

**River Bend Town Council
Work Session Meeting
June 9, 2016**

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

LEAF AND LIMB PICK UP SCHEDULE

Town Manager Delane Jackson asked the Council members to review the proposed Leaf and Limb Pick Up Schedule for FY 16-17. He pointed out that this schedule follows the same basic timeline as in previous years. Mr. Jackson said that the Schedule will be presented for approval at the Regular Council meeting.

VOTE ON PROPOSED FY 2016-2017 BUDGET

The Manager reminded the Council that the Public Hearing for the Proposed FY 2016-2017 Budget was held at the May 19, 2016 Regular Council Meeting. As per the Town's Ordinance, the proposal then laid over for one month before the Council made its final vote. That vote will take place at the Regular Council meeting.

ADVISORY BOARD APPOINTMENTS

Mr. Jackson then directed the Council's attention to the list of Advisory Board Reappointments scheduled to be part of the Consent Agenda at the June 16th Council meeting. He pointed out that one of the full-time members of the Board of Adjustment has recently resigned. Therefore, Cinda Hill, who is currently an alternate, will be moved to that full-time position. Karen McVicker has agreed to serve as an alternate to the Board.

COUNCIL MEETING TIMES

Council member Yocum told the Council members that Council meeting times may not be convenient for all residents. She suggested that the Council hold its Work Session on the second Thursday of the month at 9:00 a.m. so that people who are not available in the evenings can attend at least one meeting. Mrs. Yocum said that the General Statutes allow the governing body to set its own times for meeting. She also pointed out that the Craven County Commissions follow a similar plan. Manager Jackson pointed out that 9:00 a.m. may be difficult on the staff and suggested 11:00 a.m., allowing time for the staff to setup.

The Council discussed this item at some length. It was the consensus of the Council that the Manager contact residents through the E-news and tell them the Council is considering an 11:00 a.m. start time for Work Sessions. Then ask them to contact Council members with their input on this matter.

DISCUSSION OF BUDGET AMENDMENT

Manager Jackson said that, at the end of each fiscal year, it is often necessary to transfer funds from one line item to another within a Department in order to balance the accounts. This year a few such changes need to be made.

DISCUSSION OF DRAINAGE ISSUES

The Town Manager told the Council that there are several areas in Town where the swales have filled in with dirt and debris over time restricting the flow of water. He said that this is a natural occurrence and requires that the swales be cleaned out and re-slanted. However, Mr. Jackson also pointed out that fixing only one or two areas will not fix the problem since the system works in synergy. He recommended that the Town have its engineer evaluate the entire system and draw up plans for cleaning and re-slanting the swales.

The Council discussed this item at some length. Councilman Sheffield pointed out that this was really the purview of the Environment and Waterways Advisory Board and suggested that they review the problem. He also suggested that the Planning Board may have a role to play.

SOLICITATION

Manager Jackson reminded the Council that currently some Advisory Boards were soliciting funds in the community to support their programs. This practice has been going on for many years. He informed the Council that CERT has recently received nearly \$600 worth of donations, which is why there was an amendment for that item in the proposed budget amendment included in the packet. Mr. Jackson stated that he was not sure that soliciting funds for Town sponsored events was a good practice, given our financial status. He noted that Parks and Rec solicited donations for the Easter Egg Hunt and July 4th Celebration and that CERT solicited donations for the Weather Fair and there were probably others. He recommended that the Council eliminate soliciting on the Town's behalf and simply increase the budget amount for each Town sponsored group so that they do not have to solicit. He pointed out that this would be a show of support and appreciation to the volunteer groups. It would allow them to focus their time and effort on the events and not devote any time to fundraising. Councilwoman Avery expressed some concern over the Boards eliminating the events that the donations supported such as the coupons from Chick-fil-a which were placed in the Easter eggs. Mayor Kirkland explained that it was his understanding the events would carry on as usual but the Council would simply increase funding for each group to offset the costs. The Manager suggested that the start of the new fiscal year would be a good time to start the new policy. The Mayor asked if all Council members understood and agreed to eliminate solicitation by Town groups effective July 1st with the understanding that the Council would increase funding to each group to pay for the activities. After some discussion, all Council members agreed that it was a good idea. The Mayor asked the Manager to draft a letter to each group advising them of the new no solicitation policy.

REVIEW AGENDA FOR THE JUNE 16, 2016 COUNCIL MEETING

The Council reviewed the Agenda for the June 16, 2016 Council meeting.

