

**River Bend Town Council
Work Session Minutes
September 10, 2020
River Bend Town Hall
5:00 P.M.**

Present Council Members	Mayor John Kirkland
	Don Fogle
	Brian Leonard
	Bud McClard
	Bud Van Slyke
Town Manager	Delane Jackson
Finance Administrator	Margaret Theis
Town Clerk	Kristie Nobles
Police Chief	Sean Joll
Town Attorney	David 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 recognizing Constitution Week.

MOTION

Councilman McClard **moved to adopt the Proclamation for Constitution Week as presented.** The motion carried unanimously. *(see attached)*

VOTE – CORONAVIRUS RELIEF FUND PLAN

Town Manager Jackson presented the Town of River Bend Coronavirus Relief Fund. He stated that the fund would allocate \$49,650 to the Town of River Bend for payroll expenses impacted by the Coronavirus.

MOTION

Councilman Van Syke **moved to approve the Town of River Bend Coronavirus Relief Fund Plan in the amount of \$49,650 as presented.** The motion carried unanimously. *(see attached)*

DISCUSSION – IRS SOCIAL SECURITY TAX DEFERRAL

The Town Manager presented information on employee social security tax deferment. He stated that this program is voluntary and employers can elect to defer social security taxes for wages paid between September 1, 2020 to December 31, 2020. Town Manager Jackson also stated that it is the employer's responsibility to collect the taxes and if collection is not possible, the employer is still responsible for the taxes to be paid to Social Security. The Council agreed that the Town of River Bend would not participate in this IRS Social Security Tax Deferral and no action was taken at this time.

DISCUSSION – CHAPTER 15.02.069 STORMWATER DRAINAGE

The Manager stated that Councilman Leonard recently asked about the maintenance of stormwater drainage pipes and ditches. Manager Jackson stated that this subject had been discussed many times but no action has ever been taken. He suggested that section 15.02.069 be removed from Chapter 15 and added to Chapter 9 (Streets and Sidewalks – Section 9.03). He stated that any amendments to zoning ordinances need to go to the Planning Board for action. Councilman Leonard stated that maintenance of stormwater drainage pipes and ditches has been the topic at many Environmental and Waterways Advisory Board (EWAB) meetings. Councilman Leonard stated that EWAB recommends changing the responsibility of maintenance of drainage ditches and pipes installed in the Town's right-of-way from the property owner to the Town. Town Manager Jackson stated that Councilman Leonard could make a motion to send the revision to Chapter 9 to the Planning Board at the regular session meeting on September 17, 2020.

Manager Jackson stated that today was the bid opening for the Channel Run Drainage Project. He stated that there were only 2 bids received and he believes that they will meet the FEMA minimum requirements for bids, but he has a call into the FEMA contact. Town Manager Jackson stated that Hardy Construction, Inc. was the low bidder at \$156,000 and came highly recommended by the Town's engineering firm, Avolis Engineering. Manager Jackson stated that this amount is more than the FEMA money that we have received, but we have approximately \$75,000 available in the stormwater Capital Improvement Plan (CIP). That will leave approximately \$10,000 in the stormwater CIP. Councilman Leonard asked if this was for the whole project or just the Phase 1 area. Manager Jackson stated it would be for the Phase 1 area only. Manager Jackson stated that the Finance Administrator would have a budget amendment ready for next week, during the regular session. Mayor Kirkland asked for the Council's consensus on this. The Council agreed for the Town Manager to present a Budget Amendment at the regular session meeting on September 17, 2020.

Councilman Fogle asked the Town Manager about the encroachment permit process that the Council had been discussing, which would create a permit system for anything located within the encroachment area of Town streets. The Manager stated that he originally had this on the agenda for tonight but due to the absence of a Council member, he would address it at the next meeting when all are present. He stated that he and the attorney had already developed a proposal.

