



**RIVER BEND TOWN COUNCIL AGENDA**  
**Regular Meeting**  
**February 17, 2022**  
**River Bend Town Hall**  
**7:00 p.m.**

Pledge: Councilman Leonard

1. CALL TO ORDER (Mayor Kirkland Presiding)
2. RECOGNITION OF NEW RESIDENTS
3. ADDITIONS/DELETIONS TO AGENDA
4. ADDRESSES TO THE COUNCIL
5. PUBLIC HEARINGS
6. CONSENT AGENDA

*All items listed under this section are considered routine by the Council and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.*

A. Approve:

*Minutes of the January 20, 2022 Regular Council Meeting*

*Minutes of the January 28, 2022 Special Council Meeting*

*Minutes of the January 20, 2022 Closed Session Minutes*

7. TOWN MANAGER'S REPORT – Delane Jackson

**Activity Reports**

- A. **Monthly Police Report** by Chief Joll
- B. **Monthly Water Resources Report** by Director of Public Works Mills
- C. **Monthly Work Order Report** by Director of Public Works Mills
- D. **Monthly Zoning Report** by Assistant Zoning Administrator McCollum

ADMINISTRATIVE REPORTS:

8. Planning Board – Councilman Buddy Sheffield
  - A. Planning Board Report
  - B. Board of Adjustment Report
9. Public Safety – Councilman Don Fogle
  - A. Community Watch
  - B. CERT
10. Parks & Recreation/CAC – Councilwoman Barbara Maurer
  - A. Parks and Rec Report
  - B. CAC Report
  - C. Organic Garden Report
  - D. Library Report

11. Finance – Councilman Irving Van Slyke, Jr.
  - A. Financial Report - Finance Director
  
12. Environment and Waterways – Councilman Brian Leonard
  - A. EWAB Report
  - B. **VOTE** – Advisory Board Ordinance Amendments
  
13. MAYOR’S REPORT – Mayor Kirkland
  
14. PUBLIC COMMENT

*The public comment period is set aside for members of the public to offer comments to the Council. It is the time for the Council to listen to the public. It is not a Question & Answer session between the public and the Council or Staff. All comments will be directed to the Council. Each speaker may speak for up to 3 minutes. A member of staff will serve as timekeeper. A sign-up sheet is posted by the meeting room door and will be collected prior to the start of the Public Comment Period. Speakers will be called on by the Mayor in the order that they signed up. In order to provide for the maintenance of order and decorum, the Council has adopted a policy for this section of the meeting. A copy of the policy is posted by the door for your review. Please follow the policy. If you have a specific question for staff, you are encouraged to contact the Town Manager or the appropriate Department Head at another time.*

15. ADJOURNMENT

**River Bend Town Council  
Regular Meeting Minutes  
January 20, 2022  
Town Hall  
7:00 p.m.**

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

Town Manager: Delane Jackson  
Finance Director: Mandy Gilbert  
Police Chief: Sean Joll

**CALL TO ORDER**

Mayor Kirkland called the meeting to order at 7:00 p.m. on Thursday, January 20, 2022 in the Town Hall Meeting Room with a quorum present.

**ADDITIONS/DELETIONS TO AGENDA**

**Vote – Addition to Agenda** – Councilman Van Slyke moved to add an Accommodation Letter Presentation to item 7 A. The motion carried unanimously.

**CONSENT AGENDA**

The Mayor presented the Council with the Consent Agenda. Councilman Sheffield **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 December 9, 2021 Work Session*

*Minutes of the December 16, 2021 Regular Council Meeting*

*Minutes of the January 6, 2022 Special Meeting*

**TOWN MANAGER'S REPORT**

The Manager stated that due to Winter Storm Jasper the administrative offices at Town Hall will be working remotely on Friday. He also stated that normal trash collection for the Town would not take place Friday but will resume on the following Friday.

Police Chief Joll presented Sergeant Whitley, Officer Frost, Officer Gonzales and Corporal Baysden a Department Award of Excellence, for excellent service in the line of duty and going above and beyond in service to the Town of River Bend and River Bend citizens. He stated each of these officers stepped up when the department was short staffed from July to November 2021. He stated that the Town is fortunate to have such professionals working for the Town.

Police Chief Joll presented a Certificate of Merit to Corporal Baysden for actions taken when an officer puts himself at risk when a subject that is armed or threatened the officer with deadly force. He stated that Corporal Baysden and Craven County Sheriff's Department took an armed suspect into custody without any further incident. Chief Joll stated he awards Corporal Baysden this Certificate of Merit for his outstanding performance of duty. The Police Chief left the meeting after his presentation.

The Mayor and Councilman Van Slyke presented Town Manager Delane Jackson with a letter of sincere thanks for the strong professional service rendered to the Town of River Bend during his tenure with the Town especially during Hurricane Florence in 2018. The Manager then expressed his gratitude for the Town employees who contributed.

## **ADMINISTRATIVE REPORTS**

### **FINANCE – COUNCILMAN VAN SLYKE, JR.**

Financial Report – Finance Director, Mandy Gilbert presented to the Council the financial statement for the month of December. She stated the total of the Town's Cash and Investments as of December 31, 2021 are \$4,052,947 and Ad valorem tax collections for FY21-22 were \$487,063.04 and Vehicle Ad valorem tax collections were \$38,507.56. The Finance Director left the meeting after her presentation.

The Manager presented Budget Amendment 21-B-04.

Vote – Budget Amendment 21-B-04 – Councilman Van Slyke moved to approve Budget Amendment 21-B-04 as presented. The motion carried unanimously. (see attached)

### **Budget Kick-off**

Manager Jackson presented a short PowerPoint presentation outlining the normal budget process. The Council reviewed their Priorities and Vision Statement and the proposed meeting schedule. Councilman Leonard recommended changing the priorities by adding the words "continue to" to two of the priority statements.

Vote – Budget Calendar – Councilwoman Maurer moved to approve FY22-23 budget calendar as presented. The motion carried unanimously.

Vote – Council Priorities – Councilwoman Maurer moved to revise the Council priorities and vision statement for FY22-23 by adding the language as proposed by Councilman Leonard. The motion carried unanimously.

Councilman Van Slyke encouraged all Council members to meet with the Town Manager as soon as possible if they had any requests or projects for the upcoming budget.

## **PUBLIC SAFETY – COUNCILMAN FOGLE**

Councilman Fogle presented the following reports on Community Watch and CERT.

### **CERT**

Longtime CERT member Dick Mazziotti and his wife are moving to Wilmington so he will be resigning from River Bend CERT. We wish Dick and his family all the best in their new home.

The December CERT meeting was cancelled. The next CERT meeting is scheduled for Wednesday, January 28, 2022. It will be held in the Large Conference Room in the Municipal Building and start at 7:00 pm. Check the Town web pages for updates. Anyone interested in joining CERT should contact Mary Holihan.

### **Community Watch**

The next Community Watch meeting is scheduled for February 16, 2022. It will be held in the Large Conference Room in the Municipal Building. Anyone interested in joining Community Watch should contact Egon Lippert.

Councilman Fogle stated that the Town would need to apply for the Gold Leaf Foundation Flood Mitigation Program Grant in the amount of \$250,000. Councilman Leonard asked if the work area was the Channel Run Area. The Town Manager stated this project would be for Phase II of the Channel Run Drainage Project. He also pointed out the cost estimate from the engineer in the amount of nearly \$280,000. He stated his plan was to use the typical \$30,000 for stormwater in the Town's budget to fund the total cost of \$280,000.

**Vote – Flood Mitigation Program Grant Application** – Councilman Fogle moved to authorize the Town Manager to apply for the Gold Leaf Foundation Flood Mitigation Program Grant in the amount of \$250,000 and designate him as an authorized representative thereof. The motion carried unanimously.

### **PARKS & RECREATION/CAC – COUNCILWOMAN MAURER**

Councilwoman Maurer presented the following reports.

#### **Parks & Recreation**

Parks and recreation met on January 5. The budget proposal was discussed and voted. December activity was reviewed with recommendations for next year. The remainder of the agenda covered proposed activities from now to May.

An evening of Pinochle & Poker is scheduled for Friday, January 21 from 6-8pm.

February activities will be a Kids Valentine Craft on Saturday, February 12 from 1-3 pm and a craft workshop called Repurpose Books on Wednesday, February 23 from 1-4 pm. It's amazing what can be created from an old, no-longer wanted book.

The next scheduled meeting is February 2 at 7pm.

Parks and Rec has two vacancies. Anyone who would like to participate in planning and presenting activities is invited to file an application.

#### **Community Appearance Commission (CAC)**

The CAC is scheduled to meet on Wednesday, January 19 at 4pm.

Additional information will be submitted.

There are two vacancies on this board. This is an active board. They are developing some significant updates to town owned locations. If you would like to be a part of the process, come to a meeting and file an application to join.

#### **Red Caboose Library (RCL)**

The board met on January 6.

The first Annual Report was reviewed and approved.

The agenda consisted of routine business.

The next board meeting is scheduled for Thursday, February 3 at 2 pm.

#### **River Bend Community Organic Garden (RBCOG)**

The regular meeting was held on January 3. Seeds have been ordered and plans are progressing for the spring and summer garden. The Green Team from NBHS continues to attend regularly. RBCOG bid farewell to beekeeper Dick Mazziotti. A newcomer to River Bend, Denise Kelly, will take over as beekeeper, assisted by Dee Smith/

The next meeting is scheduled for February 7 at 1:30 pm. The agenda will include planting plans for 2022, possibility of resuming workshops and consideration of a special project for the greenhouse.

**ENVIRONMENTAL AND WATERWAYS ADVISORY BOARD– COUNCILMAN LEONARD**

Councilman Leonard presented the following report.

EWAB met on January 3rd, 2022 at 7 PM in the large meeting room in the municipal building. There was a quorum. Chairman Stevens opened the meeting at 7 PM. The minutes from the November 2021 meeting were approved. Councilman Leonard gave an update on town business. Old business: bulkhead inspections, waiting for ordinance rewrite. New business: Questions about duck hunting and gun shots. Swalls and drain pipes on Gangplank and Teakwood need cleaning and inspection. Next meeting will be on February 7th, 2022 at 7 PM in the large meeting room in the municipal building, the public is welcome.

**Vote – Award Contract for Water Meter Replacement Project** – Councilman Leonard moved to award the contract for the Water Meter Replacement Project to Core & Main, LP as presented. The motion carried unanimously.

**BOARD OF ADJUSTMENT REPORT – COUNCILMAN SHEFFIELD**

Councilman Sheffield presented the following report.

The River Bend Board of Adjustment met on January 6<sup>th</sup> at 7:00pm in Town Hall. All regular members and the alternate for the ETJ were present. Chairman Akiss called the meeting to order and outlined the purpose for the meeting, the application for a special use permit by Moffat Properties to construct a Sun Belt Rentals business on lot 4 of the Norbury Business park property on Hwy 17.

All of those who were to provide evidence to the board were sworn in. Manager Jackson testified that all legal obligations for the permit had been met and that the River Bend Planning Board had previously met, reviewed the application in depth, and recommended issuance of the special permit with a special condition, that additional greenery be planted to augment the buffer zone between the proposed business and nearby residences.

Craig Moffat, of Moffat properties and Gary McCabe, of Red Line Engineering, testified as to the specifics of the planned business. Mr. McCabe was aware of the issue about additional greenery for the buffer zone and said that the company would provide it voluntarily. While several members of the general public were in attendance, none chose to testify either for or against the project.

The Board members asked numerous questions of the witnesses. They were particularly concerned about possible leakage of hydraulic fluids from rental equipment and traffic problems that might be created on Highway 17. The board then addressed ten specific criteria that the project must meet to be approved. A board member made a motion for each item in turn and they were voted on. All ten items passed. There was then discussion about the additional greenery for the buffer zone and a motion was made to make it a condition of the permit. The board voted to approve the special use permit with that added condition. The Board adjourned. There are no future meetings for the Board scheduled at this time.

Councilman Sheffield stated that a recent U.S. Supreme Court decision had rendered parts of our sign ordinance unenforceable, particularly in regards to political signs. The Town Manger stated that the ordinance needs to be amended to remove the parts that are no longer valid. He suggested working with the Town Attorney to develop new political sign language that was legal but wanted input from the Council. He said we could try to develop language to regulate signs or we could just eliminate it and let it be the wild west for political signs. The Town Attorney stated that due to the Supreme Court decision that has been handed down it essentially states that you cannot regulate signs based on the content of what the sign says. He stated that you could classify temporary signs versus permanent signs. Councilman Fogle asked what is the penalty is if you do not do anything and a resident is cited. The Town Attorney stated that the Town would send a citation but the citation has no course or effect but it is less of a penalty on the Town to do nothing. Councilman Fogle stated that his concern is that residents would try to be too cute and talk around the Supreme Court decision and it ends up backfiring on everyone. He stated that he agrees with

the Town Attorney with making an ordinance that describes temporary versus permanent signs with some recognition by the Town. He stated that some people will have signs up year-round and he understands that and feels we need to make peace with that. The Town Attorney agreed. Councilman Leonard said he did not want to have an ordinance that is unenforceable and does not want a wild west scenario. Councilman Fogle asked what the actual direction to the Planning Board will be. The Town Manager stated that the Planning Board will meet and make a recommendation to the Council and the Council will be the determining board for the amendments. The Town Attorney stated that the Supreme Court ruling did not apply to just political signs but all signs. He stated his firm had helped other clients develop sign ordinances.

**Vote – Sign Ordinance** – Councilman Sheffield moved to direct the Planning Board to review the sign ordinance as it pertains to political signs. The motion carried unanimously.

Councilman Sheffield said that a new restaurant was opening in Town and our current sign ordinance prevented them from placing a sign on Shoreline Drive to direct customers to the restaurant on Marina Drive. He said the Town has issued a building permit to allow construction of the restaurant at the end of a dead end street and we should allow them to have a sign. He requested this item to be placed on the February work session agenda.

