

**River Bend Town Council
Regular Meeting Minutes
June 16, 2022
Town Hall
7:00 p.m.**

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

Absent Council Member: Bud Van Slyke

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

Members of the Public Present: 16

CALL TO ORDER

Mayor Kirkland called the meeting to order at 7:00 p.m. on Thursday, June 16, 2022 in the River Bend Town Hall with a quorum present.

ADDITIONS/DELETIONS TO AGENDA

Vote – Addition to Agenda – Councilman Sheffield moved to add item 3A Recognition of the Police Chief to the agenda. The motion carried unanimously.

VOTE – Approval of Agenda

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

Councilman Sheffield presented Police Chief Joll with a Letter of Recognition and thanked him for his service and dedication to the Town of River Bend.

PUBLIC HEARING – CDBG-NR – Program Close-Out – Old Pollocksville Road

Mr. Ben Jones with The Adams Company stated that the CDBG-NR (Community Development Block Grant Neighborhood Revitalization) project on Old Pollocksville Road has been completed. He stated that two homes were rehabbed and three homes were completely rebuilt. The program was awarded \$750,000 and all of those funds were exhausted.

Councilman Fogle moved to open the Public Hearing to discuss the CDBG-NR Program Close-Out – Old Pollocksville Road. The motion carried unanimously.

He then invited anyone who wished to address the CDBG-NR – Program Close-Out – Old Pollocksville Road to step to the podium to be heard.

Councilman Fogle asked Mr. Jones if he knew how many residents benefitted from this project and Mr. Jones responded with 12 residents. An unknown audience member asked if any resident in the Town of River Bend was available for this program and Mr. Jones stated that CDBG money is allocated to low and moderate-income individuals and the NR program is a scattered site program, which means if someone lives in the town and met the requirements they could be

eligible also. Councilman Leonard asked Mr. Jones if he knew how many additional homes on Old Pollocksville Road would qualify and Mr. Jones stated that he did not know an exact number but there are several others that could qualify. Councilman Leonard asked how could those homes get accepted into the program and Mr. Jones stated that there is a waiting period from the last award and the Town could reapply for funding in 2023. Mr. David Zinni (audience member) asked Mr. Jones how much the grant was awarded for and Mr. Jones stated \$750,000. Mr. Zinni then asked if that money was exhausted and Mr. Jones stated it was. Mr. Zinni then asked if it was for five homes and Mr. Jones stated yes it was. Mr. Zinni asked if all of that money was accounted for and if it is public information and Mr. Jones stated that the funds are accounted for and it is public information.

Councilman Fogle moved to close the Public Hearing. 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 May 12, 2022 Work Session

Minutes of the May 19, 2022 Regular Council Meeting

B. Advisory Board Appointments and Reappointments

PLANNING BOARD: Reappoint Robert Kohn, Linda Cummings and Egon Lippert beginning July 1, 2022 and ending on June 30, 2024;

PARKS AND RECREATION: Reappoint Mary Dwyer and Pat Lineback to terms beginning July 1, 2022 and ending on June 30, 2024;

ENVIRONMENT AND WATERWAYS ADVISORY BOARD: Reappoint Patty Leonard, James Stevens, Raymond Jaklitsch and Mary Holihan to terms beginning July 1, 2022 and ending on June 30, 2024;

COMMUNITY APPEARANCE COMMISSION: Reappoint Brenda Hall and Meg Williams to terms beginning July 1, 2022 and ending June 30, 2024;

BOARD OF ADJUSTMENT: Reappoint Cinda Hill and Paige Ackiss to terms beginning July 1, 2022 and ending on June 30, 2024; Appoint Jon Hall as a member for a term beginning July 1, 2022 and ending on June 30, 2024;

TOWN MANAGER'S REPORT

The Manager stated that there is a Board of Adjustment Special Meeting to conduct the Public Hearing for the Special Use Permit the Town has submitted for the construction of a Public Works Administration Building at 1504 Plantation Drive on June 28, 2022 at 6:00 p.m. at Town Hall. He stated that there will be a Special Meeting on July 14, 2022 at 6:00 p.m. at Town Hall to conduct a question and answer session with the potential developer, Ellis Development and the Council regarding the 101 acres on Old Pollocksville Road. He stated that on July 28, 2022 at 6:00 p.m. at Town Hall there will be a Public Hearing for the proposed rezoning of 403 Old Pollocksville Road.

