43 p.m.

Ann Katsuyoshi
Town Clerk

River Bend Town Council
Work Session Minutes
November 9, 2017
River Bend Town Hall
7:00 P.M.

Present Council Members:	Mayor John Kirkland Luci Avery Bill Camp Barbara Maurer Buddy Sheffield
Council Members Absent:	Irving Van Slyke
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi

DISCUSSION OF ADVISORY BOARD APPOINTMENTS

Town Manager Delane Jackson told the Council that there is currently one opening on the CAC and two on the EWAB. He provided the Council members with all of the applications we have on file. Several of those for the EWAB are many years old. Mr. Jackson the Advisory Board liaisons to make selections for potential appointments.

AUDIT/CAFR

Mr. Jackson reminded the Council that the auditor will make their annual presentation at the Regular Meeting on November 16. Each Council member has been provided with a copy of the CAFR so that they can review it prior to the meeting.

CONTRACT AWARD – DEMOLITION OF BARN

Kevin Avolis, the Town Engineer has provided three bids on the barn demolition. The Council will need to take action at its Regular Meeting to award that bid.

SET DATE FOR A CALLED MEETING TO DISCUSS LIBRARY/COMMUNITY BUILDING PLANNING

After brief discussion, the Council selected Tuesday, November 21, 2017 at 1:00 p.m. to hold a Special Meeting to discuss Library/Community Building Planning.

PROPOSAL FOR PUBLIC WORKS/POLICE BUILDING DESIGN

The Manager presented the Council with two proposals. One from Oakley Collier and one from the Walker Group. He will propose that the Council move ahead with concept drawings on this project.

TOWN HALL MODIFICATION PLANS

Mr. Jackson said that he needed direction from the Council to move ahead with the modification plans for the Town Hall restrooms. He reminded the Council that they were presented with those

concept plans at their November 2 Special Meeting. The next step would be to have a complete set of drawing compiled and send out for bid.

FRONT ENTRANCE SIGN

The Manager said that the Deputy Clerk has prepared several options for modifying the front entrance sign. Those will be presented to the Council for their consideration at the Regular Meeting.

ADJOURNMENT/RECESS

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

Ann Katsuyoshi
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
November 16, 2017**

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

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, November 16, 2017 in the Town Hall Meeting Room with a quorum present.

PRESENTATIONS TO COUNCIL

Brinsons' Thanksgiving Dinner – Elizabeth Brinson reminded everyone of the Brinsons' Annual Thanksgiving Dinner on Thursday, November 23rd at the River Bend Baptist Church. She invited everyone to attend and bring a dish.

Audit Report – Petway, Mills & Pearson, P.A. – Ms. Phyllis M. Pearson, CPA said that the River Bend staff was very pleasant to work with and extremely knowledgeable. She said that her firm has issued an unqualified opinion on River Bend's FY 2016-2017 audit, which is the best rating auditors can give. There was no management letter and no findings. Again this year, the General Fund experienced a modest increase in funds while expenses decreased slightly.

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 October 12, 2017 Work Session*
 - Minutes of the October 12, 2017 Closed Session*
 - Minutes of the October 19, 2017 Regular Meeting*

ADMINISTRATIVE REPORTS

ENVIRONMENT/WATERWAYS – COUNCILMAN BILL CAMP

Councilman Camp said that the EWAB did not meet in November. However, they do have three vacancies on the Board. Mr. Camp said that he had one applicant to appoint. He encouraged anyone interested in the EWAB to turn in an application at Town Hall.

Councilman Camp **moved to appoint Brian Leonard to the Environment and Waterways Advisory Board for a term beginning November 16, 2017 and expiring on June 30, 2018.**

The motion carried unanimously.

PARKS & RECREATION/CAC – COUNCILWOMAN LUCI AVERY

Parks and Recreation - This Board met on November 1 to plan holiday activities for the Town. A Thanksgiving themed Bingo was held on November 15 and a workshop to create a Christmas door decoration is planned for November 18 at 10:00 a.m. in Town Hall. The Annual Tree Lighting and Family Christmas Party will be December 1. Gather at the Town Commons at 6:00 p.m. for music and to await the arrival of Santa and Mrs. Claus coming by fire engine. Lighting of the tree and lights around Town will be at 6:30 p.m. followed by refreshments, visits with Santa, and crafts for children inside Town Hall. This is a joint project of Parks and Recreation and CAC. The always popular Fairfield Harbour Chorus will perform a concert of holiday music at the River Bend Baptist Church on December 10 at 3:00 p.m. The next meeting will be December 6 at 7:00 p.m.

