

**River Bend Town Council  
Work Session Minutes  
January 10, 2019  
River Bend Town Hall  
7:00 P.M.**

Present Council Members:	Mayor John Kirkland
	Bill Camp
	Bud McClard
	Buddy Sheffield
	Bud Van Slyke
Town Manager:	Delane Jackson
Town Attorney	Dave Baxter
Town Clerk:	Ann Katsuyoshi
Police Chief:	Sean Joll

**COUNCIL RESIGNATION**

Town Manager Jackson announced that he had received a call late in the afternoon from Councilman Wanamaker. Mr. Wanamaker said that he will not be returning to River Bend. He and his wife have decided to live in Arizona. His resignation is effective immediately.

Councilman Sheffield **moved to accept Councilman Wanamaker's resignation effective immediately.** The motion carried unanimously.

**DISCUSSION OF JONES COUNTY WATER TREATMENT FACILITY, TYNDALL LEWIS, MCDAVID ASSOCIATES**

Town Manager Delane Jackson told the Council that he was recently contacted by Jones County regarding a new water treatment facility that they plan to construct just across the Craven County line in Jones County. He introduced Mr. Tyndall Lewis of McDavid Associates.

Mr. Lewis said that this new facility will produce a backwash effluent that needs to be discharged somewhere. Our wastewater treatment plant is the closest permitted facility. Jones County is interested in discharging into our treatment plant. Our plant has more than enough capacity to handle the additional inflow and this would create a new sewer customer for us. However, Jones County does soften their water which means that we would have to remove the additional salt before it was discharged. This is a process that the Town currently does not do for its own water and would involve much more processing than normal.

The Council discussed this item briefly. Councilman Van Slyke **moved to deny Jones County's request to discharge into our wastewater treatment plant at the current time.** The motion carried unanimously.

**AUDIT COMMITTEE APPOINTMENT**

Mr. Jackson reminded the Council that former Councilman Bauer had been a member of the Audit Committee. With his resignation, a new Council member needs to be appointed to that position. Councilman Sheffield said that since Councilman McClard had taken over all of Councilman

Bauer's other duties, it would be logical that he assume this one as well. Councilman Sheffield **moved to appoint Councilman McClard to the Audit Committee effective immediately.** The motion carried unanimously.

#### **DISCUSSION OF COUNCIL RESPONSIBILITY CHART**

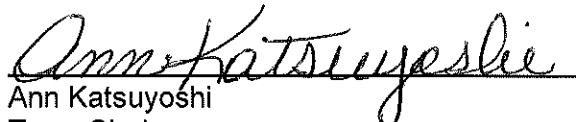
The Manager presented the Council with a new Council Responsibility Chart. He said that this new chart assumed that Councilman McClard would, in fact, take over Councilman Bauer's previous responsibility. However, Mr. Jackson wanted the Council's approval before posting the Chart. After brief discussion, Councilman Sheffield **moved to appoint Harry McClard to the positions previously held by Gene Bauer on the Council Responsibilities Chart as presented.** The motion passed unanimously.

#### **BUDGET KICK-OFF**

Manager Jackson presented a short PowerPoint presentation outlining the usual budget process. The Council reviewed their Priorities and Vision Statement and the proposed meeting schedule. With no objections or changes, this will be the schedule that is posted.

#### **ADJOURNMENT/RECESS**

There being no further business, Councilman Sheffield **moved to adjourn.** The meeting adjourned at 8:02 p.m.

  
Ann Katsuyoshi  
Town Clerk

**River Bend Town Council  
Regular Meeting Minutes  
January 17, 2019**

Present Council Members:	Mayor John Kirkland Bill Camp Bud McClard Buddy Sheffield Irving Van Slyke
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Town Attorney:	Dave Baxter
Police Chief:	Sean Joll
Zoning Assistant:	Allison McCollum

**CALL TO ORDER**

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, January 17, 2019 in the Town Hall Meeting Room with a quorum present.

**CONSENT AGENDA**

The Mayor presented the Council with the Consent Agenda. Councilman Sheffield **moved to approve the Consent Agenda as presented**. The motion carried unanimously. Within this motion the following items were approved:

- A. Approve:  
*Minutes of the December 13, 2018 Work Session*  
*Minutes of the December 20, 2018 Regular Meeting*

**MANAGER'S REPORT**

Town Manager Delane Jackson reported to the Council that several of our residents still have piles of storm debris on their property. The Town's pick up of this debris ended last November and it became the residents' responsibility to dispose of the material. Mr. Jackson suggested to the Council that enough time has passed since the storm that we now need to set a deadline for removal of this debris.

The Council discussed this issue briefly. Councilman Sheffield **moved to set a deadline of 45 days from today for storm debris removal and that the residents be advised of this deadline**. The motion passed unanimously.

Assistant Zoning Administrator Allison McCollum gave the Council members an update on the number of homes that were damaged by Hurricane Florence and the number of permits the Town has issued for repairs.

The Manager then reminded the Council members of the process for filling a Council vacancy. He said that applicants will be interviewed at the February Work Session and a selection will be made at the February Regular Meeting.

## **ADMINISTRATIVE REPORTS**

### **PUBLIC SAFETY – COUNCILMAN BUDDY SHEFFIELD**

Councilman Sheffield had no report.

### **PLANNING BOARD – COUNCILMAN BUDDY SHEFFIELD**

Councilman Sheffield had no report.

### **PARKS & RECREATION/CAC – COUNCILMAN BUD MCCLARD**

Parks and Recreation – Councilman McClard said that Parks and Rec met January 9 and discussion was centered around the upcoming year's budget and some of the planned activities. The budget will likely again be less than \$2000 for all activities for the entire year. The Board is currently three members short but one person has applied to be appointed. This leaves two openings and we are seeking volunteers.

Red Caboose Library – The Library has moved into its new location across from Town Hall. This location is smaller and a bit cramped but the rent is a little over half of the prior location. The library continues to be funded entirely by donations. The library has open Wi-Fi available and it is looking into other ways to serve River Bend.

CAC - The CAC meets Wednesday January 16 to review design of the entrance to River Bend.

Organic Garden - The garden has been quiet during hurricane recovery and the holidays but a small winter garden is doing well. The spring-summer garden is planned and ready, with the first vegetables scheduled to be planted by the end of this month (January).

Two community workshops will be offered this winter. The first one is the Fifth Annual Roundtable on Tuesday, February 12 at 6:30 pm. The theme will be "getting your garden on track to grow healthy herbs and vegetables following last year's destructive storm." Information will be posted in the E-News and on the town website and RBCOG Facebook page. Reservations are suggested. Contact Dee Smith at 252-349-4000.

### **PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND**

PWAB Report – The Mayor had no report.

### **ENVIRONMENT/WATERWAYS – COUNCILMAN BILL CAMP**

EWAB Report – Councilman Camp reported that the EWAB met on January 15. Under Old Business they discussed the following items.

- 1) Signs for the channel markers NO Wake Zone have been approved. Ralph will check with the town manager and check on their status.
- 2) Canal dredging and ownership was discussed. As a first step the board believes a survey of the channel system would be required to ascertain if dredging is needed. Brian Leonard

offered to check with his contacts at DNR (Dept. Natural Resources) and ask their advice as to how we should proceed in this matter.

- 3) The kayak ramp repair is on hold until the contractor is in the area.

New Business topics included:

- 1) Ralph will look into transporting Christmas Trees to Morehead City to help in their beach erosion project. They use the trees under sand dunes to help secure the dunes.
- 2) A copy of the Comprehensive Plan will be again distributed to the board. The board has new members not familiar with the Comprehensive Plan. Bryan has emailed all members copies of the current plan.
- 3) The proposed EWAB Budget for next fiscal year was discussed and approved.

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

Financial Report – Town Manager Jackson told the Council that the total of the General Fund Cash Balances as of December 31, 2018 was \$4,348,535. Ad valorem tax collections were at \$450,568.

#### **MAYOR'S REPORT**

The Mayor said that it is hard to realize that four months have passed since Hurricane Florence visited River Bend. This hurricane was the most destructive storm to hit the area in recent years. Certainly the most destructive to hit River Bend during its years as an incorporated municipality. Four months past the hit by Hurricane Florence, recovery efforts are evident and progress is being made; however, there is a long way to go to complete the recovery effort. Patience needs to be a characteristic to be practiced by all residents during this prolonged period.

Residents of River Bend with homes in the floodplain area of Town experienced significant damage. Most homes not in the floodplain had little or no damage. Please show compassion and understanding to those working through rebuilding efforts if you are one of the fortunate homeowners without damage.

Council Members Gene Bauer and Bill Wanamaker had homes that experienced severe flooding and both have decided to move to other locations. Gene has relocated to Goldsboro, NC and Bill to Phoenix, AZ. The Council took action under the ordinance for appointing a Council Member to the position vacated by Mr. Bauer at the December meeting. Mr. Harry McClard was selected from among five applicants for that position. Mr. Wanamaker resigned just before the December Council Meeting and his position will be filled by the Council during the January Council Meetings. Information about this process is posted on the Town's web page. We thank both Gene and Bill for their service to the Town during their tenure as Council Members. Their commitment to the citizens of River Bend during this period of service is greatly appreciated and we wish them the best in their new homes.

The decision process required for homeowners to make the refitting of homes is a difficult one and contractors and tradesmen to accomplish the work associated with refitting are in short supply. These factors demand patience and acceptance that normal conditions throughout Town will take some time to be realized. I am certain that residents struggling with the rebuilding process

would appreciate the understanding and support of Town residents who have not experienced loss or damage in the hurricane.

The Town staff has performed in an exemplary fashion during the hurricane event and through the recovery period. They have worked long hours and have performed their normal duties as well as the demands of this emergency event. Please express appreciation to these staff members as you encounter them in the normal course of business.

#### **ADJOURNMENT**

There being no further business, Councilman Sheffield **moved to adjourn.** The meeting adjourned at 8:10 p.m.

  
Ann H. Katsuyoshi  
Town Clerk

**River Bend Town Council  
Work Session Minutes  
February 14, 2019  
River Bend Town Hall  
7:00 P.M.**

Present Council Members:	Mayor John Kirkland Bill Camp Bud McClard Buddy Sheffield Bud Van Slyke
Town Manager:	Delane Jackson
Town Attorney	Dave Baxter
Town Clerk:	Ann Katsuyoshi

**GRANT AGREEMENT RESOLUTION**

Town Manager Delane Jackson presented the Council with a copy of the Resolution approving the Memorandum of Agreement between the Town of River Bend and the North Carolina Office of Recovery and Resiliency for a grant in the amount of \$300,000. This grant will permit the Town to employ two people on a temporary basis and buy one truck.

**LOAN AGREEMENT RESOLUTION**

Mr. Jackson also gave the Council a copy of the Resolution approving the Memorandum of Agreement between the Town of River Bend and the North Carolina Office of Recovery and Resiliency for a no interest loan in the amount of \$800,000. This loan is to replace part of the monies spent by the Town during the Hurricane Florence recovery. It will be paid back to the State when FEMA reimbursements are received.

**DISCUSSION OF ZONING COMPLIANCE DEADLINES**

The Manager said that last month the Council approved a 45-day extension for hurricane related debris removal. That expired on March 3, but since that is a Sunday, it will expire on March 4, which is 46-days. The Council also discussed the fact that there is a one-year grace period for those residents who are using temporary housing. Mr. Jackson wants to send out a notification about these deadlines including to those residents who have placed temporary storage units on their property. However, the temporary storage units have not been previously discussed.

It was the Manager's recommendation to the Council that temporary storage units be granted the same grace period as temporary housing. This would set the deadline for removal of such structures as October 11, 2019. After brief discussion, it was the consensus of the Council that the deadline for removal of temporary housing and temporary storage units be October 11, 2019.

**ADVISORY BOARD APPOINTMENTS**

Parks and Rec has three vacancies and the EWAB has one. The Town sent an e-news advertising these vacancies and the notices have been placed on the Town's website. Thus far, only one application has been received.

### **RED CABOOSE AWARD**

The Red Caboose has received recognition for its past restoration. This applies to the physical structure of the Caboose. The Mayor and Egon Lippert attended the awards ceremony and accepted on behalf of the Town.

### **BUDGET AMENDMENT**

Mr. Jackson said that there will be a Budget Amendment presented at the next Council meeting. This Amendment is needed primarily to deal the architectural costs needed for the Police building.


### **TOWN COUNCIL APPOINTMENT INTERVIEWS**

Mayor Kirkland reminded the Council that, due to the resignation of Bill Wanamaker, interviews to fill that vacancy will be conducted at the Regular Council meeting. He also pointed out that both of the applicants were interviewed previously for the vacancy left by Gene Bauer's resignation. The Mayor also thanked both residents who applied for this vacancy for their willingness to serve.

The process then began with each candidate, in turn, addressing the Council about his experience and skills, followed by questions from the Council members. After both applicants had spoken, the Mayor again thanked them and reminded the Council that they will make their final decision at the Regular Meeting on February 21.

### **ADJOURNMENT**

There being no further business, Councilman Sheffield **moved to adjourn**. The meeting adjourned at 8:45 p.m.

  
Ann Katsuyoshi  
Town Clerk



**River Bend Town Council  
Regular Meeting Minutes  
February 21, 2019**

Present Council Members:	Mayor John Kirkland Bill Camp Bud McClard (by phone) Buddy Sheffield Irving Van Slyke
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Town Attorney:	Dave Baxter
Police Chief:	Sean Joll
Finance Administrator:	Margaret Theis

**CALL TO ORDER**

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, February 21, 2019 in the Town Hall Meeting Room with a quorum present.

**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:
  - 1. *Minutes of the January 10, 2019 Work Session*
  - 2. *Minutes of the January 17, 2019 Regular Meeting*

**ADMINISTRATIVE REPORTS**

**PARKS & RECREATION/CAC – COUNCILMAN BUD MCCLARD**

Parks and Recreation – Councilman McClard said that Parks & Rec met on Feb 8. Two applications have been received for new members of the board. They are planning a Bunko event for either March 20 or 27; announcement will be sent via River Bend. Also plans are being finalized for the Easter Egg Hunt on Saturday April 20. The Segals have offered to donate a bronze statue to the town, more details from Town Manager.

Community Appearance Commission – The CAC will meet again March 20.

Library - The Library is continuing at its current location. The latest report is that they have 38 volunteers actively working with the library.

Organic Garden - Spring is starting in the garden. Four varieties of onions and a set of leeks were planted. Spring and summer vegetables and herbs will be planted starting in early March.

A work day is scheduled for Friday, March 1<sup>st</sup> at 9 am. Anyone who is interested is invited to come to help or just offer encouragement. Drop by, work for an hour or stay for the morning. All are welcome.

The Fifth Annual Roundtable was presented on Tuesday, February 12. Audience members were invited to ask gardening questions and to share their own knowledge. Winter themed refreshments were served following the discussion.

The next workshop *Five Questions for a Better Garden* is scheduled for Tuesday, March 12<sup>th</sup> at 6:30 pm. Information will be posted in the E-News and on the town website and RBCOG Facebook page. Reservations are suggested. Contact Dee Smith at 252-349-4000.

**Vote – Parks and Rec Appointments – Mr. McClard said that the Parks and Rec Board currently has two applicants. He moved to appoint Patty Leonard and Meg Williams to the Parks and Recreation Advisory Board for a term beginning February 21, 2019 and expiring on June 30, 2020. The motion carried unanimously.**

## **PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND**

PWAB Report – The Mayor said that the Board's February meeting was held on February 5. Public Works Director Brandon Mills gave the Board an update of his department's hurricane recovery activities and the major effort to mark Town utility installations prior to the boring work being accomplished by Suddenlink and Piedmont Natural Gas.

Manager Jackson reported that a contract has been awarded to repair the Public Works/ Police Department building. He also reported that the Town has been awarded a grant and a zero interest loan that will bridge the time it takes to receive reimbursement from FEMA for hurricane recovery expenses paid for by the Town.

The Board reviewed portions of the Town's Comprehensive Plan and agreed to minor modifications to the Manager who will take those modifications to the Planning Board.

Board Member Steve Dentico asked if action could be taken to correct the "eye sore" represented by the former River Bend Market. He continued in stating that the bulkhead surrounding a portion of this property is in dangerous condition. The Manager responded that the Council would need to act on this property.

The Mayor advised the Board that while some may be critical of the progress being made to achieve "normal" appearance in Town, the process is clearly impacted by the non-availability of contractors.

Chairman Bruno informed Board Members that the next scheduled meeting would be April 2.

## **ENVIRONMENT/WATERWAYS – COUNCILMAN BILL CAMP**

EWAB Report – Councilman Camp reported that EWAB met on February 4, 2019.

Under old business, the Board members discussed the kayak launch raft, as well as Channel Marker Number 7 have both been repaired and returned to service. They also discussed the No Wake Zone signs are to be ordered. Ralph will talk to the manager regarding their status. Dates for inspections and dredging of the canals were discussed. The Comprehensive Plan seems to cover this issue. Fine tuning may be required as to frequency of depth soundings and who is qualified to make those measurements.

Responsibility regarding stormwater drainage and culvert maintenance was discussed. Should the Town of River Bend take over this responsibility? More information regarding cost and properties affected are needed.