ADMINISTRATIVE REPORTS

PUBLIC SAFETY – COUNCILMAN FOGLE

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

CERT

CERT met on May 25, 2022. Seven people were present. CERT will have an entry in the July 4th parade. On July 9, 2022, CERT is planning to have a "Preparedness & Mitigation for Storms" workshop from 10:00 am to noon. The guest speaker will be a Craven County Emergency Management specialist. There was some discussion about adding emergency contact forms in the Town water bills in order to update the current list. Mary Holihan will follow up with the Town Manager. The next CERT meeting will be on June 22, 2022 in the Municipal Building. It will start at 7:00 pm. CERT is always looking for volunteers to serve the community in the event of major emergencies such as hurricanes, severe storms, etc. Interested parties should contact Chief Joll or Mary Holihan directly.

COMMUNITY WATCH

Community Watch last met on February 16, 2022 and will meet on June 15, 2022. Community Watch volunteers will be assisting with the July 4th event and will set up an information table at CERT's July 9 workshop.

Community Watch is always looking for volunteers to assist the River Bend Police Department as an extra set of eyes monitoring unusual activity in our community. Interested parties should contact Chief Joll or Egon Lippert directly.

PARKS & RECREATION/CAC – COUNCILWOMAN MAURER

Councilwoman Maurer presented the following reports.

Parks & Recreation

Parks and Recreation met on June 1. Sunday in the Park was well received with requests to have another concert this fall. Two Christmas globes workshops conducted in conjunction with CAC were filled to capacity. Approximately twenty-eight globes were added to the town's inventory of Christmas lights. The *Get to Know Your Neighbors* meet & greet was postponed to allow time for River Brew to complete their reopening plans. Preparations are moving well for the Fourth of July celebration. There is still time to sign up for the parade. To participate, complete the parade entry form that is online on the town website, or download the form and return it to Town Hall. If you want volunteer to help with any part of the festivities, contact Gloria Kelly at 252-876-3267 or gloriakelly@gmail.com or me at bmaurer@riverbendnc.org or 252-670-0757. Residents who would like to contribute food or desserts should look for the posters in RB News and social media. Parks and Rec along with CERT will present the annual severe weather workshop on Saturday July 9 from 10 to noon. Craven County Disaster Recovery Alliance will present important information or people who are not familiar with hurricane preparations or for navigating the myriad bureaucracies necessary to get relief after a major storm. There is no fee to attend. The next scheduled meeting is July 6 at 7 pm. Parks and Recreation has one vacancy. Anyone who would like to participate in planning and presenting activities is invited to file an application.

Community Appearance Commission (CAC)

The CAC met on May 10. CAC meets on alternate months. The next meeting is scheduled for July 20 at 4 pm.

River Bend Community Organic Garden (RBCOG)

The regular meeting was held on June 6. Several crops are being harvested and the summer vegetables are growing well. The Green Team completed their year this month. Several members are graduating seniors. One senior received a scholarship from Trent Woods Garden Club. She

is the fifth member of the Green Team to receive that scholarship. A junior will take over as group leader in the fall. The bee hives had some problems. One hive swarmed (left) and another was destroyed by wax moths but a generous beekeeper donated another group of bees and a queen. Approximately twenty members of the River Bend Garden Club enjoyed a tour. The July meeting was cancelled. The next meeting is scheduled for August 1 at 1:30 pm.

Red Caboose Library (RCL)

The board cancelled their June 2 meeting due to lack of a quorum. A special meeting is scheduled for June 23. Councilman Buddy Sheffield presented his one man show, *Mark Twain*, on May 20 and 21. The show was free but Buddy requested donations to support the library. The audience was treated to an entertaining evening that included some of Buddy's recollections of his years in the entertainment field. Thank you, Buddy, for two wonderful evenings and for your continued support of the library. The second children's reading adventure is scheduled on June 25 from 9:30-11:30 am. *Once Upon a Time in River Bend* is a presentation that chronicles the history of the red caboose from the perspective of the only River Bend resident who ever actually lived in it. The event is scheduled for Tuesday, June 21, 2022 at 7 pm. Reserve your seat by contacting Hazel Campesi at 252-636-2805 or hcampesi@suddenlink.net.