DISCUSSION – DREDGE PROJECT

The Manager presented a proposal from King Dredging in the amount of \$65,000 and stated that the proposal was about \$15,000 more than he expected. He reminded the Council of the difficulty he has had in locating a dredging contractor and of the upcoming expiration of the Town's dredging permit. The Manager stated there was \$58,000 in the Canal Maintenance CIP that could be used for this project. He stated that \$7,000 more would need to come out of Fund Balance to fully fund the cost. The Manager suggested that due to time restraints, the Council could proceed with the project and approve funding not to exceed \$65,000 and authorize the Town Manager to negotiate and execute a contract for the work. Councilman McClard asked if this contractor would complete private property dredging while he was here also. The Manager stated that he has not discussed that with the contractor. Councilman Van Syke stated that he wishes to proceed with the project and have it completed as soon as possible. Councilman Fogle stated the location of the spoils have been changed and that could have caused an increase in cost. He asked how the cubic yards would be measured? The Manager stated that the solids

for the amount of cubic yards removed. The proposal is a lump price of \$65,000 for up to 1,000 cubic yards, even if less are removed. Councilman Fogle stated that the contractor needs to remove as many yards as he can get up to the 1,000 cubic yards limit. He also stated that he would like the contractor to remove any stumps and tree limbs that are not still attached to the channel floor. Councilman Leonard suggested that the contractor use a marker of some sort to mark the larger stumps and limbs that could not be removed. He also stated that at the last Environmental Waterways Advisory Board (EWAB) meeting that it was suggested that some of the signage in the channel was incorrect and needs to be adjusted. The Town Manager stated that Public Works has been able to do some of those small adjustments in the past.

DISCUSSION - BUDGET AMENDMENTS

The Town Manager presented Budget Amendment 20-B-02 to approve funding for the Dredging Project.

MOTION

Councilman Van Syke **moved to approved Budget Amendment 20-B-02 as presented.** The motion carried unanimously. *(see attached)*

MOTION

Councilman Van Syke **moved to accept the Island Lake dredging proposal as presented from King Dredging Company and to authorize the Town Manager to negotiate and execute a contract in an amount not to exceed \$65,000.** The motion carried unanimously. *(see attached)*

ADJOURNMENT/RECESS

There being no further business, Councilman McClard **moved to adjourn.** The meeting adjourned at 5:54 p.m.

Kristie Nobles
Town Clerk

FILE COPY

Town of River Bend

CONSTITUTION WEEK PROCLAMATION

WHEREAS, September 17, 2020, marks the two-hundred and thirty-third anniversary of the signing of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, it is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and

WHEREAS, to the patriotic celebrations which will commemorate the occasion; and

WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week;

NOW, THEREFORE I, John R. Kirkland by virtue of the authority vested in me as Mayor of the Town of River Bend in the State of North Carolina, do hereby proclaim the week of September 17 through 23 as CONSTITUTION WEEK in River Bend and urge our citizens to reaffirm the ideals of the framers of the constitution in 1787.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of River Bend to be affixed this 10th day of September of the year of our Lord two thousand and twenty.


John R Kirkland, Mayor

Town of River Bend




Kristie J. Nobles



North Carolina Pandemic Recovery Office

Coronavirus Relief Fund (CRF)

County Plan

Instructions

1. This document is to be used by counties to document the planned use of the CRF monies allotted in Session Law 2020-4.
2. Please add the name of your Municipality in front of the existing name as follows: "City of New Bern-CravenCounty CRF plan"
3. Submit your plan to cwarren@cravencountync.gov on or before September 1, 2020.
4. Under Categories. Please aggregate the amount of all expenses for that specific category. Example amounts should be removed and you can enter the county amounts. The total must agree with your allotment.

The County is responsible for maintaining adequate documentation to support expenditures. If estimates are being used the methodology must be documented and defensible. The County is responsible for following the Federal *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* promulgated by the United States Office of Management and Budget unless the US Treasury publishes guidance stating otherwise.

County Information

Name of Municipality: River Bend
Person Submitting: Delane Jackson
Title: Town Manager
Email: manager@riverbendnc.org
Phone Number: 252-638-3870 x213

Planned Expenditures	
Categories	Amount
1. Medical expenses such as: <ul style="list-style-type: none"> • COVID-19-related expenses of public hospitals, clinics, and similar facilities. • Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs. • Costs of providing COVID-19 testing, including serological testing. • Emergency medical response expenses, including emergency medical transportation, related to COVID-19. • Expenses for establishing and operating public telemedicine capabilities for COVID-19 related treatment. 	
2. Public health expenses such as: <ul style="list-style-type: none"> • Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19. • Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency. • Expenses for disinfection of public areas and other facilities, e.g., nursing homes, in response to the COVID-19 public health emergency. • Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety. • Expenses for public safety measures undertaken in response to COVID-19. • Expenses for quarantining individuals. 	
3. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.	\$ 49,650.00
4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as: <ul style="list-style-type: none"> • Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions. • Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions. • Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions. • Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions. • COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions. • Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions. 	