Under new business, the topic of fallen trees both on land and adjacent to the water are an issue in some parts of Town. Properties affected will have to be identified and ask owners to remedy their problem areas. The Board will schedule Canal Inspection and Cleanup Day this spring. All interested parties are invited to participate in this event. The dates will be published on the Town website.

There is one vacancy on the Environmental Waterways Board. Residents of River Bend are encouraged to apply. The next meeting is scheduled for March 4<sup>th</sup>. All residents are invited to attend.

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

Financial Report – Finance Administrator Theis told the Council that the total of the General Fund Cash Balances as of January 31, 2019 was \$4,288,698. Ad valorem tax collections were at \$534,668.

Vote – Approve Budget Amendment 18-B-04 – Councilman Van Slyke said that, as discussed at the Work Session, this Amendment will move monies to areas where it was needed for the hurricane clean up. He **moved to approve Budget Amendment 18-B-04 as presented.** The motion carried unanimously.

Vote – Grant Agreement Resolution – Also discussed at the Work Session was this Grant which will provide for two temporary employees and a vehicle. The Town will be permitted to retain the vehicle after the grant has expired. Mr. Van Slyke **moved to approve the Resolution approving the Memorandum of Agreement between the Town of River Bend and the North Carolina Office of Recovery and Resiliency for a grant in the amount of \$300,000 as presented.** The motion carried unanimously.

Vote – Loan Agreement Resolution – Councilman Van Slyke reminded the Council that this loan is meant to replace funds that were expended on Hurricane Florence and its aftermath. They will be repaid when the Town receives its funding from FEMA. He **moved to approve the Resolution approving the Memorandum of Agreement between the Town of River Bend and the North Carolina Office of Recovery and Resiliency for a no interest loan in the amount of \$800,000 as presented.** The motion carried unanimously.

#### **PLANNING BOARD – COUNCILMAN BUDDY SHEFFIELD**

Councilman Sheffield said that the Police Department's move to more suitable temporary facilities has allowed the regular meeting schedule to resume in the Town Hall conference room. The Planning Board held its regular meeting there on Feb. 7th at 7:00pm. A quorum was present as were two interested citizens who are new to River Bend.

Chairman Lippert called the meeting to order and welcomed the visitors. Assistant zoning administrator McCollum briefed the board on recent building permits, which were numerous due

to Hurricane Florence. Councilman Sheffield brought the board up to speed on actions by the Town Council.

Under old business, the Board continued its work on the Comprehensive Plan, which is a five year update. Board members who had attended recent meetings by Town advisory boards reported on suggestions by those boards for additions and/or deletions to the Comprehensive Plan. After discussion of those suggestions and completing its own work on the plan it was decided that Ms. McCollum would create a new draft of the revised plan that will be submitted to the Town Council who, after a public hearing, will be able to vote on its adoption.

Under new business there was discussion of a property on Rockledge Road which the Town has received complaints due to excessive front yard decorations. There was much discussion. It was ultimately decided that, although the situation at the residence is unfortunate and probably decreases the value of nearby properties, it would be impossible to deal with the problem through a new ordinance. To do so would amount to an attempt to codify taste, which is inherently subjective. No action was taken.

The meeting adjourned at approximately 8:00pm. The next regularly scheduled meeting is set for March 7th. As always, the public is invited to attend.

## **COUNCIL VACANCY**

**Vote – Approve Voting Process to Fill Vacancy** – The Mayor pointed out that each Council member had been provided with a copy of the Process to Fill a Vacancy. He said that the Council needed to approve that Process before beginning the nominations. Councilman Sheffield **moved to approve the Voting Process to Fill a Vacancy as presented**. The motion carried unanimously.

The process began with the Clerk asking each Council member for a nomination. The final count was tied and the Mayor asked that the Council members say a few words supporting their nomination beginning with Councilman Sheffield. Councilman Sheffield said that he had been impressed with Mr. Fogle's statements about bringing the Town together and thought he would make a good addition to the Council. Following Councilman Sheffield's statement, Councilman McClard changed his vote and the count was three aye and one nay (Van Slyke) in favor of Mr. Fogle.

Mr. Sheffield then **moved to appoint Don Fogle to the Council vacancy for a term beginning February 21, 2019 and ending on December 12, 2019**. The motion carried unanimously.

**Administer Oath of Office to New Council Member** – The Town Clerk then administered the oath of office to Don Fogle and he took his place on the dais.

## **MAYOR'S REPORT**

The Mayor said that time does move along and what we do each day is very important in establishing the improving future of any organization. That statement is true for River Bend's hurricane recovery effort. The Town staff has worked diligently to restore and improve the Town's infrastructure. Individual homeowners are working with stressed general contractors and independent tradesmen to rebuild their homes. These trying conditions dictate that all players

need to exercise much patience and control as the time required for total recovery turns out to be much longer than anticipated.

The FEMA staff assigned to work with River Bend following the hurricane functioned well and were helpful to residents within the constraints of law and the FEMA regulations. Many property owners have made decisions important to the future of their damaged property.

A very positive improvement in utility service to the Town is happening at the present time. It is probably not directly related to the hurricane but it will certainly improve utility service when total recovery is achieved.

Suddenlink had begun the installation of a conduit system throughout Town in August. This is the orange colored "pipe" that is being bored in on all streets. The completed system will allow the utility to pull a fiber optic cable to all customers.

Piedmont Natural Gas has in a similar fashion committed to providing gas service to the entire Town. This installation is the yellow pipe that is being bored in the street right-of-way on our streets. The gas company is pressurizing sections as they are completed so some areas will receive service before the entire system is completed.

Both of these installations will provide better service to residents. Return to "normal" is some time in the future and it is not possible to predict that date with any certainty. We should each pray that those who work hard to achieve the "normal" will not face any disruption.

#### **ADJOURNMENT**

There being no further business, Councilman Fogle **moved to adjourn**. The meeting adjourned at 8:40 p.m.

  
Ann H. Katsuyoshi  
Town Clerk

**River Bend Town Council  
BUS Minutes  
March 14, 2019  
River Bend Town Hall  
5:30 P.M.**

Present Council Members:	Mayor John Kirkland Bill Camp Don Fogle Bud McClard Buddy Sheffield Bud Van Slyke
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Police Chief:	Sean Joll

**DISCUSSION – UPDATE FROM LAST BUS MEETING**

Town Manager Delane Jackson reminded the Council that on August 30, 2018, the Council agreed to a slight modification of the floor plan. Those changes are shown on Plan B. The Council also discussed, but did not make a final decision, on the Town Hall component of the BUS Plan.

Further consideration of this matter was postponed because of Hurricane Florence.

Mr. Jackson also pointed out that no final decisions have been made on the floor plans or the financing of this project. Nor have any decisions been made about timing or use of space once the project is completed.

**CONSIDERATION OF FLOOR PLANS**

The Manager said that Floor Plan A represents the plan that was discussed at the June 25<sup>th</sup> meeting. Plan B represents the plan discussed at the August 30<sup>th</sup> meeting which included changes from the June meeting. Floor Plan C shows staff recommended changes since the lessons that were learned following Hurricane Florence, specifically the need for emergency shelter for staff to be on hand during emergency response. He said that Plan C rearranges the bathrooms and adds a small kitchen back into the plans. Mr. Jackson pointed out that many of the functions held in the activities room would likely involve food, so why not plan for that scenario. Also, by adding the kitchen, this facility could be used as an emergency center.

Estimates are that the total cost of Plan B would be \$704,910. The total estimated cost of Plan C is \$764,350. However, Mr. Jackson reminded the Council that we will not know the exact cost until the project is bid.

**DISCUSSION – UPDATE ON FUND BALANCE POSITION AFTER LAST AUDIT**

Mr. Jackson pointed out that the Town's 2017 audit report showed an unassigned fund balance of \$1,242,235.

### **DISCUSSION – UPDATE ON POSSIBLE GOLDEN LEAF FOUNDATION FUNDING**

The Manager said that we are still awaiting a decision by the Golden Leaf Foundation regarding funding to build the new facility, but he does not expect to receive any funding.

### **DISCUSSION – NEXT STEP**

Councilman Van Slyke said that he liked Plan C and thought it was better for the Town and the Police Department. He pointed out that the Town is still setting aside the \$52,000 that we used to pay on the barn mortgage. That would be enough to pay the loan on construction.

Councilman Sheffield said that he is concerned about spending down the reserves. He asked if the Town could get a USDA loan for this project. The Town Manager said that the Town could get a loan.

### **CLOSED SESSION**

Councilman Sheffield **moved to go into Closed Session under NCGS 143.318.11(a)(5) to instruct staff on negotiating price for acquisition of real property.** The motion carried unanimously. The Council entered Closed Session at 6:30 p.m.

### **OPEN SESSION**

Councilman Sheffield **moved to return to Open Session.** The motion carried unanimously. The Council entered Open Session at 6:50 p.m.

### **MOTIONS**

Councilman Van Slyke **moved to approve building Plan C as presented and to proceed with bidding preparations.** The motion carried unanimously.

Councilman McClard **moved to designate the current site of the basketball court as the location for a new building and to relocate the basketball court to the old barn site.** The motion carried unanimously.

### **ADJOURNMENT**

There being no further business, Councilman **Sheffield moved to adjourn.** The motion carried unanimously. The meeting adjourned at 6:55 p.m.

  
Ann Katsuyoshi  
Town Clerk

**River Bend Town Council**  
**Work Session Minutes**  
**March 14, 2019**  
**River Bend Town Hall**  
**5:30 P.M.**

Present Council Members:	Mayor John Kirkland Bill Camp Don Fogle Bud McClard Buddy Sheffield Bud Van Slyke
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Police Chief:	Sean Joll

**DISCUSSION – TOWN ORDINANCE 3.01.037 – FILLING VACANCY**

Town Manager Delane Jackson said that he and the Town Attorney have make some changes in the wording of the Town Ordinance that lays out the process for filling a Council vacancy. He believes that these changes will make the replacement of a Council member less cumbersome in the future.

**DISCUSSION – WORK SESSION FORMAT**

Mayor Kirkland told the Council members that the Town began television recording of Work Sessions approximately two years ago. It was thought that this might allow more residents to view the more informal Work Session proceedings. However, the needs of video recording required that the Council members sit on the dais instead of at tables on the floor of the meeting room. Recently, some members have expressed a wish to go back to the previous format because it offered them the opportunity to discuss items face-to-face with their fellow Council members. Since there is no real evidence that video recording Work Sessions increases viewership, the Mayor suggested that the Council may wish to revert to the previous practice.

**VOTE – UPDATE COUNCIL RESPONSIBILITIES CHART**

The Mayor said that when a Council vacancy is filled it has been the practice that the new Council member take over the responsibilities of the person they are replacing. Therefore, this chart shows Don Fogle replacing Councilman Wanamaker as the liaison for Public Safety. Mr. Kirkland also suggested that Councilman Fogle also assume the responsibility as the backup for Public Works/Water Resources to relieve Councilman Sheffield, who is currently serving as the backup for three Advisory Boards.

Councilman Van Slyke **moved to approve the Mayor-Council Responsibilities Chart as presented.** The motion carried unanimously.



### **DISCUSSION – RIVER BEND BICYCLE AND PEDESTRIAN PLAN**

The Town Manager reminded the New Bern Metropolitan Planning Organization (MPO) had hired Alta Planning and Design to survey all municipalities in Craven County and develop a Bicycle and Pedestrian Plan for each one. Alta has submitted their plan to River Bend.

Mr. Jackson said that, in order for Alta to be paid for this project, the Council will have to approve the plan. He reminded the Council that their approval will in no way obligate the Town to institute the plan or any part of it.

### **CLOSED SESSION**

Councilman Fogle **moved to go into Closed Session under §143-318.11 (a)(3), the Attorney-Client Privilege exception to the Open Meetings Law.** The motion carried unanimously.

### **OPEN SESSION**

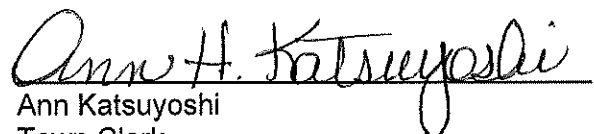
Councilman Sheffield **moved to return to Open Session.** The motion carried unanimously. The Council entered Open Session at 8:00 p.m.

### **MOTION**

Councilman Sheffield moved to direct the Town Manager to acquire a performance bond before issuing any permits for home construction in the Virginia Court Subdivision unless the developer completes all necessary components of the subdivision. The motion carried unanimously.

### **ADJOURNMENT**

There being no further business, Councilman **Sheffield moved to adjourn.** The motion carried unanimously. The meeting adjourned at 8:05 p.m.

  
Ann Katsuyoshi  
Town Clerk

**River Bend Town Council  
Regular Meeting Minutes  
March 21, 2019**

Present Council Members:	Mayor John Kirkland Bill Camp Don Fogle Bud McClard Irving Van Slyke
Absent Council Member:	Buddy Sheffield
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Town Attorney:	Dave Baxter
Police Chief:	Sean Joll
Finance Administrator:	Margaret Theis

**CALL TO ORDER**

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, March 21, 2019 in the Town Hall Meeting Room with a quorum present.

**ADDITIONS/DELETIONS**

The Town Manager asked to add an item under Finance to discuss the Election. Councilman Camp **moved to add an item under Finance to discuss the Election**. The motion carried unanimously.

**CONSENT AGENDA**

The Mayor presented the Council with the Consent Agenda. Councilman McClard **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 February 14, 2019 Work Session*  
*Minutes of the February 21, 2019 Regular Meeting*

**ADMINISTRATIVE REPORTS**

**PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND**

**PWAB Report** – The Mayor said that there was no PWAB meeting in March. The next meeting will be on Tuesday, April 2<sup>nd</sup> in the Town Hall conference room. This is an open meeting and citizens are welcome to attend.

**Vote - Town Ordinance 3.01.037 – Filling Vacancy** – The Mayor said that this item was discussed at last week's Work Session. Councilman Camp **moved to approve the amendment to the Town of River Bend, Code of Ordinances, Chapter 3.01.037, Filling Vacancies of an Elective Office, as presented**. The motion carried unanimously.

**Vote – Work Session Format** – Again, the Mayor said that this item was discussed at the Work Session. Councilman McClard **moved to discontinue the videotaping of Council Work Sessions by Channel 10 effective immediately.** The motion carried unanimously.

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

**Financial Report** – Finance Administrator Theis told the Council that the total of the General Fund Cash Balances as of February 28, 2019 was \$4,195,688. Ad valorem tax collections were at \$636,832.

**Vote – Budget Amendment 18-B-05** – Manager Jackson said that this Amendment is to transfer funds into Public Buildings to cover the contract with the Walker Group. Councilman Van Slyke **moved to approve Budget Amendment 18-B-05 as presented.** The motion carried unanimously.

**Vote – Contract with Walker Group** – Councilman Van Slyke said that this contract was agreed to at the BUS meeting on March 14. He **moved to approve the contract with the Walker Group to provide architectural design and construction administration as presented, in an amount not to exceed \$58,328.00.** The motion carried unanimously.

#### **ELECTION**

The Town Manager told the Council that the Town has received an estimate of the costs of our municipal election on November 5, 2019 from the Craven County Board of Elections. That estimate is approximately \$9,700. Mr. Jackson said that that sum includes approximately \$6,000 for absentee (mail in) voting. He also pointed out that, at the 2018 election, there were approximately 35 mail in votes for River Bend.

The Manager said that currently the only two municipalities in Craven County that pay for absentee voting are River Bend and Havelock. Therefore, the total cost is split evenly between the two. Should Havelock decide to opt out of absentee voting this year, then River Bend would have to pay the full cost of nearly \$12,000. The Manager suggested that, for such a small number of ballots, this is a very high price and the Council may wish to opt out of absentee voting for this election.

After brief discussion, Councilman Van Slyke **moved to adopt the Resolution to “opt-out” of absentee voting.** The motion carried unanimously.

#### **PLANNING BOARD – COUNCILMAN VAN SLYKE FOR COUNCILMAN BUDDY SHEFFIELD**

The Planning Board held its regular meeting on March 7th at 7:00pm. A quorum was present as was Barbara Maurer.

Chairman Lippert called the meeting to order and welcomed the visitors. Assistant Zoning Administrator McCollum briefed the Board on recent building permits. Councilman Sheffield brought the Board up to speed on actions by the Town Council.

The Board continued its work on the Comprehensive Plan. All changes and additions to the plan were reviewed. The Board also considered changes suggested by former Council person Maurer.

Ms. McCollum was tasked with creating a new draft of the plan incorporating all of the changes. Chairman Lippert suggested that the plan be submitted to the Council by June.

It was decided that the Board will review a plan developed years ago for development in the Northwest Quadrant.

The meeting adjourned at approximately 9:00 p.m. The next regularly scheduled meeting is set for April 4th. As always, the public is invited to attend.

Vote – Approve Bicycle and Pedestrian Plan – As was discussed at the Work Session, adoption of this plan does not oblige the Town follow any of the recommendations. This is merely the method for getting the design firm paid for their work. Councilman Van Slyke **moved to approve the Bicycle and Pedestrian Plan as presented**. The motion carried unanimously.

