

**River Bend Town Council
Work Session Minutes
November 10, 2021
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
Town Clerk:	Kristie Nobles
Finance Director:	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, November 10, 2021 at the River Bend Town Hall with a quorum present.

VOTE – Approval of Agenda

Councilman Sheffield motioned to accept the agenda as presented. The motion carried unanimously.

DISCUSSION – Records Retention Policy

The Manager stated that the North Carolina Department of Natural and Cultural Resources has released an updated General Records Schedule on October 1, 2021. He stated this schedule would be an updated schedule from the adopted 2012 Records Retention Policy that the Town follows for the Town's Record Retention Policy. Councilman Sheffield asked if the Town could modify section 1.48 Applications for Advisory Boards to retain applications for 2 years instead of the 1 year outlined in the policy. The Manager stated that the policy could be amended to retain Advisory Board applications for 2 years. The Manager stated there is an Electronic Retention Policy that would need to be modified for the Town and that would be presented to Council at a later date.

VOTE – Records Retention Policy

Councilman Sheffield motioned to approve the resolution for the Records Retention and Disposition Schedule as presented. The motion passed unanimously. (see attached)

VOTE – 2022 Holiday Schedule and Council Meeting Schedule

Councilman Sheffield motioned to approve the 2022 Holiday Schedule and Council Meeting Schedule as presented. The motion passed unanimously. (see attached)

DISCUSSION – Parks and Recreation Advisory Board Appointment

The Manager stated that there are two vacancies on the Parks and Recreation Advisory Board. The first vacancy had been advertised for three weeks and the second vacancy has been advertised for two weeks. He stated that there has been two applications received and included in the agenda package. Councilwoman Maurer stated that the two candidates have some great ideas and very enthusiastic about bringing new ideas to the board. She stated that she felt the two applicants are great candidates for the advisory board.

DISCUSSION – Advisory Board Ordinance Update

The Manager stated that the Council and the Advisory Boards have been reviewing the Advisory Board's Ordinances and he is waiting on the Parks and Recreation Advisory Board Recommendation to move forward with amending the Town's Ordinances for Advisory Boards. He stated that once all of the recommendations have been received he would then present the recommendations to the Council for review. Councilman Fogle asked if the Manager has received any comments from the Council regarding the amendments to the ordinances. The Manager stated that he had received comments from Councilman Fogle and Councilman Van Slyke at this time. Councilman Fogle asked what the process is to include those comments for the Council to review. The Manager stated that once all the recommendations and comments have been received, they would be presented to the Council to consider for drafting and amending the ordinance.

DISCUSSION – Audit Report Presentation

The Manager stated that a representative from Pettway, Mills & Pearson would give the annual audit presentation for the fiscal year 2020-2021 at the November 18, 2021 regular Council meeting.

DISCUSSION – Public Hearings / Planning Board Recommendation

The Manager stated that the Planning Board has made recommendations to amend the 15.01 Subdivision Ordinance and 15.02 Zoning Ordinance to allow fencing in front yards but only in business districts that abut a NCDOT highway and have at least 100 feet of uninterrupted road frontage. He stated that a Public Hearing would need to be scheduled to proceed with the Planning Board's recommendation.

Councilman Leonard asked if the mesh fencing described in B # 9 is the orange mesh fencing NCDOT uses and the Manager stated the mesh fencing described is smaller mesh fencing normally used for gardening.

Councilman Fogle asked about the reasoning for the requirement for lots that have less than 100 feet of road frontage that won't allow those lots to have fencing and the Manager stated that there are larger lots that have small road frontage and this would restrict those lots from installing fencing that isn't aesthetically pleasing. Councilman Fogle stated he does not see a need for this requirement. The Manager stated that this is the Planning Board's recommendation and any amendments that the Council would like could be done after the public hearing.