Organic Garden and Education Center - This group met on November 13. On November 14 Master Gardener David Hite presented a workshop on Growing Microgreens. These are a variety of greens used by gourmet cooks as garnish and in salads and best of all they can be propagated at home in two weeks. Those attending enjoyed refreshments with a microgreen theme. The next big project for the Organic Garden to promote pollination and increase endangered species, as with their Monarch project, will be raising bees. One of the gardeners has a special interest in bees and is doing research and leading this effort. The next meeting will be December 11 at 2:00 p.m.

Community Appearance Commission - CAC met on November 15. Plans were made for decorating the town for Christmas which will be on November 27 at 9:30 a.m. Volunteers are always welcome and needed to help with this large project.

CAC thanks the following individuals and groups for making the Veterans Day Ceremony on November 11 such a success: The standing room only crowd who attended to honor our veterans, Mayor Kirkland and Councilman Van Slyke for helping to plan the ceremony and arranging speakers, Delane Jackson and his family who came on his day off to help set up the room, Rev. Steve Simpson of the River Bend Baptist Church for the invocation, the New Bern High Junior ROTC for presenting Colors and concluding with Taps, Darlene Jones for rocking the house with her rendition of the National Anthem, Major General Tom Braaten for his inspirational speech, and Councilman Van Slyke and Lennie Lazzara for their response as local veterans. Very special gifts for veterans were made by residents of the Howell Center. The multitude of River Bend volunteers included: Janet Nawojski for the attractive landscaping around the stone, the Garden Club for preparing a bounteous feast, Community Watch for parking direction, Judi Lloyd and Bob Burke for using golf carts to ferry people to the door, and Sarah Burke for publicity. On behalf of the Town, I thank the CAC members for coordinating this project and for their artful design of the engraved stone which will be a lasting tribute to all who serve our country. Special thanks to Lynn Torgersen, CAC Co-chair, for her role as moderator. This event was River Bend at its very best!

Vote - Parks and Rec Appointments – Councilwoman Avery said there is currently one vacancy on the Parks and Rec Board. Happily, we have received an application from a very qualified individual. She **moved to appoint Janet Nawojski to the Parks and Recreation Advisory**

Board for a term beginning November 16, 2017 and expiring on June 30, 2019. The motion carried unanimously.

Vote - BOA Appointments – There are currently two vacancies on the Board of Adjustment. Again, we have received an application from a citizen who is willing to serve. Councilwoman Avery **moved to appoint Patty Leonard to the Board of Adjustment for a term beginning November 16, 2017 and expiring on June 30, 2018.** The motion carried unanimously.

Vote – Amendment to Mowing and Landscaping Contract with K.A. Jones – Ms. Avery said that, as discussed at the Work Session last week, K.A. Jones has offered to extend both their mowing and landscaping contracts with the Town for the same price as the current contracts. This will mean that the price of these two services has not gone up since 2012. Councilwoman Avery **moved to approve the Amendment to the landscaping contract with K.A. Jones to extend it for two years until February 29, 2020 and to approve the Amendment to the mowing contract with K.A. Jones to extend it for two years until February 29, 2020 and to authorize the Mayor to sign both contracts on behalf of the Town.** The motion passed unanimously.

Discussion – Front Entrance Sign – At last week’s Work Session, Town Manager Delane Jackson offered the Council samples of seven designs for the front entrance sign. He asked each of them to rank those designs in order of preference. After averaging those scores, the Council members selected design number four, with an arched brick addition to the present sign. Mr. Jackson will now talk to brick masons and the Engineer to get pricing information for the Council.

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

PWAB – Mayor Kirkland said that the Public Works Advisory Board did not meet in November. Their meetings are held only on the even numbered months. Their next meeting will be on Tuesday, December 5 at 3:00 p.m. in Town Hall.

The Mayor did report that this past month saw the completion of the scheduled 2017 paving work.

Vote – Award Barn Demolition Contract to Coastal Dragline Service, Inc. – Mr. Kirkland said that Council expressed consensus to vote at the November Council Meeting to award the bid that has been received to demolish the barn. The Town’s Engineer had submitted a letter recommending approval of the low bid on this project.

