

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

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

CALL TO ORDER

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

FINANCIAL POLICY

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

THE VALUE OF RETREATS

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

ADJOURNMENT

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

Ann H. Katsuyoshi
Town Clerk

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

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

RESOLUTION FOR SEWER SYSTEM GRANT

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

RESOLUTION FOR WATER SYSTEM GRANT

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

PUBLIC HEARING ON BUDGET

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

DISCUSSION – PEDESTRIAN DOCK AREA

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

ADVISORY BOARD REAPPOINTMENTS

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

CASUAL DRESS

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

REVIEW AGENDA FOR THE MAY 19, 2016 COUNCIL MEETING

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

ADJOURNMENT/RECESS

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

Ann H. Katsuyoshi
Town Clerk

**River Bend Town Council
Regular Meeting Minutes
May 19, 2016**

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

CALL TO ORDER

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, May 19, 2016 in the Town Hall Meeting Room with a quorum present.

PUBLIC HEARINGS

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

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

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

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

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

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

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

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

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

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

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

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

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

CONSENT AGENDA

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

A. *Approve:*

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

ADMINISTRATIVE REPORTS

FINANCE – COUNCILMAN IRVING VAN SLYKE, JR.

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

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

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

PLANNING BOARD – COUNCILMAN BUDDY SHEFFIELD

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

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

ENVIRONMENT AND WATERWAYS ADVISORY BOARD – COUNCILMAN BILL CAMP

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

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

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

Next meeting is scheduled for June 6, 2016.

PUBLIC SAFETY – COUNCIL MEMBER PAT YOCUM

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

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

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

PARKS & RECREATION/CAC – COUNCILWOMAN LUCI AVERY

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

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

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

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

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

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

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

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

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

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

PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND

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

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

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

MAYOR'S REPORT

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

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

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

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

ADJOURNMENT

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

Ann H. Katsuyoshi
Town Clerk