

**River Bend Town Council  
Work Session Minutes  
May 13, 2021  
Town Hall  
5:00 p.m.**

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

Town Manager: Delane Jackson  
Town Clerk: Kristie Nobles  
Town Attorney: Dave Baxter  
Town Zoning Administrator: Allison McCollum

**CALL TO ORDER**

Mayor Kirkland called the meeting to order at 5:00 p.m. on Thursday, May 13, 2021 at the River Bend Town Hall with a quorum present.

**Discussion– Revisions to Chapter 15 of Town Ordinances from Planning Board**

The Manager stated that after months of preparation, the Town's Zoning Administrator Allison McCollum along with the Planning Board have completed the recommendations for the legislative required changes to the Town's zoning ordinance to be in compliance with NCGS§160D. The Manager stated that the amended ordinances include many items that were required by law. Councilman Sheffield stated that the Zoning Administrator Allison McCollum did an amazing job on making these changes and preparing the proposed ordinances.

**Discussion – Review of Town's Financial and Budgetary Policies**

The Manager stated that Councilman Fogle suggested adding new language to the Financial and Budgetary Policy to state that the total for fund balance be \$2,000,000. The Manager stated that this policy is revised every 3 years and it is due to be revised at this time. The Manager stated on page 74 of the 2020 Audit, \$2,000,000 of unassigned fund balance is available for appropriation. The Manager stated that \$2,000,000 is a goal and the targeted amount that they strive to obtain. The Manager stated that on page 6 the hydrant fee is no longer being used to fund the water capital reserve and is amended also. This amended policy will be voted on at the May 20, 2021 regular meeting.

**Discussion – Year-End Budget Amendment**

The Manager stated that there is an annual budget amendment that balances the departments and items within the departments. He stated this amendment was not included and is not complete at this time. He stated that he thought there would only be two items for this budget amendment, closing out the BUS Project, which came in \$1,000 under budget and a salary adjustment. The Manager stated that last fiscal year, 2019-2020 there were 26 paid weeks with the last paid day falling within that budget year making there 27 pay days in that year. The Manager, Finance Director, and Finance Officer agreed to move that one payday to the first day in this fiscal budget year, which would make this salary budget short by one payday. The Manager stated that this budget amendment will be presented at next month's Council meeting.

**REVIEW AGENDA FOR THE MAY 20, 2021 COUNCIL MEETING**

The Council reviewed the Agenda for the May 20, 2021, Council meeting.

**CLOSED SESSION**

Councilman Sheffield **moved to go into a Closed Session under NCSG §143-318.11(a)(6) to the Personnel exemption to the Open Meetings Law.** The motion carried unanimously. The Council entered Closed Session at 5:29 p.m.

**OPEN SESSION**

Councilman Sheffield moved to return to Open Session at 6:27 p.m. The motion carried unanimously.

**VOTE – Town Manager Performance and Service Bonus**

Councilman Van Slyke motioned to award a bonus to the Town Manager in recognition of superior performance and service to this community in the amount of \$5,000. The motion carried unanimously.

**ADJOURNMENT/RECESS**

There being no further business, Councilman Sheffield **moved to adjourn.** The meeting adjourned at 6:29 p.m.



Kristie J. Nobles  
Town Clerk