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

FINANCE – COUNCILMAN LEONARD

Financial Report – Finance Director, Mandy Gilbert presented to the Council the financial statement for the month of May. She stated the total of the Town's Cash and Investments as of May 31, 2022 are \$3,845,182 and Ad valorem tax collections for FY21-22 were \$716,278 and Vehicle Ad valorem tax collections were \$78,927.

Vote – FY 2022-2023 Budget Ordinance

Councilman Leonard reminded the Council that the Public Hearing for this Budget was held at the Work Session. He moved to adopt the Fiscal Year 2022-2023 Budget Ordinance as presented. The motion carried unanimously. (see attached)

Vote – Budget Amendment 21-B-07

Councilman Leonard motioned to approve Budget Amendment 21-B-07 as presented. The motion carried unanimously. (see attached)

Vote – Grant Project Ordinance Amendment

Councilman Leonard motioned to approve the Grant Project Ordinance Amendment as presented. The motion carried unanimously. (see attached)

ENVIRONMENTAL AND WATERWAYS ADVISORY BOARD– COUNCILMAN LEONARD

Councilman Leonard presented the following report.

Monday June 6, 2022

In attendance -Jim Stevens, Jon Hall, Paige Axxiss, Mary Holihan, Ray Jaklitsch

Not in attendance- Brian Leonard, Karl Lichty, Patty Leonard

Minutes from May 2, 2022 meeting Approved Motion by Mary Holihan and second by Paige Ackiss. No council report as Brian Leonard was absent. Old Business- Public hearing for water dept is scheduled for 6/28 New Business- Selection of new officers for next year- 1-Chair- Paige Ackiss, Vice Chair- Mary Holihan, Secertary Patty Leonard 2-Discussion regarding the encroaching of Alligator weed in the waterways including locations of the pond area off of Shoreline and Rockledge as well as the main channel into RB. Report made by Jon Hall with explanation of the weed as well as pictures of the infestation. Motion for the town of RB to review the alligator weed growth in the water ways and ponds on Shoreline and Rockledge and recommended action be made to reduce this threat. 3- Recent water flush may have been the reason for brown water in some areas. 4- discussion about new signage in the waterways

marking the channel into RB. Suggest this cost be part of this years budget. Volunteer hours- 15 hours which includes Gangplank clean out , Fresh water status review and weed infestation report. Next meeting- Sept 5 which may conflict with Labor Day.

PLANNING BOARD REPORT – COUNCILMAN SHEFFIELD

Councilman Sheffield presented the following report:

The regular Meeting of the river Bend Planning Board was held on June 2nd at 6:00 pm in the Community Building. A quorum was present. Chairman Lippert called the meeting to order. Also in attendance were the town manager/zoning manager, assistant zoning manager, the town attorney, Councilwoman Maurer, representatives of Ellis Developments Group and approximately 50 interested citizens. The first order of business was discussion of a proposed zoning change to a parcel of around 100 acres given the address 403 Old Pollocksville Rd. The property is currently zoned R 20-A. The request by Ellis Group is to rezone approximately two thirds of the property PDR SF and the remaining third PDR MF. Ellis Group is not the owner of record, but has a purchase agreement with the current owner that is contingent on the rezoning. Manager Jackson spoke in considerable detail and explained that the meeting was not a public hearing on the matter, which, at that time, had not been officially set. He also explained that the recommendation by the Planning Board was simply that, a recommendation, which would go to the Town Council for Official action. A representative from Ellis Group then gave a Powerpoint presentation that outlined the company's plans for the property in very general terms. Even though the meeting was not a public hearing, many citizens were allowed to ask questions of the Town officials and the Ellis Group spokesman. The question and answer session lasted at least a half hour. At one point the Ellis spokesman was asked if the company would develop the property if the zoning change is not granted. He answered, "no". The reasons he gave for having no desire to develop the property as is were all financial. He stated that the company wants to make the best possible return on their potential investment. There was no mention of a desire for fair or affordable housing. The board then took the matter under advisement and there was lengthy discussion. Board member also asked questions of the Ellis representative, the town manager and the town attorney. The board then voted to recommend that the Town Council approve the re-zoning request. Most of the guests left at that point. The next item for discussion was whether the board should recommend to the Council that short term rentals should or should not be allowed in River Bend. Again there was much discussion. The board voted four to two recommend that short term rentals not be allowed. Mr. Jackson then stated that he and Ms McCollum would develop language for the town's ordinances clarifying the ban on Short term rentals for the board to consider at the July meeting. The minutes of the last meeting were approved. The usual reports were given. Under new business was discussion of a recommendation to the Board of Adjustment concerning a request by the town for a special use permit for a two acre property at 1504 Plantation drive for construction of a new Public Works facility. Manager Jackson updated the board on the property, which has been recently legally acquired, and the need for the permit. The board voted unanimously to recommend approval of the permit to the board of Adjustment. The meeting was finally adjourned. The next scheduled meeting is July 7th . The public is welcome to attend.

