

**River Bend Town Council  
Work Session Minutes  
September 9, 2021  
Town Hall  
5:00 p.m.**

Present Council Members: Mayor John Kirkland  
Don Fogle  
Brian Leonard  
Barbara Maurer  
Buddy Sheffield

Absent Council Member Bud Van Slyke

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

**CALL TO ORDER**

Mayor Kirkland called the meeting to order at 5:00 p.m. on Thursday, September 9, 2021 at the River Bend Town Hall with a quorum present.

The Town Manager stated that Councilman Van Slyke is absent tonight but he sent his support for the AIA Grant Resolution and The Walker Group fee proposal.

**DISCUSSION – Asset Inventory Assessment (AIA) Grant Resolution**

The Town Manager stated that the AIA Grant Resolution was presented at the work session meeting and is due by the end of September. He stated there was a local match requirement for each grant. There was no further discussion.

**VOTE – Asset Inventory Assessment (AIA) Grant Resolution**

Councilman Leonard motioned to approve the AIA Grant Resolution as presented. The motion carried unanimously. (see attached)

**DISCUSSION – The Walker Group Fee Proposal**

The Manager stated that The Walker Group has submitted a fee proposal for the ARPA project to construct a new Water / Sewer Administration Building. The Manager stated that The Walker Group completed the BUS project and he has been pleased with their work in the past. The Manager recommended that the Council hold a special meeting to discuss site selection similar to what was done in the past for the BUS project.

**VOTE – The Walker Group Fee Proposal**

Councilman Sheffield motioned to accept The Walker Group fee proposal as presented. The motion carried unanimously. (see attached)

**DISCUSSION – Planning Board Recommendation Update**

The Manager stated that the Planning Board met on September 2, 2021 to discuss the required changes to the Subdivision Ordinance from the 160D update. He presented the draft amendments to the Subdivision Ordinance with the required changes. Councilman Sheffield stated that the Planning Board reviewed and recommends the amended ordinance. He also stated that a public hearing would be scheduled in the near future.

**DISCUSSION – Financial Software Update**

The Manager stated that the town has been using the current computer software, Springbrook, for a number of years and the software has become very outdated. He stated that the software has become so outdated that when the town employees call for technical help, finding a technician who is familiar with the program is becoming an issue. The Manager stated that there has been several program demonstrations with the town employees with new software vendors. The Manager stated that he would like to meet with Councilman Van Slyke and the Finance Director Margaret Theis to discuss the options of upgrading the town's computer software and provide a recommendation to the Council. He stated the estimated cost to transition would be \$140,000.

**DISCUSSION – Flag Honor Guard**

Councilman Sheffield presented a proposed Flag Honor Guard Policy for the town. He stated that the flag honor guard would consist of River Bend volunteers and would be responsible for tending to the American Flag on a daily basis, raising and lowering the flag and maintaining the flag. There was no motion.

**DISCUSSION – Flag Pole Dedication**

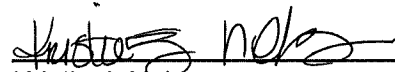
Councilman Leonard stated that the new flagpole had been installed at the entrance of town and he stated that he suggests having a dedication of the flagpole and raising of the flag. There was no motion. The Manager stated that the flag would be raised and flown on the following morning.

**REVIEW AGENDA FOR THE SEPTEMBER 15, 2021 COUNCIL MEETING**

The Council reviewed the Agenda for the September 15, 2021, Council meeting.

**ADJOURNMENT/RECESS**

There being no further business, Councilman Sheffield moved to adjourn, the motion carried unanimously. The meeting adjourned at 5:37 p.m.

  
\_\_\_\_\_  
Kristie J. Nobles  
Town Clerk

## RESOLUTION BY GOVERNING BODY OF APPLICANT

- WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of conducting an Asset Inventory & Assessment (AIA) of their Water & Wastewater Systems, and
- WHEREAS, The Town of River Bend, NC has need for and intends to conduct an AIA of its Water & Wastewater Systems, and
- WHEREAS, The Town of River Bend intends to request state grant assistance for the project,

### NOW THEREFORE BE IT RESOLVED, BY THE TOWN COUNCIL OF THE TOWN OF RIVER BEND:

That The Town of River Bend, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State grant award.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That Delane Jackson, Town Manager, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a grant to aid in the construction of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 9<sup>th</sup> day of September, in River Bend North Carolina.

