



TOWN OF RIVER BEND

45 Shoreline Drive
River Bend, NC 28562

T 252.638.3870
F 252.638.2580

www.riverbendnc.org

River Bend Town Council Agenda Work Session August 13, 2020 River Bend Town Hall 5:00 P.M.

1. Discussion – Request from Brian Swicegood to Amend Chapter 9: Animals, in the Town Ordinance – Manager
2. Parks & Recreation appointment – McClard
3. Discussion of change order for metal roof – Manager
4. Discussion of proposal for investigation for access road – Manager
5. Discussion of request from Town of Pollocksville regarding sewer regionalism – Manager
6. Budget Amendments – Jackson
7. Review Agenda – Katsuyoshi
8. Closed Session – NCGS § 143-318.11(a)(3) – Attorney Client Privilege exception to the open meeting law.

Pledge: Councilman Leonard

Mr. Jackson and River Bend Town Council,

Unfortunately, I will be unable to attend the town council work session again this coming Thursday due to circumstances out of my control. With the constant changes with the school system's schedule and calendar, I now have to be present Thursday from 4-7 at school for a virtual open house.

With that said, if you and the council do not wish to table the discussion once again to the September meeting for me to be present, I completely understand. If you decide to proceed without my presence, my wife and I will accept the decision of the Council.

Please know, what I wanted to highlight in the discussion are as follows.

1. I no longer would bulkhead the existing pond. The cost estimate was between \$200,000 and \$300,000. I have spoken with a representative from SOLitude Lake Management who recommended dragging and cleaning the pond and the entire bank for a fraction of the cost that would improve drainage and other stormwater runoff.
2. I have approximately 50 potted trees I plan to plant that consist of American Sycamores, Riverbirches, Sugar Maple, Black Maple, Gumball, and Arborvitae Green Giants. These trees would help establish an even greater border width in areas that are thin.
3. When partially clearing 5-6 acres, I would be using Dale Land Management out of Belhaven. The plan would be to leave trees that have already regrown past 20 ft.
4. Our builder, Island Creek Builder, is led by Mrs. Joan Glenn who is the Home Builders Association president for Craven and Pamlico counties. She has previously won the parade of homes.
5. When it comes to animals, the reasoning for wanting them are as follows:
 - My wife loves the thought of a donkey.
 - My 7 year old daughter wants a baby goat.
 - My 5 year old daughter loves rabbits.
 - I would love to have chickens and a few ducks in the pond.
 - My 3 year old daughter would probably just love to fish in the pond.

Again, I do thank you and the council for considering my request and if there are any questions I can answer, please don't hesitate to ask. If it is decided to table the discussion again, I look forward to meeting all of you in September. If not, please let me know as soon as a decision has been made.

Sincerely,

Brian Swicegood
3516 Canterbury Rd.
Trent Woods, NC 28562

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REQUEST FOR APPOINTMENT TO BOARDS OR COMMISSIONSPARKS + REC

BOARD/COMMISSION FOR WHICH YOU ARE APPLYING

PAT LINEBACKplineback52@att.net

NAME

E-MAIL ADDRESS

329 Lochbridge Drive317-679-7842

STREET ADDRESS

PHONE #

If you listed a post office box, do you live in the Town of River Bend? ☐ Yes ☐ No

PLEASE LIST ANY EDUCATION, SPECIAL SKILLS, OR EXPERIENCE YOU HAVE THAT WOULD BE OF USE TO THE TOWN COUNCIL IN CONSIDERING YOUR APPLICATION (Please include any committees you have belonged to and offices held that would be helpful in considering your application):

Girl Scout Leader (former)River Bend Garden Club - trip planner

IF YOU NOW SERVE OR HAVE SERVED ON ANY TOWN COMMITTEES, PLEASE LIST DATES:

This information will be used by the Town Council in making appointments to Boards and Commissions, and in the event you are appointed, it may be used as a news release to identify you to the community. This form will be retained by the Town for one year after its submission. If after one year, you have not been appointed and wish to be considered for future appointments, you must resubmit your application.

SIGNATURE

DATE

Pat Lineback 7/9/2020



BRUIN BUILDERS, LLC.