BOARD OF ADJUSTMENT REPORT – COUNCILMAN SHEFFIELD

Councilman Sheffield presented the following report:

The Board of Adjustment will meet on June 28, 2022 at 6:00 p.m. at Town Hall and the purpose of the meeting is the hold the Public Hearing for the Special Use Permit submitted by the Town for construction of a new Public Works Building at 1504 Plantation Drive. There is one vacancy for an alternate position on the Board of Adjustment Advisory Board.

Vote – Advisory Board Ordinance Amendment

Councilman Sheffield moved to approve the Advisory Board Ordinance Amendment as presented. The motion carried unanimously. (see attached)

MAYOR'S REPORT

The Mayor presented the following report.

My wife and I moved to River Bend in 1996 and we found the Town to be inviting and attractive. It has moved forward over the intervening period of time in a number of positive projects. Now we cannot clearly imagine all the positive changes that have been accomplished in the 26 years between 1996 and 2022.

A list of some items of change follows: This list is not complete and is not in a chronological order.

1. The Town acquired the 4+ acres of land that conveyed the caboose, the Public Works building and the old barn to Town ownership.
2. This site was used as the area where dredged material from the canal dredging in 2011 was deposited. This work created the area for the soccer field.
3. The Town has demolished the structurally decaying barn as an essential part of making a site for the new building housing the Community meeting rooms and the Police Station.
4. The Town Hall building has been modified to provide handicapped accessible facilities in accordance with the Americans with Disabilities Act mandates.
5. The entrance to River Bend from Highway 17 has been modified to identify the Town of River Bend. This assists persons traveling Highway 17 to understand that a populated town exists if they exit the highway. The landscaping of the area that surrounds the sign has been enhanced.
6. The walking trail around the soccer field and the dog park has been paved and is now used by a significant number of walkers on a daily basis.
7. A pending replacement of water meters with upgraded "radio read" capability, which is a primarily grant funded project. This upgrade will free staff time to engage in other utility maintenance work.
8. The expanded and improved dog park is well used by pet owners and is popular by both the dogs and the owners who have time to socialize with other dog owners while their dogs enjoy running within the fenced park.
9. The Town sponsored a major Community Development Block Grant (CDBG) which replaced several deteriorated homes and made repairs to others along the Old Pollocksville Road.
10. A new Public Works Building will soon be built again utilizing grant funding.


River Bend is positioned to effectively manage the change that future development will demand. The Town Council working with the Manager and staff have, and will continue, to guide the Town on a visionary path to future successes.

PUBLIC COMMENT

Jordan Kaplan – Gangplank Road – expressed his gratitude for being able to speak at the meeting and agrees that the Town is a very open and transparent town. He stated that he opposes the proposed rezoning for multifamily housing and feels it would destroy the town with dense and high family housing. He stated he feels it would bring congestion, noise and strain the limited resources.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield moved to adjourn. The motion carried unanimously. The meeting adjourned at 7:49 p.m.