#### **PARKS & RECREATION/CAC – COUNCILMAN BUD MCCLARD**

Parks and Recreation – Councilman McClard said that Parks & Rec met at Town Hall at 7pm on March 6 for about an hour. The two new members are a welcome addition but there is still one slot vacant. The biggest upcoming activity will be the Easter Egg Hunt on Saturday April 20, and much of the discussion was centered around logistics, prizes, and other details for the event. Specific information will be released by the Town. The next meeting is April 3 at 7pm and public is welcome to attend.

Community Appearance Commission – The CAC met Wednesday, March 20. Several topics were discussed including replacement plants for the few that were damaged in the Plantation Drive median. Residents Jon and Karen Segal offered to donate a bronze statue for the Dog Park and the CAC accepted. The Town Manager will check on utility costs to install the statue. The River Bend entrance upgrade project was also discussed at length but the project was put on hold pending feedback from the Town and cost projection. There was a large amount of interest in doing something about the remaining small debris including little bits of broken glass along several streets where debris piles had been picked up. A rep will check with Town Manager to see if any of the CAC ideas for cleanup are viable alternatives.

Library - The Red Caboose Library continues its self-funding via donations. Membership is open to any resident family and it is at no charge to the family. The volunteers are actively looking for a way to help more with Parks and Recreation activities.

Organic Garden - Garlic, leeks, onions, lettuce, kale and radishes are currently growing. Tomatoes and peppers have been started and they will be transplanted into the garden next month. Seed potatoes will be planted later this month. New bees for the beehives have been ordered and should arrive by April. Because some regular attendees are still displaced due to Florence, the March workshop has been postponed until the fall.

#### **MAYOR'S REPORT**

The Mayor said that many areas of the Town are now in normal or near normal condition while other areas still have a significant number of homes that remain unoccupied. The work associated with the restoration of water damaged homes is dependent on the availability of necessary

contractors and tradesmen. Both are in short supply. It is not possible to predict when the "normal" condition will return to the entire Town.

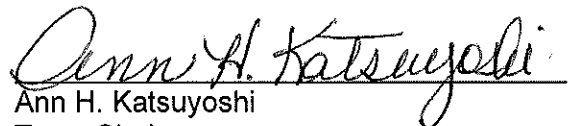
The Town was fortunate that our water supply was never compromised during or after the hurricane event. The wastewater treatment plant was off line during the height of hurricane flooding but was returned to normal operations shortly after the flooding conditions receded. The Town's water/wastewater staff deserves credit for their management of this emergency and minimizing the total impact to residents and to the environment.

The Public Works and Water Resources building was flooded with two feet of flood water during the hurricane. The restoration of this building will be complete in the near future.

Town Manager Delane Jackson ably leads the staff and our contractors during the difficult times of restoring every element of River Bend to the conditions that existed on September 1, 2018.

#### **ADJOURNMENT**

There being no further business, Councilman Camp **moved to adjourn.** The meeting adjourned at 7:51 p.m.

  
Ann H. Katsuyoshi  
Town Clerk

**River Bend Town Council  
Regular Meeting Minutes  
April 18, 2019  
River Bend Town Hall  
7:00 P.M.**

Present Council Members:	Mayor John Kirkland Bill Camp Don Fogle Bud McClard Buddy Sheffield Irving Van Slyke
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Town Attorney:	Ross Hardeson
Police Chief:	Sean Joll
Finance Administrator:	Margaret Theis

**CALL TO ORDER**

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, April 18, 2019 in the Town Hall Meeting Room with a quorum present.

**GRAND MARSHAL**

Mayor Kirkland announced that Ms. Luci Avery has accepted the Council's invitation to serve as Grand Marshal at this year's July 4<sup>th</sup> parade.

**CONSENT AGENDA**

The Mayor presented the Council with the Consent Agenda. Councilman McClard **moved to approve the Consent Agenda as presented.** The motion carried unanimously. Within this motion the following items were approved:

- A. Approve:
  - 1. *Minutes of the March 14, 2019 BUS Meeting*
  - 2. *Minutes of the March 14, 2019 Work Session*
  - 3. *Minutes of the March 14, 2019 Closed Session (2)*
  - 4. *Minutes of the March 21, 2019 Regular Meeting*

**ADMINISTRATIVE REPORTS**

**EWAB – COUNCILMAN BILL CAMP**

Councilman Camp reported that the main topic was canal maintenance. Local resident Dick Irwin was in attendance and addressed the canal issues in Island Lake. The access to the Trent River has narrowed to the point that only small outboards can be used. A lengthy discussion followed stressing the importance of depth sounding to maintain our waterways.

The Town Manager is looking into funding for this project as well as local companies capable of performing this work. This is an ongoing issue affecting all our waterways.

The next meeting is scheduled for May 6th at 7:00 p.m.

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

Financial Report – Finance Administrator Theis told the Council that the total of the General Fund Cash Balances as of March 31, 2019 was \$4,749,818. Ad valorem tax collections were at \$641,413.

**Vote** – Call for Public Hearing on the Proposed 2019-2020 Budget – Councilman Van Slyke **moved to schedule a Public Hearing on the Proposed FY 2019-2020 Budget for Thursday, May 16, 2019 beginning at 7:00 p.m., or as soon thereafter as the matter can be reached.**  
The motion carried unanimously.

#### **PARKS & RECREATION/CAC – COUNCILMAN BUD MCCLARD**

Parks and Recreation – Councilman McClard reported that he was unable to attend the April meeting of Parks and Recreation. They met April 3 at 7:00 p.m. Discussion centered around the Easter Egg Hunt that will be held Saturday, April 20. Times for events:

10:30am – Ages 1 to 4  
10:45am – Ages 5 to 8  
11:00am – Ages 9 to 12  
11:30am – Special Needs

Organic Garden - The organic garden is now harvesting kale and waiting for radish to mature. A workshop is scheduled for May 14 at 6:30 p.m. and the topic is 5 Questions to a Better Organic Garden by Sam Bean.

Library – There was no meeting this month.

Community Appearance Commission – The next meeting is May 15.

**Vote** – 2019 Arbor Day Proclamation – Councilman McClard **moved to approve the 2019 Arbor Day Proclamation as presented.** The motion carried unanimously.

#### **PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND**

PWAB Report – The Mayor said that the April PWAB meeting was cancelled due to a conflict in scheduling with the planned date and time of the Budget Work Session.

#### **MAYOR'S REPORT**


The Mayor said that time certainly moves at a fast pace. The passage of time for River Bend also moves at an even faster pace. The Manager, Council and Staff have almost completed the drafting of the budget that will guide Town spending both in the general fund and in the water and wastewater enterprise funds in fiscal year 2019-2020. The four budget work sessions were

attended by several citizens who were welcomed to provide remarks on the budget process. This year's discussions were mindful of the uncertainties that are in play following the hurricane Florence impact as related to Town's financial position. It certainly became apparent how important it is to maintain a healthy fund balance in all budget sectors.

The planning for July Fourth parade and celebration is in the planning stage. Residents that were impacted by the hurricane continue to accomplish repairs to homes. This process has been painfully slow for these homeowners due to the limited number of contractors and the commitment of time those contractors to take on projects. All of us in River Bend need to respect the flood impacted home owners and understand the frustration that they live with day by day. Spring seems to finally be here and recovery is happening.

#### **ADJOURNMENT**

There being no further business, Councilman Sheffield moved to adjourn. The meeting adjourned at 8:00 p.m.

  
Ann H. Katsuyoshi  
Town Clerk





**River Bend Town Council  
Work Session Minutes  
May 9, 2019  
River Bend Town Hall  
7:00 P.M.**

Present Council Members:	Mayor John Kirkland Bill Camp Don Fogle Bud McClard Buddy Sheffield Bud Van Slyke
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Police Chief:	Sean Joll

**BUDGET MESSAGE PRESENTED**

Town Manager Jackson reminded the Council that the Public Hearing for the Proposed 2019-2020 Budget will be held at the Regular Meeting next Thursday. He still has not received definitive numbers from the Craven County Tax Office, but will update the Budget as soon as he receives them.

**DISCUSSION OF CANAL MAINTENANCE PLAN**

The Manager said that the area around Island Lake has silted up to the point that boats cannot get in and out. He noted that the Town adopted a Canal Maintenance Plan in 2010 and established a CIP. That CIP currently has approximately \$66,000 in it. Mr. Jackson proposed to the Council that estimates be sought to dredge out the Island Lake area. After a brief discussion, the Council unanimously concurred.

**DISCUSSION OF ORDINANCE ENFORCEMENT AFTER HURRICANE FLORENCE**

Mr. Jackson told the Council that nearly eight months after Hurricane Florence we still have residents with boats parked in their front yards and construction debris piles. This far exceeds the six months the Council had allowed to correct such violations. The Manager said that, without objection from the Council, the Zoning Assistant will be sending out letters to each of the property owners who are in violation and giving them a finite date by which the problem must be corrected or fines will be imposed.

**DISCUSSION OF ARTWORK FOR DOG PARK**

Town Manager Jackson showed the Council members a photograph of the statue donated by the Segals for the Dog Park. Mr. Jackson noted that the Segals will also donate the costs associated with placing the statue. Unfortunately, when the statue was received it was cracked, so the foundry is taking it back for repairs.

**DISCUSSION OF BANKING RESOLUTION/SIGNATURE CARD**


Since Councilman McClard has taken over former Councilman Bauer's position as Deputy Budget Director, it is necessary to add his name to the Bank's approved signature card. Councilman Van Slyke **moved to approve the BB&T Resolution and Agreement for Deposit Account as presented.** The motion carried unanimously.

**DISCUSSION OF POLICE DEPARTMENT RENTAL**

The Manager said that the rental agreement for the Police Department office is about to expire. The owner has agreed to a six-month renewal of the current lease with an option for an additional six months. Since work has not begun on the new Police building, Mr. Jackson recommended that the Town accept the renewal contract. Councilman Sheffield **moved to renew the lease with Business Plaza, LLC for the rental of Unit 114, South Business Plaza for an additional term of six months with a six-month renewal option, if necessary, at the rate of \$750 per month, and to authorize the Town Manager to execute the lease.** The motion carried unanimously.

**ADJOURNMENT**

There being no further business, Councilman Sheffield **moved to adjourn.** The motion carried unanimously. The meeting adjourned at 8:10 p.m.

  
Ann Katsuyoshi  
Town Clerk

**River Bend Town Council  
Regular Meeting Minutes  
May 16, 2019  
River Bend Town Hall  
7:00 P.M.**

Present Council Members:	Mayor John Kirkland Bill Camp Don Fogle Bud McClard Buddy Sheffield Irving Van Slyke
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Town Attorney:	Dave Baxter
Police Chief:	Sean Joll
Finance Administrator:	Margaret Theis

**CALL TO ORDER**

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, May 16, 2019 in the Town Hall Meeting Room with a quorum present.

**PUBLIC HEARING**

Councilman Van Slyke **moved to open the Public Hearing to discuss the Proposed 2019-2020 Budget.** The motion carried unanimously.

Town Manager Delane Jackson directed the Council's attention to the copy of the proposed budget and gave a brief outline of its contents. He said that there is a 2¢ tax increase proposed for the next fiscal year. There are no suggested changes to water and sewer charges or fee charges.

Councilman Van Slyke then asked anyone who wished to speak to this issue step to the podium and be heard. With no one stepping forward, Councilman Van Slyke **moved to close the Public Hearing.** The motion carried unanimously.

**CONSENT AGENDA**

The Mayor presented the Council with the Consent Agenda. Councilman McClard **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 April 18, 2019 Regular Meeting*

## **ADMINISTRATIVE REPORTS**

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

Financial Report – Finance Administrator Theis told the Council that the total of the General Fund Cash Balances as of April 30, 2019 was \$4,877,868. Ad valorem tax collections were at \$644,330.

### **PLANNING BOARD – COUNCILMAN BUDDY SHEFFIELD**

The regular meeting of the Planning Board was held on May 2 at 7:00 p.m. at Town Hall. A quorum was present. Chairman Lippert called the meeting to order. Allison McCollum gave the report of building permits issued. The volume continues to be high due to Hurricane Florence.

Councilman Sheffield briefed the Board on recent actions by the Council then gave a report on CARTS based on questions that had come up during preparation of the Comprehensive Plan. There had been interest in determining if River Bend could have a regular CARTS stop. According to CARTS director, Kelly Walker this would depend on demand.

Also arising from work on the Comprehensive Plan there was discussion of a shelter for the dog park, the overall mission statement, stormwater and pollution control and the bike and pedestrian plan.

There was discussion of whether potential development of the Northwest quadrant would be adequately covered by existing ordinances concerning subdivisions or if new ones might be needed. No action was taken.

The meeting was adjourned. The next regular meeting is scheduled for June 6th.

### **PARKS & RECREATION/CAC – COUNCILMAN BUD MCCLARD**

Parks and Recreation – Councilman McClard reported that Parks and Rec met Wednesday, May 1, at Town Hall. There was a detailed debriefing regarding the previous Easter Egg Hunt, Concert in the Park, and July 4th activities and focus on streamlining upcoming events. The Concert in the Park on May 5 had good attendance and the weather cooperated. Initial plans for the July 4th parade and some ideas for some improvements were discussed.

Library - The Red Caboose Library has added two new volunteers in April and two more will be orienting very shortly.

Ten more books have been donated and added to our “Great American” read feature. The library now has more than half of the PBS listing.

On June 1, 2019 from 9:00 a.m. to noon the Library will host an Open House which will include a Book Sale, Yard Sale, and Library T- Shirt Sale.

The River Bend Garden Club will also hold a Bake Sale at the same date and time and place at at 50 Shoreline Drive.

Community Appearance Commission - The CAC met Wednesday afternoon at 1:30 PM.

Organic Garden - The Organic Garden will host a workshop at town hall Tuesday, May 14 at 6:30 p.m. titled "Five Questions for a Better Garden." Attendees are asked to call Dee Smith at 349-4000 or email [howwwdeeee@embarqmail.com](mailto:howwwdeeee@embarqmail.com) for reservations.

## **PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND**

PWAB Report – The Mayor said that the PWAB did not meet in May.

## **EWAB – COUNCILMAN BILL CAMP**

Councilman Camp reported that EWAB met on May 6, 2019. Topics discussed included the signs for the no wake zones have been designed and priced by a vendor. Their status will be determined. The Island Lake dredging and a survey of our channel system was discussed. Delane has a company in mind for the dredging job and is waiting on their quote. He is also looking into funding options from in the state and other sources. Canal and bank cleanup has not been scheduled. Recruiting volunteers for this project has been in issue in past years. The next meeting is scheduled for April 3rd at 7:00 p.m.

## **MAYOR'S REPORT**

The Mayor said that the Town Council at the June meeting will vote to adopt the Town's 2019-2020 budget. This document is the result of several meetings of the Council with Town Manager Jackson and Town Staff department heads. These working meetings began in March. When adopted the budget provides the Manager the financial resources to direct the Town's work to implement the projects and programs that Council accepted during the several Budget Work Sessions already mentioned. When deviations from planned programs occur the Manager presents an appropriate budget amendment document to the Council for debate and approval. Historically there are few budget amendments voted on in the River Bend budget during any fiscal year.

The other aspect of the budget that is worth comment is the "fund balance." The maintenance of a healthy fund balance is appropriate for River Bend and for every municipality. The Town's "municipal bond rating" represents the rating agency's evaluation of the Town's ability to repay debt. A recent example of utilization of fund balance was the occasion of Hurricane Florence storm debris removal. The contract for this work alone cost \$680,000. Total hurricane related expense is expected to be \$1,000,000. This obligation was met without borrowing. The funds paid for this service should be repaid by FEMA, however, the processing of our claim may take more than a year. This time estimate is based on experience with reimbursement associated with earlier hurricanes. In short, the "bond rating" impacts the Town's borrowing interest rate when borrowing is necessary. A good bond rating demonstrates a history of sound financial management thus every year our budget process puts our fiscal management documents on record for public review.

The Town Staff continues to work with homeowners in the post hurricane recovery process. Good progress is being made but there is still much work to be accomplished. Recovery is a multi-step process and there is no way to shorten the time to reach the finished product. River Bend is very

River Bend Town Council Regular Meeting  
May 16, 2019  
Page 4 of 4 pages

fortunate to have a high quality Staff. We are also fortunate that damage to the Town's infrastructure was minimal.

#### ADJOURNMENT

There being no further business, Councilman Sheffield moved to adjourn. The meeting adjourned at 7:53 p.m.

  
Ann H. Katsuyoshi  
Town Clerk

**River Bend Town Council  
Work Session Minutes  
June 13, 2019  
River Bend Town Hall  
7:00 P.M.**

Present Council Members:	Mayor John Kirkland Bill Camp Don Fogle Bud McClard Buddy Sheffield Bud Van Slyke
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Police Chief:	Sean Joll
Town Attorney:	Dave Baster

**FISCAL YEAR 2019 – 2020 BUDGET ORDINANCE**

Town Manager Delane Jackson presented the Council with his recommendations for next year's budget. He told them that the only parts that had changed since their last discussion are those necessitated by Craven County's reduced property values. He said that the estimated revenues from property tax are down \$20,680, and the numbers have been adjusted to reflect this.

**ADVISORY BOARD APPOINTMENTS**

Mr. Jackson reminded the Council that Advisory Board reappointments will be made at the Regular Meeting. He asked those who have not yet gotten them in, to do so.