Councilman Van Slyke **moved to award the contract for barn demolition to Coastal Dragline Service, Inc. in an amount not to exceed \$30,000 and to authorize the Mayor to sign on behalf of the Town.** The motion carried unanimously.

Vote - Award Design Proposal Contract for Police/Public Works Building – The Mayor said that, along with demolishing the barn, the Council has also discussed in general terms, redesigning the Police/Public Works Building to provide both departments with some much needed additional space.

Councilman Van Slyke **moved to authorize Avolis Engineering to develop concept drawings for the Police/Public Works building in an amount not to exceed \$4,850.** The motion carried unanimously.

FINANCE – COUNCILMAN IRVING VAN SLYKE, JR.

Financial Report - Finance Administrator Margaret Theis told the Council that the total of the General Fund Cash Balances as of October 31, 2017 was \$4,004,822. Ad valorem tax collections were at \$103,835.

Vote – Adopt 2016-2017 Audit Report – Councilman Van Slyke said that the Council heard the Auditor's report earlier in the evening. The Council is now required to accept that report. He **moved to accept the fiscal year 2016-2017 audited Financial Statements as contained in the Comprehensive Annual Financial Report.** The motion carried unanimously.

Vote – Amendment 17-B-03 – Mr. Van Slyke reminded the Council that the monies saved on this year's paving project were reassigned to other projects. In order to accomplish this, the Council must do a Budget Amendment. He **moved to approve Budget Amendment 17-B-03 as presented.** The motion carried unanimously.

PUBLIC SAFETY – COUNCILWOMAN BARBARA MAURER

CERT - CERT held a dinner meeting at Panichelli's on October 25. No meetings are scheduled for November or December. Materials stored in the CERT room and supply closet in the barn will need to be moved to a different location prior to the demolition of the barn. The next meeting is scheduled for Wednesday, January 24 at 7:00 .pm. in Town Hall. The training session during the meeting will focus on Search and Rescue.

Community Watch - Community Watch did not meet in November but they were busy. Members assisted with parking and traffic safety during Parks & Rec's Trunk or Treat event on Saturday, October 28. They assisted with traffic flow at the Town shredding event on November 4th. On November 11th Community Watch provided traffic and parking assistance for a standing room only heartwarming and inspiring Veterans Memorial dedication at Town Hall.

The next meeting is scheduled for February 17th. Election of officers is on the agenda.

Community members interested in joining Community Watch are invited to call Egon Lippert at 252-617-0179 or Jim Kelly at 252-288-5668.

Members of CERT and Community Watch wish the Council, Town staff and all River Bend residents a safe and Happy Thanksgiving.

MAYOR'S REPORT

The December Council meeting will be a meeting during which the Council transitions from the Council elected in 2015 to the Council elected in 2017. Councilmen Bauer and Wanamaker will join the Council and Councilman Sheffield and Councilman Van Slyke were returned to the Council. These four Councilmen will be sworn in by a Superior Court Judge during our December meeting. Councilman Camp and the Mayor will return for the remainder of their four-year terms. Thanks are extended to Councilwoman Luci Avery and Councilwoman Barbara Maurer for their time on the River Bend Town Council and the work that they performed during their terms. They will be missed but certainly they will both be doing volunteer work continuing further service to the Town.

Special thanks to the Community Appearance Commission and their Council Liaison Councilwoman Luci Avery for sponsoring the program on November 11 dedicating a monument recognizing the veterans of River Bend. The program was moderated by CAC Co-Chair Lynn Torgersen, Rev. Steve Simpson gave the invocation and Maj Gen. Braaten speaking for the event delivered a moving address citing the sacrifices of veterans and their families pointing out that "Freedom is not Free" The New Bern High School Junior Navy ROTC provided a color guard and a bugler who ended the program with the playing of Taps. Ms. Darlene Jones sang the National Anthem. Following this program, the River Bend Garden Club provided a large quantity and wide range of tasty refreshments. The members of Community Watch members provided assistance and directed traffic for those attending the event.

The program was a wonderful tribute to the many veterans who call River Bend home. This event was a perfect example of what the volunteer groups in this special Town perform so very well. A big thanks to all who were involved in the presentation of this tribute.