Kristie J. Nobles
Town Clerk



**TOWN OF RIVER BEND
ANNUAL OPERATING BUDGET ORDINANCE
FISCAL YEAR 2022 - 2023**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina that the following anticipated fund revenues and departmental expenditures, together with certain fees and schedules, and with certain restrictions and authorizations, are hereby appropriated and approved for the operation of the Town government and its activities for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

Summary

General Fund	1,870,931
General Capital Reserve Fund	60,060
Law Enforcement Separation Allowance Fund	13,525
Water Fund	594,500
Water Capital Reserve Fund	172
Sewer Fund	669,500
Sewer Capital Reserve Fund	8
Total	<u>3,208,696</u>

Section 1. General Fund

Anticipated Revenues

AD VALOREM Taxes 2022-2023	721,710
AD VALOREM Tax-Motor Vehicle	92,300
Animal Licenses	2,000
Sales Tax 1% Article 39	177,124
Sales Tax 1/2% Article 40	102,899
Sales Tax 1/2% Article 42	88,586
Sales Tax Article 44	11,613
Sales Tax Hold Harmless Distribution	99,000
Solid Waste Disposal Tax	2,200
Powell Bill Allocation	91,000
Beer and Wine Tax	13,225
Video Programming Sales Tax	50,743
Utilities Franchise Tax	108,963
Telecommunications Sales Tax	8,140
Court Refunds	500
Zoning Permits	5,000
Miscellaneous	10,000
Interest- Powell Bill Investments	50
Interest-General Fund Investments	500
Contributions	421
Wildwood Storage Rents	18,144
Rents & Concessions	18,000
Sale of Fixed Assets	15,000
Transfer From Capital Reserve Fund	33,000
Appropriated Fund Balance	<u>200,813</u>
Total	<u>1,870,931</u>

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

Authorized Expenditures

Governing Body	30,400
Administration	279,600
Finance	119,000
Tax Listing	11,600
Legal Services	24,000
Elections	1,000
Police	587,200
Public Buildings	102,300
Emergency Services	3,700
Animal Control	14,600
Street Maintenance	193,000
Public Works	177,500
Leaf & Limb and Solid Waste	51,000
Stormwater Management	43,100
Wetlands and Waterways	2,900
Planning & Zoning	51,300
Recreation & Special Events	7,600
Parks & Community Appearance	79,700
Contingency	17,931
Transfer To General Capital Reserve Fund	60,000
Transfer To L.E.S.A. Fund	13,500
Total	<u>1,870,931</u>

Section 2. **General Capital Reserve Fund**

Anticipated Revenues

Contributions from General Fund	60,000
Interest Revenue	60
Total	<u>60,060</u>

Authorized Expenditures

Transfer to General Fund	33,000
Future Procurement	27,060
	<u>60,060</u>

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

Anticipated Revenues:

Contributions from General Fund	13,500
Interest Revenue	25
Total	<u>13,525</u>

Authorized Expenditures:

Separation Allowance	0
Future LEOSSA Payments	13,525
Total	<u>13,525</u>

Section 4. **Water Fund**

Anticipated Revenues

Utility Usage Charges, Classes 1 & 2	209,332
Utility Usage Charges, Classes 3 & 4	10,525
Utility Usage Charges, Class 5	13,183
Utility Usage Charges, Class 8	3,519
Utility Customer Base Charges	277,253
Hydrant Availability Fee	20,130
Taps & Connections Fees	1,250
Nonpayment Fees	10,500
Late payment Fees	7,707
Interest Revenue	435
Sale of Capital Asset	0
Appropriated Fund Balance	40,665
Total	594,500

Authorized Expenditures

Administration & Finance [1]	467,000
Operations and Maintenance	124,000
Transfer To Fund Balance for Capital Outlay	3,500
Transfer To Water Capital Reserve Fund	0
Total	594,500

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

Section 5. **Water Capital Reserve Fund**

Anticipated Revenues

Contributions From Water Operations Fund	0
Interest Revenue	172
Total	172

Authorized Expenditures

Future Expansion & Debt Service	172
---------------------------------	-----

Section 8. **Levy of Taxes**

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

Section 9. **Fees and Charges**

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

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

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

Section 11. **Classification and Pay Plan**

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


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

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


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

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

Adopted this 16th day of June, 2022.