**OFFER TO PURCHASE TOWN-OWNED LAND**

The Manager said that he has received an Offer to Purchase for one of the properties in the Colonies that serves as a home to a sign. The Council approved of disposing of the properties last year. There are still a few legal requirements that must be met such as advertising that the property is for sale and permitting others to bid. He will keep the Council apprised of his progress.

**COMMUNITY DEVELOPMENT BLOCK GRANT FOR OLD POLLOCKSVILLE ROAD AREA**

Manager Jackson pointed out the map of the area proposed for this Block Grant. He told the Council that the required notice of Public Hearing has been published and that Mr. Floyd Adams will be here to address the Council at the Regular Meeting.

**2019 – 2020 LEAF AND LIMB PICK UP SCHEDULE**

Mr. Jackson said that this schedule must be adopted by the Council each year. The proposed schedule is similar to those of preceding years.

### **CODE ENFORCEMENT ON ABANDONED AND DILAPIDATED PROPERTIES**

The Manager told the Council that there are still several properties in Town that have not been cleaned up or repaired since Hurricane Florence. He said that enforcement action could entail fines and other remedies. Councilman Sheffield said that the Town should take whatever legal steps it has available to enforce the Town's Ordinances.

### **CLOSED SESSION**

Councilman McClard **moved to go into Closed Session under 143-318.11(a)(3), to consult with the Attorney.** The motion carried unanimously. The Council entered Closed Session at 7:20 p.m.

### **OPEN SESSION**

Council Sheffield moved to return to Open Session. The motion carried unanimously. The Council entered Open Session at 8:05 p.m.

### **DISCUSSION**

The Town Manager informed the Council that he had recently discussed the dilapidated condition of the bulkhead at 46 Shoreline Drive with property owner, Roland Pridgen. Roland informed the Manager that he was not certain that he is in fact the owner of the bulkhead. The Manager informed Roland that a recent survey indicated that he was the owner. The Manager told Roland that he would soon be getting a letter from the Town notifying him of the Town's Ordinance violation as it pertains to maintenance of bulkheads. The Manager stated he believed the Ordinance could be amended to make it clearer. The Town Attorney said he thought the current Ordinance was adequate and suggested contacting the Town engineer to inspect the bulkhead and provide documentation to the Town if it were dilapidated to a degree that it was causing erosion into the canal. If that is the case, then a violation does exist and the Town could take enforcement action. Councilman Fogle asked if the Town is just focusing on this bulkhead or all bulkheads. The Manager explained that he had noticed this bulkhead due to its proximity to the Town's recently completed bulkhead repair project. He added that in the past EWAB had inspected all bulkheads in Town and provided a report of their findings to the Manager. Councilman Camp stated that those inspections had been performed by EWAB and that he would get the results to the Manager. The Manager said once he has the report, he will inspect the bulkheads noted by EWAB, and if he thinks a violation exists, he will then ask the Town engineer to inspect them.

### **ADJOURNMENT**

There being no further business, Councilman Sheffield **moved to adjourn.** The motion carried unanimously. The meeting adjourned at 8:10 p.m.

  
Ann Katsuyoshi  
Town Clerk



**River Bend Town Council  
Regular Meeting Minutes  
Jun 20, 2019  
River Bend Town Hall  
7:00 P.M.**

Present Council Members:	Mayor John Kirkland Bill Camp Don Fogle Bud McClard Buddy Sheffield Irving Van Slyke
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Town Attorney:	Dave Baxter
Police Chief:	Sean Joll
Finance Administrator:	Margaret Theis

**CALL TO ORDER**

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, June 20, 2019 in the Town Hall Meeting Room with a quorum present.

**ADDRESSES TO COUNCIL**

Mary Iorio reminded everyone about the July 4<sup>th</sup> parade and picnic. She invited all residents and their guests to come.

**PUBLIC HEARING**

Councilman Van Slyke **moved to go into a Public Hearing to discuss the Community Development Block Grant for the Old Pollocksville Road Area.** The motion carried unanimously.

Town Manager Delane Jackson introduced Floyd Adams, owner of Adams Company. Mr. Adams told the Council that there is a program offered through the Department of Commerce to communities to offer home repair or rehabilitation to low/moderate income families. This is a grant that does not require a match by the Town and can be up to \$750,000.

When asked how they would determine which properties might be eligible, Mr. Adams said that a committee would be formed to determine the participants. A question was then asked about whether homeowners would be required to participate. Mr. Adams said no. The offer of funding would be made and the property owner had the right to refuse.

Councilman Van Slyke then asked that anyone who wished to speak to the matter, step to the podium and be heard. No one stepped forward. Councilman Van Slyke **moved to close the Public Hearing.** The motion carried unanimously.

## **CONSENT AGENDA**

The Mayor presented the Council with the Consent Agenda. Councilman Van Slyke **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 9, 2019 Work Session*  
*Minutes of the May 16, 2019 Regular Council Meeting*
- B. Advisory Board Appointments and Reappointments  
**PLANNING BOARD:** Reappoint Keith Boulware, Kathleen Fleming, Robert Kohn and Kelly Latimer beginning July 1, 2019 and ending on June 30, 2021;  
**PARKS AND RECREATION:** Reappoint Janet Nawojski, and Francine Rice to terms beginning July 1, 2019 and ending on June 30, 2021;  
**ENVIRONMENT AND WATERWAYS ADVISORY BOARD:** Reappoint R. Karl Lichty and Alan Gazey to terms beginning July 1, 2019 and ending on June 30, 2021;  
**COMMUNITY APPEARANCE COMMISSION:** Reappoint Judi Lloyd, Lona Farula and Lynn Torgersen to terms beginning July 1, 2019 and ending June 30, 2021. Appoint John Meehan as a full-time member for a term beginning July 1, 2019 and expiring on June 30, 2020, and appoint Nancy Del'Aria as an alternate member for a term beginning July 1, 2019 and expiring June 30, 2021;  
**PUBLIC WORKS:** Reappoint Steven Dentico, Lou Colombo, Buck Irvin and Richard Seeger to terms beginning July 1, 2019 and ending on June 30, 2021;  
**BOARD OF ADJUSTMENT:** Reappoint Cinda Hill and Helmut Weisser to terms beginning July 1, 2019 and ending on June 30, 2022 and appoint Barbara Maurer as a full-time member to a term beginning July 1, 2019 and expiring on June 30, 2021;  
**AUDIT COMMITTEE:** Reappoint Councilman Irving Van Slyke, Councilman Harry McClard, Margaret Theis, the Town Manager and L.J. Danehy to terms beginning July 1, 2019 and expiring on June 30, 2020.

## **ADMINISTRATIVE REPORTS**

### **PLANNING BOARD – COUNCILMAN BUD MCCLARD FOR COUNCILMAN BUDDY SHEFFIELD**

Planning Board - The Planning Board met June 6 with Councilman McClard filling in for Councilman Sheffield who was ill. Mayor Kirkland also attended by invitation.

The Mayor gave a report on the New Bern Metropolitan Planning Organization (NBMPO) and how it relates to the CARTS bus service. The Board reviewed three final written updates to the Comprehensive Plan and agreed to update some of the pictures and make a few editorial corrections.

The July meeting was cancelled due to a conflict with July 4th.

### **PUBLIC SAFETY – COUNCILMAN DON FOGLE**

CERT - CERT met at Town Hall on May 22 with 14 members in attendance. New members were introduced and given official CERT backpacks, tee shirts and other gear. The majority of the meeting was spent reviewing roles and responsibilities of the team regarding the Severe Weather Safety Fair. The actual Safety Fair was held on June 1 and went well. There were some empty chairs so more community members could have attended.

In the days prior to the CERT meeting, Harry McClard inspected and tested the team's projector and radios. He determined that all the CERT to CERT radios were ruined in the flood and needed to be replaced. Up to 12 may be requested. One of the four EMS radios was ruined, but that still leaves the team with three working radios for the incident commander/team leader. No replacements will be requested.

The next meeting is scheduled for June 26, at 7:00 pm. People interested in CERT and/or becoming new members are invited to attend.

#### **PARKS & RECREATION/CAC – COUNCILMAN BUD MCCLARD**

Parks and Recreation - Mary Iorio will be retiring from Parks when her current term ends this summer and we thank her very much for her years of service.

The bulk of the meeting was devoted to preparations for the July 4th parade and picnic lunch following the parade. The parade starts at 10:30 a.m. and lunch at Town Hall is scheduled for 11:30 a.m. We encourage the speakers to condense their speeches to limit the time between the parade and the lunch.

Parks and Recreation will hold a special meeting on Monday, June 24 at 1:00 p.m. to make certain all bases for the July 4 events have been covered. Bud said he had a work assignment in Pennsylvania that week and cannot be there.

CAC – The following member actions were recommended:

- John Meehan, currently an alternate, appoint to full member.
- Nancy Del'Aria, Appoint to alternate.
- Susan Broderick, term expired and elected not to continue
- Judi Lloyd: Re-Appoint to 2 year term
- Lona Farula: Re-Appoint to 2 year term
- Lynn Torgersen: Re-Appoint to 2 year term

The next meeting of Community Appearance Commission will be Wednesday, July 17 at 1:30 p.m.

Library - The Red Caboose Library had its Open House, Yard Sale and Book Sale on June 1st.

The event was well publicized by Sun Journal and Shopper ads, River Bender article, Press Release, social media platform (Facebook) and River Bend News and No Politics list serve, as well as posters. The weather was a bit dicey during set-up the day before but was accomplished with secure waterproof tarping and immediate storage of sale articles in the Library proper. Volunteers also stored sale items in their vehicles to complete the setup very early on June 1st. The Red Caboose Library thanks the many dedicated volunteers who worked so diligently to make this event happen. We had an overwhelming response from the community for donations of yard sale items and books. Again, the community has demonstrated very strong support for the Library through its enthusiastic participation, attendance and interest as well as their monetary support. We also, again, added a new volunteer to our roster this month.

The Library thanks the Town of River Bend for its gracious invitation to participate in the 4th of July Celebration Parade. We are strongly considering a plan for a parade entry.

Organic Garden - Update: Everything has started to grow quickly. We are fighting lots of pests with dipel, neem, water spray and hand-picking. There was also another breach, this one on Catherine's side. The fence was torn but there was no incursion. Dee and Christy repaired it. Chris finished rebuilding the redesigned irrigation system at the front of the garden. Dee learned how to repair a broken irrigation line. We are harvesting garlic, leeks, onions, cukes, pole beans, potatoes, tomatoes and herbs.

Workshop – The May workshop was well presented and well-received.

Green Team & Monarch Habitat – Six students showed for the last session of the GT. They asked to do a summer program. They will be invited to volunteer during the summer but there will not be a formal program. The planting area of the monarch habitat has been enlarged. So far there have not been many monarchs or any caterpillars in the garden. Dee and Chris are working on a plan for a building to house and observe the monarchs.

Bees – The surviving hive is thriving. Dick will try to split the hive into two.

New Business: Field Trip – Approximately 30 children aged 9-12 from the Child Care Network are scheduled to visit the garden on Thursday, June 27.

Workday – We need a workday but could not determine a date prior to the next scheduled meeting. Gardeners are encouraged to come and help when they can. Plant management and harvesting are priorities and maintenance needs to be ongoing.

#### **PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND**

PWAB Report – The Mayor said that the June PWAB meeting was held on June 4. The Manager briefed the Board on the continuing work involved in restoring damages that resulted from Hurricane Florence. He also distributed copies of the draft 2019-2020 budget to Board members. A discussion about probable reduction in the Town's tax listing value was responded to by the Manager who estimated that the listing may see a reduction of between 15 and 20 million dollars.

Superintendent Mills reported that his staff is very busy marking utility line locations for Piedmont Natural Gas and Suddenlink as those utilities are working throughout Town. He said that the gas utility planned to complete work in June.

Board Member Dentico raised the question about the differential of connection fee for water tap if the water main is across the street. Superintendent Mills explained that the across street connections involve the added cost of contract street cut or line bore under street.

Chairman Bruno announced that the next meeting would be on August 6.

**Vote – 2019-2020 Leaf and Limb Pick Up Schedule** – Councilman Van Slyke **moved to approve the 2019-2020 Leaf and Limb Pick Up Schedule as presented.** The motion carried unanimously.

## **EWAB – COUNCILMAN BILL CAMP**

Councilman Camp reported that Ralph Iorio opened the meeting at 7:10 p.m. A quorum was present. Also attending was Councilman Don Fogle.

The Island Lake inlet dredging was discussed. Hiring a company capable of performing the dredging operation and clearing the spoils has been challenging. It is a very small job for many companies. The channel markers leading into Island lake canal are in need of repair. Until the canal is dredged, access and repair cannot be accomplished.

The orange buoy, signifying a hazard, located in the Trent River is off station. This buoy is just east of the Main Canal. The Coast Guard Auxiliary has alerted the proper authorities.

Next meeting is July 1, 2019 at 7:00 p.m. All are invited to attend.

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

Financial Report – Finance Administrator Theis told the Council that the total of the General Fund Cash Balances as of May 31, 2019 was \$5,780,625. Ad valorem tax collections were at \$645,513.

Vote – Proposed 2019-2020 Budget – Councilman Van Slyke moved to adopt the Fiscal Year 2019-2020 Budget Ordinance as presented and the Fee Schedule, and to authorize the Mayor to sign contracts, as needed, to complete projects authorized therein. The motion carried unanimously.

Vote – Sale of Town-Owned Property – Councilman Van Slyke moved to accept the offer to purchase as presented. The motion carried unanimously.

## **MAYOR'S REPORT**

The Mayor said that tonight the Council has approved the 2019-2020 budget for the Town. This action completes the work began in March with weekly meetings. The budget will guide the Town Manager in the work to be accomplished during the budget year. The approved budget covers the spending in the general fund departments and in the water and wastewater enterprise funds. The budget work sessions were attended by several citizens who were welcomed to provide remarks on the budget process. This year's discussions were mindful of the uncertainties that are in play following the Hurricane Florence impact as related to Town's financial position. The hurricane event certainly made apparent how important it is to maintain a healthy fund balance in all budget sectors.

Residents who were impacted by the hurricane continue to accomplish repairs to homes. This process has been painfully slow for these homeowners due to the limited number of contractors and the commitment of time those contractors need to take on projects. All of us in River Bend need to respect the flood impacted homeowners and understand the frustration that they live with day by day. Summer seems to finally be here and recovery is happening.

## CLOSED SESSION

Councilman Sheffield moved to go into Closed Session under North Carolina General Statutes 143-318(3)(5)(6) Consult with Attorney/Personnel. The motion carried unanimously. The Council entered Closed Session at 8:15 p.m.

## OPEN SESSION


Councilman Sheffield made the motion return to Open Session. The motion carried unanimously. The Council re-entered Open Session at 8:40 p.m.

Vote - Employment Contract - Councilman Van Slyke moved to renew the Town Manager's 2-year-employment contract as presented. Motion carried unanimously.

Vote - Merit Bonus - Councilman Sheffield moved to award additional merit-based bonuses of \$550.00 for the Zoning Assistant and \$450.00 for the Finance Assistant and also to pay a merit-based bonus to the Town Manager of \$3,000.00 net of all required Local, State and Federal withholdings. Motion carried unanimously.

## ADJOURNMENT

There being no further business, Councilman Sheffield moved to adjourn. The meeting adjourned at 8:53 p.m.

  
Ann H. Katsuyoshi  
Town Clerk

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**River Bend Town Council  
Work Session Minutes  
July 11, 2019  
River Bend Town Hall  
7:00 P.M.**

Present Council Members:	Mayor John Kirkland Bill Camp Don Fogle Bud McClard Bud Van Slyke
Absent Council Members:	Buddy Sheffield
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Police Chief:	Sean Joll
Town Attorney:	Dave Baxter

**PUBLIC HEARING COMMUNITY DEVELOPMENT BLOCK GRANT**

Councilman Van Slyke **moved to go into a Public Hearing to discuss the Community Development Block Grant.** The motion carried unanimously.

Town Manager Delane Jackson introduced Floyd Adams, owner of Adams Company. This is the second required Public Hearing for this Grant. Mr. Adams told the Council that, since the Public Hearing last month, they have identified six properties that meet the criteria for a Community Development Block Grant. Three of these properties would be suitable for repair and three for rehabilitation. All six of the property owners have agreed to participate in this program. The estimated cost for all six of the projects is \$750,000. The Town will not be required to contribute any funds to the project, but will be asked to provide administrative services.

Councilman Van Slyke then asked that anyone who wished to speak to the matter, step to the podium and be heard. No one stepped forward. Councilman Van Slyke **moved to close the Public Hearing.** The motion carried unanimously.

**VOTE - COMMUNITY DEVELOPMENT BLOCK GRANT RESOLUTION**

Councilman Van Slyke **moved to approve the Community Development Block Grant Resolution as presented.** The motion carried unanimously.

**BUDGET AMENDMENT 19-B-01**

The Town Manager told the Council that everything in this Amendment is just projects that were previously approved for funding, but were not completed in last year's budget. There is no new funding in this Amendment. We are merely re-appropriating the funds into the current budget to continue the projects.