DISCUSSION – BRIC Grant Application

The Manager stated that the BRIC grant application is for the construction of a road through the Northwest Quadrant. He stated there has recently been a lot of interest from developers in developing this property. The Manager stated that if the BRIC grant application is approved the Town would have to commit to provide a local match of \$638,305, which is 25% of the eligible amount for the project. Councilman Leonard asked the Manager what does a commitment mean for the Town and the Manager stated that the Town would be responsible for the 25% of the project cost. The Manager stated that incorporating nature-based solutions in the application, for example – sidewalks, swells, and nature walks add priority points to the application. Councilman Van Slyke stated that he felt developing the road would be a benefit for the residents on the side of town that are restricted during flood events. Councilman Fogle stated that he feels this would be a good opportunity for the Town and Councilman Leonard agrees. Councilman Sheffield stated that he does not support the project and said that the road will be built by a developer in the future.

VOTE – BRIC Grant Application

Councilman Leonard motioned to direct the Town Manager to tell the state that the Town of River Bend will commit to the 25% local match at this time. The motion passed. (4 ayes, 1 nay: Councilman Sheffield).

REVIEW AGENDA FOR THE NOVEMBER 18, 2021 COUNCIL MEETING

The Council reviewed the agenda for the November 18, 2021 Council meeting.

CLOSED SESSION

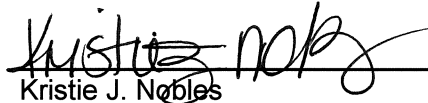
Councilman Fogle moved to go into a Closed Session under NCSG §143-318.11(a)(3)(6). The motion carried unanimously. The Council entered Closed Session at 5:49 p.m.

OPEN SESSION

Councilman Leonard moved to return to Open Session at 6:28 p.m. The motion carried unanimously.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield moved to adjourn, the motion carried unanimously. The meeting adjourned at 6:29 p.m.



Kristie J. Nobles
Town Clerk

2021-RES-10

TOWN OF RIVER BEND

RESOLUTION

WHEREAS, the Division of State Archives of the North Carolina Department of Natural and Cultural Resources has developed a comprehensive records retention and disposition schedule for local government agencies; and

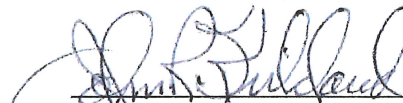
WHEREAS, the Town of River Bend endeavors to adopt and utilize said schedule;

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

That the October 1, 2021 version of the Records Retention and Disposition Schedule for the general records for local government, is hereby approved and adopted for the purpose of managing, protecting, and destroying records pursuant to NC General Statutes.

ADOPTED THIS 10TH DAY OF NOVEMBER, 2021.





John R. Kirkland, Mayor



Kristie J. Nobles, Town Clerk



TOWN OF RIVER BEND

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**TOWN OF RIVER BEND
EMPLOYEE HOLIDAY SCHEDULE
2022**

HOLIDAY

DATE

New Year's Day

Monday, January 3, 2022

Martin Luther King Day

Monday, January 17, 2022

Good Friday

Friday, April 15, 2022

Memorial Day

Monday, May 30, 2022

Independence Day

Monday, July 4, 2022

Labor Day

Monday, September 5, 2022

Veterans' Day

Friday, November 11, 2022

Thanksgiving Holiday

Thursday, November 24, 2022

Friday, November 25, 2022

Christmas Holiday

Friday, December 23, 2022

Monday, December 26, 2022



**MEETINGS OF THE TOWN COUNCIL OF
THE TOWN OF RIVER BEND
2022**

Work Sessions*(2nd Thursday)

5:00 p.m.

January 13
February 10
March 10
April 14
May 12
June 9
July 14
August 11
September 8
October 13
November 10
December 8

Regular Meetings(3rd Thursday)**

7:00 p.m.

January 20
February 17
March 17
April 21
May 19
June 16
July 21
August 18
September 15
October 20
November 17
December 15

* All Council Work Sessions will be held in the River Bend Town Hall beginning at 5:00 p.m.

** All Council Regular Meetings will be held in the River Bend Town Hall beginning at 7:00 p.m.

Meeting date, time and location are subject to change due to unforeseen circumstances. In such event, proper public notice will be given prior to the meeting.

The public is invited and encouraged to attend all Council meetings.

The Town's Rules of Procedure, Agenda Policy, Public Comment Policy and Public Hearing Policy will be enforced at all Council Meetings.

Kristie Nobles
Town Clerk