P.O. BOX 3038
NEW BERN, NC 28564

River Bend Town Hall – Metal Roof Options

7/9/20

Town of River Bend

Re: Town Hall – Metal Roof Options

Bruin Builders will provide labor and materials for the following metal roof options. Roof will be the same product as installed at the Community Building. This quote specifically includes the following:

- Install standing seam metal roof on the new bathroom addition only:
ADD: \$16,844.00
- Credit for shingles on addition only:
CREDIT: \$3,600.00

TOTAL CHANGE: \$13,244.00

- Install standing seam metal roof on the entire Town Hall Building:
ADD: \$81,685.00
- Credit for asphalt shingles:
CREDIT: \$8,210.00

TOTAL CHANGE: \$73,475.00

Contractor: Bruin Builders, LLC

By: Lee C. Hiner – Owner/Manager

Signature: _____

Date:



AVOLIS ENGINEERING, PA

P.O. Box 15564 · New Bern, North Carolina 28561 · 252.633.0068 · License No. C-0706

July 22, 2020

Mr. Delane Jackson
Town Manager
Town of River Bend
45 Shoreline Drive
River Bend, NC 28562

RE: Proposed Access Road Investigation

Dear Delane:

It is my understanding that the Town of River Bend desires to investigate the possibility of constructing an access road from The Colonies area and connecting to Old Pollocksville Road through the Robert Davis property. Avolis Engineering, PA would be glad to assist with evaluating the options available. I offer the following Scope of Services associated with investigating this matter.

Scope of Services:

1. Investigate environmental mapping to identify site features impacting road development (blue line streams, wetlands, soils, topography).
2. Inspect site to verify topographic and physical features impacting development.
3. Develop mapping indicating alternate routes for proposed roadway.
4. Develop preliminary engineering estimate of construction.
5. Meet with Town to discuss findings.

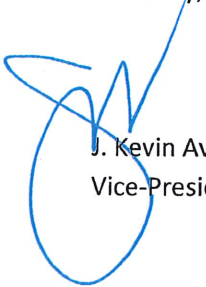
It is anticipated that it will require approximately 30 days to investigate the property and prepare a summary report. I can contact Robert Davis directly to ensure that we have permission to enter his property.

Our fee to complete this Scope of Services is as follows:

| | |
|-----------------------------------|----------------|
| Records / Site Investigation | \$2,300 |
| Develop Concept Plans & Estimates | <u>\$1,960</u> |
| Project Total | \$4,260 |

Thank you for the opportunity to provide this proposal. If you should have any questions, please do not hesitate to call.

Sincerely,



J. Kevin Avolis, PE
Vice-President



McDAVID ASSOCIATES, INC.

Engineers • Planners • Land Surveyors

CORPORATE OFFICE
(252) 753-2139 • Fax (252) 753-7220
E-mail: mai@mcdavid-inc.com
3714 N. Main Street • P.O. Drawer 49
Farmville, NC 27828

GOLDSBORO OFFICE
(919) 736-7630 • Fax (919) 735-7351
E-mail: maigold@mcdavid-inc.com
109 E. Walnut Street • P.O. Box 1776
Goldsboro, NC 27533

July 16, 2020

Mr. Delane Jackson
Town Manager
Town of River Bend
45 Shoreline Drive
River Bend, NC 28562

SUBJECT: Request for Sewer Services
Town of Pollocksville
Jones County, NC

Dear Mr. Jackson:

The Town of Pollocksville has received a CDBG grant offer in the amount of \$2,000,000 for wastewater treatment plant improvements. The Town retained McDavid Associates, Inc. to prepare an Engineering Report to evaluate various alternatives to address the Town's wastewater needs. One of the alternatives to be considered involves merger/regionalization. The purpose of this letter is to request River Bend's consideration of accepting Pollocksville's wastewater in the amount of 102,000 gpd on average with peak days of 300,000 gpd.

It is assumed Pollocksville would be responsible for all costs associated with construction required by River Bend to connect Pollocksville's wastewater to the River Bend system. If River Bend has adequate capacity to serve Pollocksville and is willing to accept Pollocksville's wastewater, please advise as to the initial connection fee and monthly charges. Assuming River Bend is willing to accept Pollocksville's wastewater, please identify the point of connection to the River Bend system along with any other terms and conditions River Bend would like addressed by Pollocksville.

Your response will be most helpful in assisting Pollocksville's evaluation and selection of the most cost effective, environmentally sound solution to its wastewater treatment needs.

If you have any questions, please do not hesitate to call me.

Sincerely,

McDAVID ASSOCIATES, INC.