ADJOURNMENT/RECESS

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

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
June 16, 2016**

Present Council Members:	Mayor John Kirkland Luci Avery Bill Camp Irving Van Slyke Pat Yocum
Absent Council Members:	Buddy Sheffield
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, June 16, 2016 in the Town Hall Meeting Room with a quorum present.

PUBLIC ADDRESSES

Police Chief Ryland Matthews introduced the Council to the newest member of our Police Department, Officer Nikki McKee. Officer McKee comes to us from Pine Knoll Shores. The Council members welcomed Officer McKee.

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 12, 2016 Work Session*
 - Minutes of the May 12, 2016 Retreat*
 - Minutes of the May 19, 2016 Regular Meeting*
- B. Approve Advisory Board Reappointments:
 - PLANNING BOARD: Reappoint Egon Lippert and Jon Payne to terms beginning July 1, 2016 and ending on June 30, 2018;*
 - PARKS AND RECREATION: Reappoint Sarah Burke, Mary Dwyer, Gail Lehman and Ellen Serra to terms beginning July 1, 2016 and ending on June 30, 2018;*
 - ENVIRONMENT AND WATERWAYS: Reappoint Rhys Evans, Karen McVicker, Tomasso Serra and James Stevens to terms beginning July 1, 2016 and ending on June 30, 2018, and to appoint Gene Bauer to a term beginning July 1, 2016 and ending on June 30, 2017;*
 - COMMUNITY APPEARANCE COMMISSION: Reappoint Marci Crawford, Judy McGady and Maureen Schwerdtfeger to terms beginning July 1, 2016 and ending June 30, 2018. Also, appoint Judi Lloyd as a full time member of the Commission and Phyllis Hoffman as an alternate for a term beginning July 1, 2016 and expiring on June 30, 2017;*
 - PUBLIC WORKS: Reappoint Frank Bruno, Jim Hoffman and William Lessard to terms beginning July 1, 2016 and ending on June 30, 2018;*

BOARD OF ADJUSTMENT: Reappoint Jared Kennish to a term beginning July 1, 2016 and ending on June 30, 2019. Also, to appoint Cinda Hill as a full time member of the Board and Barbara Maurer and Karen McVicker as alternate members of the Board for terms beginning July 1, 2016 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, 2016 and expiring on June 30, 2017.

ADMINISTRATIVE REPORTS

PUBLIC SAFETY – COUNCIL MEMBER PAT YOCUM

CERT – The CERT team discussed a number of items. Mary, Dana and Kelly attended a state-wide CERT conference held in Morehead City, May 21st. There was new information that they were brought up to date on. Two physically challenged individuals attended and discussed how their impairments are best dealt with in an emergency.

They were brought up to date on the 211 call center available in NC. We are one of the first states that have implemented this service for its residents. There are actually two call centers: one near Asheville and one in ENC. If you are having a problem (not a 911 response) that you need assistance with, i.e. social services, housing, healthcare, etc. these operators have a list of agencies in or near your zip code that can help you resolve your dilemma.

They then discussed the June 18th Severe Weather Fair, or what we call our “Gone with the Wind Fair.” On Monday night, June 13, we met at the Wildwood Center to pack up the “goody bags” that will be handed out on Saturday. These will have different items in each bag.

This Friday night at 7:00 p.m., the group will meet at Town Hall to get setup for the event and will arrive back on Saturday morning at 8:00 a.m. to finish preparations. Many interactive events have been planned, such as, small fire resolution, CPR demonstration with hands-on opportunities. Several speakers from various backgrounds will be sharing their first hand talents and information so that we will all feel informed in the event a Severe Weather threat arrives at our door this summer.

Many of us have attended these fairs in the past and may feel that we are properly prepared, however, during stressful times it is very helpful to let our minds use the information that has been heard several times, rather than trying to remember something we may have heard once. While listening to subjects that we have heard before a new or different emphasis may be presented. What did not impress us one time can strike us as a glaring new fact another time. It is important that as many of you attend this free offering to our residents that has been diligently prepared by the members of CERT so that you will feel safe, aware and prepared.

PARKS & RECREATION/CAC – COUNCILWOMAN LUCI AVERY

Parks and Rec - This Board met on June 1st. The May concerts, Fairfield Harbor Chorus and The Bears, were evaluated and judged to be successful based on attendance and public comments. June 12th was Family Fun Day at Town Commons. All ages enjoyed games and activities followed by ice cream sundaes.