ADJOURNMENT

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
Special Meeting
November 21, 2017
River Bend Town Hall
5:00 P.M.**

Present Council Members: Mayor John Kirkland
Luci Avery
Bill Camp
Barbara Maurer
Buddy Sheffield
Irving Van Slyke

Town Manager: Delane Jackson

Mayor Kirkland called the meeting to order at 1:00 p.m.

OPENING REMARKS

The Mayor reminded the Council members that there has been some previous discussion about constructing a Red Caboose Library/Community Center building. However, before we can move forward on that proposed project, the Council must come up with a consensus regarding the size, type and placement of such a structure.

DISCUSSION OF RED CABOOSE LIBRARY/COMMUNITY CENTER

The Town Manager made a Power Point presentation related to the options for a location for the Red Caboose Library. He began by stating that a train depot-type building for a library was part of the plan presented by Councilman Buddy Sheffield in February. He stated that the Council had discussed this option for many months and there was some discussion about making the building a multi-purpose building to also accommodate other community functions. He stated that a multi-purpose building could accomplish three of the five needs identified in the list of needs presented by Councilman Sheffield. He stated that he had measured the current bathroom, kitchen, rental library space and meeting room. They contain 2,706 square feet. He stated that all of the options that have been discussed to date are simply options. He said that the Council can leave the library in its current rental spot, build a stand-alone library building or a community center or do anything else the Council wants to do.

Mr. Jackson informed the Council that he had met with Walker Architect to discuss the caboose and an option to construct a building that resembles a train depot next to the caboose. The building could be a community center that also contained the library. He presented a drawing to that effect that Walker had developed. That drawing showed a 1,980 square feet building with a kitchen and bathrooms in the middle and an approximately 25' x 30' room on each end with a large deck constructed adjacent to the Caboose.

Council discussed these options. Councilman Sheffield said that it may be worth considering building one building that would house the library, community center and Police Department instead of two separate buildings and build it on the site of the barn after it is demolished. He said that the current Police space could be given to Public Works as discussed during FEDS. The Manager said that he thought that was a good idea and that it would be relatively easy and

inexpensive to convert the Police space to Public Works use. Council Van Slyke agreed and said that the idea of one building would be a better idea. He said, let's do it right the first time. There was consensus among the Council to pursue that option. The Manger was directed to meet with the architect and engineer to develop that plan and report back to the Council. He stated it would probably be after Christmas before he would have any plans ready for discussion.

Councilwoman Maurer **made a motion to award the contract for architectural design and construction administration for the Town Hall renovations to The Walker Group as presented at a cost of \$24,610.** The Manager stated that he had requested another proposal from another local architect, but they decided not to submit a proposal. The motion passed unanimously. The Manger stated we needed to approve a budget amendment before the contract could be pre-audited and he would have that amendment ready for action at the December Work Session.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield **moved to adjourn.** The meeting adjourned at 1:52 p.m.

Delane Jackson
Town Manager

River Bend Town Council
Work Session Minutes
December 7, 2017
River Bend Town Hall
7:00 P.M.

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

RENTAL SPACE OPTIONS

The Town Manager reminded the Council that the barn is scheduled for demolition. Because of that, the Town is losing storage space. One option to solve this problem is to evict some tenants from the small storage building. He suggested that the Town take back at least four units, with six being optimal. While recognizing that the current tenants would not be pleased and that there would be a loss in rent revenues, the fact remains that the Town needs this space for its storage needs.

After brief discussion, it was the consensus of the Town Council that the Manager secure whatever storage units are necessary for the Town's needs.

BUDGET AMENDMENT 17-B-04

Mr. Jackson also reminded the Council that a Budget Amendment to support all of the decisions that the Council has made relative to BUS. Those decisions will cost \$38,160, the majority being for the design/construction for Town Hall renovation. Also, since the Council changed the scope of the Police Department/Public Works project to include a Police Department, Library and Community Center, the Town engineer has changed the quote from \$4,850 to \$8,700. This Amendment will be offered for approval at the Regular Meeting.

PUBLIC HEARING POLICY

Manager Jackson said that, in his opinion, the Council needs to formally adopt its Public Hearing Procedures. Although the Council has been following these rules for many years, it has never formally codified them.

RULES OF PROCEDURE FOR COUNCIL

The Manager said that the current Rules were adopted by the Council in 2010. Upon review, he found some problems. While most of these were simple typos and/or minor errors, there are some statements which must be changed to comply with current state law. The new Rules will be provided to the Council for their consideration at the Regular Meeting.

