

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

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

DISCUSS GFOA PRESENTATION

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

DISCUSS RETREAT LOCATION/DATE/AGENDA

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

DISCUSS LEAF AND LIMB CONTRACT RENEWAL

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

DISCUSS TOWN HALL DAY

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

APPOINT JUDI LLOYD AS CAC ALTERNATE

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

DISCUSS BOA APPOINTMENT OF JARED KENNISH AS FULL-TIME MEMBER

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

DISCUSS BOA APPOINTMENT OF CINDA HILL AS ALTERNATE MEMBER

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

REVIEW AGENDA APRIL 21, 2016 COUNCIL MEETING

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

ADJOURNMENT/RECESS

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

Ann H. Katsuyoshi
Town Clerk

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

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

CALL TO ORDER

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

ADDRESSES TO COUNCIL

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

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

CONSENT AGENDA

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

A. *Approve:*

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

ADMINISTRATIVE REPORTS

FINANCE – COUNCILMAN IRVING VAN SLYKE, JR.

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

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

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

ENVIRONMENT AND WATERWAYS ADVISORY BOARD – COUNCILMAN BILL CAMP

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

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

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

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

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

Next meeting scheduled for May 2, 2016.

PUBLIC SAFETY – COUNCIL MEMBER PAT YOCUM

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

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

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

PARKS & RECREATION/CAC – COUNCILWOMAN LUCI AVERY

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

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

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

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

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

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

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

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

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

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

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

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

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

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

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

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

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

MAYOR'S REPORT

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

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

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

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

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

COMMENTS

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

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

CLOSED SESSION

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

ADJOURNMENT

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

Ann H. Katsuyoshi
Town Clerk