

**River Bend Town Council
Work Session Minutes
November 10, 2022
Town Hall
5:00 p.m.**

Present Council Members:

Mayor John Kirkland
Don Fogle
Brian Leonard
Barbara Maurer
Buddy Sheffield
Bud Van Slyke

Town Manager: Delane Jackson
Finance Director: Mandy Gilbert
Town Clerk: Kristie Nobles
Police Chief: Sean Joll
Town Attorney: Dave Baxter

Members of the Public Present: 11

CALL TO ORDER

Mayor Kirkland called the meeting to order at 5:00 p.m. on Thursday, November 10, 2022 at the River Bend Town Hall with a quorum present.

ADDITIONS/DELETIONS TO AGENDA

Vote – Addition to Agenda – Councilman Van Slyke moved to add Finance Officer Appointment as item 3D. The motion carried unanimously.

VOTE – Approval of Agenda

Councilwoman Maurer motioned to accept the agenda as modified. The motion carried unanimously.

Discussion – Budget Amendment FY22-23 – 22-B-04

The Manager stated that the budget amendment in the agenda package is for the award of contract of the new Public Works Building that the Council approved at the Special Meeting in September. He stated that this budget amendment codifies what the Council approved previously.

VOTE – Budget Amendment FY22-23 - 22-B-04

Councilman Van Slyke motioned to approve Budget Amendment 22-B-04 as presented. The motion carried unanimously. (see attached)

Discussion – Wastewater Treatment Plant Capital Project Fund Ordinance

The Manager stated that the Wastewater Treatment Plant Capital Project Fund Ordinance is included in the agenda. He stated this ordinance is for a grant-funded project.

VOTE – Wastewater Treatment Plant Capital Project Fund Ordinance

Councilman Van Slyke motioned to approve Wastewater Treatment Plant Capital Project Fund Ordinance as presented. The motion carried unanimously. (see attached)

Discussion – Grant Project Ordinance for Water AIA

The Manager stated that the town received two AIA grants for \$150,000 each for water and sewer. Councilman Van Slyke stated that the Council has had these documents and these ordinances have been discussed at previous meetings.

VOTE – Grant Project Ordinance for Water AIA

Councilman Van Slyke motioned to approve Grant Project Ordinance for Water AIA as presented. The motion carried unanimously. (see attached)

VOTE – Grant Project Ordinance for Sewer AIA

Councilman Van Slyke motioned to approve Grant Project Ordinance for Sewer AIA as presented. The motion carried unanimously. (see attached)

Councilman Van Slyke stated that the budget items that were approved are associated with non-tax areas and are funded from external grant funding.

Discussion – Engineering Services Agreements

The Manager stated that he was anticipating proceeding with the Engineering Agreements at this meeting, but he has not received the final approval to proceed. He suggested that the Council postpone voting on these agreements until he has the final approval. He introduced Greg Churchill, of Rivers and Associates. Mr. Churchill then presented the Rivers and Associates Engineering Services Agreement and answered questions from the Council.

Discussion – Finance Officer Appointment

Councilman Van Slyke stated he has been in his current term for over 20 years and 17 of those years were in finance. He stated that after discussions with the Town Manager and the Deputy Finance Officer, Brian Leonard; he recommends that the Finance Director and the Finance Officer should be the same person. He stated that many local governments' Finance Directors are the Finance Officer within their unit.

VOTE – Finance Officer Appointment Documents

Councilman Van Slyke motioned to direct the Town Manager to prepare all necessary documents, which will allow the role of the Finance Officer to be filled by the Finance Director and have those documents ready for Council consideration at next week's meeting. The motion carried unanimously.

Discussion – Short-term Rentals Public Hearing

The Manager stated there is a Public Hearing scheduled on November 17, 2022 at 7:00 p.m. at Town Hall regarding short-term rentals in River Bend.

Discussion – Update on Conditional Re-zoning Ordinance

The Manager stated the Planning Board has been discussing and reviewing the proposed Conditional Re-zoning Ordinance and they are still in the process of reviewing the ordinance and making any revisions. The Manager stated that once the Planning Board approves any changes it would be presented to the Council for consideration.

Discussion – Additional Leaf and Limb Pickup

Councilman Sheffield stated on his street there are a lot of leaves and limbs that need to be picked up. He suggested that the Town add an additional leaf and limb pickup in December. The Manager stated that there is a provision in the contractor's contract that would allow him to do an additional pickup.