5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as: <ul style="list-style-type: none"> • Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. • Expenditures related to a State, territorial, local, or Tribal government payroll support program. • Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise. 	<div></div> <div>\$ -</div>
6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.	<div></div> <div>\$ -</div>
7. Grants to municipalities and nonprofits. List each planned subaward. (add more rows if necessary)	<div></div>
a. Town of ABC	
b. City of 123	
c.	
d.	
e.	
f.	
g.	
h.	
i.	
j.	
k.	
l.	
m.	
n.	
o.	
Grand Total	<div></div> <div>\$ 49,650.00</div>

Signature Delane Jackson
 Title Town Manager
 Date 8-24-2020



**TOWN OF RIVER BEND
BUDGET ORDINANCE AMENDMENT 20-B-02
FISCAL YEAR 2020-2021**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina that the 2020-2021 Budget Ordinance as last amended on August 20, 2020, be amended as follows:

Summary

General Fund	2,233,310
General Capital Reserve Fund	61,248
Law Enforcement Separation Allowance Fund	7,888
Water Fund	572,234
Water Capital Reserve Fund	2,800
Sewer Fund	681,884
Sewer Capital Reserve Fund	129
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Total	3,559,493

Section 1.

General Fund

Anticipated Revenues

		<i>20-B-02 CHANGES</i>
AD VALOREM Taxes 2020-2021	713,246	
AD VALOREM Tax-Motor Vehicle	83,200	
Animal Licenses	2,400	
Sales Tax 1% Article 39	136,448	
Sales Tax 1/2% Article 40	81,430	
Sales Tax 1/2% Article 42	68,324	
Sales Tax Article 44 105-524	9,549	
Sales Tax Hold Harmless Distribution	90,202	
Solid Waste Disposal Tax	2,500	
Powell Bill Allocation	84,500	
Beer and Wine Tax	13,500	
Video Programming Sales Tax	53,680	
Utilities Franchise Tax	114,261	
Telecommunications Sales Tax	10,330	
Court Refunds	500	
Zoning Permits	5,000	
State Grant - Police	22,653	
<i>State Grant - CARES Act CRF funding</i>	<i>49,650</i>	<i>49,650</i>
Recovery Grant NCORR-FDLG-004	99,568	
Miscellaneous	8,000	
Interest-NCORR-FDLG-004 Investments	1,212	
Interest- Powell Bill Investments	50	
Interest-Gen Investments	9,755	
Contributions	421	
Wildwood Storage Rents	18,120	
Rents & Concessions	18,000	
<i>Transfer From Capital Reserve Fund (Island Lake dredging project)</i>	<i>100,970</i>	<i>58,000</i>
<i>Appropriated Fund Balance (CARES Act CRF funding)</i>	<i>435,840</i>	<i>-49,650</i>
<i>(Island Lake dredging project)</i>		<i>7,000</i>
	<hr/>	
Total	2,233,310	65,000

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

Authorized Expenditures		20-B-02 CHANGES
Governing Body	28,700	
Administration	268,691	
Finance	120,181	
Tax Listing	10,880	
Legal Services	24,000	
Elections	0	
Police	590,548	
Public Buildings	149,000	
Emergency Services	4,000	
Animal Control	14,366	
Street Maintenance	221,686	
Public Works	167,240	
Leaf & Limb and Solid Waste	43,500	
Stormwater Management	157,678	
Wetlands and Waterways (Island Lake dredging project)	68,000	65,000
Planning & Zoning	48,363	
Recovery Grant NCORR-FDLG-004	100,780	
Recreation & Special Events	7,500	
Parks & Community Appearance	50,370	
Contingency	17,968	
Transfer To General Capital Reserve Fund	60,000	
Transfer To L.E.S.A. Fund	6,359	
Transfer To BUS Capital Projects Fund	73,500	
Total	2,233,310	65,000

Section 2. **General Capital Reserve Fund**

Anticipated Revenues		
	Contributions from General Fund	60,000
	Interest Revenue	1,248
	Total	61,248
Authorized Expenditures		
	Transfer to General Fund	100,970
	Future Procurement	-39,722
		61,248