APPOINTMENTS

Each time a new Council is elected it is necessary to fill certain positions within the structure of the Council. Council members discussed those positions, including Mayor Pro Tem, Finance Officer and Deputy Finance Officer and came to unanimous agreement on who would fill those positions on the Council to be installed at the Regular Meeting.

MAYOR – COUNCIL RESPONSIBILITY CHART

Again, it is necessary for every new Council to establish which members will serve as liaisons to the various Advisory Boards and County Boards. The Council members discussed and agreed on the assignments.

MEETING SCHEDULE

At the end of each calendar year, the Council must adopt its new meeting schedule for the next year. Council members were provided with the proposed Schedule for 2018 for their review.

HOLIDAY SCHEDULE

As with the Meeting Schedule, the Council must also adopt a new Employee Holiday Schedule for 2018. Once again, the Council members were provided with the proposed Schedule.

BUDGET KICKOFF

Mr. Jackson reminded the Council that the Budget Workshops are fast approaching. In preparation, the Council will have its Budget Kick Off meeting at the Work Session on January 11, 2018.

ADJOURNMENT/RECESS

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

Ann Katsuyoshi
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
December 14, 2017**

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

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, December 14, 2017 in the Town Hall Meeting Room with a quorum present.

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:
 - a. *Minutes of the November 2, 2017 Special Meeting*
 - b. *Minutes of the November 2, 2017 Closed Session*
 - c. *Minutes of the November 9, 2017 Work Session*
 - d. *Minutes of the November 16, 2017 Regular Meeting*
 - e. *Minutes of the November 21, 2017 Special Meeting*

ADMINISTRATIVE REPORTS

ENVIRONMENT/WATERWAYS – COUNCILMAN BILL CAMP

Councilman Camp said that the EWAB meeting was called to order at 7:05 p.m. by Chairman Ralph Iorio. All six Board members were present including Jim Stevens, Karl Lichty, Tommaso Sera, Gene Bauer, Ralph Iorio and Brian Leonard. Pat Leonard was also in attendance.

No minutes from the previous month's meeting were available. Councilman Camp gave a brief presentation of council business for the last two months. He also welcomed the newest member, Brian Leonard. There are two open positions on the board. Residents are encouraged to apply.

Under Old Business, channel marker #7 green has been replaced. Some new environmental articles are ready for the River Bender. Gene Bauer, who was producing these articles, resigned from the EWAB due to his Councilman duties. Tommaso Serra and Brian Leonard have agreed to assume this function and continue this very worthwhile project.

Under New Business, some bulkheads are in need of repair. Ordinances need to be reviewed by the Board in order to determine responsibilities and what actions might be taken to resolve these issues. Fresh water mussels seem to be thriving in our waterways and attaching to boats, rafts and ladders. The Riverkeeper will be asked for a possible solution or who to contact regarding this issue. The Town right-of-way drainage pipes leading into the canals or lake may need to be raised at their canal exit end to prevent backflow. Only repairs will be considered. This is a topic that will require more investigation.

The next EWAB meeting is scheduled for January 8, 2018 at 7:00 p.m. All residents are invited and encouraged to attend.

Vote – Public Hearing Policy – Councilman Camp reminded the audience that the Council had discussed this item at length at the December Work Session. Mr. Camp **moved to approve the Public Hearing Policy as presented.** The motion carried unanimously.

Vote – Rules of Procedure – Again, Councilman Camp reminded the audience that the Council had discussed this item at length at the December Work Session. Town Manager Delane Jackson pointed out that some other language changes were made to comply with State law. Councilman Sheffield questioned the inclusion of the Mayor in the quorum count. Mr. Jackson pointed out that this is verbatim from the State law and does not affect the three Councilmember requirement to have a quorum. He also pointed out that, since the Mayor only votes to break a tie, this does not increase the probability that the Mayor would be required to vote on a question.

Mr. Camp **moved to approve the Rules of Procedure as presented.** The motion carried unanimously.

PUBLIC SAFETY – COUNCILWOMAN BARBARA MAURER

CERT - CERT cancelled meetings in November and December. On November 18th, seven members met at the CERT office to move most of their supplies, documents and other materials into the CERT trailer and to do a general clean out prior to the demolition of the barn.