VOTE – Additional Leaf and Limb Pick-up

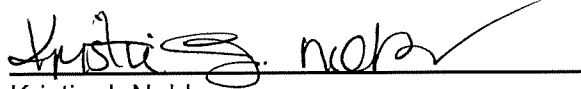
Councilman Sheffield motioned that an additional Leaf and Limb pickup be scheduled in December if the contractor is amendable. The motion carried unanimously.

REVIEW – Agenda for the November 17, 2022 Council Meeting

The Council reviewed the agenda for the November 17, 2022 Council Meeting.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield moved to adjourn. The motion carried unanimously. The meeting adjourned at 6:04 p.m.



Kristie J. Nobles
Town Clerk



**TOWN OF RIVER BEND
BUDGET ORDINANCE AMENDMENT 22-B-04
FISCAL YEAR 2022 - 2023**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina that the 2022-2023 Budget Ordinance as last amended on September 15, 2022, be amended as follows:

Summary

General Fund	2,273,469
General Capital Reserve Fund	99,847
Law Enforcement Separation Allowance Fund	13,525
Water Fund	877,516
Water Capital Reserve Fund	245,260
Sewer Fund	1,187,139
Sewer Capital Reserve Fund	11,273
Total	<u>4,708,029</u>

Section 1.

General Fund

Anticipated Revenues

AD VALOREM Taxes 2022-2023	721,710
AD VALOREM Tax-Motor Vehicle	92,300
Animal Licenses	2,000
Sales Tax 1% Article 39	177,124
Sales Tax 1/2% Article 40	102,899
Sales Tax 1/2% Article 42	88,586
Sales Tax Article 44	11,613
Sales Tax Hold Harmless Distribution	99,000
Solid Waste Disposal Tax	2,200
Powell Bill Allocation	91,000
Beer and Wine Tax	13,225
Video Programming Sales Tax	50,743
Utilities Franchise Tax	108,963
Telecommunications Sales Tax	8,140
Court Refunds	500
Zoning Permits	5,000
Federal Grant (Byrne Justice Assistance Grant)	22,170
State Grant (Golden LEAF Foundation Grant)	250,000
Miscellaneous	10,000
Interest- Powell Bill Investments	50
Interest-General Fund Investments	500
Contributions	421
Wildwood Storage Rents	18,144
Rents & Concessions	18,000
Sale of Fixed Assets	15,000
Transfer From Capital Reserve Fund	72,787
Appropriated Fund Balance	<u>291,394</u>
Total	<u>2,273,469</u>

Section 1. **General Fund (continued)**

Authorized Expenditures		
Governing Body		30,400
Administration		296,800
Finance		133,800
Tax Listing		11,600
Legal Services		24,000
Elections		1,000
Police		664,443
Public Buildings		102,300
Emergency Services		3,700
Animal Control		14,600
Street Maintenance		193,000
Public Works		177,500
Leaf & Limb and Solid Waste		51,000
Stormwater Management		311,395
Wetlands and Waterways		2,900
Planning & Zoning		54,800
Recreation & Special Events		7,600
Parks & Community Appearance		101,200
Contingency		17,931
Transfer To General Capital Reserve Fund		60,000
Transfer To L.E.S.A. Fund		13,500
Total		<u>2,273,469</u>

Section 2. **General Capital Reserve Fund**

Anticipated Revenues		
Contributions from General Fund		60,000
Interest Revenue		60
Appropriated Fund Balance		<u>39,787</u>
Total		99,847
Authorized Expenditures		
Transfer to General Fund		72,787
Future Procurement		<u>27,060</u>
		99,847

Section 3. **Law Enforcement Separation Allowance Fund**

Anticipated Revenues:		
Contributions from General Fund		13,500
Interest Revenue		<u>25</u>
Total		13,525
Authorized Expenditures:		
Separation Allowance		0
Future LEOSSA Payments		<u>13,525</u>
Total		13,525

Section 4. **Water Fund**

Anticipated Revenues

Utility Usage Charges, Classes 1 & 2	209,332
Utility Usage Charges, Classes 3 & 4	10,525
Utility Usage Charges, Class 5	13,183
Utility Usage Charges, Class 8	3,519
Utility Customer Base Charges	277,253
Hydrant Availability Fee	20,130
Taps & Connections Fees	1,250
Nonpayment Fees	10,500
Late payment Fees	7,707
Interest Revenue	435
Sale of Capital Asset	0
Appropriated Fund Balance	323,681
Total	877,516