Councilman Van Slyke **moved to approve Budget Amendment 19-B-01 as presented.** The motion carried unanimously.

### **VOTE - SALE OF REAL PROPERTY**

Mr. Jackson said that this is just a small piece of land on Pinewood that we propose to sell to the adjoining landowner. The required ad was placed in the paper and, as expected, there were no upset bids. Councilman Van Slyke **moved to approve the sale of the real property located at the corner of Pinewood and Plantation Drive, Parcel ID number 8-200-K-065, in the amount of \$200, and authorize the Mayor to sign on behalf of the Town.** The motion carried unanimously.

### **BUS BID RECOMMENDATION**

The Manager reminded the Council that he planned to have a bid tabulation at the Regular meeting.

### **COG APPOINTMENT**

The Town Manager said that Scott Showalter is the current appointee. He has said that he is willing to continue serving in this capacity. After brief discussion, the Council agreed to having Mr. Showalter serve as the Town's representative to the COG if he is willing. However, they would like to offer the position to other residents before making a final decision.

### **LEAF AND LIMB AMENDMENT**

Mr. Jackson reminded the Council that our leaf and limb policy is by Ordinance that requires residents to bag leaves and pinecones. Should the Council decide to eliminate the bagging requirement, he would also suggest a couple of minor wording changes. Mr. Jackson asked that the Council review the proposed changes so that they can make a decision at the Regular meeting.

### **MPO UPDATE**

Mayor Kirkland provided the Council with copies of the routes of the two CARTS lines. He said that the MPO is still considering a stop in River Bend.

### **APPROVE 2018-2019 CRAVEN COUNTY TAX SETTLEMENT**

Mr. Jackson reminded the Council that they are required to approve the Craven County Tax Collector's settlement of taxes each year. This will be presented at the Regular meeting.

### **CLOSED SESSION**


Councilman Van Slyke **moved to go into Closed Session Under North Carolina General Statute 143-318.11(a)(3).** The Council entered Closed Session at 7:50 p.m.

Councilman Van Slyke **moved to go into Open Session.** The Council entered Open Session at 8:15 p.m.



**ADJOURNMENT**

There being no further business, Councilman Van Slyke **moved to adjourn**. The motion carried unanimously. The meeting adjourned at 8:17 p.m.

  
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Ann Katsuyoshi  
Town Clerk

**River Bend Town Council  
Regular Meeting Minutes  
July 18, 2019  
River Bend Town Hall  
7:00 P.M.**

Present Council Members:	Mayor John Kirkland Bill Camp Don Fogle Bud McClard Irving Van Slyke
Council Members Absent:	Buddy Sheffield
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Town Attorney:	Dave Baxter
Police Chief:	Sean Joll
Finance Administrator:	Margaret Theis

**CALL TO ORDER**

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, July 18, 2019 in the Town Hall Meeting Room with a quorum present.

**ADDRESSES TO COUNCIL**

Phyllis Hoffman, 105 Lantern Lane, thanked the staff for all of their work during and after Hurricane Florence. She asked the Town to support a volunteer day to clean up the small bits of debris that are still present in the hard hit areas of Town.

Jeaninne Billingsley, 306 Rockledge Road, said that Town staff are not enforcing the Ordinances and cited several address where she believed violations existed.

**CONSENT AGENDA**

The Mayor presented the Council with the Consent Agenda. Councilman McClard **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 June 13, 2019 Work Session*  
*Minutes of the June 20, 2019 Regular Council Meeting*

**ADMINISTRATIVE REPORTS**

**PUBLIC SAFETY – COUNCILMAN DON FOGLE**

CERT – CERT met at Town Hall on June 26, 2019. The meeting started with an after-action report-style discussion of the June 1, 2019 Severe Weather Safety Fair. Early and late arrivals of some presenters created a challenge to keep the Fair on schedule. This was unnoticed by the attendees due to the quick thinking of the CERT team to fill time gaps and move speakers as

needed. Lack of attendance by residents was discussed. There were numerous opinions as to the reasons, including competing events with the Red Caboose Library and the belief by some residents that since they survived Florence, they were prepared for future storms. Another reason was that the Fair was too long. CERT will be considering having multiple, shorter meetings rather than an all-day Fair in the future.

CERT also planned to have an information/recruitment canopy placed adjacent to the food line at the July 4th celebration. The information/recruitment canopy will also be in place at the August 6, 2019 National Night Out manned by CERT volunteers. Because of the CERT participation in the National Night Out event, no meeting is scheduled for July.

#### **PARKS & RECREATION/CAC – COUNCILMAN BUD MCCLARD**

Parks and Recreation – The Parks and Rec Advisory Board met on June 24, 2019 in Town Hall. The primary focus of the meeting was to identify tasks necessary to make the July 4th celebration successful. It was Mary Iorio's last meeting and she did her best to share years of event planning wisdom with the group. As tasks were identified, volunteers were assigned to the tasks. The meeting ended with a confident team ready to create a successful celebration.

CAC – The next meeting will be in August.

Library – The Library continues to operate in its self-funding manner. More volunteers have committed their time and book donations continue to help.

Organic Garden - The monthly meetings in July and August are cancelled. The next regular meeting will be on Monday, September 9, 2019 at 2:00 p.m. in the Town Hall conference room.

Onions, garlic, leeks and potatoes have been harvested. Cucumbers, pole beans, tomatoes, red noodle beans and herbs are producing well. The sweet potatoes, cantaloupes, watermelons, peanuts, peppers and eggplants are all healthy. We have sugar baby watermelons in a couple of locations. Many thanks to the volunteers.

The bee hive is very active and healthy.

Garden maintenance is ongoing and the results are gratifying. There are very few weeds and the garden looks good. Most of the resting beds have had compost and decomposing hay added and have been covered with a heavy layer of dry hay. A few sacrificial brussels sprouts, bok choy and lettuces were left to attract pests away from the summer crops and it seems to be working, more-or-less. Many paths now have landscape cloth covered with wood mulch. That project will be continued as time and temperature allow. We need to replace two sections of fence netting and the line around the top of the fence. There are other tasks on the To-Do list but they will have to wait. Watering, harvesting and plant care are garden priorities. Some days there are only three gardeners; other days we have had as many as eight or nine. It feels good to see our garden family working together.

Please stop by to help or say hi and pick up some vegetables.

## **PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND**

PWAB Report – The Mayor said that the PWAB did not meet in the month of July. Their next scheduled meeting will be August 6 at 3:00 p.m. in the Town Hall Conference Room.

Vote – Approve Leaf and Limb Amendment – Manager Jackson offered the Council two options for leaf and limb. Option A was the version that removed the requirement for bagging leaves and pinecones. Option B would keep the bagging requirement in place, but add specific language allowing bagging of grass clippings, requiring that all bags have labels and specifying that small limbs and twigs were not to be bagged. Both versions also contained a few other minor changes that were not related to bagging.

The Council members discussed this at some length. Most said that their constituents were overwhelmingly in favor of bagging. Councilman Van Slyke **moved to approve the Ordinance Amendment that did not require bagging (Option A)**. The motion failed.

Councilman Van Slyke then **moved to approve the Ordinance Amendment that required bagging (Option B)**. The motion carried unanimously.

## **EWAB – COUNCILMAN BILL CAMP**

The next EWAB meeting will be in September

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

Financial Report – Finance Administrator Theis told the Council that the total of the General Fund Cash Balances as of June 30, 2019 was \$5,025,785. Ad valorem tax collections were at \$648,517.

Vote – Approve 2018-2019 Craven County Tax Settlement – Councilman Van Slyke **moved to approve the 2018-2019 Craven County Tax Settlement as presented**. The motion carried unanimously.

## **PLANNING BOARD – COUNCILMAN BUDDY SHEFFIELD**

The Planning Board did not meet in July.

## **MAYOR'S REPORT**

The Mayor said that the July Fourth Parade and Picnic were once again a great success. All of this after the devastation visited on us by Hurricane Florence. The volunteers of the Parks and Recreation Advisory Board and their recruited additional volunteers performed a great serving of food under Chair Mary Iorio. The Community Watch members led by Egon Lippert provided assistance to the police department in directing traffic. We had the usual support from Rev. Simpson of the River Bend Baptist Church, the Marines from MCAS Cherry Point Air Station again led the Parade and joined us for lunch and several County Commissioners joined in the parade. The entire event was what a July Fourth Celebration should present to attendees.

The Town staff led by Manager Jackson provides critical support for this and other Town events. These long serving and dedicated staff members are critical to the smooth delivery of many Town

celebrations. They have borne the extra duties demanded for hurricane recovery while performing their normal duties. They have all performed in an outstanding fashion. We should all hope that there will be no hurricane in 2020 and that all Florence damage will be completely restored by July 4, 2020.

The work demanded for recovery from Hurricane Florence moves along. The staff, assisted by contractors, has restored most of the Town's infrastructure. Residents still work at restoration and the non-availability of contractors has slowed this recovery. A look at other area municipalities demonstrates that River Bend is not alone in this delay.

#### **ADJOURNMENT**

There being no further business, Councilman Fogle **moved to adjourn**. The meeting adjourned at 8:00 p.m.

  
Ann H. Katsuyoshi  
Town Clerk

(6)

**River Bend Town Council  
Work Session Minutes  
August 8, 2019  
River Bend Town Hall  
7:00 P.M.**

Present Council Members:	Mayor John Kirkland Bill Camp Don Fogle Bud McClard Buddy Sheffield Bud Van Slyke
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Police Chief:	Sean Joll
Town Attorney:	Dave Baxter

**VOTE – CONSTITUTION WEEK PROCLAMATION**

Mayor Kirkland said that, each year, the Daughters of the American Revolution request that municipalities in North Carolina adopt a Proclamation for Constitution Week. Councilman Van Slyke **moved to adopt the Proclamation for Constitution Week as presented**. The motion carried unanimously.

**DISCUSSION OF NATIONAL FLOOD INSURANCE PROGRAM**

Town Manager Delane Jackson reminded the audience that hurricane season is here. He made a presentation outlining the financial advantages to having flood insurance. Mr. Jackson said that the information is available on the Town's website and recommended that all residents read it.

**DISCUSSION OF REMEDIATION OF HOMES DECLARED TO BE A PUBLIC HEALTH NUISANCE**

Mr. Jackson told the Council that the 10-day remediation period for the two properties in question expired on August 5. We have not heard from either owner, nor have the owners taken any actions to address the problems. The next step will be to adopt a Resolution that will permit the Town to remediate the problem. The Resolution will be presented at the Regular meeting.

**BUDGET AMENDMENT FOR CODE ENFORCEMENT ACTIVITIES**

The Manager said that approval of a Resolution for Remediation will also require a Budget Amendment. Currently, there are no funds set aside for this project.

**DISCUSSION OF BUS BID TABULATION**

Manager Jackson said that bids were opened on August 5. He asked the Council members if they wanted to have another BUS meeting to discuss these results and, if so, what date.

Councilman Sheffield said that he preferred another BUS meeting. Several members agreed and Tuesday, August 27 at 4:00 p.m. was selected.

### **CANDIDATES NIGHT**

Mayor Kirkland reminded the Council that the Town has routinely held a Candidates Night prior to the election to give residents a chance to get to know and ask questions of the candidates. However, this year there are exactly the number of candidates required to fill the vacancies and those candidates are either on the Council now or have run for office in the recent past. Under those circumstances, he asked if the Council members felt there would be any value in conducting a Candidates Night for this election. After brief discussion, it was the consensus of the Council that there was no need for a Candidates Night for this election.

### **ABSENTEE VOTING**

Mr. Jackson told the Council that there are currently only two municipalities in Craven County that pay the Board of Elections to permit absentee voting in municipal elections. Those are Havelock and River Bend. In order for River Bend to provide that service for this election, it will cost an additional \$6,000. Given the circumstances of this particular election and the relatively small number of absentee ballots typically cast, he asked if the Council wished to participate in this program this year. After considerable discussion, Councilman Sheffield **moved to opt out of absentee voting for the 2019 election and to authorize the Mayor to sign any documents required by the Craven County Board of Elections.** The motion carried unanimously.

### **CLOSED SESSION – 143-318.11(A)(3)(6)**

Councilman Sheffield **moved to go into Closed Session under General Statute 143-318.11(a)(3)(6).** The motion carried unanimously. The Council entered Closed Session at 7:55 p.m.


### **OPEN SESSION**

Councilman Sheffield **moved to return to Open Session.** The motion carried unanimously. The Council entered Open Session at 8:35 p.m.

Councilman Sheffield then said that, in light of recent national and local events, he **moved to approve a \$6,000 allocation to provide funds for the Town Manager to procure security enhancements for Town Hall.** The motion carried unanimously.

**ADJOURNMENT**

There being no further business, Councilman Sheffield **moved to adjourn**. The motion carried unanimously. The meeting adjourned at 8:40 p.m.

  
Ann Katsuyoshi  
Town Clerk



**River Bend Town Council  
Regular Meeting Minutes  
August 15, 2019  
River Bend Town Hall  
7:00 P.M.**

Present Council Members:	Mayor John Kirkland Bill Camp Don Fogle Bud McClard Buddy Sheffield Irving Van Slyke
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Town Attorney:	Dave Baxter
Police Chief:	Sean Joll
Finance Administrator:	Margaret Theis

**CALL TO ORDER**

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, August 15, 2019 in the Town Hall Meeting Room with a quorum present.

**CONSENT AGENDA**

The Mayor presented the Council with the Consent Agenda. Councilman McClard **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 July 11, 2019 Work Session*  
*Minutes of the July 18, 2019 Regular Council Meeting*

**ADMINISTRATIVE REPORTS**

**PARKS & RECREATION/CAC – COUNCILMAN BUD MCCLARD**

Community Appearance Commission – The CAC will hold its next meeting in September.

Parks and Recreation – Parks and Rec will hold its next meeting in September.

Library – The Library Board Meeting took place August 1, 2019. The Board has a new Secretary, Hazel Campesi, who has long been a strong supporter of the Library.

The Library was invited to participate in the "Night Out " celebration. They had a nice table next to the Organic Garden with their storyboard, flyers and handouts, including their popular bookmarks with the "Smarties" on the back. The "Red Caboose" was there for picture opportunities for the children as well. Interest in the library was shown by residents new and

old alike. The Library added a new volunteer to their roster as well and are now almost sold out of our T-Shirts, only two left.

Their inventory of hardcover books and other materials is now complete. We have 1,920 hardcovers, 51 DVDs, 106 audio books and 117 children's books in inventory. The Library now has 52 of the 100 selections from the Great American Read. A separate area has been set aside to display their GAR collection. These totals do not include our paperbacks, games or puzzles.

Over the last month Library volunteers have done a lot of work on reorganization of books, flipping all of the shelving and adding/deleting inventory. They have added a board game section as well. A new "Food Section" was added last month which includes books on cooking, canning, and foods in foreign countries as well as herbs and other edible plants.

During the "Heat Wave" a few weeks ago they Library lost the AC which necessitated closing the Library for almost a week. This, of course, impacted patron visits.

Organic Garden - An exceptionally hot and dry July took its toll on the garden. Harvests were excellent until the end of the third week when the 90+ degree temperatures and 100% humidity sent several crops into heat dormancy.

Watermelon, cantaloupe and peppers and eggplant are starting to produce. Harvest totals from July 1-24 totaled 465 pounds for eight different types of vegetables. Thirteen percent of this year's total harvest was donated to Interfaith Refugee Ministries.

The herb garden is beautiful and is producing well.

The bee hive is thriving. Dick decided not to divide it at this time.

The monarch habitat is filled with blooming asclepiads awaiting the arrival of butterflies on their southern migration.

## **PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND**

PWAB Report – The Mayor said that the PWAB met on August 6. The Board was briefed by Town Manager Jackson about the work associated with restoration of hurricane damage. Board members had questions on some specifics of recovery and the Manager responded to those questions.

The next meeting will be on Tuesday, October 1, in the Town Hall conference room. This is an open meeting and citizens are welcome to attend.

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

Financial Report – Finance Administrator Theis told the Council that the total of the General Fund Cash Balances as of July 31, 2019 was \$4,855,986. Ad valorem tax collections were at \$0. Ms. Theis reminded the audience that this is the beginning of the fiscal year and property taxes are not yet due.

**Vote – Approve Budget Amendment B-02-19** – Manager Jackson told the Council that this Amendment is to provide funds for the demolition and/or remediation of the two properties that have been declared a public health nuisance. After discussion, the Council determined that it would be most cost effective to demolish both properties. Councilman Van Slyke **moved to approve Version C of Budget Amendment 19-B-02 as presented.** The motion carried unanimously.

**Vote – Absentee Voting Resolution** – The Manager said that the Craven County Board of Elections required a Resolution in order for the Town to opt out of absentee voting for the 2019 election. Councilman Van Slyke **moved to approve the Resolution as presented.** The motion carried unanimously

The Resolution reads as follows:

***Town of River Bend Resolution  
Opting Out of Absentee Voting***

*Whereas, the Town of River Bend is financially responsible for funding the costs associated with its municipal election, and*

*Whereas, River Bend's municipal elections are conducted by the Craven County Board of Elections, and*

*Whereas, the Town Council recognizes that absentee voting significantly increases the cost of a municipal election, and*

*Whereas, the Town Council recognizes that all candidates for the November 2019 municipal election are running unopposed;*

*Now, therefore be it resolved, by the Town of River Bend Town Council that the Town of River Bend is hereby opting out of absentee voting for the November 2019 River Bend municipal election.*

***Adopted this the 15<sup>th</sup> day of August, 2019***

## **PUBLIC SAFETY – COUNCILMAN DON FOGLE**

**CERT** – CERT participated in the National Night Out event on August 6, 2019 manning an information display and soliciting new members. The next CERT event will be participating in a training session hosted by the New Bern Police Department. It will be held on August 29, 2019 at the New Bern Mall substation. The focus of the meeting will be on traffic. No separate meeting will be held in August.