John R. Kirkland, Mayor

Attest:


Kristie J. Nobles, Town Clerk



**Town of River Bend
Schedule of Rates and Fees
(Attachment A to Budget Ordinance)
Effective July 1, 2022**

Amounts due are based upon the Fees and Charges Schedule in effect at the time of payment. It is the Town Council's intention that the Fees and Charges Schedule be revised as needed by July 1st of each year. Some fees and charges may be adjusted during the year as circumstances change.

GENERAL FUND

Administrative

Ad Valorem Tax	\$.26 per \$100 assessed valuation
Copies of Public Information	As specified by State Statute
Town Code, entire copy	\$75.00
Notary Fee	\$5.00 per signature after the first
Meeting Rooms	
Four hours or less	\$40.00
Over four hours	\$80.00
Returned Check Processing Charge	\$25, as allowed by G.S. §25-3-506
Administrative Fee for returned bank drafts	\$25.00

Public Safety

Pet License Fee	\$10.00
Town Ordinance Violation	
1st Offense	\$25.00
2nd Offense	\$50.00
3rd Offense	\$75.00
4th (and subsequent) offense	\$100.00

Ordinance permits penalties up to \$500. Penalties of this magnitude are reserved for serious infractions.

Golf Cart Registration Fee	\$10.00
-----------------------------------	---------

Nuisance Abatement Administrative Fee

<u>Cost of Abatement</u>	<u>Fee</u>
\$1 – 1,000	\$50.00
\$1,001 – and up	5% of total abatement cost (maximum fee \$2,000)

Parks

Town Hall Pavilion Use

Up to 25 attendants	No charge
26 - 100 attendants	\$25
Over 100 attendants	\$50

Planning and Zoning

Special Exception Use Permit \$200 plus cost of required legal advertisement and postage to notify abutting land owners

Variance \$200 plus cost of required legal advertisement and postage to notify abutting land owners

Appeal to Board of Adjustment \$200 plus cost of required legal advertisement and postage to notify abutting land owners

Residential Application Based on amount of project as follows:

Base Fee \$30

\$2 for every \$1,000 of project value after first \$1,000 and up to \$100,000; plus,
\$1 for every \$1,000 above \$100,000 (All values rounded up to nearest \$1,000)

Zoning Administrator can use any appropriate means to verify project valuation.

Residential Flood Plain Application with Zoning Permit

40% of the fee for the Town's residential zoning permit and shall be additional to the zoning permit fee for enclosed structures (fences, decks, and other similar exempt from additional fee).

Commercial Application

Based on amount of project as follows:

Base Fee \$50

\$4 for every \$1,000 of project value after first
\$1,000 and up to \$100,000; plus,
\$2 for every \$1,000 above \$100,000 (All values
rounded up to nearest \$1,000)

Zoning Administrator can use any appropriate means to verify project valuation.

Commercial Flood Plain Application with Zoning Permit

40% of the fee for the Town's commercial zoning permit and shall be additional to the zoning permit fee for enclosed structures (fences, decks, and other similar exempt from additional fee).

Residential Flood Plain Application without Zoning Permit

Based on amount of project as follows:

Base Fee \$30

\$2 for every \$1,000 of project value after first
\$1,000 and up to \$100,000; plus,
\$1 for every \$1,000 above \$100,000 (All values
rounded up to nearest \$1,000)

Zoning Administrator can use any appropriate means to verify project valuation.

Commercial Flood Plain Application without Zoning Permit

Based on amount of project as follows:

Base Fee \$50

\$4 for every \$1,000 of project value after first
\$1,000 and up to \$100,000; plus,
\$2 for every \$1,000 above \$100,000 (All values
rounded up to nearest \$1,000)

Zoning Administrator can use any appropriate means to verify project valuation.

Engineering Review

Charged to applicant at the actual cost of the service as billed by the contracted engineer.