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

Anticipated Revenues:		
	Contributions from General Fund	6,359
	Interest Revenue	100
	Appropriated Fund Balance	1,429
	Total	7,888
Authorized Expenditures:		
	Separation Allowance	7,888

Section 4. **Water Fund**

Anticipated Revenues

Utility Usage Charges, Classes 1 & 2	188,595
Utility Usage Charges, Classes 3 & 4	8,534
Utility Usage Charges, Class 5	13,226
Utility Usage Charges, Class 8	2,971
Utility Customer Base Charges	234,862
Hydrant Availability Fee	21,411
Taps & Connections Fees	1,250
Nonpayment Fees	10,500
Late payment Fees	6,723
Interest Revenue	6,794
Sale of Capital Asset	1,501
Appropriated Fund Balance	75,867
Total	<hr/> 572,234

Authorized Expenditures

Administration & Finance [1]	447,734
Operations and Maintenance	121,000
Transfer To Fund Balance for Capital Outlay	3,500
Transfer To Water Capital Reserve Fund	0
Total	<hr/> 572,234

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

Section 5. **Water Capital Reserve Fund**

Anticipated Revenues

Contributions From Water Operations Fund	0
Interest Revenue	2,800
Total	<hr/> 2,800

Authorized Expenditures

Future Expansion & Debt Service	<hr/> 2,800
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Section 6. **Sewer Fund**

Anticipated Revenues:

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

Authorized Expenditures:

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

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

Section 7. **Sewer Capital Reserve**

Anticipated Revenues:

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

Authorized Expenditures:

Future Expansion & Debt Service	<hr/> 129
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Section 8. **Levy of Taxes**

There is hereby levied a tax at the rate of twenty-six cents (\$0.26) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2020, for the purpose of raising the revenue listed as "Ad Valorem Taxes 2020-2021" in the General Fund Section 1 of this ordinance. This rate is based on a valuation of \$275,400,000 for purposes of taxation of real and personal property with an estimated rate of collection of 99.61%. The estimated collection rate is based on the fiscal year 2018-2019 collection rate of 99.61% by Craven County who has been contracted to collect real and personal property taxes for the Town of River Bend. Also included is a valuation of \$32,000,000 for purposes of taxation of motor vehicles with a collection rate of 100% by the North Carolina Vehicle Tax System.

Section 9. **Fees and Charges**

There is hereby established, for Fiscal Year 2021, various fees and charges as contained in Attachment A of this document.

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

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

Section 11. **Classification and Pay Plan**

Cost of Living Adjustment (COLA) for all Town employees shall be 3.1% and shall begin the first payroll in the new fiscal year. The Town Manager is hereby authorized to grant merit increases to Town employees, when earned, per the approved Pay Plan.

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

This ordinance shall be the basis of the financial plan for the Town of River Bend municipal government during the 2020-2021 fiscal year. The Budget Officer shall administer the Annual Operating Budget and shall ensure the operating staff and officials are provided with guidance and sufficient details to implement their appropriate portion of the budget.

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

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

Adopted this 10th day of September, 2020.

John R. Kirkland, Mayor

Attest:

Ann Katsuyoshi, Town Clerk



408 Island Drive
Beaufort, NC 28516
(252) 732-6547
www.kingdredging.com

September 8, 2020

Town of River Bend Dredging Project Proposal

The Town of River Bend will be responsible for the following, all permits required and approval of the use of Geotextile tubes from CAMA. Provide a site where tubes can be placed with water access nearby. Once the material is placed in the tubes it is the property of River Bend.

For compensation below King Dredging Company Inc. will be responsible for the removal of 1000 cubic yards or less from channel entrance and place material in Geotextile bags on site provided by the Town of River Bend. Because of the size of the project and the amount of material the price is for a complete project and not by the cubic yard.

<i>Mobilization</i>	<i>\$10,000</i>
<i>Dredging</i>	<i>\$30,000</i>
<i>Geotextile Tubes</i>	<i>\$10,000</i>
<i>Site Setup</i>	<i>\$5,000</i>
<i>Demobilization</i>	<i>\$10,000</i>

<i>Total Project Cost</i>	<i>\$65,000</i>
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