**Community Watch** - Community Watch, along with the River Bend Police Department, sponsored the National Night Out event on August 6, 2019. Master Griller Egon Lippert and others worked the grill so attendees could have "hot off the grill" hotdogs. Other Community Watch members assisted by directing attendees to appropriate parking areas. Margaret Theis played a major role in organizing this very successful event. It was well-attended by young and old alike.

## **MAYOR'S REPORT**

The Mayor said that the River Bend of pre-Hurricane Florence continues to emerge from the destruction left in the wake of the hurricane. Piedmont Natural Gas company has been extending the natural gas service to the entire Town. Their work is in its final phase and soon all homes that want natural gas will have that service available.

At the same time, Suddenlink has been placing a conduit system to all areas of Town. This will allow the utility to pull fiber optic cable through the conduit and then provide the "state of the art"

video and internet service to customers. Both of these utility services being available throughout Town is rare for any municipality. Clearly, living through the installation period will have been worth the inconvenience.

The Town staff continues to make a major effort to complete restoration of all Town storm damaged items.

The Town's "Night Out" held on August 6 was a great success. The weather was fine and the event was well attended. Police Chief Joll has written a letter expressing thanks to the Community Watch, The C.E.R.T Team and to Margaret Theis for their leadership and hard work in planning and execution associated with the event. It was a wonderful opportunity for kids and parents plus other adults to meet and come to know members of the Police Department. The Town is well served by the police and we all owe those officers thanks.

**Vote – Public Health Nuisance Abatement Resolution** – The Manager said that if the Council wishes to proceed with the demolition of the two identified properties, they need to adopt this Resolution which contains the legally required language. Councilman Van Slyke **moved to approve the Public Health Nuisance Abatement Resolution as presented.** The motion carried unanimously.

The Resolution reads as follows:

***Town of River Bend Resolution  
Authorizing Abatement of Public Health Nuisance***

***Whereas***, by authority granted in N.C.G.S. § 160A-193, the Town of River Bend is authorized to summarily remove, abate, or remedy everything in the city limits that is dangerous or prejudicial to the public health or public safety, and

***Whereas***, the structures located at 707 Plantation Drive and 111 Starboard Drive are located within the city limits of the Town of River Bend and were flooded during Hurricane Florence, and

***Whereas***, on July 26, 2019 the River Bend Town Manager received an Expanded Fungal Report from EMSL Analytical, Inc. indicating that both structures contained elevated levels of fungi that have the potential to produce mycotoxin and other potentially dangerous fungi and/or spores, and

***Whereas***, on July 26, 2019 both owners of record were notified via certified mail that their property had been declared a Public Health Nuisance by the Town Manager and were given 10 days to remedy the violation or request a hearing, and

***Whereas***, that 10-day period expired on August 5, 2019 and that no action has been taken by the owners;

***Now, therefore be it resolved***, by the Town of River Bend Town Council that the Town Manager is directed to abate the public health nuisance conditions as described above by:

- 1. Causing all structures located at 111 Starboard Drive to be demolished and removed from the site***
- 2. Causing sufficient remediation to remove the public health nuisance at 707 Plantation Drive, and***

***Be it further resolved***, that upon completion of abatement activities, the owners shall be billed all expenses for the action, including administrative fees. If the expense is not paid within 30 days of billing, it will become a lien on the property and shall be collected as unpaid ad valorem taxes.

***Adopted this the 15<sup>th</sup> day of August, 2019***

**ADJOURNMENT**

There being no further business, Councilman Sheffield **moved to adjourn.** The meeting adjourned at 8:10 p.m.

  
Ann H. Katsuyoshi  
Town Clerk

**River Bend Town Council**  
**BUS Minutes**  
**August 27, 2019**  
**River Bend Town Hall**  
**4:00 P.M.**

Present Council Members:	Mayor John Kirkland Bill Camp Don Fogle Bud McClard Buddy Sheffield Bud Van Slyke
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Police Chief:	Sean Joll

**CALL TO ORDER**

Mayor Kirkland called the meeting to order at 4:00 p.m. with a quorum present. The Mayor pointed out that this is the 10<sup>th</sup> meeting to discuss this proposed Police Department/Activity Building. He said that the Council members need to consider the Town's current and future space requirements.

**PRESENTATION OF BUS FUNDING OPTIONS**

Town Manager Delane Jackson began his presentation by reminding the Council of what was accomplished in the previous nine meetings and what is yet to be accomplished. He said that the Council has reached the point of discussing funding options and making a final decision on the project. He said that since the last meeting on March 14, 2019, the Walker Group has developed the plans and specifications. A bid opening was held on August 5, 2019. On August 8, 2019 the Council received copies of that bid tabulation. The bid was broken into three parts. The base bid was the cost of the new building itself. Alternate 1 was for a metal roof on the new building instead of asphalt shingles. Alternate 2 was for the Town Hall restroom additions and remodeling. All three components of the project total \$1,263,015.

Mr. Jackson then presented the Council with several funding options. He pointed out that these options were based on projections developed by the Town's Finance Department and that he, Margaret and Bud had met to discuss these projections. He also noted that the projections included 100% reimbursement from FEMA for Hurricane Florence related expenses. He stated that the town has spent about \$1,000,000 on hurricane related expenses and that we had already received 90% of those reimbursements from FEMA and expected to receive basically all 100%. He noted that while the audit field work was complete, the audit report was not finalized yet, therefore, the need for projections. He noted the audited figures were subject to change but he expected there would be little change.

He proceeded with a PowerPoint presentation that showed one option would be to simply take all of the required funds out of the General Fund's fund balance. However, that option would leave the General Fund's fund balance, after the town's reservation of 50% per policy, at an estimated amount of \$805,450. Another alternative would be to reduce the fund balance appropriation

amount and combine it with a \$200,000 loan from the Sewer Fund. The loan would be paid back with interest over four years. This option would leave the fund balance, after the 50% reservation by policy, at an estimated amount of \$1,005,450. Manager Jackson reminded the Council that, since paying off the barn property purchase, they have been setting aside \$52,000 into the Wildwood Capital Reserve Fund. That yearly payment would be almost enough to repay this loan to the Sewer Fund.

The Council discussed the options at some length. Councilman Fogle asked if there was any scenario where there were no loans necessary. Mr. Jackson responded yes and said that we could take all of the funds out of the fund balance. Mr. Fogle then asked the Manager to explain the 50% fund balance policy. The Manager did so and stated that the project could proceed with or without the loan. He stated that including a loan simply kept the fund balance at the \$1,000,000 mark, which is approximately equal to the latest hurricane expense. He stated that was not a requirement but it seemed to give some people a warm, fuzzy feeling by knowing we had \$1,000,000 available if necessary due to an emergency. Councilman Sheffield said that at the beginning of this process he had two criteria. One was that the town maintain a \$1,000,000 balance in available fund balance and two, that there be no increase in taxes due to the project. He said that both of these criteria are met by using the funding method where we borrow \$200,000 from the Sewer Fund. Councilman Camp said that he did not have a problem borrowing from the Sewer Fund since the town is clearly in a position to pay it back. Councilman McClard agreed and said he had no problem with a loan. Councilman Fogle said that he preferred not to borrow any money unless it was necessary but he said he was in favor of the project and was therefore willing to compromise.

#### **PUBLIC COMMENT**

Brian Leonardsaid that the Town has the funds and we need to get this project started. Frank Brunosaid that he agreed with Mr. Leonard. Buck Irvin said that he was sorry more people did not attend the meeting. The Manager noted that 14 people were in the audience.

#### **MOTION**

Councilman Sheffield **moved to award the contract to build the new Police Department/Activity Building with metal roof and to build the Town Hall Restroom additions to Bruin Builders in an amount not to exceed \$1,300,000, and to authorize the Mayor to sign the contract on behalf of the Town.** The Manager stated that more finance related Council action would be needed to make it official and that he would have that ready at the next Council meeting. The motion carried unanimously.

#### **ADJOURNMENT**

There being no further business, Councilman Sheffield **moved to adjourn.** The motion carried unanimously. The meeting adjourned at 5:15 p.m.

  
Ann Katsuyoshi  
Town Clerk

(6)

**River Bend Town Council  
Work Session Minutes  
September 19, 2019  
River Bend Town Hall  
5:00 P.M.**

Present Council Members:	Mayor John Kirkland Bill Camp Don Fogle Bud McClard Buddy Sheffield Bud Van Slyke
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Police Chief:	Sean Joll

**VOTE - BUDGET AMENDMENT 19-B-03**

Town Manager Jackson told the Council that they needed to adopt a Capital Project Fund Ordinance for the BUS project. However, before they could do that they needed to adopt a Budget Amendment that would put money in that project fund.

However, he pointed out that the Council still needs to decide how it wishes to fund this project. The staff has provided two different ordinance amendments. Option A would include borrowing \$200,000 dollars from the Sewer Fund. This option would prevent the General Fund from dipping below the \$1,000,000 goal that the Council has set for itself. The loan would be paid back to the Sewer Fund at current interest rates.

Option B would take the entire amount from the General Fund. This option would mean that the Fund would drop below the \$1,000,000 Council goal. The Council discussed this item at length. After discussion, it was the consensus of the Council that all of the funds needed for this project would come from the General Fund.

Councilman Van Slyke **moved to approve Budget Amendment 19-B-03 (B) as presented.** The motion carried unanimously.

**VOTE – CAPITAL PROJECT FUND ORDINANCE**

Mr. Jackson told the Council that, having made their decision on funding, they now need to fund the Capital Project. Councilman Van Slyke **moved to fund the Capital Project as presented.** The motion carried unanimously.

**PARTICIPATION IN DEBT SETOFF PROGRAM**

Finance Administrator Margaret Theis told the Council that the Town has participated in this state program for several years. The program collects monies owed to the Town through state income tax refunds at no expense to the Town. Council is required to approve participation each year.



**DISCUSSION – FLOOD DAMAGE PREVENTION ORDINANCE**


The Manager said that our Ordinance has a cumulative component which is used in determining substantial damage. If, in any 10-year period, there are multiple damage claims that averaged 50% of the value of the home, then the home is subject to elevation. Many of our residents reached the 40% mark as the result of Hurricane Florence. Another, even moderate storm could take them over the 50% threshold. That could result in many of residents making the decision to take the insurance payout and desert their property. Mr. Jackson said that this cumulative component is not required by FEMA, though it does add points toward the residents' flood insurance discount. However, River Bend had enough points that losing a few will not increase the residents' costs.

**DISCUSSION – COMPREHENSIVE PLAN UPDATE**

Mr. Jackson provided each Council member a copy of the Proposed Comprehensive Plan. He reminded them that the Town updates this document every five years. The Planning Board has been working hard on the update and it is now the Council's responsibility to review it.

**ADJOURNMENT**

There being no further business, Councilman Sheffield **moved to adjourn**. The motion carried unanimously. The meeting adjourned at 5:55 p.m.

  
Ann Katsuyoshi  
Town Clerk

**River Bend Town Council  
Regular Meeting Minutes  
September 19 , 2019  
River Bend Town Hall  
7:00 P.M.**

Present Council Members:	Mayor John Kirkland Bill Camp Don Fogle Bud McClard Buddy Sheffield Irving Van Slyke
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Town Attorney:	Dave Baxter
Police Chief:	Sean Joll
Finance Administrator:	Margaret Theis

**CALL TO ORDER**

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, September 19, 2019 in the Town Hall Meeting Room with a quorum present.

**ADDRESSES TO COUNCIL**

Assistant County Manager Gene Hodges addressed the Council on the new curbside recycling program that will begin on October 7, 2019.

**CONSENT AGENDA**

The Mayor presented the Council with the Consent Agenda. Councilman McClard **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 August 8, 2019 Work Session*  
*Minutes of the August 15, 2019 Regular Council Meeting*  
*Minutes of the August 27, 2019 BUS Meeting*

**ADMINISTRATIVE REPORTS**

**PUBLIC WORKS AND WATER RESOURCES – MAYOR JOHN KIRKLAND**

**PWAB Report** – The Mayor said that the PWAB held its regular meeting on August 6. Chairman Bruno announced that there is one vacancy on the Board at this time. The Manager announced that the bid opening for the BUS building has been conducted and Council will make a decision on the project at the September meeting.

Member Irwin noted that the utility contractors operating in the right-of-way areas are not properly restoring the work areas. The Manager replied that the Public Works Superintendent will meet the utility foremen to resolve this complaint.

The Board discussed the future of post-hurricane abandoned structures with the Manager. This is a developing problem that the Council will need to work through in the future months. The next Board meeting will be December 3, 2019

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

Financial Report – Finance Administrator Theis told the Council that the total of the General Fund Cash Balances as of August 31, 2019 was \$4,889,024. Ad valorem tax collections were at \$603. Ms. Theis reminded the audience that this is the beginning of the fiscal year and property taxes are not yet due.

Vote – Participation in Debt Setoff Program – Councilman Van Slyke reminded the Council that they had discussed this item at the Work Session. He **moved to authorize the Mayor to sign the re-enrollment documents for the 2020 North Carolina Local Government Debt Setoff Program.** The motion carried unanimously.

#### **PUBLIC SAFETY – COUNCILMAN DON FOGLE**

Community Watch Report – There have been no recent meetings. Community Watch meets three times per year. The next meeting is scheduled for October 16, 2019 at 7:00 p.m. in Town Hall. All current members and interested residents are welcome to attend.

Cert Report - CERT met on August 29, 2019 at New Bern Mall for a Traffic Control training class hosted by the New Bern Police Department. Eight CERT members attended. Members practiced directing traffic in the parking lot using techniques they learned in the training class. To stop a vehicle, hold your hand straight out, palm flat. That is your "stop" hand. To direct movement, first point your other arm in the direction you want the vehicle to go, then make a "come" motion with the hand that is extended already. It is very important to be definitive, not sloppy, with the hand signals so as not to cause confusion.

The next CERT meeting is scheduled for September 25, 2019 in Town Hall. It starts at 7:00 p.m. and members and interested residents are encouraged to attend.

#### **PARKS & RECREATION/CAC – COUNCILMAN BUD MCCLARD**

Organic Garden - Work continues by volunteers and the garden is still producing. A work day is scheduled for Friday, September 20, starting about 8:00 a.m. The garden continues to be completely self-sufficient and cost to the Town is zero.

Library - The Red Caboose Library continues to function as a self-funding entity. Approximately 40 volunteers continue to operate at hours that are convenient to the members. The library is located directly across the street from the Town Hall.

Parks and Recreation - The September meeting was postponed due to the arrival of Hurricane Dorian, being rescheduled for 4:00 p.m. on Friday September 20, 2019.

Community Appearance Commission - Numerous items including the new statue for the dog park, the Town Hall oval, the entrance onto Shoreline off Route 17, and appearance of Town properties were discussed at length. A lengthy discussion including some abandoned homes, some uncut grass, and concerns about ability of the existing landscaper to provide true landscaping services above the current "mowing" focus were also discussed. The Commission is drafting a memo to the Town Manager regarding concerns and some recommendations.

## **MAYOR'S REPORT**


The Mayor said the Town's recovery from the Hurricane Florence visit in September 2018 continues. Those recovery efforts have been long and difficult for everyone impacted. Then September 2019 brings Hurricane Dorian to visit the United States, and all of us in River Bend held our collective breath.

By Friday afternoon on September 5 it was apparent that we had been blessed and the expected destructive force of wind and water had spared River Bend direct impact. Our prayer now is that this hurricane season will end without another hurricane.

Town Manager Jackson had set the staff for response to potential damage from the hurricane in the fashion utilized so effectively during Florence. The Council Members held a called meeting to place modified response and procurement procedures in place for the emergency period. The Manager, all Police and all Public Works staff members remained during the night of September 5 and 6 at the Rhems Fire Department. The Fire Department is a valued asset to River Bend. The damage in Town was restricted to limited wind damage with some trees and tree branches scattered on streets and lawns. This event again proves the value of a staff that is well trained and capable of a professional response to emergencies. Please speak to the Town's staff when you have an opportunity and thank them for their service.

## **ADJOURNMENT**

There being no further business, Councilman Sheffield moved to adjourn. The meeting adjourned at 7:45 p.m.

  
Ann H. Katsuyoshi  
Town Clerk

**River Bend Town Council  
Work Session Minutes  
October 10, 2019  
River Bend Town Hall  
5:30 P.M.**

Present Council Members:	Mayor John Kirkland
	Bill Camp
	Don Fogle
	Bud McClard
	Buddy Sheffield
	Bud Van Slyke
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Police Chief:	Sean Joll
Finance Administrator:	Margaret Theis

**GROUNDBREAKING CEREMONY**

The Council assembled in Town Commons Park at 5:30 p.m. Mayor Kirkland reminded them that Hurricane Florence had damaged the building that the Police were using and that they have been using temporary accommodations since then. Mr. Kirkland said that this BUS project provides the Police with a new space. The old space has been repaired and retrofitted to provide more space for Public Works. Also, small changes in the existing Town Hall will make it more accommodating to customers and staff alike.