The next meeting is scheduled for Wednesday, January 24 at 7:00 p.m. in Town Hall. The training session during the meeting will focus on Search and Rescue.

Community Watch - Community Watch was not scheduled to meet in December. In addition to regular patrols, several members assisted with traffic control at the Christmas tree lighting on December 1st. The next meeting is scheduled for February 21st. Election of officers is on the agenda.

Community members interested in joining Community Watch are invited to call Egon Lippert at 252-617-0179 or Jim Kelly at 252-288-5668.

Members of CERT and Community Watch wish the Council, Town staff and all River Bend residents a healthy, happy holiday season.

PARKS & RECREATION/CAC – COUNCILWOMAN LUCI AVERY

Parks and Recreation - This Board met on December 6. The December 1 event of tree lighting and family Christmas party was reviewed. Those attending enjoyed music, the arrival of Santa

and Mrs. Claus by fire truck, activities for children and refreshments. The always popular Fairfield Harbour chorus performed a concert at the River Bend Baptist Church on December 10. Parks and Recreation thanks the Church for use of their building and Betty Bakker for organizing the concert and baking the cookies. Bunco is planned for the afternoon of January 25. The next meeting will be January 10 at 7:00 p.m. The agenda will include developing the 2018/2019 budget request and planning winter activities.

Organic Garden and Education Center - This group met on December 11. The Green Team of New Bern High students continues to come to the garden twice a month. The next workshop will be January 9 at 6:30 p.m. The topic will be The Edible Landscape presented by Shawn Banks, Carteret County Extension Director. He will discuss ways to incorporate edible plants into the ornamentals in the home garden. The next meeting will be January 8 at 2:00 p.m.

Community Appearance Commission - This group did not have a meeting in December but had a work session to decorate the Town for Christmas. CAC thanks all the volunteers who helped and Public Works for mounting the lighted balls at the entrance and assembling the pole tree with new lights. Another work session to take down decorations will be January 2 at 10:00 a.m. Volunteers are encouraged to assist. The next meeting will be January 17 at 1:30 p.m.

All of these groups wish River Bend residents and Town staff a Merry Christmas, Happy Hanukkah and Happy New Year.

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

This Board met for their regular meeting on December 5. All members were present. Chairman Bruno announced that Mr. Bill Lessard had submitted his resignation. He continued that the vacancy would be advertised. Manager Jackson responded that an application for future consideration is on file and that is from Mr. Brian Leonard. Mr. Leonard was present as a citizen and indicated that he would like to be considered for the vacancy. Chairman Bruno will make a recommendation to the Council on filling the vacancy.

Following approval of the previous meeting minutes the meeting continued with the agenda items. Public Works Water Resources Director Mills reported that there had been no unusual events in the past two months and that much routine maintenance was accomplished. He briefed the Board on the timing and process of renewing the (discharge permit) for effluent from the wastewater treatment plant.

Manager Jackson briefed the Board on the Council actions taken and those pending related to the program titled Building Utilization Strategy (BUS). The Board had been given briefs at earlier meetings on these project elements.

The Manager was asked to give an update on the budget process. He reported that he expected that it would follow the process that has been used for the past several budget cycles. Specifically, that the Council will schedule several budget workshops from which the detailed budget will be developed prior to the Public Hearing on the detailed proposed budget.

Board member Lou Colombo asked if there was any knowledge of why we needed to keep the caboose. He said that he believed that Pollocksville had been interested in it and if they were still interested that we should give it to them. The Manager responded that he knew of no reason that we were required to keep the caboose.

Chairman Bruno discussed the pending permit that had been obtained from the Corps of Engineers to fill a small area of wetlands adjacent to the Town's wastewater treatment plant. The discussion centered on the fact that filling of wetland areas is becoming more restricted and that perhaps we should renew the permit and proceed with filling the area detailed on the permit plan. The consensus of the Board was that a recommendation to renew the permit should be sent to the Town Council. Chairman Bruno said that he would draft such a recommendation and have it ready for the next PWAB meeting.

Chairman Bruno reminded the Board that Bill Lessard had served as the Vice-Chair of PWAB and a new appointment is needed. By discussion among the members, Buck Irvin agreed that he would serve in that capacity. Frank Bruno made the motion to appoint Mr. Irvin with a second by Rick Seegar. The Board voted unanimously to elect Buck Irvin as Vice-Chair.