### **MAYOR'S REPORT**

The Mayor presented the following report.

As we enter the year 2022 it seems quite appropriate to address the state of River Bend. I shall endeavor to describe what I am privileged to see day by day in our Town. The first and most important element of any organization and very important to municipal government is the quality of the municipal staff. It is a statement of fact that we can all be proud of each staff member and each element of the town's organization. The direction that Town Manager Jackson provides to the staff makes for efficient execution of both the daily routine and the more complicated special projects. The staff is well trained and special training is encouraged by the Manager. A very important aspect of staffing any organization is longevity of employment. We have recently experienced the retirement of Margaret Theis (twenty-three years), Kathleen DeYoung (20+ years) and Ann Katsuyoshi (almost twenty years). They represented staff that was very familiar with Town operations. The Manager has promoted Mandy Gilbert as Margaret's replacement. Mandy had twelve years' experience as the fiscal assistant. Rebekah Pierce has replaced Mandy in the assistant's position. Kristie Nobles has replaced Ann as the Town Clerk and Jennifer Barrow as Kathleen's replacement as Deputy Town Clerk. The Police Department, led by Chief Joll, is well trained and operates efficiently in providing police protection for the Town. Brandon Mills leads the Public Works and Water Resources Departments. This staff is also well trained and their operation of the Town's utilities with no recent violations of the numerous state and federal regulations is testimony to their training and dedication. River Bend has operated under the Council-Manager form of governance for the last nineteen years. This change from Mayor-Council form was accomplished when the Town voted in a referendum to request a Town Charter change from the NC General Assembly in 2000. The present day appearance of the Town is testimony to the well balanced maintenance that the manager achieves using staff and contract personnel to accomplish work necessary to maintaining that appearance. The utilities and the Town's streets and other infrastructure are well maintained. When Hurricane Florence pounded Eastern North Carolina, Manager Jackson and the staff worked long hours and committed days to the work associated with all aspects of the recovery. Three years later it is hard to find evidence of the devastation that Florence left in River Bend. We all need to pray that the year 2022 will not bring a major category hurricane to our shore. We all remember Hurricane Florence and the severe flooding damage that storm inflicted on floodplain properties. The Craven County/New Bern area is a great location for all who have selected to live here. River Bend's Town Council has, over the forty years since incorporation, made significant acquisitions and improved construction projects

that make the Town an attractive location for new residents to purchase homes. The Council has demonstrated a willingness to enact new ordinances and modify existing ordinances to protect the Town features that are important to the River Bend of the future. Much of the current strength of the Town can be attributed to the Council decision to change the system of governance from Mayor-Council to Council-Manager. In the twenty years of this form of governance the Town has had four managers. Each of these gentlemen have made significant contributions to the Town that we enjoy today. Manager Jackson, our current manager has 7+ years with us. During his term we experienced the monster Hurricane Florence. Those who were residents then can appreciate how very effective he was in working with staff and contract personnel in accomplishing recovery. It can be said that his contacts in state and federal agencies resulted in large dollar grants that helped in recovery but also allowed construction that will serve long term. The "State of River Bend" is well positioned to move forward and prosper.

**PUBLIC COMMENT**

No public comments at this time.

**CLOSED SESSION**

Councilman Sheffield moved to go into a Closed Session under NCSG §143-318.11(a)(3)(5) and to discuss possible acquisition of land owned by Robert Davis on Plantation Drive and land owned by Neil realty on Effird Blvd. The motion carried unanimously. The Council entered Closed Session at 8:10 p.m.

**OPEN SESSION**

Councilman Sheffield moved to return to Open Session at 8:45 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 8:45 p.m.

---

Delane Jackson  
Town Manager





**TOWN OF RIVER BEND  
 BUDGET ORDINANCE AMENDMENT 21-B-04  
 FISCAL YEAR 2021-2022**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina that the 2021-2022 Budget Ordinance as last amended on October 14, 2021, be amended as follows:

**Summary**

General Fund	2,041,684
General Capital Reserve Fund	107,187
Law Enforcement Separation Allowance Fund	13,545
Water Fund	673,545
Water Capital Reserve Fund	489
Sewer Fund	733,583
Sewer Capital Reserve Fund	22
Total	<u>3,570,055</u>

**Section 1. General Fund**

**Anticipated Revenues**

AD VALOREM Taxes 2021-2022	711,163
AD VALOREM Tax-Motor Vehicle	85,800
Animal Licenses	2,000
Sales Tax 1% Article 39	149,718
Sales Tax 1/2% Article 40	87,158
Sales Tax 1/2% Article 42	74,932
Sales Tax Article 44 105-524	10,235
Sales Tax Hold Harmless Distribution	86,068
Solid Waste Disposal Tax	2,200
Powell Bill Allocation	92,539
Beer and Wine Tax	13,225
Video Programming Sales Tax	53,600
Utilities Franchise Tax	111,000
Telecommunications Sales Tax	9,900
Court Refunds	500
Zoning Permits	5,000
Recovery Grant NCORR-FDLG-004	76,445
Federal Disaster Assistance	35,434
Miscellaneous	10,000
Interest-NCORR-FDLG-004 Investments	30
Interest- Powell Bill Investments	50
Interest-Gen Investments	500
Contributions	421
Wildwood Storage Rents	18,144
Rents & Concessions	18,000
Sale of Capital Assets	31,008
Transfer From Capital Reserve Fund	65,342
Appropriated Fund Balance	<u>291,272</u>
Total	2,041,684

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

Authorized Expenditures

Governing Body	32,000
Administration	271,575
Finance	192,018
Tax Listing	11,200
Legal Services	24,000
Elections	3,500
Police	617,944
Public Buildings	124,439
Emergency Services	4,000
Animal Control	11,056
Street Maintenance	181,141
Public Works	161,197
Leaf & Limb and Solid Waste	44,000
Stormwater Management	42,084
Wetlands and Waterways	3,000
Planning & Zoning	50,563
Recovery Grant NCORR-FDLG-004	77,602
Recreation & Special Events	7,500
Parks & Community Appearance	44,699
Contingency	17,666
Transfer To General Capital Reserve Fund	107,000
Transfer To L.E.S.A. Fund	13,500
Total	<u>2,041,684</u>

**Section 2. General Capital Reserve Fund**

Anticipated Revenues

Contributions from General Fund	107,000
Interest Revenue	187
Total	<u>107,187</u>

Authorized Expenditures

Transfer to General Fund	65,342
Future Procurement	41,845
Total	<u>107,187</u>

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

Anticipated Revenues:

Contributions from General Fund	13,500
Interest Revenue	45
Total	<u>13,545</u>

Authorized Expenditures:

Separation Allowance	0
Future LEOSSA Payments	13,545
Total	<u>13,545</u>

**Section 4. Water Fund**

**Anticipated Revenues**

Utility Usage Charges, Classes 1 & 2	199,710
Utility Usage Charges, Classes 3 & 4	8,949
Utility Usage Charges, Class 5	12,209
Utility Usage Charges, Class 8	3,586
Utility Customer Base Charges	231,472
Hydrant Availability Fee	20,496
Taps & Connections Fees	1,250
Nonpayment Fees	10,500
Late payment Fees	6,839
Interest Revenue	1,275
Sale of Capital Asset	0
Appropriated Fund Balance	177,259
<b>Total</b>	<b>673,545</b>

**Authorized Expenditures**

Administration & Finance [1]	515,645
Operations and Maintenance	154,400
Transfer To Fund Balance for Capital Outlay	3,500
Transfer To Water Capital Reserve Fund	0
<b>Total</b>	<b>673,545</b>

*[1] Portion of department for bond debt service: 148,991*

**Section 5. Water Capital Reserve Fund**

**Anticipated Revenues**

Contributions From Water Operations Fund	0
Interest Revenue	489
<b>Total</b>	<b>489</b>

**Authorized Expenditures**

Future Expansion & Debt Service	489
---------------------------------	-----

**Section 6. Sewer Fund**

Anticipated Revenues:

Utility Usage Charges, Classes 1 & 2	258,181
Utility Usage Charges, Classes 3 & 4	20,212
Utility Usage Charges, Class 5	27,576
Utility Usage Charges, Class 8	7,264
Utility Customer Base Charges	294,652
Taps & Connection Fees	1,250
Late payment Fees	7,902
Interest Revenue	1,919
Sale of Capital Asset	0
Appropriated Fund Balance	114,627
<b>Total</b>	<b>733,583</b>

Authorized Expenditures:

Administration & Finance [2]	509,483
Operations and Maintenance	220,600
Transfer to Fund Balance for Capital Outlay	3,500
Transfer to Sewer Capital Reserve Fund	0
<b>Total</b>	<b>733,583</b>

*[2] Portion of department for bond debt service: 128,659*

**Section 7. Sewer Capital Reserve**

Anticipated Revenues:

Contributions From Sewer Operations Fund	0
Interest Revenue	22
<b>Total</b>	<b>22</b>

Authorized Expenditures:

Future Expansion & Debt Service	22
---------------------------------	----

**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, 2021, for the purpose of raising the revenue listed as "Ad Valorem Taxes 2021-2022" in the General Fund Section 1 of this ordinance. This rate is based on a valuation of \$278,000,000 for purposes of taxation of real and personal property with an estimated rate of collection of 98.39%. The estimated collection rate is based on the fiscal year 2019-2020 collection rate of 98.39% 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 \$33,000,000 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, 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 1.4% 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.

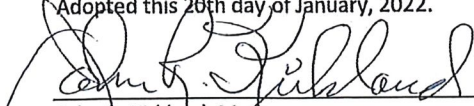
**Section 12.**          **Utilization of the Budget Ordinance**

This ordinance shall be the basis of the financial plan for the Town of River Bend municipal government during the 2021-2022 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.

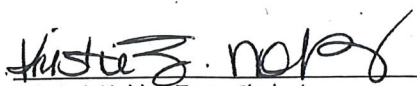
**Section 13.**          **Copies of this Budget Ordinance**

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 20th day of January, 2022.

  
\_\_\_\_\_  
John R. Kirkland, Mayor

Attest:

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



**River Bend Town Council  
Special Meeting Minutes  
January 28, 2022  
Town Hall  
2:00 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

**CALL TO ORDER**

Mayor Kirkland called the meeting to order at 2:00 p.m. on Friday, January 28, 2022 at the River Bend Town Hall with a quorum present.

The Manager presented the Council with the ASADRA Capital Project Fund Ordinance for the Water Meter Replacement Project.

**VOTE – Capital Project Fund Ordinance**

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

The Manager presented two new site locations for the Water and Sewer Administration Building that are available for the Town to purchase. The Manager stated that one of the sites is 2 acres of a lot located at 403 Old Pollocksville Road and is owned by Robert and Melba Davis. The Davis' agreed to sale the property for \$60,000. He stated that the only change to the property layout provided is that the owners requested to retain a 10 feet wide stripe on the southwest side of the property and shift the 2 acre tract to the east by 10 feet.

The Manager stated that the second site is also 2 acres of a lot located on Effird Boulevard and owned by Neil Realty and they offered to sell it for \$125,000.

Councilman Leonard asked if the Davis Property has access to sewage and what are the cost of adding utility services. The Manager stated he has received an estimate of around \$20,000 to pump sewage and \$10,000 for a septic tank to be installed. He also stated there has not been a perk test completed and he feels the southeast corner would be suitable for a septic tank. The Manager stated he thinks the development and site prep would cost around the same for both sites.

**VOTE – Public Hearing**

Councilman Sheffield moved to delay the Public Hearing until after site selection. The motion carried unanimously.

**VOTE – Site Selection**

Councilman Leonard motioned to authorize the Town Manager to proceed with the acquisition of 2 acres of land from the lot located at 403 Old Pollocksville Road, identified by Craven County Property Identification Number 8-200-029 owned by Robert and Melba Davis at the cost of \$60,000 for the purpose of constructing a new building funded by the ARPA Grant and for the Mayor to sign on behalf of the Town as needed. The motion carried unanimously.

The Manager asked the Council if they wanted to conduct the Public Hearing at the Work Session on February 10, 2022. All agreed.

**ADJOURNMENT/RECESS**

There being no further business, Councilman Sheffield moved to adjourn, the motion carried unanimously. The meeting adjourned at 2:21 p.m.

---

Kristie J. Nobles  
Town Clerk



**TOWN OF RIVER BEND  
ASADRA 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 replacement of water meters, software and appurtenances:

**CAPITAL PROJECTS FUND**

**Revenues:**

Additional Supplement Appropriation for Disaster Relief Act (ASADRA) Loan	602,500
Drinking Water State Revolving Fund (DWSRF) Loan	<u>130,311</u>
	732,811

**Appropriations:**

Water Meter Replacement	632,201
Contingency	31,610
Engineering	<u>69,000</u>
	732,811

**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 28<sup>th</sup> day of January, 2022.

  
John R. Kirkland, Mayor



Attest:

  
Kristie J. Nobles, Town Clerk



**River Bend Town Council  
Closed Session Minutes  
January 20, 2022  
Town Hall  
7:00 p.m.**

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

Town Manager: Delane Jackson

**CLOSED SESSION**

Councilman Sheffield moved to go into a Closed Session under NCSG §143-318.11(a)(3)(5) and to discuss possible acquisition of land owned by Robert Davis on Plantation Drive and land owned by Neil Realty on Effird Boulevard. The motion carried unanimously. The Council entered Closed Session at 8:10 p.m.

The Town Manager presented an offer to purchase from Reelvest Properties in the amount of \$23,922 for a 28 acre site that was donated to the Town by Bob and Carol Mattocks in 1990. The lot is located behind Norbury Drive and is used as a wildlife preserve. The Council expressed no desire to sell the land.

The Town Manager informed the Council that Robert Davis has offered to sell the Town 2 acres on Plantation Drive for \$30,000 per acre.

