

**River Bend Town Council
Regular Meeting Minutes
October 19, 2023
Town Hall
7:00 p.m.**

Present Council Members: Mayor John Kirkland
Lisa Benton
Brian Leonard
Barbara Maurer
Buddy Sheffield
Jeff Weaver

Town Manager: Delane Jackson
Police Sergeant: Steven Fell
Finance Director: Mandy Gilbert
Town Clerk: Kristie Nobles
Town Attorney: David Baxter

Members of the Public Present: 15

CALL TO ORDER

Mayor Kirkland called the meeting to order at 7:00 p.m. on Thursday, October 19, 2023, at the River Bend Town Hall with a quorum present.

VOTE – APPROVAL OF AGENDA

Councilwoman Maurer motioned to adopt the agenda as presented. The motion carried unanimously.

PUBLIC HEARING – Proposed Zoning Amendment – Conditional Zoning

Councilman Sheffield moved to open the Public Hearing on the proposed zoning amendment on conditional zoning. The motion carried unanimously.

With no one stepping forward to speak, Councilman Sheffield 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 September 14, 2023 Work Session Meeting
Minutes of the September 21, 2023 Regular Council Meeting*

TOWN MANAGER'S REPORT

The Manager gave the following updates:

- All grants are moving forward including the Wastewater Treatment Plant grant for 9.1 million dollars.
- The Town has received the 2022 Audit Report from the new auditing firm, Thompson, Price, and Scott.
- The construction on the new Public Works Building is progressing and he expects to schedule a building dedication in December 2023.

ADMINISTRATIVE REPORTS

PUBLIC SAFETY – COUNCILWOMAN BENTON

Councilwoman Benton stated that the Council reviewed the proposed Advisory Board Liaison Ordinance at the work meeting and suggested a few minor changes. Councilwoman Maurer asked that in 3.05.082 (B) that the Mayor and the Town Manager are added to the chain of command in the last sentence to read "If such deviations continue, the liaison shall notify the Council, the Town Manager and the Mayor."

VOTE– Advisory Board Liaison Ordinance

Councilwoman Benton motioned to amend the Advisory Board Liaison Ordinance as presented. The motion carried unanimously. (*see attached*)

PARKS & RECREATION – COUNCILMAN WEAVER

Parks & Recreation

Councilman Weaver stated that Parks and Recreation met twice in October and discussed the details of the Pumpkin Palooza which is October 21, 2023, 2:00 p.m. – 5:00 p.m. Their next meeting is November 1 at 7:00 p.m.

Organic Garden

Councilman Weaver presented the following report: Between August 26 to September 22, 472.2 pounds of produce was harvested with a year-to-date total of 2,208 pounds. The year-to-date total of produce donated to Interfaith Refugee Ministries totals 224.8 pounds. Volunteer hours through September 2023 total 121 hours with a year-to-date total of hours of 1,425. A workday on October 7 had eleven volunteers, including a new person. They worked a total of thirty-three hours. Every area of the garden received attention. All the fall/winter vegetables have been planted. Five summer rows are still producing. The remaining beds have been attended to and covered for the winter. The beehives are healthy. The butterfly nursery still has swallowtail chrysalises. Any that don't open will be kept over the winter. Over one hundred butterflies were released in 2023. River Bend residents are welcome to visit and tour the garden and attend monthly garden volunteer meetings.

CAC – COUNCILWOMAN MAURER

Councilwoman Maurer presented the following report.

The CAC did not meet in October, but they were busy. Their booth at National Night Out drew much attention for its attractive appearance. The Fall Festive Home awards will be announced on October 26. Banners will be displayed on the lawns of the winners. Christmas festive home award dates will be announced following their November meeting. Two Christmas globe workshops are scheduled, November 2nd and 4th, from 9 am to noon in the Municipal Building. Pre-registration is required. There will be a small fee for materials. Refreshments will be provided. Additional activities are in the planning stages, including an Arbor Day event and a Fourth of July decoration project. The next meeting is scheduled for November 15, 2023 at 4 pm in the Municipal Building. The meeting is open to everyone. Please attend if you are interested. There are openings if you would like to join this active advisory board.

FINANCE – COUNCILMAN LEONARD

Financial Report – Finance Director, Mandy Gilbert, presented to the Council the financial statement for the month of September. She stated the total of the Town's Cash and Investments as of September 30, 2023, were \$2,988,869 and Ad valorem tax collections for FY23-24 were \$71,341 and Vehicle Ad valorem tax collections were \$11,743.