Zoning Amendment Request (Map or Text)	\$200 plus cost of required legal advertisement and postage to notify abutting land owners
Sign Permit	\$30
Tree Harvest Permit	\$50
Zoning and Subdivision Ordinances	\$25 per set

Wildwood Storage Rental Rates

Unit Number	Unit Size	Monthly Rent
BB 01	5x20	\$35
BB 02	5x20	\$35
BB 03	5x20	\$35
BB 04	5x20	\$35
BB 05	10x20	\$75
BB 06	10x20	\$75
BB 07	10x20	\$75
BB 08	10x20	Town Occupied (T0)
BB 09	10x20	T0
BB 10	10x20	T0
BB 11	10x20	T0
BB 12	10x20	T0
GB 15	10x16	\$65
GB 16	10x16	\$65
GB 17	10x16	\$65
GB 18	10x16	\$65
GB 19	10x16	\$65
GB 20	10x16	T0
GB 21	10x16	T0
GB 22	10x16	T0
OP	Open Spaces (40)	\$25
Late Payment Charge	\$10, assessed after the 10 th of the month	
Interest Charge	1.5% monthly on outstanding balances	

ENTERPRISE FUNDS

Water and Sewer - Rates and Fees

	Water	Sewer
Class 1 and 2 – Residential ⁽¹⁾		
Customer Base Charge per month ⁽²⁾	15.24	24.18
Usage per 1,000 gallons	4.22	9.30
Initial Connection (Tap) charge ⁽³⁾	1,250.00	1,250.00
Nonpayment Fee	70.00	-
Class 3 and 4 - Commercial		
Customer Base Charge per month ⁽²⁾	88.32	141.99
Usage per 1,000 gallons	4.22	9.30
Initial Connection (Tap) charge ⁽⁴⁾	3,500.00	1,250.00
Nonpayment Fee	100.00	-
Class 5 - Industrial		
Customer Base Charge per month ⁽²⁾	276.24	444.93
Usage per 1,000 gallons	4.22	9.30
Initial Connection (Tap) charge ⁽⁴⁾	5,000.00	1,250.00
Nonpayment Fee	200.00	-
Class 6 - Early Bird (No longer available)		
Class 7 - Fire Hydrant Charge		
Availability Charge per year	183.00	-
Class 8 - 1" Water Service		
Customer Base Charge per month ⁽²⁾	30.90	49.43
Usage per 1,000 gallons	4.22	9.30
Initial Connection (Tap) charge ⁽⁴⁾	1,500.00	1,250.00
Nonpayment Fee	100.00	-
Class 9 - Vacant /Out of Use Non-residential Property		
Customer Base Charge per month ⁽²⁾	15.24	24.18
Usage per 1,000 gallons	4.22	9.30
Nonpayment Fee	70.00	-
Class 10 - Vacant Residences		
Customer Base Charge per month ⁽²⁾	15.24	-
Nonpayment Fee	70.00	-

Special Charges

Service Call - 2 hour minimum

\$35 per hour - signed by customer to initiate work outside of scheduled work hours of 7:00 a.m. - 4:00 p.m. on weekdays and 7:00 a.m. - 3:00 p.m. on weekends

Meter Testing Charge

\$25 - no charge if meter defective

Special Charges (continued)

Returned Check Processing Charge

\$25, as allowed by G.S. §25-3-506

Late Payment Charge

10% of amount overdue per month or part of month beginning 30 days after billing date

Irrigation Connection Inspection

\$20

(1) Residential customer deposit may apply. Please refer to Water Resources Department Policy Manual.

(2) Base charges do not include any usage.

(3) The published Initial Connection (Tap) charges are based on the historic River Bend average cost that has been experienced in making connections. There will be cases when, because of the local depth of the service main pipe to which the connection is to be made, or other site specific differences from the norm, the published connection fee will not cover the actual cost of the tap. When the Water Resources Superintendent encounters such conditions, he shall notify the applicant requesting the tap that the cost may exceed the published fee. In those cases, a record of cost associated with the specific tap will be accounted for and if the total cost exceeds the published fee, then the applicant shall pay a fee equal to the actual cost.

(4) The necessary equipment will be provided to the resident at cost. The resident is responsible for installing the irrigation meter on the resident's side of the regular water meter. After installation, the work will be inspected by a Water Resources Department employee.