Authorized Expenditures

Administration & Finance [1]	479,225
Operations and Maintenance	124,000
Transfer To Fund Balance for Capital Outlay	3,500
Transfer To Water Capital Reserve Fund	0
Transfer to PW Capital Projects Fund	270,791
Total	877,516

[1] Portion of department for bond debt service: 146,416

Section 5. **Water Capital Reserve Fund**

Anticipated Revenues

Contributions From Water Operations Fund	0
Interest Revenue	172
Appropriated Fund Balance	245,088
Total	245,260

Authorized Expenditures

Future Expansion & Debt Service	172
Transfer to PW Capital Projects Fund	245,088
Total	245,260

Section 6. **Sewer Fund**

Anticipated Revenues:

Utility Usage Charges, Classes 1 & 2	257,727
Utility Usage Charges, Classes 3 & 4	23,194
Utility Usage Charges, Class 5	29,053
Utility Usage Charges, Class 8	6,836
Utility Customer Base Charges	294,601
Taps & Connection Fees	1,250
Late payment Fees	7,948
Interest Revenue	703
Sale of Capital Asset	0
Appropriated Fund Balance	565,827
Total	<u>1,187,139</u>

Authorized Expenditures:

Administration & Finance [2]	468,025
Operations and Maintenance	211,000
Transfer to Fund Balance for Capital Outlay	3,500
Transfer to Sewer Capital Reserve Fund	0
Transfer to PW Capital Projects Fund	504,614
Total	<u>1,187,139</u>

[2] Portion of department for bond debt service: 126,434

Section 7. **Sewer Capital Reserve**

Anticipated Revenues:

Contributions From Sewer Operations Fund	0
Interest Revenue	8
Appropriated Fund Balance	11,265
Total	<u>11,273</u>

Authorized Expenditures:

Future Expansion & Debt Service	8
Transfer to PW Capital Projects Fund	11,265
Total	<u>11,273</u>

Section 8. **Levy of Taxes**

There is hereby levied a tax at the rate of twenty-six cents (\$0.26) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2022, for the purpose of raising the revenue listed as "Ad Valorem Taxes 2022-2023" in the General Fund Section 1 of this ordinance. This rate is based on a valuation of \$278,500,000 for purposes of taxation of real and personal property with an estimated rate of collection of 99.67%. The estimated collection rate is based on the fiscal year 2020-2021 collection rate of 99.67% by Craven County who has been contracted to collect real and personal property taxes for the Town of River Bend. Also included is a valuation of \$35,500,000 for purposes of taxation of motor vehicles with a collection rate of 100% by the North Carolina Vehicle Tax System.

Section 9. **Fees and Charges**

There is hereby established, for Fiscal Year 2022-2023, various fees and charges as contained in Attachment A of this document.

Section 10. **Special Authorization of the Budget Officer**

- A. The Budget Officer shall be authorized to reallocate any appropriations within departments.
- B. The Budget Officer shall be authorized to execute interfund and interdepartmental transfers in emergency situations. Notification of all such transfers shall be made to the Town Council at its next meeting following the transfer.
- C. The Budget Officer shall be authorized to execute interdepartmental transfers in the same fund, including contingency appropriations, not to exceed \$5,000. Notification of all such transfers shall be made to the Town Council at its next meeting following the transfer.

Section 11. **Classification and Pay Plan**

Cost of Living Adjustment (COLA) for all Town employees shall be 5.0% and shall begin the first payroll in the new fiscal year. The Town Manager is hereby authorized to grant merit increases to Town employees, when earned, per the approved Pay Plan.

Section 12. **Utilization of the Budget Ordinance**

This ordinance shall be the basis of the financial plan for the Town of River Bend municipal government during the 2022-2023 fiscal year. The Budget Officer shall administer the Annual Operating Budget and shall ensure the operating staff and officials are provided with guidance and sufficient details to implement their appropriate portion of the budget.

Section 13. **Copies of this Budget Ordinance**

Copies of this Budget Ordinance shall be furnished to the Clerk, Town Council, Budget Officer and Finance Officer to be kept on file by them for their direction in the disbursement of funds.