F. Tyndall Lewis, P.E.
Goldsboro Office

FTL:

cc: Jay Bender, Mayor, Town of Pollocksville



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August 13, 2020

Mr. Tyndall Lewis
McDavid Associates, INC.
PO Box 1776
Goldsboro, NC 25733

RE: Sewer System Regionalization

Mr. Lewis:

The Town of River does not have the reserve capacity at our wastewater treatment plant to accommodate wastewater flow from the Town of Pollocksville.

Sincerely,

Delane Jackson,
Town Manager



TOWN OF RIVER BEND
PROPOSED BUDGET ORDINANCE AMENDMENT 20-B-01
FISCAL YEAR 2020-2021

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina that the 2020-2021 Budget Ordinance be amended as follows:

Summary

| | |
|---|-----------|
| General Fund | 2,117,463 |
| General Capital Reserve Fund | 61,248 |
| Law Enforcement Separation Allowance Fund | 7,888 |
| Water Fund | 572,234 |
| Water Capital Reserve Fund | 2,800 |
| Sewer Fund | 681,884 |
| Sewer Capital Reserve Fund | 129 |
| | <hr/> |
| Total | 3,443,646 |

Section 1.

General Fund

20-B-01
PROPOSED
CHANGES

Anticipated Revenues

| | | |
|--|----------------|----------------|
| AD VALOREM Taxes 2020-2021 | 713,246 | |
| AD VALOREM Tax-Motor Vehicle | 83,200 | |
| Animal Licenses | 2,400 | |
| Sales Tax 1% Article 39 | 136,448 | |
| Sales Tax 1/2% Article 40 | 81,430 | |
| Sales Tax 1/2% Article 42 | 68,324 | |
| Sales Tax Article 44 105-524 | 9,549 | |
| Sales Tax Hold Harmless Distribution | 90,202 | |
| Solid Waste Disposal Tax | 2,500 | |
| Powell Bill Allocation | 84,500 | |
| Beer and Wine Tax | 13,500 | |
| Video Programming Sales Tax | 53,680 | |
| Utilities Franchise Tax | 114,261 | |
| Telecommunications Sales Tax | 10,330 | |
| Court Refunds | 500 | |
| Zoning Permits | 5,000 | |
| State Grant (NC Dept. of Public Safety, Governor's Crime Commission) | 22,653 | 22,653 |
| Recovery Grant NCORR-FDLG-004 | 99,568 | |
| Miscellaneous | 8,000 | |
| Interest-NCORR-FDLG-004 Investments | 1,212 | |
| Interest- Powell Bill Investments | 50 | |
| Interest-Gen Investments | 9,755 | |
| Contributions | 421 | |
| Wildwood Storage Rents | 18,120 | |
| Rents & Concessions | 18,000 | |
| Transfer From Capital Reserve Fund | 42,970 | |
| Appropriated Fund Balance (Rollover of budgeted revenue from FY19-20: | 427,643 | 182,157 |
| <i>(NC Governor's Crime Commission Grant funds -\$5350 expended in FY20, reduces Appropriated Fund Balance</i> | | |
| <i>FEMA HMGP Channel Run drainage project \$122,707 & FEMA HMGP Public Works bld. flooding \$64,800)</i> | | |
| Total | 2,117,463 | 204,810 |

Section 1. General Fund (continued)**20-B-01
PROPOSED
CHANGES**

Authorized Expenditures

| | | |
|--|----------------|----------------|
| Governing Body | 28,700 | |
| Administration | 268,691 | |
| Finance | 120,181 | |
| Tax Listing | 10,880 | |
| Legal Services | 24,000 | |
| Elections | 0 | |
| Police (Expend related to NC Dept. of Public Safety, Governor's Crime Commission) | 590,548 | 17,303 |
| Public Buildings (FEMA HMGF Public Works bld. Flooding Project) | 84,200 | 64,800 |
| Emergency Services | 4,000 | |
| Animal Control | 14,366 | |
| Street Maintenance | 221,686 | |
| Public Works | 167,240 | |
| Leaf & Limb and Solid Waste | 43,500 | |
| Stormwater Management (FEMA HMGF Channel Run Project) | 157,678 | 122,707 |
| Wetlands and Waterways | 3,000 | |
| Planning & Zoning | 48,363 | |
| Recovery Grant NCORR-FDLG-004 | 100,780 | |
| Recreation & Special Events | 7,500 | |
| Parks & Community Appearance | 50,370 | |
| Contingency | 17,968 | |
| Transfer To General Capital Reserve Fund | 60,000 | |
| Transfer To L.E.S.A. Fund | 6,359 | |
| Total | 2,030,010 | 204,810 |