**TOWN OF RIVER BEND
BUDGET ORDINANCE AMENDMENT 21-B-07
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 April 14, 2022, be amended as follows:

Summary

General Fund	3,028,232
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>4,556,603</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
Federal Grant	22,170
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
Transfer From ARPA Grants Project	964,378
Appropriated Fund Balance	<u>291,272</u>
Total	<u>3,028,232</u>

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

Authorized Expenditures

Governing Body	32,000
Administration	279,575
Finance	192,018
Tax Listing	11,200
Legal Services	25,000
Elections	0
Police	640,114
Public Buildings	124,439
Emergency Services	4,000
Animal Control	11,056
Street Maintenance	186,141
Public Works	161,197
Leaf & Limb and Solid Waste	44,000
Stormwater Management	31,584
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
Transfer to Public Works Capital Projects Fund	964,378
Total	<u>3,028,232</u>

Section 2. **General Capital Reserve Fund**

Anticipated Revenues

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

Authorized Expenditures

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

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

Anticipated Revenues:

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

Authorized Expenditures:

Separation Allowance	1,517
Future LEOSSA Payments	<u>12,028</u>
Total	13,545

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
Total	673,545

Authorized Expenditures

Administration & Finance [1]	520,645
Operations and Maintenance	149,400
Transfer To Fund Balance for Capital Outlay	3,500
Transfer To Water Capital Reserve Fund	0
Total	673,545

[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
Total	489

Authorized Expenditures

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

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.

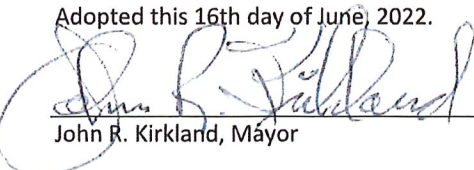
Section 12. **Utilization of the Budget Ordinance**

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.

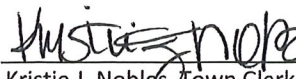
Section 13. **Copies of this Budget Ordinance**

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 16th day of June, 2022.


John R. Kirkland, Mayor

Attest:


Kristie J. Nobles, Town Clerk





TOWN OF RIVER BEND
BUDGET ORDINANCE AMENDMENT 21-B-06
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 March 10, 2022, be amended as follows:

Summary

General Fund	3,028,232
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>4,556,603</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
Federal Grant	22,170
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
Transfer From ARPA Grants Project	964,378
Appropriated Fund Balance	<u>291,272</u>
Total	<u>3,028,232</u>

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	640,114
Public Buildings	124,439
Emergency Services	4,000
Animal Control	11,056
Street Maintenance	186,141
Public Works	161,197
Leaf & Limb and Solid Waste	44,000
Stormwater Management	37,084
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
Transfer to Public Works Capital Projects Fund	964,378
Total	<u>3,028,232</u>

Section 2. **General Capital Reserve Fund**

Anticipated Revenues

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

Authorized Expenditures

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

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

Anticipated Revenues:

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

Authorized Expenditures:

Separation Allowance	1,517
Future LEOSSA Payments	<u>12,028</u>
Total	<u>13,545</u>

Section 8. **Levy of Taxes**

There is hereby levied a tax at the rate of twenty-six cents (\$0.26) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 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 14th day of April, 2022.



John R. Kirkland, Mayor

Attest:



Kristie J. Nobles, Town Clerk



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

Advisory Board Appointments

3.05.070

Advisory Board Liaison

3.05.080

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.

§ 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: 2nd 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 10 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 10 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) 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: 2nd 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 10 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 10 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.

§ 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: 2nd 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 10 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 10 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.

§ 3.05.058 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.

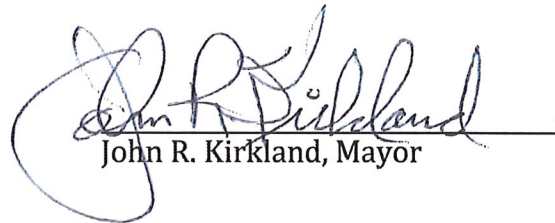
- (A) At the first regular meeting each year following June 30, the Board shall elect a Chair, Vice Chair and a Secretary. The Secretary need not be a member of the Board. The name and contact information for each officer shall be immediately forwarded to the Town Clerk. Any subsequent change in officers shall also be forwarded to the Town Clerk.
- (B) The Board shall set a date (Ex: 2nd 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 10 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 10 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.

§ 3.05.070 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 16th day of June, 2022


John R. Kirkland, Mayor

ATTEST:


Kristie J. Nobles, Town Clerk