He also said that Neil Realty Company owns a parcel of land between Pirates Road and the canal near the Howell Center. They are interested in donating that land to the Town. The Town Manager stated the land is a vacant wooded lot and is very low and is located in the floodplain. He stated that it has very little value and that is probably why they want to get rid of it. He also said they own a lot on Effird Boulevard that would be a good site for the new building. He had asked them about selling the Town 2 acres near River Stone. They said they would make a decision next week.

Councilman Fogle said he was fully supportive of purchasing 2 acres from the Davis' at \$60,000. Councilman Leonard said he thought the Davis site was a good option but wanted to wait to see what Neil offered. The Council agreed to wait for a week to hear from Neil.

**OPEN SESSION**

Councilman Sheffield moved to return to Open Session at 8:45 p.m. The motion carried unanimously.

---

Delane Jackson  
Town Manager



# RIVER BEND POLICE DEPARTMENT



## MONTHLY ACTIVITY REPORT

2022

	ACTIVITIES	2021	2021	2022	% of Total Calls	% Change Last 2 Mos.
		November	December	January		
1	ALARMS / 911 UNKNOWN / DISTURBANCE / SHOTS FIRED	11	8	8	0.84%	0.00%
2	ANIMAL COMPLAINTS	7	4	1	0.11%	-75.00%
3	ARRESTS	0	1	0	0.00%	-100.00%
4	ASSAULTS / ALL OTHER VIOLENT CRIME	0	3	1	0.11%	-67.00%
5	ASSIST CITIZENS / LOCK OUT / QUALITY OF LIFE ISSUES	9	11	9	0.95%	-18.00%
6	ASSIST EMS / FD / FIRST RESPONDERS / MED ASSIST	23	35	23	2.42%	-34.00%
7	ASSIST MOTORISTS / FOOT PATROLS / ALL OTHER	24	93	74	7.77%	-20.00%
8	ASSIST OTHER AGENCIES	0	1	1	0.11%	0.00%
9	B & E BUSINESS / RESIDENCE / VEHICLE	0	0	0	0.00%	0.00%
10	CRIM. SUMM. / SUBPOENAS / WARRANTS / CIVIL COMPLAINT	0	0	4	0.42%	0.00%
11	DOMESTICS	2	1	1	0.11%	0.00%
12	FIRES / ALARM	1	2	1	0.11%	-50.00%
13	IDENTITY THEFT / FRAUD	2	2	1	0.11%	-50.00%
14	INVOLUNTARY COMMITMENTS	0	1	0	0.00%	-100.00%
15	JUVENILE COMPLAINTS	0	1	0	0.00%	-100.00%
16	LARCENIES	1	0	2	0.21%	0.00%
17	LITTERING	0	0	0	0.00%	0.00%
18	LOUD MUSIC / NOISE COMPLAINTS	0	0	0	0.00%	0.00%
19	DEATH / MISSING PERSON / RUNAWAY / SUICIDE(A)	2	1	1	0.11%	0.00%
20	PROPERTY DAMAGE / VANDALISM	3	1	2	0.21%	100.00%
21	RESIDENTIAL / BUSINESS CHECKS / COMMUNITY WATCH	788	1000	755	79.31%	-25.00%
22	ROADWAY DEBRIS / OBSTRUCTIONS	0	0	0	0.00%	0.00%
23	ROBBERIES	0	0	0	0.00%	0.00%
24	SOLICITING VIOLATIONS	0	1	0	0.00%	-100.00%
25	SUSPICIOUS PERSONS / VEHICLES / FIELD INTERVIEW	6	13	9	0.95%	-31.00%
26	TOWN ORDINANCE CITATIONS	0	0	0	0.00%	0.00%
27	TOWN ORDINANCE VIOLATIONS	1	2	3	0.32%	50.00%
28	TRAFFIC ACCIDENTS	3	2	2	0.21%	0.00%
29	TRAFFIC STOPS	4	52	34	3.57%	-35.00%
30	TRAFFIC COMPLAINTS-RADAR	4	4	4	0.42%	0.00%
31	DWI	1	1	0	0.00%	-100.00%
32	CHECKPOINTS	0	2	0	0.00%	-100.00%
33	DRUG VIOLATIONS	0	0	0	0.00%	0.00%
34	WELFARE CHECKS	6	4	4	0.42%	0.00%
35	CASE ASSIST / PW / VEHICLE MAINTENANCE / MEETING	3	2	2	0.21%	0.00%
36	CASE FOLLOW UPS / SPECIAL OPERATION / TRAINING	6	5	9	0.95%	80.00%
37	TRESPASSING	0	0	0	0.00%	0.00%
38	OVERDOSE	2	0	1	0.11%	0.00%
39	TOTAL	909	1253	952	100.00%	-24.00%

**Traffic Violations**

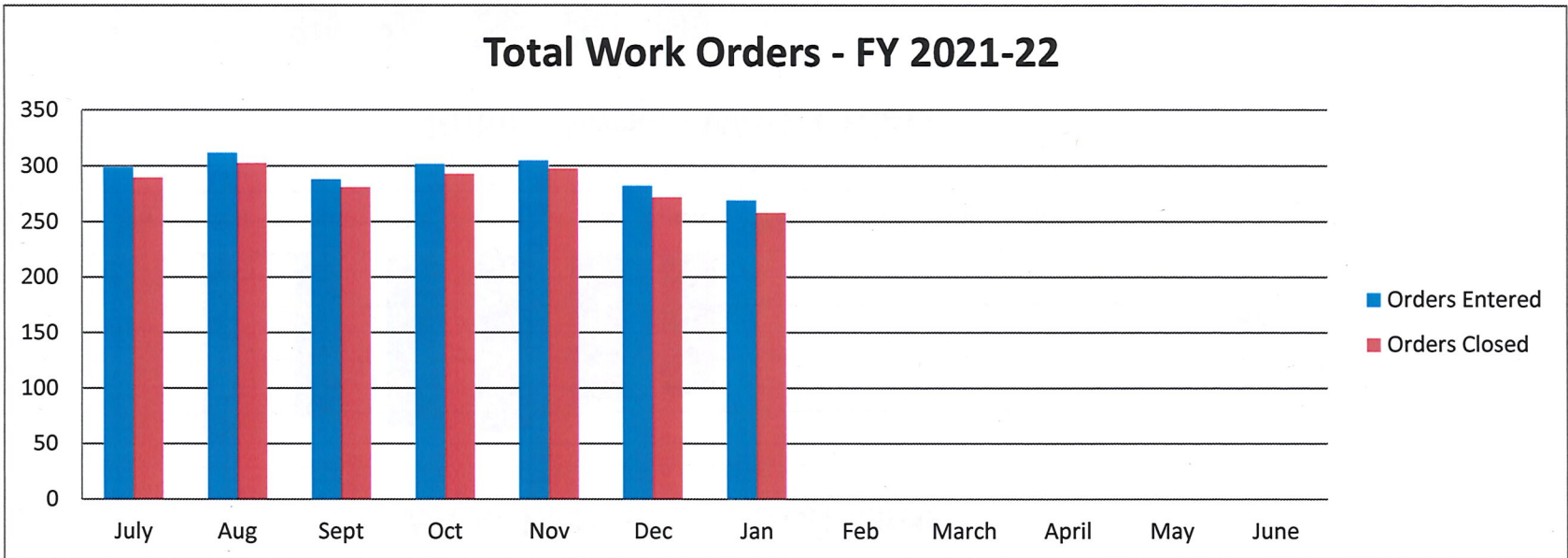
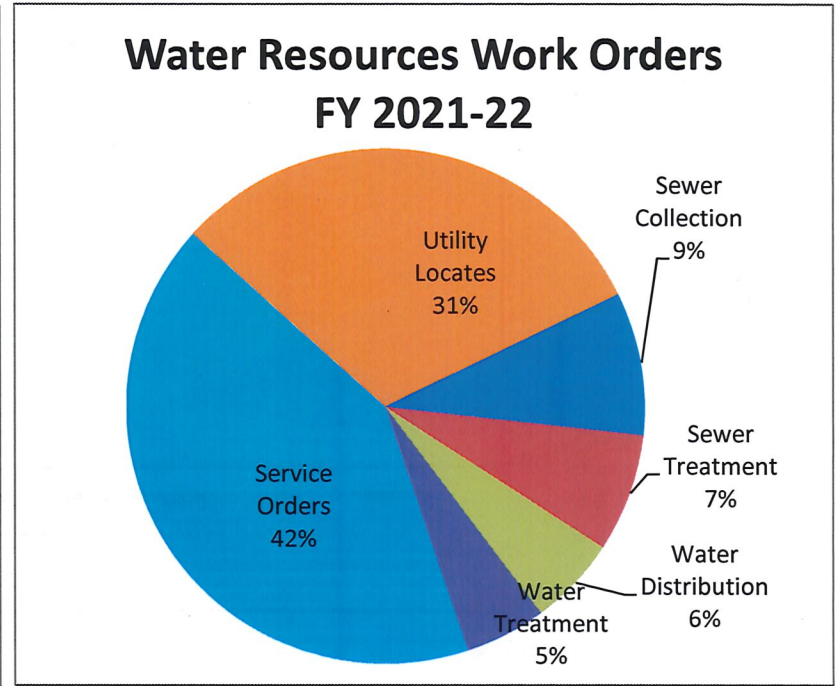
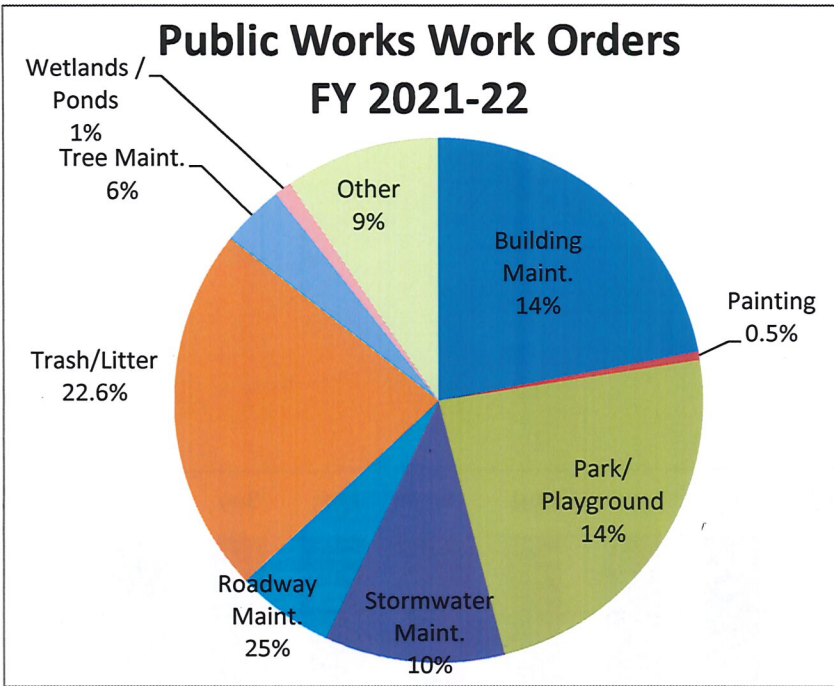
- 6 State Citations
- 7 Total State Charges
- 4 State Warnings
- Town Citations
- Town Warnings

**Community Watch Checks**

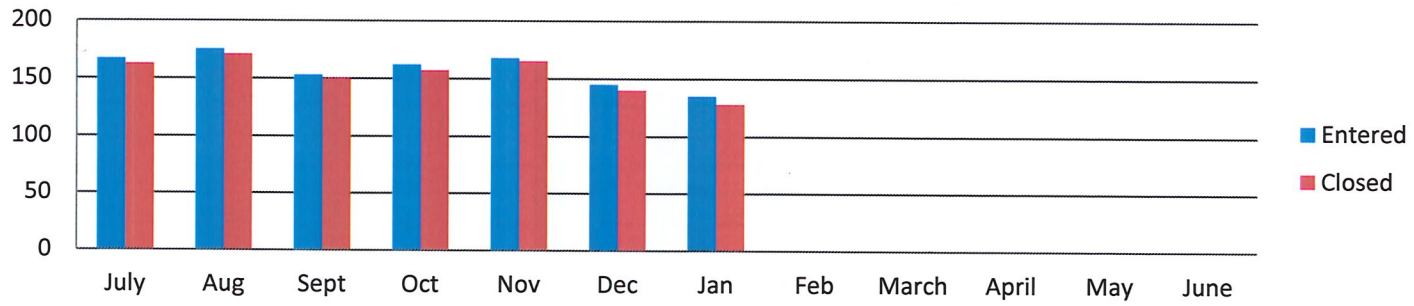
- 51 100 Pirates
- 63 100 Plantation
- 58 200 Lakemere
- 63 200 Rockledge

**Phone Calls Answered (638-1108)**

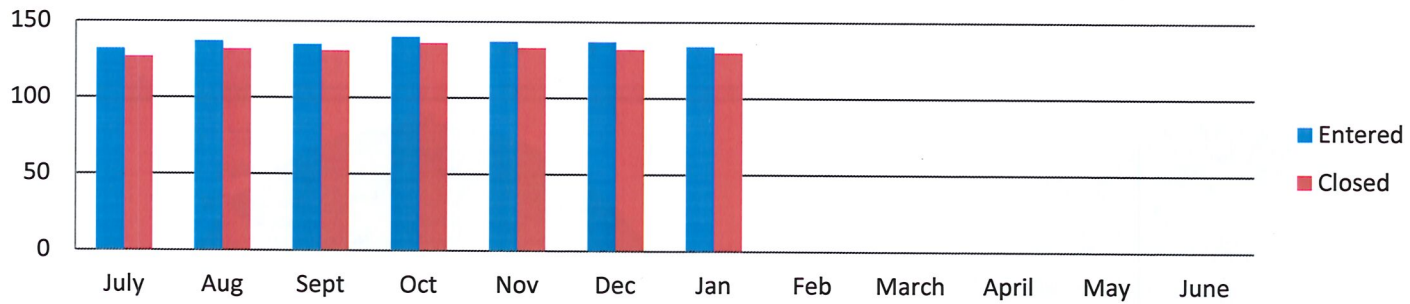
178 Incoming Calls



### Water Resources - Work Orders



### Public Works - Work Orders





## TOWN OF RIVER BEND

45 Shoreline Drive  
River Bend, NC 28562

T 252.638.3870  
F 252.638.2580

[www.riverbendnc.org](http://www.riverbendnc.org)

### **January 2022 Monthly Report Brandon Mills, Director of Public Works**

This month, Public Works continued to do a good job with their daily tasks around Town. We repaired several storm water drainage pipes. Both pipes grout joints were cracked where they entered the catch basin. Our staff re-grouted these joints and backfilled the sinkhole that had formed. Public Works also did a great job at following our snow mitigation plan during the minor storm we had this month. All our equipment was set up and inventory checked. Intersections were salted before we got any ice. Even though we did not get much snow, our snowplow proved to be very valuable once temperatures warmed up to help remove ice that had accumulated.