The Mayor thanked the Council for their work on this project and the Town staff for their work and patience during this time.

Council members then broke ground at the site. Each member made brief remarks to the audience.

The Council reassembled in the Council Meeting Room at 5:55 p.m. and continued with the remainder of the agenda items.

**PROPOSED FLOOD DAMAGE PREVENTION ORDINANCE AMENDMENT**

Town Manager Delane Jackson said that, as discussed last month, he is proposing to delete one sentence from the current Ordinance. The Public Hearing will be held at the Regular Meeting next week.

**DRAFT COMPREHENSIVE PLAN**

Mr. Jackson reminded the Council that they have had the draft of the Comprehensive Plan for a month. This draft represents the Planning Board's recommendation to the Council. Council members have the option to change anything in the Plan. Thus far, Mr. Jackson has not received any recommendations from Council members.

### **BASKETBALL COURT RELOCATION PROJECT**

As has been previously discussed, the basketball paving project is not funded in this budget. When the Council adopted the budget, BUS had not been approved. Funding the basketball court will require a budget amendment unless the street paving contract comes in low enough to have excess funds.

### **CHANNEL RUN DRAINAGE IMPROVEMENT PROJECT**

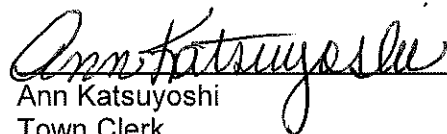
The Manager pointed out Kevin Avolis' proposal for a survey, engineering review and recommendation for the Channel Run area. The Town received \$122,707 from FEMA to restore this area after damage from Florence. Mr. Jackson recommended that the Town develop an engineered plan for spending any money.

### **ADVISORY BOARD VACANCIES**

Mr. Jackson asked the members to review the list of members for each Board and let the Clerk know if there are any errors. If a Board has vacancies, the Council member should contact the Clerk to see if we have any applications on file.

### **ADJOURNMENT**

There being no further business, Councilman Sheffield **moved to adjourn**. The motion carried unanimously. The meeting adjourned at 6:30 p.m.

  
Ann Katsuyoshi  
Town Clerk

**River Bend Town Council  
Regular Meeting Minutes  
October 17, 2019  
River Bend Town Hall  
7:00 P.M.**

Present Council Members:	Mayor John Kirkland Bill Camp Don Fogle Bud McClard (by phone) Buddy Sheffield Irving Van Slyke
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Town Attorney:	Dave Baxter
Police Chief:	Sean Joll
Finance Administrator:	Margaret Theis

**CALL TO ORDER**

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, October 17, 2019 in the Town Hall Meeting Room with a quorum present.

**PUBLIC HEARING**

Councilman Sheffield **moved to go into Public Hearing to discuss the proposed amendment to Town of River Bend Ordinance, Title XVI, Flood Damage Prevention, Chapter 16.01.002.**  
The motion carried unanimously.

The Manager said that our Ordinance has a cumulative component which is used in determining substantial damage. If, in any 10-year period, there are multiple damage claims that averaged 50% of the value of the home, then the home is subject to elevation. Many of our residents reached the 40% mark as the result of Hurricane Florence. Another, even moderate storm, could take them over the 50% threshold. That could result in many residents making the decision to take the insurance payout and desert their property. Mr. Jackson said that this cumulative component is not required by FEMA, though it does add points toward the residents' flood insurance discount. However, River Bend had enough points that losing a few will not increase the residents' costs.

Councilman Sheffield then asked that anyone who wished to speak to this issue step to the podium and be heard. With no one stepping forward, Mr. 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 19, 2019 Work Session*  
*Minutes of the September 19, 2019 Regular Council Meeting*

## **ADMINISTRATIVE REPORTS**

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

**Financial Report** – Finance Administrator Theis told the Council that the total of the General Fund Cash Balances as of September 30, 2019 was \$4,773,385. Ad valorem tax collections were at \$13,472.

**Vote – Budget Amendment B-4-19** – Councilman Van Slyke said that this Amendment will move the \$122,707 we received from FEMA into the Stormwater Management Department. It will also recognize the \$629,206 of FEMA funding that we received after Florence. We spent the money out of Fund Balance and this Amendment will put the money back into Fund Balance. Finally, this Amendment will return \$31,000 that the Council had appropriated for remediation of 707 Plantation Drive back into Fund Balance. The owners have taken action on that property and the funds are no longer needed. Councilman Van Slyke **moved to approve Budget Amendment B-4-29 as presented.** The motion carried unanimously.

**Vote – Designation of Applicant's Agent Resolution for Hurricane Dorian** – The Town Manager said that this Resolution must be adopted to designate the person to serve as our applicant's agent for reimbursement that we can apply for related to Hurricane Dorian. As was the case with Florence, that person is Mandy Gilbert. Councilman Van Slyke **moved to approve the Designation of Applicant's Agent Resolution for Hurricane Dorian as presented.** The motion carried unanimously.

### **PLANNING BOARD – COUNCILMAN BUDDY SHEFFIELD**

The regular meeting of the Planning Board was held on October 3rd at 7:00 p.m. at Town Hall. A quorum was present. There were no visitors. Chairman Lippert called the meeting to order. The usual reports were given. We are still seeing high numbers of building permits issued due to continued recovery from Hurricane Florence.

Councilman Sheffield reported to the board that the Council has the latest draft of the Comprehensive Plan but so far has taken no action.

There was much discussion about whether or not ordinances need to be changed relevant to possible new construction in what is known as the Northwest quadrant. No action was taken but there was a consensus that the topic needs further study that should be done at coming meetings.

The next scheduled meeting is November 7.



Vote – Adopt Proposed Flood Damage Prevention Ordinance Amendment - Councilman Sheffield moved to approve the amendment to Town of River Bend Ordinance, Title XVI, Flood Damage Prevention, Chapter 16.01.002 as presented. The motion carried unanimously.

#### **PUBLIC SAFETY – COUNCILMAN DON FOGLE**

Community Watch – Councilman Fogle reported that there has been no recent meeting. Community Watch meets three times per year. The next meeting is scheduled for October 16, 2019 at 7:00 p.m. in Town Hall. All current members and interested residents are welcome to attend.

CERT – The CERT met on August 29, 2019 at New Bern Mall for a Traffic Control training class hosted by the New Bern Police Department. Eight CERT members attended. Members practiced directing traffic in the parking lot using techniques they learned in the training class. To stop a vehicle, hold your hand straight out, palm flat. That is your "stop" hand. To direct movement, first point your other arm in the direction you want the vehicle to go, then make a "come" motion with the hand that is extended already. It is very important to be definitive, not sloppy, with the hand signals, so as not to cause confusion.

The next CERT meeting is scheduled for September 25, 2019 in Town Hall. It starts at 7:00 p.m. and members and interested residents are encouraged to attend.

#### **PARKS & RECREATION/CAC – COUNCILMAN BUD MCCLARD**

Organic Garden - The Organic Garden continues to work into the late summer and early fall harvesting the remaining summer crop and getting the winter plantings ready. The Green Team has returned and they will be working biweekly during the fall school term. The Monarch Butterfly Garden and the beehive are thriving now. Visitors and volunteers are welcome.

Community Appearance Commission - The next meeting of the CAC will be November 20 at 1:30 in the Town Hall.

Library - The Library will be holding a fundraiser simultaneously with the town yard sales on October 26 at the library across from the Town Hall. The Red Caboose continues to support the community with books and other services at no cost to the Town.

Parks and Recreation - The October 2 meeting was attended by Linda Klopff, the Red Caboose coordinator. She presented a request from the board of the library that Parks and Recreation sponsor the library as a P&R function, continuing at no cost to the town and no request for permanent space in town buildings. Her presentation included the 40-year history of the Red Caboose and some of the "wish list" items including reinstating the after school tutoring program. The Parks and Recreation body voted unanimously to accept the proposal and forward it to the Town Council for consideration.

The Trunk or Treat activity for Saturday October 26 was discussed in great detail and it was confirmed that Batman will indeed make a guest appearance.

Thanksgiving Bingo will be the event for November 20. Reservations are free but required in advance. RSVP IS NECESSARY to Patty Leonard 252-636-0541.

Vote – Appoint New Parks and Rec Members – Councilman McClard moved to appoint Nancy Fogle to the Parks and Recreation Advisory Board for a term beginning October 17, 2019 and expiring on June 30, 2020. The motion carried unanimously.

Councilman McClard then moved to appoint Linda Klopff to the Parks and Recreation Advisory Board for a term beginning October 17, 2019 and expiring on June 30, 2021. This motion also passed unanimously.

#### **PUBLIC WORKS – MAYOR JOHN KIRKLAND**

Mayor Kirkland reported that there was no Public Works meeting in October. The next scheduled meeting will be held on December 3.

There is a vacancy on this Board. Any resident interested in joining the Board should apply with the Town Clerk's office.

#### **MAYOR'S REPORT**

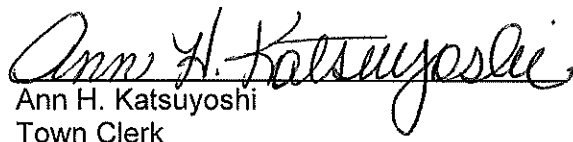
The Town Council on October 10 participated in the groundbreaking for the new building that will provide space for the Police Department and Community Meeting space. The Council and Town Manager have had ten announced meetings many with the project architect before voting to proceed with this new building and limited modification to the present Town Hall. The architect for the project is the Walker Group of New Bern and the selected contractor is Bruin Construction. This is the same team that designed and built the new Trent Woods Town Hall.

It will take some time to complete all work associated with this project but the end product will serve the Town well for future years. The Police Department will have adequate space to conduct their work in a proper and professional fashion that meets accepted police operating standards. The public spaces will allow staff flexibility in scheduling for official meetings and accommodating appropriate organizational utilization.

The members of the Council may be justly proud of the action that results in a structure that will serve River Bend for many years. The site for the building will be on the location of the present basketball court. This facility is recognized as a very popular recreational item and a new court will be constructed on the site of the former barn. This new court will be constructed when contract prices are received and following Council action authorizing construction.

#### **ADJOURNMENT**

There being no further business, Councilman Sheffield moved to adjourn. The meeting adjourned at 7:55 p.m.

  
Ann H. Katsuyoshi  
Town Clerk

**River Bend Town Council**  
**Work Session Minutes**  
**November 14, 2019**  
**River Bend Town Hall**  
**7:00 P.M.**

Present Council Members:	Mayor John Kirkland
	Bill Camp
	Don Fogle
	Bud McClard
	Buddy Sheffield
Absent Council Members:	Bud Van Slyke
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Police Chief:	Sean Joll
Finance Administrator:	Margaret Theis

**DISCUSSION – WATER QUALITY AND BILLING UPDATE**

Town Manager Delane Jackson reminded the Council that, at their last meeting, Bill Lessard complained about his water quality. Since that time, the Manager and the Director of Public Works Brandon Mills agreed that Mr. Mills would give a rundown of the flushing and water quality process to the Council. He said that there have also been questions about billing and Finance Assistant Mandy Gilbert is here to explain our process.

Mr. Mills said that the Water Department does not soften the water we produce. However, we do raise the ph above 8 to improve water quality. Once per year town employees flush the hydrants to help clear the lines in the system and improve water quality. This process may cause brown water due to the flushing process breaking up sediment inside of the distribution lines. Running the faucets in your homes for just a few minutes should clear that up. Dead end lines in town are flushed more frequently. The Water Department takes many samples and conducts many test throughout the year to maintain our license with the State. Our water comes from the Castle Hayne aquifer and it is known to have hard water. The town's water is considered hard water. Hard water is an aesthetic issue and not a health issue. Mr. Jackson stated that the town could provide a high level of treatment if the Council wanted to do so but it would likely be very expensive and all of those costs would be passed onto each customer. He stated that currently many residents in town add additional filtering or softening of the water in their homes at their option and expense. If the town provided additional treatment, it would be system wide and the additional cost would not be optional for the customers.

Ms. Gilbert explained that the Town bills water and sewer every two months. We bill in even thousands. This means that if a resident uses 2,300 gallons, they are billed for 2,000. The 300 carries over to the next billing cycle. Once the bill is sent, the residents are given 30 days to pay it. After the 30 days, a 10% late fee is assessed. Residents are

given two more weeks to pay the bill. At the end of the two weeks, water is disconnected and a \$70 reconnection fee is added to the account.

#### **DRAFT – COMPREHENSIVE PLAN**

Mr. Jackson reported that the only Council member to send him suggested changes is Councilman Fogle. Those suggestions were provided for the Council's consideration. After some discussions, minor changes were agreed upon. The Town Manager said he would make those changes in the final version and it would be ready next week.

#### **SIGN ORDINANCE AMENDMENT**

The Manager said that our current Sign Ordinance may not comply with the Constitution. He and the Town Attorney are looking into the issue

#### **PARKS AND RECREATION RECOMMENDATION**

The Parks and Recreation Advisory Board is requesting that the Council assign the Red Caboose Library to their list of activities. The Library would like to offer programs through Parks and Rec such as story time for children. There is no request for funding.

#### **BASKETBALL COURT UPDATE**

Mr. Jackson reminded the Council that the funding for rebuilding the basketball court will require a budget amendment. Our bids for paving included the cost of the basketball court and we will have the amendment ready at the Regular Meeting for the Council's consideration.

#### **CHANNEL RUN DRAINAGE PROJECT UPDATE**

The Town Manager said that a request went out for RFQ's for the engineering work. We received one submission. Mr. Jackson solicited bids a second time and, again, received only one response. The respondent in both cases was Avolis Engineering. We are now able to award the contract. It will be ready for the Council at the Regular Meeting.

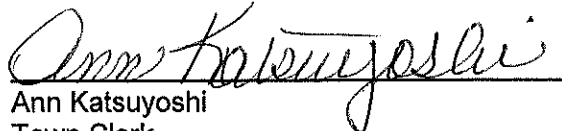
#### **COUNCIL-MAYOR RESPONSIBILITY CHART**

Mayor Kirkland told the Council members that it is time to make the assignments for the new Council so that the Chart can be adopted at the December Regular Meeting. If you are happy with your current assignments, you may keep them. If you wish to make a change, now is the time to discuss it.

River Bend Town Council Work Session Meeting  
November 14, 2019  
3 of 3 pages

**ADJOURNMENT**

There being no further business, Councilman Sheffield moved to adjourn. The motion carried unanimously. The meeting adjourned at 8:45 p.m.

  
Ann Katsuyoshi  
Town Clerk

**River Bend Town Council  
Regular Meeting Minutes  
November 21, 2019  
River Bend Town Hall  
7:00 P.M.**

Present Council Members:	Mayor John Kirkland Bill Camp Don Fogle Bud McClard Buddy Sheffield Irving Van Slyke
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Town Attorney:	Dave Baxter
Police Chief:	Sean Joll
Finance Administrator:	Margaret Theis

**CALL TO ORDER**

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, November 21, 2019 in the Town Hall Meeting Room with a quorum present.

**ADDRESSES TO THE COUNCIL**

Audit Report – Petway, Mills & Pearson, P.A. – Ms. Phyllis M. Pearson, CPA said that the River Bend staff was very pleasant to work with and extremely knowledgeable. She said that her firm has issued an unqualified opinion on River Bend's FY 2018-2019 audit, which is the best rating auditors can give. There was no management letter and no findings. Again, this year, the General Fund experienced a modest increase in funds while expenses decreased slightly.

Brinsons' Thanksgiving Dinner – Elizabeth Brinson reminded everyone of the Brinsons' Annual Thanksgiving Dinner on Thursday, November 28<sup>th</sup> at the River Bend Baptist Church. She invited everyone to attend and bring a dish.

**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 October 10, 2019 Work Session  
Minutes of the October 17, 2019 Regular Council Meeting*

## **ADMINISTRATIVE REPORTS**

### **PLANNING BOARD – COUNCILMAN BUDDY SHEFFIELD**

Vote – Approve Comprehensive Plan – Councilman Sheffield reminded the Council that they have discussed this matter for two months. He asked if anyone had any additional changes to the Comprehensive Plan that they would like considered. With no changes or additions offered, he **moved to approve the Comprehensive Plan as presented.** The motion carried unanimously.

### **PUBLIC SAFETY – COUNCILMAN DON FOGLE**

CERT Meeting - The CERT team met on Wednesday, October 23, 2019 in the Town Hall Conference Room. The meeting began at 7:00 p.m. with eight people present. Prior meeting minutes were approved and the recent traffic control training provided by the New Bern Police Department was discussed. All found it very informative and useful.

Mary Holihan had planned on starting the ICS 100 training series that night, but decided to reschedule when more members were present. ICS stands for Incident Command System. It is the process used to manage incidents.

The November and December meetings have been cancelled due to the planned meeting dates falling on or near Thanksgiving and Christmas.