July 4th is fast approaching. This is the Town’s largest annual activity and it takes the village to produce. Town staff began early to invite special guests, set up tables, tents and the band area and to coordinate the parade. CAC works with Town staff to spruce public areas for the event.

Community Watch provides traffic control for parking and the parade line up. Barbara Maurer coordinates the purchase and serving of food for hundreds along with Parks and Recreation, the River Bend Garden Club and town volunteers. Parks and Recreation plans and supervises activities for children. This year kayaking will return to the pond thanks to the Twin Rivers Paddle Club. Food and beverage is \$3 per person and food donation by last name is A-K: salads with no mayonnaise or eggs--L-S: cupcakes, cookies or brownies and T-Z: cut up fruit. Music will be provided by everyone's favorite, The Bears.

Volunteers are still needed to help supervise children's activities and to clean up. The next meeting is July 6 at 7:00 p.m.

Community Organic Garden - The group met on June 13. Vegetable and herbs, most grown from seed and planted in the spring, are thriving. Extra plants have been donated to the area Food Bank garden along with a hay round for mulch. Okra and yard long beans are being grown specifically for donation to families served by Interfaith Refugee Ministries.

The May workshop on growing and cooking with strawberries was enjoyed by 60 participants. This workshop was the first to be taped for Cable Channel 10 and has been posted to the Town website. Another well attended workshop on Gardening In Small Spaces was held on June 14 at 6:30 p.m. Jennifer Knight, local Master Gardener and owner of a design and landscape company, was the speaker. The program was followed by healthy refreshments.

On May 20, representatives from the New Bern Garden Club visited and awarded the garden a grant of \$250 which is being used to fund the Monarch butterfly habitat. Dee Smith coordinates this project with the New Bern High Green Team. The next meeting will be July 13 at 2:00 p.m.

Community Appearance Commission - The June meeting will be held June 29 at 9:00 a.m. This will be a working meeting to weed, prune and plant around Town Hall in preparation for July 4th. Volunteers are encouraged to participate.

Board of Adjustment - The group met on May 24 for a training session on roles and responsibilities of the BOA conducted by Town Attorney, Jimmie Hicks. Three persons from Carteret County also participated in the training. A short business meeting followed, at which time vacancies on the Board were discussed and applications reviewed.

Vote – 2016-2017 Leaf and Limb Pick Up Schedule – Councilwoman Avery said that the Leaf and Limb Pick Up is approved on a fiscal year basis as the budget is approved. She **moved to approve the 2016-2017 Leaf and Limb Pick Up Schedule 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 May 31, 2016 was \$3,321,234. Ad valorem tax collections were at \$809,664.

Vote – Approve Budget Amendment 15-B-02 – Councilman Van Slyke said that, at the end of each fiscal year, it is often necessary to transfer funds from one line item to another within a Department in order to balance the accounts. This year a few such changes need to be made. He **moved to approve Budget Amendment 15-B-02 as presented.** The motion carried unanimously.

Vote – Approve the FY 2016-2017 Budget – Mr. Van Slyke reminded the audience that the Public Hearing for the Proposed FY 2016-2017 Budget was held at the May 19, 2016 Regular Council Meeting. As per the Town’s Ordinance, the proposal then laid over for one month before the Council made its final vote. He **moved to adopt the Fiscal Year 2016-2017 Budget Ordinance and Fee Schedule as presented. Further, he moved to authorize the Mayor to sign contracts, as needed, to complete projects authorized by the 2016-2017 Budget.** The motion carried unanimously.

Vote – Renewal of Manager’s Employment Contract – Councilman Van Slyke said that the Manager’s contract is typically for a two-year period. It is now time to renew that contract. He **moved to renew the Manager’s Employment Contract for a period beginning July 1, 2016 and ending on June 30, 2018.** The motion carried unanimously.

MAYOR’S REPORT

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

The Town is completing the planning for our annual July Fourth Parade and Picnic. Again, the Parks and Recreation Board working with the Town staff accomplish the number of individual events including the picnic that together make the day special. This has been a very special event for many years and represents a commitment by so many volunteers. Thanks to all who assist in presenting a remarkably American holiday celebration.

ADJOURNMENT

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

Ann H. Katsuyoshi
Town Clerk