Section 2. General Capital Reserve Fund

Anticipated Revenues

| | |
|---------------------------------|--------|
| Contributions from General Fund | 60,000 |
| Interest Revenue | 1,248 |
| Total | 61,248 |

Authorized Expenditures

| | |
|--------------------------|--------|
| Transfer to General Fund | 42,970 |
| Future Procurement | 18,278 |
| | 61,248 |

Section 3. Law Enforcement Separation Allowance Fund

Anticipated Revenues:

| | |
|---------------------------------|-------|
| Contributions from General Fund | 6,359 |
| Interest Revenue | 100 |
| Appropriated Fund Balance | 1,429 |
| Total | 7,888 |

Authorized Expenditures:

| | |
|----------------------|-------|
| Separation Allowance | 7,888 |
|----------------------|-------|

Anticipated Revenues

Authorized Expenditures

[1] Portion of department for bond debt service: 148,830

Anticipated Revenues

Authorized Expenditures

Page 3 of 5

Section 6. **Sewer Fund**

Anticipated Revenues:

| | |
|--------------------------------------|---------------|
| Utility Usage Charges, Classes 1 & 2 | 249,338 |
| Utility Usage Charges, Classes 3 & 4 | 17,688 |
| Utility Usage Charges, Class 5 | 29,873 |
| Utility Usage Charges, Class 8 | 6,202 |
| Utility Customer Base Charges | 292,304 |
| Taps & Connection Fees | 1,250 |
| Late payment Fees | 7,740 |
| Interest Revenue | 9,372 |
| Sale of Capital Asset | 1,500 |
| Appropriated Fund Balance | 66,617 |
| Total | <hr/> 681,884 |

Authorized Expenditures:

| | |
|---|---------------|
| Administration & Finance [2] | 442,884 |
| Operations and Maintenance | 176,000 |
| Transfer to Fund Balance for Capital Outlay | 63,000 |
| Transfer to Sewer Capital Reserve Fund | 0 |
| Total | <hr/> 681,884 |

[2] Portion of department for bond debt service: 128,520

Section 7. **Sewer Capital Reserve**

Anticipated Revenues:

| | |
|--|-----------|
| Contributions From Sewer Operations Fund | 0 |
| Interest Revenue | 129 |
| Total | <hr/> 129 |

Authorized Expenditures:

| | |
|---------------------------------|-----------|
| Future Expansion & Debt Service | <hr/> 129 |
|---------------------------------|-----------|

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, 2020, for the purpose of raising the revenue listed as "Ad Valorem Taxes 2020-2021" in the General Fund Section 1 of this ordinance. This rate is based on a valuation of \$275,400,000 for purposes of taxation of real and personal property with an estimated rate of collection of 99.61%. The estimated collection rate is based on the fiscal year 2018-2019 collection rate of 99.61% 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 \$32,000,000 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 2021, 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 3.1% 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 2020-2021 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 August, 2020.

John R. Kirkland, Mayor

Attest:

Ann Katsuyoshi, Town Clerk



RIVER BEND TOWN COUNCIL AGENDA
Regular Meeting
August 20, 2020
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 July 9, 2020 Work Session
Minutes of the July 16, 2020 Regular Meeting
Minutes of the July 28, 2020 Special Meeting

7. TOWN MANAGER'S REPORT – Delane Jackson

- A. Manager's Report
- B. **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. Environment and Waterways – Councilman Brian Leonard
 - A. EWAB Report
9. Parks & Recreation/CAC – Councilman Harry “Bud” McClard
 - A. Organic Garden Report
 - B. **Vote** - Appoint Pat Lineback to the Parks and Recreation Board for a term beginning August 20, 2020 and expiring on June 30, 2022.

10. Public Works and Water Resources – Mayor John Kirkland
 - A. PWAB report
11. Finance – Councilman Irving Van Slyke, Jr.
 - A. Financial Report – Finance Administrator
 - B. **Vote** – Approve Budget Amendment 20-B-01
12. Public Safety – Councilman Don Fogle
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

NOTE – In accordance with the Governor's Executive Order, attendance at this meeting will be limited to 10 people, on a first come basis. The meeting will be recorded and available viewing on CTV-10 and the Town's webpage.