This month, Water Resources had a couple of collection system service laterals to back up. Our staff with the use of our water jet quickly cleared these lateral lines. These lines are scheduled to be video inspected as soon as our camera head is repaired by the factory. We had one water line service line leak to repair. The leak was at a bend in the service line and it was quickly repaired by the use of a repair band. The air relief valves on our water treatment filters were also removed and serviced. Air relief valves purpose on the water filters is to allow any excess air to escape the system. Too much air could air lock the filters or cause customer complaints.

If you have any questions concerning the Water Resources/Public Works Department, please call us at 638-3540, Monday-Friday, 8am-4pm. After hour's water and sewer emergencies can be reported by dialing the Town Hall at 638-3870. You will be instructed to dial "9" and follow the directions to contact the on call duty operator. You will then be asked to enter your phone number at the sound of the tone. After entering your phone number, the automated system will inform you that your page has been sent. Please be patient and our utility systems operator will return your call. If you do not receive a call back within ten minutes, please notify the Police Department at 638-1108 and they will get in contact with the on-call utility systems operator.

Town of River Bend  
 FY 2021-2022  
 Work Order Report



**Public Works**

Orders Entered	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	YTD	Pending
Building Maintenance	30	28	29	30	30	32	30						209	1
Painting	1	0	1	0	0	1	2						5	0
Park/Playground	30	34	33	35	30	32	30						224	0
Roadway Maintenance	15	18	15	14	15	13	15						105	0
Stormwater Maintenance	9	7	8	9	8	7	9						57	1
Trash/Litter	31	30	30	31	30	32	31						215	0
Tree Maintenance	6	8	7	6	5	3	2						37	0
Wetlands / Ponds	3	2	1	2	1	1	0						10	0
Other	7	10	11	13	18	16	15						90	2
<b>TOTAL</b>	<b>132</b>	<b>137</b>	<b>135</b>	<b>140</b>	<b>137</b>	<b>137</b>	<b>134</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>952</b>	<b>4</b>

Orders Closed	127	132	131	136	133	132	130							<b>921</b>
---------------	-----	-----	-----	-----	-----	-----	-----	--	--	--	--	--	--	------------

**Water Resources**

Orders Entered	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	YTD	Pending
Sewer Collection	12	13	14	15	16	14	15						99	2
Sewer Treatment	15	13	12	11	10	11	10						82	3
Water Distribution	8	9	9	10	9	8	9						62	1
Water Treatment	9	6	7	8	7	9	10						56	1
Service Orders	73	79	63	64	74	59	51						463	0
Utility Locates	50	55	48	54	52	44	40						343	0
<b>TOTAL</b>	<b>167</b>	<b>175</b>	<b>153</b>	<b>162</b>	<b>168</b>	<b>145</b>	<b>135</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1105</b>	<b>7</b>

Orders Closed	163	171	150	157	165	140	128							<b>1074</b>
---------------	-----	-----	-----	-----	-----	-----	-----	--	--	--	--	--	--	-------------

<b>TOTAL</b>	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	YTD
Orders Entered	299	312	288	302	305	282	269	0	0	0	0	0	2057
Orders Closed	290	303	281	293	298	272	258	0	0	0	0	0	1995



## Planning Board Report – Feb. 2022

The regular meeting of the Planning Board was held on Feb 3rd at 6:00pm in the Municipal Building. A quorum was present. Chairman Lippert called the meeting to order. The usual reports were given.

There was only one item on the agenda. The Council has asked the Planning Board to study and make recommendations for the Town's sign ordinance. Assistant Zoning Administrator McCollum explained that parts of our ordinance are now unenforceable due to rulings by The Supreme Court regarding signs as free speech. The Board was asked to study the ordinance with this new information in mind and be prepared to propose changes at the March Meeting.



## Board of Adjustment Report Feb 2022

The River Bend Board of Adjustment met Feb. 3<sup>rd</sup> at 5:45 in the Community Building. Present were Chairman Ackiss and members Weisser and Forrest. Member Leonard participated remotely.

The only order of business was the approval of the minutes of the January 4<sup>th</sup> meeting. A motion was made and seconded. The motion passed. The meeting was adjourned.

## **CERT**

CERT met on January 26, 2022 with six members and the liaison present. It was decided that future CERT meetings will be focused on training. Also, Mary Holihan will check with other CERTs around the state to see what activities or training events they have had.

The next CERT meeting is scheduled for Wednesday, February 23, 2022. It will be held in the Large Conference Room in the Municipal Building and start at 7:00 pm. Check the Town web pages for updates. Anyone interested in joining CERT should contact Mary Holihan.

## **COMMUNITY WATCH**

Community Watch reported 1159 patrol hours for 2021. The next Community Watch meeting is scheduled for February 16, 2022. It will be held in the Large Conference Room in the Municipal Building. Anyone interested in joining Community Watch should contact Egon Lippert.

February 15, 2022

## **Council Meeting – 2/17/22**

### **Parks & Recreation**

Parks and Recreation met on February 2.

The February activity is a craft workshop called Repurpose Books on Wednesday, February 23 from 1-4 pm. It's amazing what can be created from an old, no-longer wanted book. St Patrick's Day bingo will be offered on March 17, 2022 from 1-4 PM. If you are interested please contact Gloria Kelly to sign up. She can be reached at 252-876-3267 or [gloriakelly@gmail.com](mailto:gloriakelly@gmail.com) . That information is posted on the town website and in the weekly River Bend ENews.

Plans are in process for the annual Easter Egg Hunt and Sunday in the Park. The Fourth of July celebration will return this year. If you are interested in helping with planning please contact Gloria or another member of Parks & Rec or me and I will pass your name and contact information to the board.

The next scheduled meeting is March 2 at 7pm.

Parks and Rec has two vacancies. Anyone who would like to participate in planning and presenting activities is invited to file an application.

### **Community Appearance Commission (CAC)**

The CAC is scheduled to meet on Wednesday, March 19 at 4pm.

There are two vacancies on this board. This is an active board. They are working on plans for some significant updates to town owned locations. If you would like to be a part of the process, come to a meeting and file an application to join.

### **River Bend Community Organic Garden (RBCOG)**

The regular meeting was held on February 7.

The bees are active. A package of queen and workers has been ordered for the other hive and will arrive in the spring. New beekeeper Denise Kelly has been taking a beekeeping class.

The Green Team had 2 productive sessions.

Root knot resistant seeds arrived and were delivered to a nurseryman who will be starting them.

Volunteer Jackie was thanked for cleaning and organizing the greenhouse and shed.

The next meeting is scheduled for March 7 at 1:30 pm.

### **Red Caboose Library (RCL)**

The board met on February 3.

The agenda consisted of routine business.

Council members recently received a report from the library board. They hoped you found it informative and plan to make it an annual report. They request your feedback with suggestions for any additional information so they can incorporate changes into the next report.

The next board meeting is scheduled for Thursday, March 3 at 2 pm.

All meetings are open to the public and anyone is welcome to attend.

# Town of River Bend



## Monthly Financial Report

Printed 2/14/2022

*This monthly report is provided as an oversight/management tool for the Town Council of the Town of River Bend. For ease of reporting, and in order to be consistent with the categories used in the annual budget process, this report summarizes the revenue and expenses in each of the three operational areas of the Town. Anyone interested in more detail, or further explanation of the contents of this report, is encouraged to contact Finance Officer Irving J. "Bud" Van Slyke, Jr. or Finance Director Mandy Gilbert.*

## Notes

The cash balances shown on page one are the amount of cash in each specific accounting fund. These funds are deposited in separate investment accounts. Pooled cash accounts used for operating funds but accounted for, in our internal systems, as individual accounts. Interest attributable to each account is allocated based upon the total rate of return of the account(s).

The FY Budget columns represents the original and current budget. As the fiscal year goes on and unforeseen expenses or revenues occur, we need to adjust the budget. The Council does this by formal amendment during a Council meeting. \*Asterisked lines represent those budget items that have been amended since adoption.

The acronym CIF used in this report is our Capital Improvement Fund(s) for water and wastewater. These funds are, by resolution of the Town Council, reserved for expenses related to expansion of these systems, or retirement of debt. The Water CIF receives revenue in the form of annual Hydrant Fee payments.

Because this is an annual budget, it is important to note that many lines shown in this report will vary, some significantly, from month to month, and in different times of the year. In many instances, capital payments for current fiscal year projects are made early in the fiscal year and the majority of our ad valorem tax receipts occur in the middle of the fiscal year. This is another reason to maintain an adequate fund balance.

### Town of River Bend Financial Dashboard



Visit our web site <http://www.riverbendnc.org/finance.html> to view the Financial Dashboard. These dashboards are designed to give the user a quick overview of the status of revenues and expenditures in each of the Town's three major funds as reported in the Monthly Financial Report.

Town of River Bend  
Financial Report  
Fiscal Year 2021 - 2022



Fund Cash Balances

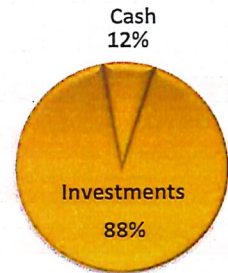
Cash Balances	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1 General Fund*	913,105	855,125	844,477	841,523	784,745	1,126,891	1,173,850					
2 Powell Bill	0	0	39,273	39,273	0	0	0					
3 NCORR Recovery Grant	98,653	98,654	98,654	98,655	98,656	98,657	98,658					
4 CDBG OPR Development*	-1,005	-1,443	-1,443	-1,443	-1,443	-1,443	-1,443					
5 General Capital Reserve	93,607	93,607	93,608	93,609	93,610	93,610	93,611					
6 ARPA Grant Fund*	482,189	481,818	482,197	482,201	482,205	482,209	482,213					
7 Law Enforcement Separation Allowance*	22,864	22,258	21,954	21,955	21,955	21,955	21,955					
8 Water Fund*	788,994	829,337	832,977	827,379	817,133	823,927	829,474					
9 Water Capital Reserve Fund (CIF)	244,698	244,700	244,702	244,704	244,706	244,708	244,710					
10 Sewer Fund*	1,089,186	1,134,578	1,142,734	1,142,372	1,135,389	1,151,184	1,162,468					
11 Sewer Capital Reserve Fund (CIF)	11,248	11,248	11,248	11,248	11,248	11,248	11,248					
<b>Total Cash and Investments</b>	<b>3,743,539</b>	<b>3,769,882</b>	<b>3,810,382</b>	<b>3,801,476</b>	<b>3,688,203</b>	<b>4,052,947</b>	<b>4,116,745</b>					
<b>Truist Cash Accounts</b>	<b>751,136</b>	<b>295,260</b>	<b>335,732</b>	<b>326,785</b>	<b>313,246</b>	<b>677,961</b>	<b>498,729</b>					

\*These operating funds have equity in the Truist pooled accounts.

In order to obtain more favorable interest rates, the Town deposits funds in the North Carolina Capital Management Trust. We move funds between our cash accounts and these investment accounts to accommodate cash flow for our payables and as revenues are received in order to maintain an adequate amount of cash for operational needs while attempting to minimize bank fees and maximize interest revenue. Based upon historical cash flow and current encumbrances, our staff anticipates the level of cash needed to meet our obligations without having to make an inordinate number of transfers between accounts.

On the table above, the term cash includes those funds we hold in accounts in our designated banking institution (currently Truist). We have two accounts with Truist, a Money Market account that pays a competitive rate of interest, and an operating (checking) account from and to which we make all regular payments and deposits.

The table below shows the balances of each fund account we have in NCCMT at the end of the month. The chart to the right shows how our funds are apportioned between operating cash and investments.