Sheila O'Neill has rejoined CERT and is also a Red Cross volunteer. She will also serve as the CERT liaison to the Red Cross. The meeting adjourned at 7:30 pm.

Community Watch - No meeting was held this month. The next meeting is scheduled for February 19, 2020, and will start at 7:00 pm in Town Hall.

### **PARKS & RECREATION/CAC – COUNCILMAN BUD MCCLARD**

Parks and Recreation - Parks and Recreation is busy working toward activities for Thanksgiving and the Christmas season. A Thanksgiving Bingo activity was planned but as of the last meeting there was not enough RSVP activity; the committee was waiting for more residents to sign up before giving the "go ahead."

The Christmas Tree lighting was discussed at length with some concern about placement this year during construction. We later learned the Tree will be in the same location as last year.

Discussion also focused on the Fairfield Harbour Chorus activity that will be announced later.

Library - The Red Caboose Library continues to operate on donations and fund raisers. They are currently offering a discount booklet for \$20 each. The Library board has been reorganized a little to better fit current operations.

Organic Garden - The Monarch habitat was dedicated and it is open. A donation by Tom Lamanna helped to get the project completed. Fall/Winter plants have been planted.

New Bern High School Green Team helped to expand garden space. This is the 6<sup>th</sup> year the Green Team has cooperated with River Bend in the Organic Garden project.

CAC – The CAC will meet on November 20<sup>th</sup>.

Vote – Add Red Caboose Library to Parks and Recreation Activities List – Councilman McClard moved to add the Red Caboose Library to the Parks and Recreation Board's Activities list.  
The motion carried unanimously.

#### **PUBLIC WORKS – MAYOR JOHN KIRKLAND**

Mayor Kirkland reported that the Public Works Advisory Board will meet for their December meeting on December 2<sup>nd</sup> in the Town Hall conference room at 3:00 p.m. Interested citizens are invited to attend.

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

Financial Report – Finance Administrator Theis told the Council that the total of the General Fund Cash Balances as of October 31, 2019 was \$4,907,797. Ad valorem tax collections were at \$59,409.

Vote – Budget Amendment B-05-19 – Councilman Van Slyke reminded the Council that this Budget Amendment will fund the construction of a new basketball court. He moved to approve Budget Amendment B-05-19 as presented. The motion carried unanimously.

Vote – Accept Audit Report – Mr. Van Slyke moved to accept the 2018-2019 Audit Report as presented. The motion carried unanimously.

#### **MAYOR'S REPORT**

The annual cycle of governing in North Carolina really becomes evident at the end of the calendar year. This cycle causes us to look at the year's events that impacted River Bend.

a. The Town has made major strides in recovering from the devastation of Hurricane Florence in September of 2018. The recovery from damage to Town infrastructure is nearly complete and many of the private homes that experienced damage are again occupied or in the process of remediation.

b. The 2019 hurricane season is now over and the Town was spared damage from the hurricanes that damaged other areas of the state.

c. The budget process never ends. The 2018-2019 budget ended on June 30 and the 2019-2020 budget began on July 1. The Town has submitted documents to the Government Finance Officers Association (GFOA) for review. The Town has participated in this evaluation each of the last ten years and has received the evaluation of Distinguished Presentation in each of the past nine years the latest submissions are presently being evaluated. This recognition of the Town's financial stewardship is a positive endorsement of the professionalism of the Staff and Council in the financial stewardship of Town resources.

d. The Thanksgiving and Christmas holidays are close at hand and the Town looks forward to some special annual events, specifically:



1. The Brinson sponsored Thanksgiving dinner at the River Bend Baptist Church. Mrs. Brinson will again host the event for the community. We all owe her a sincere expression of thanks for this 20 year undertaking.
2. The Staff provides space for collection of toys for the Marine Corps Toys for Tots and food collection for Religious Community Services. The River Bend Community has always been generous in its response to these efforts in support of the less fortunate in the area.
3. The lighting of the Town's Christmas tree and the visit of Santa to listen to the children's Christmas list.

This listing of events that we need to be thankful for could continue but those items listed are worthy of our offer of Thanksgiving prayer to the Almighty for these and many more blessings. Merry Christmas and a most Happy Holiday season to all.

### **PUBLIC COMMENT**

Linda Klopff, 103 Randomwood, said that, as the Coordinator for the Red Caboose Library, she wished to thank the Council for making it a part of Parks and Rec.

Lisa Maze, 20 Pillory Circle, said that she had concerns about water quality and billing. Ms. Maze said that we should have clear water rather than brown and the sewer bills are too high.

Hazel Campesi, 219 Pinewood, also thanked the Council for including the Library in Parks and Rec.

Beth Plummer, 109 Portside, said that her water bill is much too high and she does not believe she has a leak.

Phyllis Hoffman, 105 Lantern Lane, said that the Town has recovered nicely. However, real estate agents are not aware of this and she has not been able to sell her house. She suggested that the Town do more promotion.

### **ADJOURNMENT**

There being no further business, Councilman Sheffield moved to adjourn. The meeting adjourned at 8:20 p.m.

  
Ann H. Katsuyoshi  
Town Clerk

**River Bend Town Council  
Work Session Minutes  
December 5, 2019  
River Bend Town Hall  
7:00 P.M.**

Present Council Members:	Mayor John Kirkland Bill Camp Don Fogle Bud McClard Buddy Sheffield
Absent Council Members:	Bud Van Slyke
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Police Sergeant:	Brian Rogers
Town Attorney:	Dave Baxter

**VOTE – CDBG GRANT AGREEMENT**

Town Manager Delane Jackson told the Council that our application for the Community Development Block Grant – Neighborhood Revitalization has been discussed previously. This grant will replace or repair homes along Pollocksville. These grants are time sensitive and the Manager asked that the Council act on them at this meeting.

Councilman Van Slyke moved to approve the Community Development Block Grant-Neighborhood Revitalization Grant Agreement, identified as Grant Number 18-C-3065 as presented and authorize the Mayor to sign on behalf on the Town. The motion carried unanimously.

**VOTE – CDBG ADMINISTRATIVE SERVICES CONTRACT**

This item is related to the previous one. While waiting for the grant award, the Town Manager solicited bids for administrative services. This is a required part of the grant process. Mr. Jackson and Mayor Kirkland served as the review committee. Their recommendation is that the contract be awarded to The Adams Company. Mr. Jackson reminded the Council that the grant covers 100% of the cost of administrative services.

Councilman McClard moved to award the Community Development Block Grant Administrative Services contract to the Adams Company, Inc. as presented. The motion carried unanimously.

**VOTE – CHANNEL RUN PROJECT CONTRACT**

The Manager reminded the Council that this project was rebid because there was only one bidder the first time. There was still only one bidder on the second request, Avolis Engineering. Therefore, he recommends that the award be made to Avolis.

Councilman Van Slyke moved to approve the Channel Run Area Project contract for engineering services to Avolis Engineering, P.A. as presented and authorize the Mayor to sign on behalf of the Town. The motion carried unanimously.

#### **MAYOR – COUNCIL RESPONSIBILITY CHART**

Manager Jackson presented the Council with the proposed Mayor – Council Responsibility Chart. It shows Councilman Leonard taking on all of Councilman Camp's liaison responsibilities. It was the consensus of the Council that this would be the new chart. The Council will vote to approve it at the Regular Meeting next week.

#### **COUNCIL ANNUAL MEETING SCHEDULE/TIME**

Mr. Jackson showed the Council the proposed Council Annual Meeting Schedule that the new Council will also be required to adopt next week. He noted Councilman Fogle's suggestion that Work Sessions begin at 5:00 p.m. instead of 7:00 p.m. The Council discussed this briefly. It was the consensus of the Council that Work Sessions will begin at 5:00 p.m. the second Thursday of the month.

#### **EMPLOYEE HOLIDAY SCHEDULE**

The Council also reviewed the proposed Employee Holiday Schedule.

#### **EWAB APPOINTMENTS**

The Town has received three Requests for Appointment to the EWAB. The Council will be asked to act on those at the Regular Meeting.

#### **APPOINTMENT OF OFFICERS AT REGULAR MEETING**

The Town Manager provided the Council with an example of the appointments the new Council will be required to make next week. He said that the Clerk assigns those motions randomly.

#### **ADJOURNMENT**

There being no further business, Councilman Sheffield moved to adjourn. The motion carried unanimously. The meeting adjourned at 8:45 p.m.

  
Ann Katsuyoshi  
Town Clerk

**River Bend Town Council  
Regular Meeting Minutes  
December 12, 2019  
River Bend Town Hall  
7:00 P.M.**

Present Council Members:	Mayor John Kirkland Bill Camp Don Fogle Bud McClard Buddy Sheffield Irving Van Slyke
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Town Attorney:	Dave Baxter
Police Sergeant:	Brian Rogers
Finance Administrator:	Margaret Theis

**CALL TO ORDER**

The meeting was called to order by Mayor Kirkland at 7:00 p.m. on Thursday, December 12, 2019 in the Town Hall Meeting Room with a quorum present.

**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 November 14 2019 Work Session*
  - Minutes of the November 21, 2019 Regular Meeting*
  - Minutes of the June 13, 2019 Closed Session*
  - Minutes of the June 20, 2019 Closed Session*
  - Minutes of the August 8, 2019 Closed Session*

**ADMINISTRATIVE REPORTS**

**PARKS & RECREATION/CAC – COUNCILMAN BUD MCCLARD**

Parks and Recreation - Parks and Recreation met December 6, 2019, with the major topics being preparations for the Christmas tree lighting on Friday, December 8, and the Fairfield Harbor Chorus at River Bend Baptist Church on Sunday December 15 at 3:00 p.m. Further discussions were aimed at ideas for activities for the remainder of 2020.

Organic Garden - The garden is in wind-down phase for the winter but some winter plants are still growing.

Library - The Red Caboose Library participated in the Christmas Tree lighting ceremony with its reading corner for children. The Library is also selling a discount coupon book as a fund raiser

for \$20 each and feedback from several buyers is that the coupons more than pay for the book within a short time.

Community Appearance Commission - CAC is working with the Town Manager on some items for the new landscaping contract, lighting improvements for the Town sign at the entrance off Highway 17, and cleaning some of the plantings along Plantation. Also, the group is working on ideas for the oval in the Town Hall parking lot. The next meeting is January 15 at 1:30 p.m..

#### **PUBLIC WORKS – MAYOR JOHN KIRKLAND**

Mayor Kirkland reported that the Public Works Advisory Board met on December 2. The Board was briefed by Town Manager Jackson about the work associated with restoration of hurricane damage. One item questioned was the exception for trailers during the recovery. The Town had authorized an exception for one year allowing the placing of trailers for utilization during the refitting of homes and structures. The few trailers that remain are now reviewed and limited, additional time is authorized on a case-by-case basis. Board members had questions on some specifics of recovery and the Manager responded to those questions.

The next meeting will be on Tuesday, February 4 in Town Hall conference room. This is an open meeting and citizens are welcome to attend.

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

Financial Report – Finance Administrator Theis told the Council that the total of the General Fund Cash Balances as of November 30, 2019 was \$4,785,411. Ad valorem tax collections were at \$68,132.

Vote – Approve Budget Amendment 19-B-06 – Councilman Van Slyke moved to approve Budget Amendment 19-B-06 as presented. The motion carried unanimously.

#### **ENVIRONMENT AND WATERWAYS – COUNCILMAN BILL CAMP**

Vote – EWAB Appointments – Councilman Camp **moved to appoint Mary Holihan to the Environment and Waterways Advisory Board for a term beginning December 12, 2019 and expiring on June 30, 2020.** The motion carried unanimously.

He also **moved to appoint Patty Leonard to the Environment and Waterways Advisory Board for a term beginning December 12, 2019 and expiring on June 30, 2020.** The motion carried unanimously

He further **moved to appoint Paige Ackiss to the Environment and Waterways Advisory Board for a term beginning December 12, 2019 and expiring on June 30, 2021.** The motion carried unanimously.

#### **MAYOR'S REPORT**

The Town of River Bend will long remember that much hard work this year was dedicated to the recovery from the 2018 hurricane Florence. A balanced evaluation of the total recovery process reveals that this work was very well handled by the Town staff. All of the staff members made

their individual contributions to the recovery. The Town is fortunate that staff member Allison McCollum is a certified FEMA Floodplain Administrator and she has dealt very effectively with the details of recovery for the many individual property owners. The dedication of Town Manager Delane Jackson has been evident every day during this recovery effort. He has coordinated the involvement of the staff in meeting needs of the recovery effort in an efficient and well scheduled fashion. Every element of the staff can be proud of their professional effort during recovery while at the same time continuing to meet the day by day maintenance and administrative demands of daily Town operations.

Given the scope of Florence's impact on River Bend we can all be pleased with the recovery made to date. I recognize that some still have recovery work to accomplish. I am also confident that the remarks made earlier will be true as these remaining homes and structures are addressed. Our collective prayer needs to be that River Bend will not have a hurricane of Florence's intensity and duration in the future.

Thank you Elizabeth Brinson for again sponsoring the Thanksgiving Day dinner at the River Bend Baptist Church. This is the twentieth year of the Brinson sponsored Thanksgiving dinner. Thank you Elizabeth and your volunteers for this commitment and the joy that you have brought to so many over those years.

The year has seen the repeat of the normal events that make River Bend a special place. Those events include:

The July Fourth Parade and Town picnic  
The National Night Out with the Police Department  
The Trunk or Treat Halloween event for children  
The lighting of the Town Commons Christmas Tree

Thus an observer, new to the Town in 2019, would hardly notice the devastation that hurricane Florence dealt to our community. We owe a great expression of gratitude to the many volunteer organizations and individuals from distant places in the nation for this recovery effort. Likewise, a special thanks to the neighbors helping each other. All of this exceptional effort was a demonstration of the Nation at its best. May we continue in that spirit.

#### **ADJOURNMENT SINE DIE**

There being no further business, Councilman Sheffield moved to adjourn sine die. The meeting adjourned at 7:30 p.m.

  
Ann H. Katsuyoshi  
Town Clerk

**River Bend Town Council  
Regular Meeting Minutes  
December 12, 2019  
River Bend Town Hall  
7:35 P.M.**

Present Council Members:	Mayor John Kirkland
	Don Fogle
	Brian Leonard
	Bud McClard
	Buddy Sheffield
	Irving Van Slyke
Town Manager:	Delane Jackson
Town Clerk:	Ann Katsuyoshi
Town Attorney:	Dave Baxter
Police Sergeant:	Brian Rogers
Finance Administrator:	Margaret Theis

**CALL TO ORDER**

The meeting was called to order by Mayor Kirkland at 7:35 p.m. on Thursday, December 12, 2019 in the Town Hall Meeting Room with a quorum present.

**ADMINISTRATION OF OATHS OF OFFICE TO COUNCIL MEMBERS**

At 7:35 p.m. Mayor Kirkland told the audience that the Town Clerk would administer the oaths. The Clerk proceeded to swear in Mayor Kirkland and Council members Don Fogle, Buddy Sheffield, Brian Leonard and Bud McClard.

**APPOINTMENT OF OFFICERS**

**Mayor Pro Tem**

Councilman Fogle **moved to appoint Councilman Irving Van Slyke to be the Mayor Pro Tem.** The motion carried unanimously.

**Finance Officer**

Councilman McClard **moved to appoint Councilman Irving Van Slyke to be the Finance Officer.** The motion carried unanimously.

**Deputy Finance Officer**

Councilman Leonard **moved to appoint Councilman Harry McClard to be the Deputy Finance Officer.** The motion carried unanimously.

**Designation of Signatories on Town of River Bend Accounts.**

Councilman Sheffield **moved that the following Council members and employee of the Town of River Bend be authorized to sign and endorse checks, drafts, certificates of deposit, or other instruments held by the Town of River Bend, effective December 12, 2019:**

**John R. Kirkland, Mayor**  
**Irving Van Slyke, Finance Officer**  
**Harry McClard, Deputy Finance Officer**  
**Ann H. Katsuyoshi, Town Clerk**

The motion carried unanimously.

**Adoption of 2020 Town Meeting Schedule**

Councilman Fogle **moved to adopt the 2020 River Bend Town Council Meeting Schedule as presented.** The motion carried unanimously.

**Adoption of 2020 Employee Holiday Schedule**

Councilman Van Slyke **moved to adopt the 2020 River Bend Employee Holiday Schedule as presented.** The motion carried unanimously.

**Appointments to the ABC, MPO and CRSWMA Boards**

Councilman McClard **moved to appoint Councilman Leonard to be the River Bend representative on the ABC Board and to appoint Councilman Fogle to be the River Bend representative to the Coastal Environment Partnership Board.**

He also **moved to appoint Mayor John Kirkland to represent River Bend on the New Bern Metropolitan Planning Organization and Councilman Leonard as the alternate to the New Bern Metropolitan Planning Organization.**

The motions passed unanimously.


**Adoption of Mayor/Council Responsibilities Chart**

Councilman Leonard **moved to adopt the Mayor-Council Responsibilities Chart as presented.** The motion carried unanimously.



**ADJOURNMENT/RECESS**

There being no further business, Sheffield **moved to adjourn.** The meeting adjourned at 7:50 p.m.

  
Ann H. Katsuyoshi  
Town Clerk