Adopted this 10th day of November, 2022.



John R. Kirkland, Mayor

Attest:



Kristie J. Nobles, Town Clerk





**TOWN OF RIVER BEND
WASTEWATER TREATMENT PLANT CAPITAL PROJECTS FUND ORDINANCE**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina:

Section 1. The following amounts are hereby appropriated for the operation of a Town Capital Projects Fund for the enhancement of the Wastewater Treatment Plant:

CAPITAL PROJECTS FUND

Revenues:

State Fiscal Recovery Fund Grant	9,108,500
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Expenditures:

Administration	84,000
Engineering	621,000
Construction	8,403,500
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	9,108,500

Section 2. It is estimated that revenues in the amounts indicated in the foregoing schedule will be available to support the foregoing appropriations.

Section 3. The Finance Officer is hereby authorized to maintain an appropriate Fund Chart of Accounts.

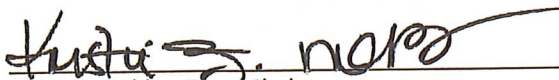
Section 4. Copies of this Ordinance shall be furnished to the Clerk, Town Council, Budget Officer and Finance Officer to be kept on file by them for their direction in the disbursement of funds.

Section 5. The capital projects funds are appropriated pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina; therefore, appropriations do not lapse at the end of the fiscal year and are available for the duration of the project, estimated to be eighteen months, unless subsequently amended by Council action.

Adopted this 10th day of November, 2022.


John R. Kirkland, Mayor

Attest:


Kristie J. Nobles, Town Clerk





**TOWN OF RIVER BEND
GRANT PROJECT ORDINANCE
WATER ASSET INVENTORY AND ASSESSMENT PROGRAM**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1. The project authorized is the Asset Inventory and Assessment (AIA) project described in the work statement contained in the Grant Agreement between this unit and the North Carolina Environmental Quality Drinking Water Reserve. This project is more familiarly known as the River Bend 2022 Water AIA Project.

Section 2. The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant documents, the rules and regulations of the NC Environmental Quality Drinking Water Reserve and the budget contained herein.

Section 3. The following revenues are anticipated to be available to complete this project:

Division of Water Infrastructure Grant	150,000
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Section 4. The following amounts are appropriated for the project:

Project Management	10,000
Administration	5,000
Engineering Services	135,000
Total	<u>150,000</u>

Section 5. The Finance Officer is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to the grantor agency required by the grant agreement and federal and state regulations.

Section 6. Funds may be advanced from the Water Fund for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner.

Section 7. The Finance Officer is directed to report annually on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

Section 8. The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission made to this Council.

Section 9. Copies of this Ordinance shall be furnished to the Clerk, Town Council, Budget Officer and Finance Officer to be kept on file by them for their direction in the disbursement of funds.

Adopted this 10th day of November, 2022.


John R. Kirkland, Mayor

Attest:


Kristie J. Nobles, Town Clerk





**TOWN OF RIVER BEND
GRANT PROJECT ORDINANCE
SEWER ASSET INVENTORY AND ASSESSMENT PROGRAM**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1. The project authorized is the Asset Inventory and Assessment (AIA) project described in the work statement contained in the Grant Agreement between this unit and the North Carolina Environmental Quality Wastewater Reserve. This project is more familiarly known as the River Bend 2022 Sewer AIA Project.

Section 2. The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant documents, the rules and regulations of the NC Environmental Quality Wastewater Reserve and the budget contained herein.

Section 3. The following revenues are anticipated to be available to complete this project:

Division of Water Infrastructure Grant	150,000
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Section 4. The following amounts are appropriated for the project:

Project Management	10,000
Administration	5,000
Engineering Services	135,000
Total	150,000

Section 5. The Finance Officer is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting to the grantor agency required by the grant agreement and federal and state regulations.

Section 6. Funds may be advanced from the Sewer Fund for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner.

Section 7. The Finance Officer is directed to report annually on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

Section 8. The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission made to this Council.

Section 9. Copies of this Ordinance shall be furnished to the Clerk, Town Council, Budget Officer and Finance Officer to be kept on file by them for their direction in the disbursement of funds.

Adopted this 10th day of November, 2022.


John R. Kirkland, Mayor

Attest:


Kristie J. Nobles, Town Clerk