Investments in NCCMT	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1 General Fund	843,038	763,045	763,051	763,058	663,064	663,069	906,076					
2 Powell Bill	0	0	-	-	-	-	-					
3 NCORR Recovery Grant	98,653	98,654	98,654	98,655	98,656	98,657	98,658					
4 Capital Reserve (General Fund)	93,607	93,607	93,608	93,609	93,610	93,610	93,611					
5 ARPA Grant Fund	0	482,193	482,197	482,201	482,205	482,209	482,213					
6 Law Enforcement Separation Allowance	21,954	21,955	21,955	21,955	21,955	21,955	21,956					
7 Water Fund	687,487	727,493	727,499	727,517	727,761	727,767	727,773					
8 Water Capital Reserve Fund (CIF)	244,698	244,700	244,702	244,704	244,706	244,708	244,710					
9 Sewer Fund	991,719	1,031,727	1,031,736	1,031,745	1,031,753	1,031,762	1,031,771					
10 Sewer Capital Reserve Fund (CIF)	11,248	11,248	11,248	11,248	11,248	11,248	11,248					
<b>Total Investments</b>	<b>2,992,403</b>	<b>3,474,621</b>	<b>3,474,650</b>	<b>3,474,692</b>	<b>3,374,957</b>	<b>3,374,986</b>	<b>3,618,016</b>					

Town of River Bend  
Financial Report  
Fiscal Year 2021 - 2022



General Fund

Revenue	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	Original	Current													Total	% Budget
1 Ad Valorem Taxes	711,163	711,163	0	548	4,778	78,517	38,429	364,792	100,646						587,708.82	82.6%
2 Ad Valorem Taxes - Vehicle	85,800	85,800	298	290	16,765	7,284	0	13,870	7,601						46,108.34	53.7%
3 Animal Licenses	2,000	2,000	290	90	40	60	10	30	430						950.00	47.5%
4 Local Gov't Sales Tax	322,043	322,043	31,600	33,711	34,881	28,922	30,514	32,695	31,171						223,494.56	69.4%
5 Hold Harmless Distribution	86,068	86,068	7,835	7,867	9,369	9,988	8,784	8,336	8,481						60,660.36	70.5%
6 Solid Waste Disposal Tax	2,200	2,200	0	550	0	0	558	0	0						1,108.15	50.4%
7 Powell Bill Fund Appropriation	0	0	0	0	0	0	0	0	0						-	0
8 Powell Bill Allocation*	76,800	92,539	0	0	39,273	0	0	53,266	0						92,539.17	100.0%
9 Beer & Wine Tax	13,225	13,225	0	0	0	0	0	0	0						-	0.0%
10 Video Programming Tax	53,600	53,600	0	0	12,996	0	0	12,828	0						25,823.25	48.2%
11 Utilities Franchise Tax	111,000	111,000	0	0	22,084	0	0	28,888	0						50,972.37	45.9%
12 Telecommunications Tax	9,900	9,900	0	0	2,051	0	0	2,274	0						4,324.47	43.7%
13 Court Cost Fees	500	500	18	14	23	27	0	14	23						117.00	23.4%
14 Zoning Permits	5,000	5,000	752	607	653	710	1,990	424	352						5,487.60	109.8%
15 State Grants	0	0	0	0	0	0	0	0	0						-	0.0%
16 Cares Act CRF Assistance	0	0	948	0	0	0	0	0	0						947.72	#DIV/0!
17 Federal Disaster Assistance*	0	35,434	0	0	0	0	35,434	0	0						35,433.74	100.0%
18 State Disaster Assistance	0	0	0	0	0	0	0	0	0						-	0.0%
19 Recovery Grant NCORR-FLDG-004	76,445	76,445	0	0	0	0	0	0	0						-	0.0%
20 Miscellaneous	10,000	10,000	670	836	781	323	1,293	535	2,117						6,554.50	65.5%
21 Insurance Settlements	0	0	0	0	0	0	0	0	0						-	0.0%
22 Interest - Recovery Grant NCORR-FLD	30	30	1	1	1	1	1	1	1						5.82	19.4%
23 Interest - Powell Bill	50	50	0	0	0	0	0	0	0						0.59	1.2%
24 Interest - Investments	500	500	8	7	7	7	6	7	9						50.98	10.2%
25 Contributions	421	421	0	0	0	0	0	0	0						-	0.0%
26 Wildwood Storage Rents	18,144	18,144	1,585	1,615	1,601	1,607	1,575	1,611	1,605						11,200.05	61.7%
27 Rents & Concessions	18,000	18,000	1,595	1,620	1,540	1,760	1,640	1,560	1,580						11,295.00	62.8%
28 Sale of Capital Assets*	0	31,008	31,008	0	0	0	0	0	0						31,008.00	100.0%
29 Sales Tax Refund Revenue	0	0	0	0	0	0	0	0	0						-	0.0%
30 Trans. from Capital Reserve*	43,850	65,342	43,850	0	0	0	0	0	0						43,850.00	67.1%
31 Trans. from L.E.S.A. Fund	0	0	0	0	0	0	0	0	0						-	0.0%
32 Appropriated Fund Balance*	244,602	291,272	0	0	0	0	0	0	0						-	0.0%
<b>Total</b>	<b>1,891,341</b>	<b>2,041,684</b>	<b>120,458</b>	<b>47,755</b>	<b>146,841</b>	<b>129,206</b>	<b>120,234</b>	<b>521,131</b>	<b>154,015</b>						<b>1,239,640.49</b>	<b>60.7%</b>

\*Astericked lines represent those budget items that have been amended since Original Budget adoption.  
#DIV/0! indicates revenue was received, but not budgeted for this line item.

Town of River Bend  
Financial Report  
Fiscal Year 2021 - 2022



General Fund

Expenditures	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date		
	Original	Current													Total	% Exp	
	1 Governing Body	32,000													32,000	6,666	2,245
2 Administration*	262,000	271,575	37,436	15,120	21,229	15,674	23,399	43,219	15,565							171,643	63.2%
3 Finance*	129,000	192,018	16,568	8,048	8,457	61,280	13,167	18,189	7,477							133,186	69.4%
4 Tax Listing	11,200	11,200	298	296	299	785	384	3,373	2,068							7,504	67.0%
5 Legal Services	24,000	24,000	1,947	1,870	963	650	1,513	3,850	1,378							12,168	50.7%
6 Elections	3,500	3,500	0	0	0	0	0	0	0							0	0.0%
7 Public Buildings*	107,000	124,439	17,825	15,578	10,267	4,623	10,058	9,264	1,046							68,660	55.2%
8 Police*	551,500	617,944	50,600	39,198	34,067	36,758	56,581	46,220	39,715							303,140	49.1%
9 Emergency Management	4,000	4,000	899	15	1,954	15	15	15	15							2,927	73.2%
10 Animal Control*	11,000	11,056	646	220	183	242	356	335	141							2,123	19.2%
11 Street Maintenance*	191,000	181,141	6,806	470	622	105,108	890	613	436							114,946	63.5%
12 Public Works*	161,000	161,197	11,657	9,468	10,359	9,441	11,643	7,414	6,390							66,373	41.2%
13 Leaf & Limb, Solid Waste	44,000	44,000	3,332	800	270	245	9,489	1,789	259							16,182	36.8%
14 Stormwater Management*	42,000	42,084	969	282	297	272	680	357	211							3,069	7.3%
15 Waterways & Wetlands	3,000	3,000	0	0	0	0	0	0	93							93	3.1%
16 Planning & Zoning*	50,000	50,563	4,934	4,096	3,424	2,069	5,655	3,906	3,164							27,249	53.9%
17 Recovery Grant* NCDRR-FLDG-004	76,475	77,602	10,250	7,309	7,469	7,254	10,319	8,487	7,172							58,260	75.1%
18 Recreation & Special Events	7,500	7,500	0	0	750	222	384	45	0							1,401	18.7%
19 Parks*	43,000	44,699	2,452	1,128	4,126	992	8,322	2,391	470							19,882	44.5%
20 Transfers	120,500	120,500	120,500	0	0	0	0	0	0							120,500	100.0%
21 Contingency	17,666	17,666	0	0	0	0	0	0	0							0	0.0%
<b>Total</b>	<b>1,891,341</b>	<b>2,041,684</b>	<b>293,784</b>	<b>106,143</b>	<b>108,868</b>	<b>245,102</b>	<b>152,385</b>	<b>154,426</b>	<b>84,911</b>							<b>1,145,619</b>	<b>56.1%</b>

Capital / Debt (included above)	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date		
	Original	Current													Total	% Exp	
	1 Capital Outlay*	168,403													262,628	9,934	0
2 Debt Service - Principle	0	0	0	0	0	0	0	0	0							-	0.0%
3 Debt Service - Interest	0	0	0	0	0	0	0	0	0							-	0.0%

\*Astericked lines represent those budget departments that have been amended since Original Budget adoption.





**Water Fund**

Revenue	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	Original	Current														
1 Base Charge	231,472	231,472	39,081	379	39,537	316	39,670	425	39,627						159,035	68.7%
2 Consumption	224,454	224,454	43,431	378	40,075	-105	35,357	253	33,495						152,885	68.1%
3 Other, incl. transfers	19,864	19,864	6	4,856	236	3,517	1,471	3,279	1,256						14,622	73.6%
4 Hydrant Fee	20,496	20,496	20,679	0	0	0	-226	0	0						20,453	99.8%
5 Appropriated Fund Bal.*	89,214	177,259	0	0	0	0	0	0	0						0	0.0%
<b>Total</b>	<b>585,500</b>	<b>673,545</b>	<b>103,197</b>	<b>5,614</b>	<b>79,848</b>	<b>3,729</b>	<b>76,272</b>	<b>3,957</b>	<b>74,378</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>346,994</b>	<b>51.5%</b>

Expenses	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	Original	Current														
1 Admin & Finance*	469,000	515,645	39,286	19,271	21,119	55,896	35,342	38,123	19,370						228,407	44.3%
2 Supply & Treatment	65,000	65,000	2,025	1,340	7,888	1,316	4,837	2,964	2,814						23,185	35.7%
3 Distribution*	48,000	89,400	28,781	177	501	1,624	48	876	108						32,115	35.9%
4 Transfers / Contingency	3,500	3,500	0	0	0	0	0	0	0						0	0.0%
<b>Total</b>	<b>585,500</b>	<b>673,545</b>	<b>70,092</b>	<b>20,788</b>	<b>29,507</b>	<b>58,836</b>	<b>40,228</b>	<b>41,963</b>	<b>22,292</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>283,707</b>	<b>42.1%</b>

Capital (included above)	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	Original	Current														
1 Capital Outlay*	25,000	63,793	0	0	0	31,140	0	3,825	0						34,965	54.8%

Cash Balances		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1 Water Fund		788,994	829,337	832,977	827,379	817,133	823,927	829,474					
2 Water Capital Reserve Fund (CIF)		244,698	244,700	244,702	244,704	244,706	244,708	244,710					

Water Produced	FY20-21	Limit	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date
			1 Total Gallons			8,137,000	7,606,000	7,555,000	7,523,000	7,628,000	8,076,000	8,684,000			
2 Average daily gallons		925,000*	262,484	245,355	251,833	242,677	254,267	260,516	280,129						256,752

\* This is the permitted daily limit.



**Sewer Fund**

**Revenue**

	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date		
	Original	Current															
1 Base Charge	294,652	294,652	48,543	585	48,479	495	48,540	655	48,455							195,753	66.4%
2 Consumption	313,234	313,234	59,209	50	54,495	309	50,156	193	47,163							211,574	67.5%
3 Other, incl. transfers	11,070	11,070	8	1,321	8	1,449	9	1,541	1,259							5,595	50.5%
4 Appropriated Fund Bal.*	40,544	114,627	0	0	0	0	0	0	0							0	0.0%
<b>Total</b>	<b>659,500</b>	<b>733,583</b>	<b>107,760</b>	<b>1,956</b>	<b>102,983</b>	<b>2,253</b>	<b>98,705</b>	<b>2,389</b>	<b>96,878</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>412,922</b>	<b>56.3%</b>

**Expenses**

	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date		
	Original	Current															
1 Admin & Finance*	463,000	509,483	40,549	20,284	21,974	56,685	35,668	41,009	20,395							236,565	46.4%
2 Collection*	82,000	109,600	4,755	1,487	1,769	1,291	986	905	725							11,918	10.9%
3 Treatment	111,000	111,000	5,742	5,155	9,900	6,320	6,199	2,352	9,955							45,623	41.1%
4 Transfers / Contingency	3,500	3,500	0	0	0	0	0	0	0							0	0.0%
<b>Total</b>	<b>659,500</b>	<b>733,583</b>	<b>51,047</b>	<b>26,926</b>	<b>33,643</b>	<b>64,296</b>	<b>42,852</b>	<b>44,267</b>	<b>31,075</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>294,106</b>	<b>40.1%</b>

**Capital**

(included above)

	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date		
	Original	Current															
1 Capital Outlay*	55,000	93,793	0	0	0	31,140	0	3,825	0							34,965	37.3%

**Cash Balances**

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1 Sewer Fund	1,089,186	1,134,578	1,142,734	1,142,372	1,135,389	1,151,184	1,162,468					
2 Sewer Capital Reserve Fund (CIF)	11,248	11,248	11,248	11,248	11,248	11,248	11,248					

**Wastewater Treated**

	Limit	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date
		1 Total Gallons		3,212,000	4,152,000	2,770,000	2,957,000	3,387,000	3,232,000	3,488,000				
2 Average daily gallons	330,000*	103,613	133,935	92,333	95,387	112,900	104,258	112,516						107,849

\* This is the permitted daily limit.

**DRAFT VERSION II- with changes incorporated**

**CHAPTER 3.05: BOARDS AND COMMISSIONS**

***Parks and Recreation Advisory Board***

**DRAFT DOUCMENT KEY**

- 3.05.001 Establishment **Yellow**= Changes as discussed at work session
- 3.05.002 Purpose **Grey** = New language in lieu of elimination
- 3.05.003 Powers and duties of all agenda requirements language
- 3.05.004 Composition and terms of office *Italics* = New language from attorney
- 3.05.005 Organization and procedures

***Waterways/Environmental Advisory Board***

- 3.05.015 Establishment
- 3.05.016 Purpose
- 3.05.017 Powers and duties
- 3.05.018 Composition and terms of office
- 3.05.019 Organization and procedures

***Planning Board***

- 3.05.035 Establishment
- 3.05.036 Purpose
- 3.05.037 Powers and duties
- 3.05.038 Composition and terms of office
- 3.05.039 Organization and procedures

***Community Appearance Commission***

- 3.05.055 Establishment
- 3.05.056 Purpose
- 3.05.057 Powers and duties
- 3.05.058 Composition and terms of office
- 3.05.059 Organization and procedures

***Appointments***

**4.05.001**

***Advisory Board Liaison***

**5.05.001**

## **PARKS AND RECREATION ADVISORY BOARD**

### **§ 3.05.001 ESTABLISHMENT.**

A Parks and Recreation Advisory Board (the Board) is hereby created and established.