ENVIRONMENTAL AND WATERWAYS – COUNCILMAN LEONARD

Councilman Leonard presented the following report:

EWAB met on Monday October 2nd, 2023 at 7 PM in the small conference room in the municipal building. Chairman Ackiss call the meeting to order at 7 PM, there was a quorum. The minutes

for the August 7th, 2023 meeting were read and approved. Councilman Leonard gave a council report. Old business: 300 Tar Landing trees on the side of property. New sign for EWAB table at National Night Out and materials from the NC Department of Water Resources. New business: Drainage issues on Ashly Place. Town owned bulkhead on Plantation Drive by Knotline Road needs repair/replacement. Volunteer hours: 10 Next meeting: November 6, 2023 at 7 PM in the small conference room in the municipal building.

PLANNING BOARD – COUNCILMAN SHEFFIELD

Councilman Sheffield stated that the Planning Board did not meet in October.

Councilman Sheffield stated that the Council had discussed the Mayor-Council Responsibility Chart at the work session meeting and he stated there were a few new assignments to include newly appointed Councilwoman Benton.

VOTE– Mayor-Council Responsibility Chart

Councilman Sheffield motioned to approve the Mayor-Council Responsibility Chart as presented. The motion carried unanimously. (*see attached*)

MAYOR'S REPORT

The Mayor presented the following report.

The opening line must be "What a Wonderful Event." The annual opportunity to express appreciation to the members of our police force for their 24/7 service to the Town was a picture-perfect event. The weather could not have been better, and the food vendors invited served their special menu to appreciating customers. The Town residents, including children, had an opportunity to meet the individual police officers and relate to them as people that help make River Bend the community that we are pleased to call "home." For this evening the police did not face the issue of making a hostile arrest or responding to a report of violence that could escalate to a dangerous situation. They, the (police officers), had the opportunity to see all of we residents as fellow humans enjoying time together. I believe the annual "National NIGHT OUT" can be a very positive event for River Bend and for every other municipality in the nation. We need to remember to greet our police officers in the same manner as we did during the 3 October event. Thank you, Chief Joll and all of your Officers. We salute you and support the duty that you perform for our safety every day.

PUBLIC COMMENT

No Public Comments.

CLOSED SESSION

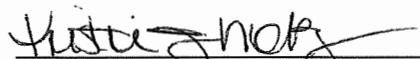
Councilman Sheffield moved to go into Closed Session under NCGS 143-318.11(a)(3)(5)(6) and to discuss the possible acquisition of land owned by Weldon Brown, Jr. and Naqueldon Brown for the location of a new water treatment facility. The motion carried unanimously. The Council entered Closed Session at 7:32 p.m.

OPEN SESSION

Councilman Sheffield moved to return to Open Session at 7:57 p.m. The motion carried unanimously.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield moved to adjourn. The meeting adjourned at 7:58 p.m.



Kristie J. Nobles, CMC, NCCMC
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:

ADVISORY BOARD LIAISON

§ 3.05.080 ESTABLISHMENT.

An Advisory Board Liaison Section is hereby created and established.

§ 3.05.081 PURPOSE

As codified in Chapter 3.05 of the Town Code of Ordinances, the Town of River Bend has multiple Advisory Boards. In addition to the Advisory Boards listed therein, the town may also have other groups that function in roles similar to an Advisory Board (such as Community Watch, Board of Adjustment, etc.). Also, from time to time, the Town Council (Council) may create a special committee to address a particular topic. A member of Council may be appointed to serve as liaison for such groups (Board). Liaison appointments are only made by an official action of Council. The purpose of this section is to define the role of a liaison.

§ 3.05.082 ROLE OF LIAISON

- (A) A Council-appointed liaison is not a member of the Board. Rather, the liaison is a resource to support the Board in the completion of its assigned duties, subject to the following guidelines:
 - (1) A liaison has no authority to supervise or manage the Board. The liaison shall not take part in any votes or decision making of the Board.
 - (2) Generally put, a liaison shall not attempt to influence the work or recommendations of the Board. More specifically, a liaison shall not take part in the Board's deliberations or discussions unless:
 - a) The Board requests the liaison's participation in a particular discussion. The liaison's input shall represent the position of Council, or the liaison shall identify their input as representing their personal opinion.
 - b) The liaison determines that he/she must speak up in order to remind the Board of Council's directives, town policies, the Open Meetings Law, public records requirements or other specific information which may be necessary to prevent the Board from taking inappropriate action.
- (B) The liaison shall be mindful that the Board is only taking action or doing work that is within the Board's Power and Duties as outlined herein or as otherwise prescribed by Council. If such a deviation occurs, the liaison shall notify the Board's Chairperson. If such deviations continue, the liaison shall notify the Mayor, Council and Town Manager.
- (C) The liaison shall serve as the conduit between the Council and the Board. The liaison shall bring to the Council any requests from the Board, such as, but not limited to, the following:

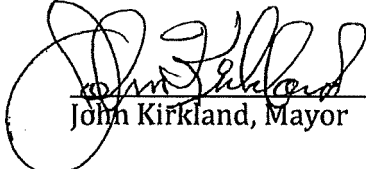
- (1) Questions about the Board's scope of work.
 - (2) Requests from the Board to change the Board's scope of work.
 - (3) Requests of town resources to further the Board's work.
 - (4) Recommendations from the Board to the Council. All recommendations from a Board shall be provided in writing and signed by the Board's Chairperson. The liaison shall follow the town's agenda policy for placing the recommendation on the next Council agenda. Similarly, the liaison shall bring to the Board any directions, requests, or concerns from the Council.
- (D) The liaison should attend all regular meetings of the Advisory Board. When they cannot, they should notify their back-up and the back-up should attend. The liaison shall stay informed of Board activity/action by attending Board meetings or conferring with its members. The liaison shall update the Council at least quarterly (per fiscal year) on the work of the Board by submitting a written report of Board actions. The report shall be included in the Council's regular meeting agenda packet during the months of October, January, April and July. Such reports shall represent the Board's action during the previous quarter.

§ 3.05.083 BOARD OVERSIGHT

- (A) If a Board member or member of the public feels that there is an issue with the operations of the Board, they may speak to the liaison about their concern, in an effort to seek a remedy or clarification.
- (B) If the liaison is unable to resolve the issue, the liaison shall bring the issue to the Mayor, Mayor Pro-Tem and Town Manager for discussion and possible further action. If the issue requires Council action, the Mayor or Mayor Pro-Tem shall bring the issue to the Council by following the town's agenda policy.
- (C) If a liaison feels that there is an issue with the operations of the Board, they shall speak to Board's Chairperson. If the issue is not resolved, the liaison shall bring the issue to the Council for consideration by following the town's agenda policy.

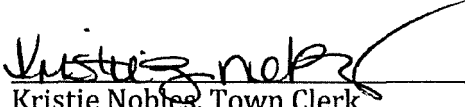
This Ordinance shall be in full force and effect upon its adoption.

Adopted this the 19th day of October, 2023



John Kirkland, Mayor

ATTEST:



Kristie Nobles, Town Clerk

Mayor and Town Council Responsibilities Last Updated 10/19/23

MAYOR	FINANCE & HUMAN RESOURCES	PUBLIC SAFETY	PARKS & RECREATION	ENVIRONMENT	PLANNING	CAC
Mayor: John R. Kirkland	Liaison: Brian Leonard	Liaison: Lisa Benton	Liaison: Jeff Weaver	Liaison: Brian Leonard	Liaison: Buddy Sheffield	Liaison Barbara Maurer
Pro Tem: Buddy Sheffield	Backup: Barbara Maurer	Backup: Buddy Sheffield	Backup: Lisa Benton	Backup: Jeff Weaver	Backup: Barbara Maurer	Backup: Brian Leonard
<p>Serves as official head of Town for purpose of serving civil process and receiving all Town correspondence. Signs official documents approved by Council. Liaison with municipal, county, state governments & private sector.</p> <p>Presides over Town meetings.</p> <p>Town spokesman and media representative.</p> <p>Represents Town for ceremonial purposes.</p> <p>Representative to New Bern Metropolitan Planning Organization</p>	<p>Liaison for financial operations of the Town.</p> <p>Serves as Chair of Town's Audit Committee.</p> <p>Works with staff concerning technology and Human Resource Policy issues.</p>	<p>Liaison with the Community Watch group.</p> <p>Liaison with Coastal Environmental Partnership.</p>	<p>Liaison with Parks & Recreation Advisory Board.</p> <p>Works with volunteers on Fourth of July and other special events.</p>	<p>Liaison with Environment and Waterways Advisory Board (EWAB)</p> <p>Works with staff concerning environmental issues.</p> <p>Liaison with ABC Board</p>	<p>Liaison with Planning Board.</p> <p>Liaison with Board of Adjustment.</p> <p>Alternate to New Bern Metropolitan Planning Organization.</p>	<p>Liaison with Community Appearance Commission (CAC)</p>