  
\_\_\_\_\_  
John Kirkland, Mayor

9-9-2021  
\_\_\_\_\_  
Date



**CERTIFICATION BY RECORDING OFFICER**

The undersigned duly qualified and acting TOWN CLERK of the Town of River Bend does hereby certify:  
That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of  
an application with the State of North Carolina, as regularly adopted at a legally convened meeting of  
the Town Council of River Bend, NC duly held on the 9<sup>th</sup> day of September 2021; and, further, that such  
resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS  
WHEREOF, I have hereunto set my hand this 9 day of September, 2021.



Kristin Z. Nicks  
TOWN CLERK



## Design Proposal

Prepared for: Delane Jackson, Town Manager  
Town of River Bend

Date prepared: August 20, 2021

Mr. Jackson,

Thank you for the opportunity to provide our fee proposal for the new construction of a Water / Sewer Administration Building. Our proposal is based on the following information and our meeting with you on August 17, 2021:

### 1. Project Scope:

The Walker Group will provide architectural design services and construction administration for the new Facility including civil, structural, mechanical, electrical, and plumbing engineering.

- Project Budget including Design and Construction is \$965,000
- Building program is similar to Concept provided for BRIC grant application in 2020, will be further developed with Public Works manager prior to start of design.
- New Storage Building on site of new Police and Community Center Building will be included as an Add Alternate for Project
- New facility will incorporate FEMA Flood Resistant features
- Building exterior finishes will coordinate with new Police and Community Center
- Concept Design will include site selection and presentation to Council for approval.
- Drawings presented to River Bend Town Council will be revised per Town Manager's direction and approved by Town Council before proceeding with Construction Documents.
- The Walker Group will assist the Town with bidding and Contractor selection
- The Walker Group will provide Construction Administration services including processing of Contractor pay applications, material submittal review and regular observation during Construction.

### 2. Designer's Services and Deliverables:

#### Design Development and Construction Document Preparation

- Site Selection and Concept for Town Council approval
- Construction Document Development
- Development of Cost Estimate during design

**Deliverable:** Complete Bid Documents for Construction - drawings and specifications  
Final Cost Estimate

#### Bidding and Negotiation

- Prepare and Coordinate advertisement for bidders



- Hold Pre-bid meeting and conduct bid opening
- Provide certified Bid Tabulation and facilitate procurement of Contractor for Construction

#### **Construction Administration**

- Hold pre-construction meeting
- Visit site regularly during construction
- Review contractor submittals
- Coordinate between Owner and Contractor during construction
- Prepare field reports
- Review and Approve Contractor Payment Applications
- Prepare final punch list, warranty reviews, and close-out documents

**Deliverable:** Field Reports  
Shop drawing submittals  
Closeout Documents - Warranties; Operation and Maintenance manuals

### **3. Consultants:**

<b>Civil</b>	<b>Structural</b>	<b>Mechanical/Electrical/Plumbing</b>
Avolis Engineering New Bern, NC	NRW Engineering, Virginia Beach, VA	Topsail Engineering Hampstead, NC


### **4. Design Fees**

<b>Design Phase</b>	<b>% Total Design Fee</b>	<b>Fee</b>
Site Selection and Building Concept	20%	\$11,160.00
Design Development	20%	\$11,160.00
Construction Documents	30%	\$16,740.00
Bidding and Negotiation	10%	\$5,580.00
Construction Administration/Closeout	20%	\$11,160.00
<b>TOTAL DESIGN FEES</b>		<b>\$55,800.00</b>
Stormwater Permit and Fee (Low Density Express Review)		\$3,500.00
<b>TOTAL FEE</b>		<b>\$59,300.00</b>

Upon acceptance of this proposal, work can begin immediately. The Town of River Bend will be billed for work performed by The Walker Group Architecture, Inc. upon completion of each design phase and monthly during construction.

Acceptance of Proposal:

\_\_\_\_\_  
Authorized Representative  
Town of River Bend

  
\_\_\_\_\_  
Beth B. Walker, Principal  
The Walker Group Architecture, Inc

\_\_\_\_\_  
Date

8/20/21  
Date

***This proposal is valid for 30 days***