### **§ 3.05.002 PURPOSE.**

The purpose of the Board is to advise the Town Council (Council) and Manager on parks and recreation issues to include, but not be limited to, town parks and recreation areas, safety matters in town parks and recreation areas, and recreational activities in town parks and recreation areas. The Board shall work on other issues assigned by the Council or Manager

### **§ 3.05.003 POWERS AND DUTIES.**

The Board shall report to the Town Council and shall have the following powers and duties:

- (A) At the direction of the Council and/or Manager, conduct studies and make recommendations on matters relating to parks and recreation issues.
- (B) At their request, assist the Council and/or Manager in the resolution of complaints and concerns registered by the town's citizens, governmental agencies, or other entities.
- (C) All Board reports, recommendations, or requests for actions shall be coordinated, when appropriate, with other town boards working through the Manager and Council.
- (D) Because the Board is advisory in purpose, no Board member shall make, or have the authority to make, any contractual or financial obligations or arrangements on behalf of, or for, the town.
- (E) The Board, at its discretion and operating within its budget, may organize and administer Council and/or Manager approved parks and recreational activities and events to serve the residents of River Bend. The Board may be asked to organize special events or activities by the Council and/or Manager.
- (F) By April 1<sup>st</sup> of each year, on a form provided by the town, the Board shall prepare and submit to the Town Manager a written Annual Report. The report shall be forwarded to the Town Council.

### **§ 3.05.004 COMPOSITION AND TERMS OF OFFICE.**

- (A) There shall be seven (7) members of the Board, to be appointed by the Council for 2-year staggered terms. All members shall serve without compensation. The terms of office shall commence on July 1 and end on June 30, 2 years later, unless appointed to fill a vacancy, in which the term would begin immediately and end when the term was scheduled to end.
- (B) All members shall be residents of the town.
- (C) The Council may remove a Board member only by vote in an open meeting. A Board member who misses 3 consecutive meetings without being excused by the Board shall be considered to have resigned membership in the Board. The vacancy shall be filled as soon as practicable by the Council.

**§ 3.05.005 ORGANIZATION AND PROCEDURES.**

- (A) At the first regular meeting each year following June 30, the Board shall elect a Chair, Vice Chair and a Secretary. The Secretary need not be a member of the Board. The name and contact information for each officer shall be immediately forwarded to the Town Clerk. Any subsequent change in officers shall also be forwarded to the Town Clerk.
- (B) The Board shall set a date (Ex: 2<sup>nd</sup> Thursday of each month), time and place to conduct its regular meeting. The schedule of regular meetings for the Board shall be maintained in the Office of Town Clerk.
- (C) The Board shall hold a minimum of 4 scheduled meetings per year. Special meetings may be called by Chair, the Manager, or 2 members of the Board. All meetings of the Board shall be conducted in a public, accessible place. All meetings shall be open to the public, shall be conducted under the rules of order established by Council, and shall be in accordance with state laws, in particular, the Open Meetings Law. A written agenda shall be prepared and distributed to all Board members and the Liaison at least 48 hours prior to all meetings. Copies of the agenda shall be available to the public at all meetings. A written record of minutes of each meeting shall be kept by the Secretary or, in their absence, a designated person and shall include information on attendance, findings, recommendations, and actions taken by the Board. A draft copy of the minutes shall be provided to the Town Clerk within 5 business days of the meeting. At the next regular meeting of the Board, the draft minutes shall be presented to the Board for official acceptance. Within 5 days of adoption by the Board, a signed copy of the minutes shall be provided to the Town Clerk for retention. In accordance with applicable law, minutes of Board meetings are public record. Board minutes shall be posted on the Town's web page in a manner consistent with the process of posting Town Council minutes.
- (D) A quorum, comprised of more than half the current membership, shall be present at the meeting to take any official action required or authorized by this subchapter. Only appointed Board members are eligible to vote. The Chair is eligible to vote on all matters.
- (E) The Board may adopt by-laws, rules, and other procedures not inconsistent with the town's ordinances and laws of North Carolina, with approval by the Town Manager.
- (F) Pursuant to G.S. § 160D-109, members of appointed boards providing advice to the Town Council shall not vote on recommendations regarding any zoning map or text amendment where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member.
- (G) Any official recommendation, arising out of the Board, shall be submitted in writing to the Town Council through the Board's liaison or the Town Manager.

## ENVIRONMENT AND WATERWAYS ADVISORY BOARD

### § 3.05.015 ESTABLISHMENT.

An Environment and Waterways Advisory Board (the Board) is hereby created and established.

### § 3.05.016 PURPOSE.

The purpose of the Board is to advise the Town Council (Council) and Manager on environmental and waterways issues and to provide recommendations on waterways and environmental issues or concerns relating to use, preservation, conservation and protection of such resources within the town. The Board shall work on other issues assigned by the Council or Manager.

### § 3.05.017 POWERS AND DUTIES.

The Board shall report to the Town Council and shall have the following powers and duties:

- (A) At the direction of the Council and/or Manager, conduct studies and make recommendations on matters relating to environmental and waterway issues.
- (B) At their request, assist the Council and/or Manager in the resolution of complaints and concerns registered by the town's citizens, governmental agencies, or other entities.
- (C) All Board reports, recommendations, or requests for actions shall be coordinated, when appropriate, with other town boards working through the Manager and Council.
- (D) Because the Board is advisory in purpose, no Board member shall make, or have the authority to make, any contractual or financial obligations or arrangements on behalf of, or for, the town.
- (E) The Board, at its discretion and operating within its budget, may organize and administer Council and/or Manager approved projects related to environmental and waterway activities and events to serve the residents of River Bend. The Board may be asked to organize special events or activities by the Council and/or Manager.
- (F) By April 1<sup>st</sup> of each year, on a form provided by the town, the Board shall prepare and submit to the Town Manager a written Annual Report. The report shall be forwarded to the Town Council.
- (G) To engage in activities to further public education and understanding of the importance of waterways and the environment to the community, and voluntary means by which these resources may be protected.

### § 3.05.018 COMPOSITION AND TERMS OF OFFICE.

- (A) There shall be seven (7) members of the Board, to be appointed by the Council for 2-year staggered terms. All members shall serve without compensation. The terms of office shall commence on July 1 and end on June 30, 2 years later, unless appointed to fill a vacancy, in which the term would begin immediately and end when the term was scheduled to end.
- (B) All members shall be residents of the town.
- (C) The Council may remove a Board member only by vote in an open meeting. A Board member who misses 3 consecutive meetings without being excused by the Board shall be considered to have resigned membership in the Board. The vacancy shall be filled as soon as practicable by the Council.

**§ 3.05.019 ORGANIZATION AND PROCEDURES.**

- (A) At the first regular meeting each year following June 30, the Board shall elect a Chair, Vice Chair and a Secretary. The Secretary need not be a member of the Board. The name and contact information for each officer shall be immediately forwarded to the Town Clerk. Any subsequent change in officers shall also be forwarded to the Town Clerk.
- (B) The Board shall set a date (Ex: 2<sup>nd</sup> Thursday of each month), time and place to conduct its regular meeting. The schedule of regular meetings for the Board shall be maintained in the Office of Town Clerk.
- (C) The Board shall hold a minimum of 4 scheduled meetings per year. Special meetings may be called by Chair, the Manager, or 2 members of the Board. All meetings of the Board shall be conducted in a public, accessible place. All meetings shall be open to the public, shall be conducted under the rules of order established by Council, and shall be in accordance with state laws, in particular, the Open Meetings Law. A written agenda shall be prepared and distributed to all Board members and the Liaison at least 48 hours prior to all meetings. Copies of the agenda shall be available to the public at all meetings. A written record of minutes of each meeting shall be kept by the Secretary or, in their absence, a designated person and shall include information on attendance, findings, recommendations, and actions taken by the Board. A draft copy of the minutes shall be provided to the Town Clerk within 5 business days of the meeting. At the next regular meeting of the Board, the draft minutes shall be presented to the Board for official acceptance. Within 5 days of adoption by the Board, a signed copy of the minutes shall be provided to the Town Clerk for retention. In accordance with applicable law, minutes of Board meetings are public record. Board minutes shall be posted on the Town's web page in a manner consistent with the process of posting Town Council minutes.
- (D) A quorum, comprised of more than half the current membership, shall be present at the meeting to take any official action required or authorized by this subchapter. Only appointed Board members are eligible to vote. The Chair is eligible to vote on all matters.
- (E) The Board may adopt by-laws, rules, and other procedures not inconsistent with the town's ordinances and laws of North Carolina, with approval by the Town Manager.
- (F) Pursuant to G.S. § 160D-109, members of appointed boards providing advice to the Town Council shall not vote on recommendations regarding any zoning map or text amendment where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member.
- (G) Any official recommendation, arising out of the Board, shall be submitted in writing to the Town Council through the Board's liaison or the Town Manager.

## PLANNING BOARD

### § 3.05.035 ESTABLISHMENT.

A Planning Board (the Board) is hereby created and established.

### § 3.05.036 PURPOSE.

The purpose of the Board is to advise the Town Council (Council) and Manager on planning and zoning issues to include, but not be limited to, establishment or revision of districts, regulation and restriction of the erection, construction, reconstruction, alteration, repair or use of buildings, structures or land in accordance with G.S. § 160D-109. The Board shall work on other issues assigned by the Council or Manager.

### § 3.05.037 POWERS AND DUTIES.

Pursuant to G.S. § 160D-109, the Board shall report to the Town Council and shall have the following powers and duties:

- (A) At the direction of the Council and/or Manager, conduct studies and make recommendations on matters relating to planning and zoning issues.
- (B) At their request, assist the Council and/or Manager in the resolution of complaints and concerns registered by the town's citizens, governmental agencies, or other entities.
- (C) All Board reports, recommendations, or requests for actions shall be coordinated, when appropriate, with other town boards working through the Manager and Council.
- (D) Because the Board is advisory in purpose, no Board member shall make, or have the authority to make, any contractual or financial obligations or arrangements on behalf of, or for, the town.
- (E) By April 1<sup>st</sup> of each year, on a form provided by the town, the Board shall prepare and submit to the Town Manager a written Annual Report. The report shall be forwarded to the Town Council.

### § 3.05.038 COMPOSITION AND TERMS OF OFFICE.

- (A) There shall be seven (7) members of the Board, six (6) being appointed by the Council for 2-year staggered terms. The seventh member shall be a citizen living in the town's extraterritorial jurisdiction (ETJ) and shall be appointed by the Craven County Commissioners in accordance with G.S. § 160D-109. All members shall serve without compensation. The terms of office shall commence on July 1 and end on June 30, 2 years later, unless appointed to fill a vacancy, in which the term would begin immediately and end when the term was scheduled to end.
- (B) All town-appointed members shall be residents of the town.



- (C) The Council may remove a town-appointed Board member only by vote in an open meeting. A Board member who misses 3 consecutive meetings without being excused by the Board shall be considered to have resigned membership in the Board. The vacancy shall be filled by the Council as soon as practicable.
- (D) Only the Craven County Commissioners have the authority to remove the ETJ member from the Board. Any ETJ vacancy shall be filled by the Commissioners.
- (E) All members of the Board shall have equal rights, privileges and duties with regards to all matters within the town's planning and zoning jurisdiction.

**§ 3.05.039 ORGANIZATION AND PROCEDURES.**

- (A) At the first regular meeting each year following June 30, the Board shall elect a Chair, Vice Chair and a Secretary. The Secretary need not be a member of the Board. The name and contact information for each officer shall be immediately forwarded to the Town Clerk. Any subsequent change in officers shall also be forwarded to the Town Clerk.
- (B) The Board shall set a date (Ex: 2<sup>nd</sup> Thursday of each month), time and place to conduct its regular meeting. The schedule of regular meetings for the Board shall be maintained in the Office of Town Clerk.
- (C) The Board shall hold a minimum of 4 scheduled meetings per year. Special meetings may be called by Chair, the Manager, or 2 members of the Board. All meetings of the Board shall be conducted in a public, accessible place. All meetings shall be open to the public, shall be conducted under the rules of order established by Council, and shall be in accordance with state laws, in particular, the Open Meetings Law. A written agenda shall be prepared and distributed to all Board members and the Liaison at least 48 hours prior to all meetings. Copies of the agenda shall be available to the public at all meetings. A written record of minutes of each meeting shall be kept by the Secretary or, in their absence, a designated person and shall include information on attendance, findings, recommendations, and actions taken by the Board. A draft copy of the minutes shall be provided to the Town Clerk within 5 business days of the meeting. At the next regular meeting of the Board, the draft minutes shall be presented to the Board for official acceptance. Within 5 days of adoption by the Board, a signed copy of the minutes shall be provided to the Town Clerk for retention. In accordance with applicable law, minutes of Board meetings are public record. Board minutes shall be posted on the Town's web page in a manner consistent with the process of posting Town Council minutes.
- (D) A quorum, comprised of more than half the current membership, shall be present at the meeting to take any official action required or authorized by this subchapter. Only appointed Board members are eligible to vote. The Chair is eligible to vote on all matters.
- (E) The Board may adopt by-laws, rules, and other procedures not inconsistent with the town's ordinances and laws of North Carolina, with approval by the Town Manager.
- (F) Pursuant to G.S. § 160D-109, members of appointed boards providing advice to the Town Council shall not vote on recommendations regarding any zoning map or text amendment

where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member.

- (G) Any official recommendation, arising out of the Board, shall be submitted in writing to the Town Council through the Board's liaison or the Town Manager.

## **COMMUNITY APPEARANCE COMMISSION**

### **§ 3.05.055 ESTABLISHMENT.**

A Community Appearance Commission (herein after, the Board) is hereby created and established.

### **§ 3.05.056 PURPOSE.**

The purpose of the Board is to advise the Town Council (Council) and Manager on community appearance issues to include, but not be limited to, enhancing the appearance of the town, making recommendations for planting of trees, shrubs or other planting materials on town owned property including town right-of-ways, and any other matter that affects the overall appearance of the town. The Board shall work on other issues assigned by the Council or Manager.

