

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

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

2015-2016 AUDIT CONTRACT

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

DISCUSSION – STREETLIGHTS

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

DISCUSSION – NC RETIREMENT COMMUNITY

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

CONTRACTING STRIPING AND REFLECTORS ON ROADS

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

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

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

REVIEW JANUARY 21, 2016 REGULAR MEETING AGENDA

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

ADJOURNMENT/RECESS

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January 14, 2016
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There being no further business, Councilman Sheffield **moved to adjourn.** The meeting adjourned at 7:45 p.m.

Ann H. Katsuyoshi
Town Clerk

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

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

CALL TO ORDER

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

ADDRESSES TO COUNCIL

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

Chief Ryland Matthews presented the Council with a plaque from Consumer Affairs naming River Bend as the Town with the lower crime rate per 1,000 residents in the State of North Carolina for 2015.

CONSENT AGENDA

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

- A. *Approve:
Minutes of the December 14, 2015 Work Session
Minutes of the December 21, 2015 Regular Meeting*

ADMINISTRATIVE REPORTS

PARKS & RECREATION/CAC – COUNCILWOMAN LUCI AVERY

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

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

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

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

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

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

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

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

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

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

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

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

FINANCE – COUNCILMAN IRVING VAN SLYKE, JR.

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

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

ENVIRONMENT AND WATERWAYS ADVISORY BOARD – COUNCILMAN BILL CAMP

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

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

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

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

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

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

PUBLIC SAFETY – COUNCIL MEMBER PAT YOCUM

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

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

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

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

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

MAYOR'S REPORT

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

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

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

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

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

ADJOURNMENT

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

Ann H. Katsuyoshi
Town Clerk

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

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

CALL TO ORDER

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

OPENING REMARKS

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

DISCUSSION – TOWN’S VISION STATEMENT

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

DISCUSSION – COUNCIL PRIORITIES FOR FY 16-17

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

DISCUSSION – ONGOING PROJECTS

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

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

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

DISCUSSION – CAPITAL PROJECTS

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

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

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

REVIEW OF WORKSHOP CALENDAR

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

ADJOURNMENT

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

Ann H. Katsuyoshi
Town Clerk