Chairman Bruno reminded members that the next meeting would be on February 6.

FINANCE – COUNCILMAN IRVING VAN SLYKE, JR.

Financial Report - Finance Administrator Margaret Theis told the Council that the total of the General Fund Cash Balances as of November 30, 2017 was \$4,304,366. Ad valorem tax collections were at \$186,592.

Report – Approval of Budget Amendment 17-B-04 – Councilman Van Slyke said that the Council had approved this Budget Amendment at its December 7, 2017 Work Session. This Amendment supports decisions the Council made with respect to the BUS. Those decisions included the design aspect of Town Hall renovations and the change in scope of the Police/Public Works building renovations. The total comes to \$38,160. Mr. Van Slyke also pointed out that these are not new monies, but rather funds which have been re-appropriated from other accounting areas.

MAYOR'S REPORT

The Mayor said that December is always a month that brings special events and the "memories of Christmases Past." As this article is written the media has just reminded us of the events of December 7, 1941. The annual lighting of the Town's Christmas tree took place on December 1. The event was well attended and the weather was very pleasant. As he watched the children of River Bend enjoy the lighting of the Christmas tree on Town Commons, I remembered listening to the radio speeches of President Roosevelt and Prime Minister Churchill as they lit the National Christmas Tree in December 1941. Churchill called on America to celebrate Christmas that year and then turn to the effort and sacrifice that it would take to win the war. Our nation and the world are blessed that those leaders and the many military members of both nations prevailed in the 3 ½ year war that was to follow. As we celebrate in 2017, we should not forget the sacrifices made by the wartime generation during those years. The speeches given by President Roosevelt and Prime Minister Churchill can be heard by searching on Google.

The Town Staff again this year opted not to exchange gifts but rather sponsor a food drive to support RCS and to have a toy collection point for the US Marine Corps Reserve Toys for Tots collection. As of this time a total of 909 pounds of food has been delivered to RCS, and the Marines have picked up ten boxes of toys and three bicycles. Thank you River Benders for your generous Christmas spirit.

December 2017 brings the seating of the newly elected Council Members. This event was again presided over by Superior Court Judge Benjamin Alford. Judge Alford has kindly performed this important function for us on numerous election cycles. The Judge was once a resident of River Bend and a friend of our Town. We appreciate his participation in this ceremony.

ADJOURNMENT SINE DIE

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

Ann H. Katsuyoshi
Town Clerk

Present Council Members:	Mayor John Kirkland Gene Bauer Bill Camp Buddy Sheffield Irving Van Slyke Bill Wanamaker
Guest Present:	Superior Court Judge Benjamin Alford
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Police Chief:	Sean Joll
Town Attorney:	Dave Baxter

ADMINISTRATION OF OATHS OF OFFICE TO COUNCIL MEMBERS

At 7:55 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 Gene Bauer, Buddy Sheffield, Bud Van Slyke and Bill Wanamaker.

APPOINTMENT OF OFFICERS

Mayor Pro Tem

Councilman Bauer **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 Councilman Bauer to be the Deputy Finance Officer.**
The motion carried unanimously.

Designation of Signatories on Town of River Bend Accounts.

Councilman Wanamaker **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 14, 2017:**

John R. Kirkland, Mayor
Irving Van Slyke, Finance Officer

Gene Bauer, Deputy Finance Officer
Ann H. Katsuyoshi, Town Clerk

The motion carried unanimously.

Adoption of 2018 Town Meeting Schedule

Councilman Irving Van Slyke **moved to adopt the 2018 River Bend Town Council Meeting Schedule as presented.** The motion carried unanimously.

Adoption of 2018 Employee Holiday Schedule

Councilman Bauer **moved to adopt the 2018 River Bend Employee Holiday Schedule as presented.** The motion carried unanimously.

Appointments to the ABC, MPO and CRSWMA Boards

Councilman Sheffield **moved to appoint Councilman Camp to be the River Bend representative on the ABC Board and to appoint Councilman Wanamaker to be the River Bend representative to the Coastal Environment Partnership Board.**

He further **moved to appoint Mayor John Kirkland to represent River Bend on the New Bern Metropolitan Planning Organization and Councilman Camp as the alternate to the New Bern Metropolitan Planning Organization.**

The motions passed 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 8:15 p.m.

Ann H. Katsuyoshi
Town Clerk