### **§ 3.05.057 POWERS AND DUTIES.**

The Board shall report to the Town Council and shall have the following powers and duties:

- (A) At the direction of the Council and/or Manager, conduct studies and make recommendations on matters relating to community appearance issues.
- (B) At the request of the Council and Manager, assist in the resolution of complaints and concerns registered by the town's citizens, governmental agencies, or other entities.
- (C) All Board reports, recommendations, or requests for actions shall be coordinated, when appropriate, with other town boards working through the Manager and Council.
- (D) Because the Board is advisory in purpose, no Board member shall make, or have the authority to make, any contractual or financial obligations or arrangements on behalf of, or for, the town.
- (E) The Board, at its discretion and operating within its budget, may organize and implement Council and/or Manager approved projects related to community appearance. The Board may be asked to conduct special projects or activities by the Council and/or Manager.
- (F) By April 1<sup>st</sup> of each year, on a form provided by the town, the Board shall prepare and submit to the Town Manager a written Annual Report. The report shall be forwarded to the Town Council.

**§ 3.05.038 COMPOSITION AND TERMS OF OFFICE.**

- (A) There shall be seven (7) members of the Board, to be appointed by the Council for 2-year staggered terms. All members shall serve without compensation. The terms of office shall commence on July 1 and end on June 30, 2 years later, unless appointed to fill a vacancy, in which the term would begin immediately and end when the term was scheduled to end.
- (B) All members shall be residents of the town.
- (C) The Council may remove a Board member only by vote in an open meeting. A Board member who misses 3 consecutive meetings without being excused by the Board shall be considered to have resigned membership in the Board. The vacancy shall be filled as soon as practicable by the Council.

**§ 3.05.059 ORGANIZATION AND PROCEDURES.**

- (A) At the first regular meeting each year following June 30, the Board shall elect a Chair, Vice Chair and a Secretary. The Secretary need not be a member of the Board. The name and contact information for each officer shall be immediately forwarded to the Town Clerk. Any subsequent change in officers shall also be forwarded to the Town Clerk.
- (B) The Board shall set a date (Ex: 2<sup>nd</sup> Thursday of each month), time and place to conduct its regular meeting. The schedule of regular meetings for the Board shall be maintained in the Office of Town Clerk.
- (C) The Board shall hold a minimum of 4 scheduled meetings per year. Special meetings may be called by Chair, the Manager, or 2 members of the Board. All meetings of the Board shall be conducted in a public, accessible place. All meetings shall be open to the public, shall be conducted under the rules of order established by Council, and shall be in accordance with state laws, in particular, the Open Meetings Law. A written agenda shall be prepared and distributed to all Board members and the Liaison at least 48 hours prior to a meetings. Copies of the agenda shall be available to the public at the meeting. A written record of minutes of each meeting shall be kept by the Secretary or, in their absentee, a designated person and shall include information on attendance, findings, recommendations, and actions taken by the Board. A draft copy of the minutes shall be provided to the Town Clerk within 5 business days of the meeting. At the next regular meeting of the Board, the draft minutes shall be presented to the Board for official acceptance. Within 5 days of adoption by the Board, a signed copy of the minutes shall be provided to the Town Clerk for retention. In accordance with applicable law, minutes of Board meetings are public record. Board minutes shall be posted on the Town's web page in a manner consistent with the process of posting Town Council minutes.
- (D) A quorum, comprised of more than half the current membership, shall be present at the meeting to take any official action required or authorized by this subchapter. Only appointed Board members are eligible to vote. The Chair is eligible to vote on all matters.
- (E) The Board may adopt by-laws, rules, and other procedures not inconsistent with the town's ordinances and laws of North Carolina, with approval by the Town Manager.

- (F) Pursuant to G.S. § 160D-109, members of appointed boards providing advice to the Town Council shall not vote on recommendations regarding any zoning map or text amendment where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member.
- (G) Any official recommendation, arising out of the Board, shall be submitted in writing to the Town Council through the Board's liaison or the Town Manager.

#### **§ 4.05.001 APPOINTMENT TO BOARD**

(A) No appointment to fill a vacancy on an Advisory Board shall be made until the vacancy has been advertised for at least 2 weeks. Applicants are encouraged to attend the Council meeting where their consideration of appointment is scheduled, whereby they will be introduced to the Council.

(B) *The Town Council may give preference to minority applicants in order to promote diversity when selecting the membership of the committee*

(C) The following application procedure shall be followed by all applicants:

(1) Any person interested in appointment to an Advisory Board shall complete and submit an Advisory Board Application.

(2) Before being considered for appointment, an applicant must have attended at least 1 meeting of the Advisory Board they request to be appointed to.

(3) All applications for appointment will be reviewed by the Advisory Board. The Advisory Board shall consider all applicants and submit a recommendation for appointment to the Town Council.

(4) The Advisory Board Liaison shall submit the appointment recommendation to the Town Council.

(D) Advisory Board members may resign at any time for any reason. All resignations must be immediately reported in writing or via email to the Town Manager by the Chair, or Liaison. Once a member's resignation becomes effective, that member may only be considered for reappointment following the procedure described herein.

#### **§ 5.05.001 ADVISORY BOARD LIAISON**

(A) To be determined at a later date by Council

# **AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE TOWN OF RIVER BEND**

BE IT ORDAINED by the Town Council of the Town of River Bend that the Town Code of Ordinances, Title III, Administration, Chapter 3.05, Board and Commissions, be amended as follows:

## **CHAPTER 3.05: BOARDS AND COMMISSIONS**

### ***Parks and Recreation Advisory Board***

- 3.05.001 Establishment
- 3.05.003 Powers and duties
- 3.05.004 Composition and terms of office
- 3.05.005 Organization and procedures

### ***Environment and Waterways Advisory Board***

- 3.05.015 Establishment
- 3.05.016 Purpose
- 3.05.017 Powers and duties
- 3.05.018 Composition and terms of office
- 3.05.019 Organization and procedures

### ***Planning Board***

- 3.05.035 Establishment
- 3.05.036 Purpose
- 3.05.037 Powers and duties
- 3.05.038 Composition and terms of office
- 3.05.039 Organization and procedures

### ***Community Appearance Commission***

- 3.05.055 Establishment
- 3.05.056 Purpose
- 3.05.057 Powers and duties

3.05.058          Composition and terms of office

3.05.059          Organization and procedures

***Public Works Advisory Board 3.05.075- 3.05.079 -deleted***

***Advisory Board Appointments***

4.05.001

***Advisory Board Liaison***

5.05.001

## **PARKS AND RECREATION ADVISORY BOARD**

### **§ 3.05.001 ESTABLISHMENT.**

A Parks and Recreation Advisory Board (the Board) is hereby created and established.

### **§ 3.05.002 PURPOSE.**

The purpose of the Board is to advise the Town Council (Council) and Manager on parks and recreation issues to include, but not be limited to, town parks and recreation areas, safety matters in town parks and recreation areas, and recreational activities in town parks and recreation areas. The Board shall work on other issues assigned by the Council or Manager

### **§ 3.05.003 POWERS AND DUTIES.**

The Board shall report to the Town Council and shall have the following powers and duties:

- (A) At the direction of the Council and/or Manager, conduct studies and make recommendations on matters relating to parks and recreation issues.
- (B) At their request, assist the Council and/or Manager in the resolution of complaints and concerns registered by the town's citizens, governmental agencies, or other entities.
- (C) All Board reports, recommendations, or requests for actions shall be coordinated, when appropriate, with other town boards working through the Manager and Council.
- (D) Because the Board is advisory in purpose, no Board member shall make, or have the authority to make, any contractual or financial obligations or arrangements on behalf of, or for, the town.
- (E) The Board, at its discretion and operating within its budget, may organize and administer Council and/or Manager approved parks and recreational activities and events to serve the residents of River Bend. The Board may be asked to organize special events or activities by the Council and/or Manager.
- (F) By April 1<sup>st</sup> of each year, on a form provided by the town, the Board shall prepare and submit to the Town Manager a written Annual Report. The report shall be forwarded to the Town Council.

**§ 3.05.004 COMPOSITION AND TERMS OF OFFICE.**

- (A) There shall be seven (7) members of the Board, to be appointed by the Council for 2-year staggered terms. All members shall serve without compensation. The terms of office shall commence on July 1 and end on June 30, 2 years later, unless appointed to fill a vacancy, in which the term would begin immediately and end when the term was scheduled to end.
- (B) All members shall be residents of the town.
- (C) The Council may remove a Board member only by vote in an open meeting. A Board member who misses 3 consecutive meetings without being excused by the Board shall be considered to have resigned membership in the Board. The vacancy shall be filled as soon as practicable by the Council.

**§ 3.05.005 ORGANIZATION AND PROCEDURES.**

- (A) At the first regular meeting each year following June 30, the Board shall elect a Chair, Vice Chair and a Secretary. The Secretary need not be a member of the Board. The name and contact information for each officer shall be immediately forwarded to the Town Clerk. Any subsequent change in officers shall also be forwarded to the Town Clerk.
- (B) The Board shall set a date (Ex: 2<sup>nd</sup> Thursday of each month), time and place to conduct its regular meeting. The schedule of regular meetings for the Board shall be maintained in the Office of Town Clerk.
- (C) The Board shall hold a minimum of 4 scheduled meetings per year. Special meetings may be called by Chair, the Manager, or 2 members of the Board. All meetings of the Board shall be conducted in a public, accessible place. All meetings shall be open to the public, shall be conducted under the rules of order established by Council, and shall be in accordance with state laws, in particular, the Open Meetings Law. A written agenda shall be prepared and distributed to all Board members and the Liaison at least 48 hours prior to all meetings. Copies of the agenda shall be available to the public at all meetings. A written record of minutes of each meeting shall be kept by the Secretary or, in their absence, a designated person and shall include information on attendance, findings, recommendations, and actions taken by the Board. A draft copy of the minutes shall be provided to the Town Clerk within 5 business days of the meeting. At the next regular meeting of the Board, the draft minutes shall be presented to the Board for official acceptance. Within 5 days of adoption by the Board, a signed copy of the minutes shall be provided to the Town Clerk for retention. In accordance with applicable law, minutes of Board meetings are public record. Board minutes shall be posted on the Town's web page in a manner consistent with the process of posting Town Council minutes.
- (D) A quorum, comprised of more than half the current membership, shall be present at the meeting to take any official action required or authorized by this subchapter. Only appointed Board members are eligible to vote. The Chair is eligible to vote on all matters.
- (E) The Board may adopt by-laws, rules, and other procedures not inconsistent with the town's ordinances and laws of North Carolina, with approval by the Town Manager.
- (F) Pursuant to G.S. § 160D-109, members of appointed boards providing advice to the Town Council shall not vote on recommendations regarding any zoning map or text amendment

where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member.

- (G) Any official recommendation, arising out of the Board, shall be submitted in writing to the Town Council through the Board's liaison or the Town Manager.

## **ENVIRONMENT AND WATERWAYS ADVISORY BOARD**

### **§ 3.05.015 ESTABLISHMENT.**

An Environment and Waterways Advisory Board (the Board) is hereby created and established.

### **§ 3.05.016 PURPOSE.**

The purpose of the Board is to advise the Town Council (Council) and Manager on environmental and waterways issues and to provide recommendations on waterways and environmental issues or concerns relating to use, preservation, conservation and protection of such resources within the town. The Board shall work on other issues assigned by the Council or Manager.

### **§ 3.05.017 POWERS AND DUTIES.**

The Board shall report to the Town Council and shall have the following powers and duties:

- (A) At the direction of the Council and/or Manager, conduct studies and make recommendations on matters relating to environmental and waterway issues.
- (B) At their request, assist the Council and/or Manager in the resolution of complaints and concerns registered by the town's citizens, governmental agencies, or other entities.
- (C) All Board reports, recommendations, or requests for actions shall be coordinated, when appropriate, with other town boards working through the Manager and Council.
- (D) Because the Board is advisory in purpose, no Board member shall make, or have the authority to make, any contractual or financial obligations or arrangements on behalf of, or for, the town.
- (E) The Board, at its discretion and operating within its budget, may organize and administer Council and/or Manager approved projects related to environmental and waterway activities and events to serve the residents of River Bend. The Board may be asked to organize special events or activities by the Council and/or Manager.
- (F) By April 1<sup>st</sup> of each year, on a form provided by the town, the Board shall prepare and submit to the Town Manager a written Annual Report. The report shall be forwarded to the Town Council.
- (G) To engage in activities to further public education and understanding of the importance of waterways and the environment to the community, and voluntary means by which these resources may be protected.

### **§ 3.05.018 COMPOSITION AND TERMS OF OFFICE.**

- (A) There shall be seven (7) members of the Board, to be appointed by the Council for 2-year staggered terms. All members shall serve without compensation. The terms of office shall commence on July 1 and end on June 30, 2 years later, unless appointed to fill a vacancy, in which the term would begin immediately and end when the term was scheduled to end.



- (B) All members shall be residents of the town.
- (C) The Council may remove a Board member only by vote in an open meeting. A Board member who misses 3 consecutive meetings without being excused by the Board shall be considered to have resigned membership in the Board. The vacancy shall be filled as soon as practicable by the Council.

**§ 3.05.019 ORGANIZATION AND PROCEDURES.**

- (A) At the first regular meeting each year following June 30, the Board shall elect a Chair, Vice Chair and a Secretary. The Secretary need not be a member of the Board. The name and contact information for each officer shall be immediately forwarded to the Town Clerk. Any subsequent change in officers shall also be forwarded to the Town Clerk.
- (B) The Board shall set a date (Ex: 2<sup>nd</sup> Thursday of each month), time and place to conduct its regular meeting. The schedule of regular meetings for the Board shall be maintained in the Office of Town Clerk.
- (C) The Board shall hold a minimum of 4 scheduled meetings per year. Special meetings may be called by Chair, the Manager, or 2 members of the Board. All meetings of the Board shall be conducted in a public, accessible place. All meetings shall be open to the public, shall be conducted under the rules of order established by Council, and shall be in accordance with state laws, in particular, the Open Meetings Law. A written agenda shall be prepared and distributed to all Board members and the Liaison at least 48 hours prior to all meetings. Copies of the agenda shall be available to the public at all meetings. A written record of minutes of each meeting shall be kept by the Secretary or, in their absentee, a designated person and shall include information on attendance, findings, recommendations, and actions taken by the Board. A draft copy of the minutes shall be provided to the Town Clerk within 5 business days of the meeting. At the next regular meeting of the Board, the draft minutes shall be presented to the Board for official acceptance. Within 5 days of adoption by the Board, a signed copy of the minutes shall be provided to the Town Clerk for retention. In accordance with applicable law, minutes of Board meetings are public record. Board minutes shall be posted on the Town's web page in a manner consistent with the process of posting Town Council minutes.
- (D) A quorum, comprised of more than half the current membership, shall be present at the meeting to take any official action required or authorized by this subchapter. Only appointed Board members are eligible to vote. The Chair is eligible to vote on all matters.
- (E) The Board may adopt by-laws, rules, and other procedures not inconsistent with the town's ordinances and laws of North Carolina, with approval by the Town Manager.
- (F) Pursuant to G.S. § 160D-109, members of appointed boards providing advice to the Town Council shall not vote on recommendations regarding any zoning map or text amendment where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member.
- (G) Any official recommendation, arising out of the Board, shall be submitted in writing to the Town Council through the Board's liaison or the Town Manager.

## **PLANNING BOARD**

### **§ 3.05.035 ESTABLISHMENT.**

A Planning Board (the Board) is hereby created and established.

### **§ 3.05.036 PURPOSE.**

The purpose of the Board is to advise the Town Council (Council) and Manager on planning and zoning issues to include, but not be limited to, establishment or revision of districts, regulation and restriction of the erection, construction, reconstruction, alteration, repair or use of buildings, structures or land in accordance with G.S. § 160D-109. The Board shall work on other issues assigned by the Council or Manager.

### **§ 3.05.037 POWERS AND DUTIES.**

Pursuant to G.S. § 160D-109, the Board shall report to the Town Council and shall have the following powers and duties:

- (A) At the direction of the Council and/or Manager, conduct studies and make recommendations on matters relating to planning and zoning issues.
- (B) At their request, assist the Council and/or Manager in the resolution of complaints and concerns registered by the town's citizens, governmental agencies, or other entities.
- (C) All Board reports, recommendations, or requests for actions shall be coordinated, when appropriate, with other town boards working through the Manager and Council.
- (D) Because the Board is advisory in purpose, no Board member shall make, or have the authority to make, any contractual or financial obligations or arrangements on behalf of, or for, the town.
- (E) By April 1<sup>st</sup> of each year, on a form provided by the town, the Board shall prepare and submit to the Town Manager a written Annual Report. The report shall be forwarded to the Town Council.

### **§ 3.05.038 COMPOSITION AND TERMS OF OFFICE.**

- (A) There shall be seven (7) members of the Board, six (6) being appointed by the Council for 2-year staggered terms. The seventh member shall be a citizen living in the town's extraterritorial jurisdiction (ETJ) and shall be appointed by the Craven County Commissioners in accordance with G.S. § 160D-109. All members shall serve without compensation. The terms of office shall commence on July 1 and end on June 30, 2 years later, unless appointed to fill a vacancy, in which the term would begin immediately and end when the term was scheduled to end.
- (B) All town-appointed members shall be residents of the town.

- (C) The Council may remove a town-appointed Board member only by vote in an open meeting. A Board member who misses 3 consecutive meetings without being excused by the Board shall be considered to have resigned membership in the Board. The vacancy shall be filled by the Council as soon as practicable.
- (D) Only the Craven County Commissioners have the authority to remove the ETJ member from the Board. Any ETJ vacancy shall be filled by the Commissioners.
- (E) All members of the Board shall have equal rights, privileges and duties with regards to all matters within the town's planning and zoning jurisdiction.

**§ 3.05.039 ORGANIZATION AND PROCEDURES.**

- (A) At the first regular meeting each year following June 30, the Board shall elect a Chair, Vice Chair and a Secretary. The Secretary need not be a member of the Board. The name and contact information for each officer shall be immediately forwarded to the Town Clerk. Any subsequent change in officers shall also be forwarded to the Town Clerk.
- (B) The Board shall set a date (Ex: 2<sup>nd</sup> Thursday of each month), time and place to conduct its regular meeting. The schedule of regular meetings for the Board shall be maintained in the Office of Town Clerk.
- (C) The Board shall hold a minimum of 4 scheduled meetings per year. Special meetings may be called by Chair, the Manager, or 2 members of the Board. All meetings of the Board shall be conducted in a public, accessible place. All meetings shall be open to the public, shall be conducted under the rules of order established by Council, and shall be in accordance with state laws, in particular, the Open Meetings Law. A written agenda shall be prepared and distributed to all Board members and the Liaison at least 48 hours prior to all meetings. Copies of the agenda shall be available to the public at all meetings. A written record of minutes of each meeting shall be kept by the Secretary or, in their absence, a designated person and shall include information on attendance, findings, recommendations, and actions taken by the Board. A draft copy of the minutes shall be provided to the Town Clerk within 5 business days of the meeting. At the next regular meeting of the Board, the draft minutes shall be presented to the Board for official acceptance. Within 5 days of adoption by the Board, a signed copy of the minutes shall be provided to the Town Clerk for retention. In accordance with applicable law, minutes of Board meetings are public record. Board minutes shall be posted on the Town's web page in a manner consistent with the process of posting Town Council minutes.
- (D) A quorum, comprised of more than half the current membership, shall be present at the meeting to take any official action required or authorized by this subchapter. Only appointed Board members are eligible to vote. The Chair is eligible to vote on all matters.
- (E) The Board may adopt by-laws, rules, and other procedures not inconsistent with the town's ordinances and laws of North Carolina, with approval by the Town Manager.
- (F) Pursuant to G.S. § 160D-109, members of appointed boards providing advice to the Town Council shall not vote on recommendations regarding any zoning map or text amendment where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member.

- (G) Any official recommendation, arising out of the Board, shall be submitted in writing to the Town Council through the Board's liaison or the Town Manager.

## **COMMUNITY APPEARANCE COMMISSION**

### **§ 3.05.055 ESTABLISHMENT.**

A Community Appearance Commission (herein after, the Board) is hereby created and established.

### **§ 3.05.056 PURPOSE.**

The purpose of the Board is to advise the Town Council (Council) and Manager on community appearance issues to include, but not be limited to, enhancing the appearance of the town, making recommendations for planting of trees, shrubs or other planting materials on town owned property including town right-of-ways, and any other matter that affects the overall appearance of the town. The Board shall work on other issues assigned by the Council or Manager.

### **§ 3.05.057 POWERS AND DUTIES.**

The Board shall report to the Town Council and shall have the following powers and duties:

- (A) At the direction of the Council and/or Manager, conduct studies and make recommendations on matters relating to community appearance issues.
- (B) At the request of the Council and Manager, assist in the resolution of complaints and concerns registered by the town's citizens, governmental agencies, or other entities.
- (C) All Board reports, recommendations, or requests for actions shall be coordinated, when appropriate, with other town boards working through the Manager and Council.
- (D) Because the Board is advisory in purpose, no Board member shall make, or have the authority to make, any contractual or financial obligations or arrangements on behalf of, or for, the town.
- (E) The Board, at its discretion and operating within its budget, may organize and implement Council and/or Manager approved projects related to community appearance. The Board may be asked to conduct special projects or activities by the Council and/or Manager.
- (F) By April 1<sup>st</sup> of each year, on a form provided by the town, the Board shall prepare and submit to the Town Manager a written Annual Report. The report shall be forwarded to the Town Council.

### **§ 3.05.038 COMPOSITION AND TERMS OF OFFICE.**

- (A) There shall be seven (7) members of the Board, to be appointed by the Council for 2-year staggered terms. All members shall serve without compensation. The terms of office shall commence on July 1 and end on June 30, 2 years later, unless appointed to fill a vacancy, in which the term would begin immediately and end when the term was scheduled to end.
- (B) All members shall be residents of the town.

- (C) The Council may remove a Board member only by vote in an open meeting. A Board member who misses 3 consecutive meetings without being excused by the Board shall be considered to have resigned membership in the Board. The vacancy shall be filled as soon as practicable by the Council.

**§ 3.05.059 ORGANIZATION AND PROCEDURES.**

- (A) At the first regular meeting each year following June 30, the Board shall elect a Chair, Vice Chair and a Secretary. The Secretary need not be a member of the Board. The name and contact information for each officer shall be immediately forwarded to the Town Clerk. Any subsequent change in officers shall also be forwarded to the Town Clerk.
- (B) The Board shall set a date (Ex: 2<sup>nd</sup> Thursday of each month), time and place to conduct its regular meeting. The schedule of regular meetings for the Board shall be maintained in the Office of Town Clerk.
- (C) The Board shall hold a minimum of 4 scheduled meetings per year. Special meetings may be called by Chair, the Manager, or 2 members of the Board. All meetings of the Board shall be conducted in a public, accessible place. All meetings shall be open to the public, shall be conducted under the rules of order established by Council, and shall be in accordance with state laws, in particular, the Open Meetings Law. A written agenda shall be prepared and distributed to all Board members and the Liaison at least 48 hours prior to all meetings. Copies of the agenda shall be available to the public at the meeting. A written record of minutes of each meeting shall be kept by the Secretary or, in their absence, a designated person and shall include information on attendance, findings, recommendations, and actions taken by the Board. A draft copy of the minutes shall be provided to the Town Clerk within 5 business days of the meeting. At the next regular meeting of the Board, the draft minutes shall be presented to the Board for official acceptance. Within 5 days of adoption by the Board, a signed copy of the minutes shall be provided to the Town Clerk for retention. In accordance with applicable law, minutes of Board meetings are public record. Board minutes shall be posted on the Town's web page in a manner consistent with the process of posting Town Council minutes.
- (D) A quorum, comprised of more than half the current membership, shall be present at the meeting to take any official action required or authorized by this subchapter. Only appointed Board members are eligible to vote. The Chair is eligible to vote on all matters.
- (E) The Board may adopt by-laws, rules, and other procedures not inconsistent with the town's ordinances and laws of North Carolina, with approval by the Town Manager.
- (F) Pursuant to G.S. § 160D-109, members of appointed boards providing advice to the Town Council shall not vote on recommendations regarding any zoning map or text amendment where the outcome of the matter being considered is reasonably likely to have a direct, substantial, and readily identifiable financial impact on the member.
- (G) Any official recommendation, arising out of the Board, shall be submitted in writing to the Town Council through the Board's liaison or the Town Manager.

**§ 4.05.001 APPOINTMENT TO BOARD**

- (A) No appointment to fill a vacancy on an Advisory Board shall be made until the vacancy has been advertised for at least 2 weeks. Applicants are encouraged to attend the Council meeting where their consideration of appointment is scheduled, whereby they will be introduced to the Council.
- (B) The Town Council may give preference to minority applicants in order to promote diversity when selecting the membership of the committee
- (C) The following application procedure shall be followed by all applicants:
  - (1) Any person interested in appointment to an Advisory Board shall complete and submit an Advisory Board Application.
  - (2) Before being considered for appointment, an applicant must have attended at least 1 meeting of the Advisory Board they request to be appointed to.
  - (3) All applications for appointment will be reviewed by the Advisory Board. The Advisory Board shall consider all applicants and submit a recommendation for appointment to the Town Council.
  - (4) The Advisory Board Liaison shall submit the appointment recommendation to the Town Council.
- (D) Advisory Board members may resign at any time for any reason. All resignations must be immediately reported in writing or via email to the Town Manager by the Chair, or Liaison. Once a member's resignation becomes effective, that member may only be considered for reappointment following the procedure described herein.

This Ordinance shall be in full force and effect upon its adoption

**Adopted this the 17th day of February, 2022**

---

John Kirkland, Mayor

ATTEST:

---

Kristie Nobles, Town Clerk

## A TIME OF GREAT TRANSITION

Many cities and towns in the United States and most likely around the world are in a period of transition that has not been experienced until recent times. Our River Bend is not immune from that substantial change.

The transition is driven by several forces that have occurred almost at the same time. Those forces would certainly include:

1. The COVID-19 pandemic
2. The rise of the volume of misinformation on social media (SM) postings
3. The seeming willingness of great numbers of citizens to accept as truth the material posted on SM without researching it.
4. The speed we now experience in communication and speed of transportation connecting even the most remote parts of the world.

Looking first at the COVID impact, we have been trying to respond to the many facets imposed by the pandemic while having no recent model of previous threats to provide the path to solutions. Our Manager and staff have been very effective in providing timely information coming from Federal, State and County health departments. Shaping our response to that direction has served the Town well.

A look back at the rise of social media whether it be for the good or the opposite of good: The Pew Research Center published data shows that American adults using the internet in 2000 was just over 50% and by 2015 that number was 80%. We also need to recognize that during this same period several commercial corporations entered the internet field and greatly expanded the public access and use of this communication media. It is likely that few of the persons engaged on social media will spend time in research to validate the truth of what they read on the monitor screen.

The advent of rapid communication and travel and that impact on decisions: Those of us old enough to remember the film "Around the World in Eighty Days" will recall that the film was set in the Victorian era and portrayed the many modes of travel needed to complete their trip. Today, with help of a travel agent one could make the same trip in eighty hours.

Things in 2030 will most certainly be different than today and that difference will likely impact every municipality in the nation. At the same time every level of government will interface with many members of the electorate believing that the norm can go back to "the good old days" if you guys and gals in government would just try.

In closing, we must work together to chart our way into the future without the aid of a guide, and try our honest best to find the right solutions.