



TOWN OF RIVER BEND

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RIVER BEND TOWN COUNCIL AGENDA

Work Session Meeting

September 9, 2021

River Bend Town Hall

5:00 p.m.

1. **VOTE** – AIA Grant Resolution - Jackson
2. **VOTE** – The Walker Group Fee Proposal - Jackson
3. DISCUSSION – Planning Board Recommendation Update - Jackson
4. DISCUSSION – Financial Software Update - Jackson
5. DISCUSSION – Flag Honor Guard - Sheffield
6. DISCUSSION – Flag Pole Dedication - Leonard
7. Review Agenda – Nobles

Pledge: Councilwoman Maurer

RESOLUTION BY GOVERNING BODY OF APPLICANT

- WHEREAS, The Federal Clean Water Act Amendments of 1987 and the North Carolina Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of conducting an Asset Inventory & Assessment (AIA) of their Water & Wastewater Systems, and
- WHEREAS, The Town of River Bend, NC has need for and intends to conduct an AIA of its Water & Wastewater Systems, and
- WHEREAS, The Town of River Bend intends to request state grant assistance for the project,

NOW THEREFORE BE IT RESOLVED, BY THE TOWN COUNCIL OF THE TOWN OF RIVER BEND:

That The Town of River Bend, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State grant award.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That Delane Jackson, Town Manager, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a grant to aid in the construction of the project described above.

That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this the 9th day of September, in River Bend North Carolina.

John Kirkland, Mayor

Date

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and acting TOWN CLERK of the Town of River Bend does hereby certify:
That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of
an application with the State of North Carolina, as regularly adopted at a legally convened meeting of
the Town Council of River Bend, NC duly held on the 9th day of September 2021; and, further, that such
resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS
WHEREOF, I have hereunto set my hand this _____ day of _____, 2021.

(Signature of Recording Officer)

TOWN CLERK



Design Proposal

Prepared for: Delane Jackson, Town Manager
Town of River Bend

Date prepared: August 20, 2021

Mr. Jackson,

Thank you for the opportunity to provide our fee proposal for the new construction of a Public Works Maintenance Facility. Our proposal is based on the following information and our meeting with you on August 17, 2021:

1. Project Scope:

The Walker Group will provide architectural design services and construction administration for the new Facility including civil, structural, mechanical, electrical, and plumbing engineering.

- Project Budget including Design and Construction is \$965,000
- Building program is similar to Concept provided for BRIC grant application in 2020, will be further developed with Public Works manager prior to start of design.
- New Storage Building on site of new Police and Community Center Building will be included as an Add Alternate for Project
- New facility will incorporate FEMA Flood Resistant features
- Building exterior finishes will coordinate with new Police and Community Center
- Concept Design will include site selection and presentation to Council for approval.
- Drawings presented to River Bend Town Council will be revised per Town Manager's direction and approved by Town Council before proceeding with Construction Documents.
- The Walker Group will assist the Town with bidding and Contractor selection
- The Walker Group will provide Construction Administration services including processing of Contractor pay applications, material submittal review and regular observation during Construction.

2. Designer's Services and Deliverables:

Design Development and Construction Document Preparation

- Site Selection and Concept for Town Council approval
- Construction Document Development
- Development of Cost Estimate during design

Deliverable: Complete Bid Documents for Construction - drawings and specifications
Final Cost Estimate

Bidding and Negotiation

- Prepare and Coordinate advertisement for bidders

- Hold Pre-bid meeting and conduct bid opening
- Provide certified Bid Tabulation and facilitate procurement of Contractor for Construction

Construction Administration

- Hold pre-construction meeting
- Visit site regularly during construction
- Review contractor submittals
- Coordinate between Owner and Contractor during construction
- Prepare field reports
- Review and Approve Contractor Payment Applications
- Prepare final punch list, warranty reviews, and close-out documents

Deliverable: Field Reports
Shop drawing submittals
Closeout Documents - Warranties; Operation and Maintenance manuals

3. Consultants:

Civil

Avolis Engineering
New Bern, NC

Structural

NRW Engineering,
Virginia Beach, VA

Mechanical/Electrical/Plumbing

Topsail Engineering
Hampstead, NC

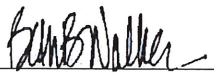
4. Design Fees

Design Phase	% Total Design Fee	Fee
Site Selection and Building Concept	20%	\$11,160.00
Design Development	20%	\$11,160.00
Construction Documents	30%	\$16,740.00
Bidding and Negotiation	10%	\$5,580.00
Construction Administration/Closeout	20%	\$11,160.00
TOTAL DESIGN FEES		\$55,800.00
Stormwater Permit and Fee (Low Density Express Review)		\$3,500.00
TOTAL FEE		\$59,300.00

Upon acceptance of this proposal, work can begin immediately. The Town of River Bend will be billed for work performed by The Walker Group Architecture, Inc. upon completion of each design phase and monthly during construction.

Acceptance of Proposal:

Authorized Representative
Town of River Bend



Beth B. Walker, Principal
The Walker Group Architecture, Inc

Date

8/20/21

Date

This proposal is valid for 30 days

§ 15.01.037 EFFECTIVE DATE.

This chapter shall take effect and be in force from and after 5-15-1981.

DEFINITIONS**SUBDIVISION REGULATION & INTERPRETATION**

§ 15.01.050 SUBDIVISION DEFINEDAPPLICABILITY.

- A. For the purposes of this chapter, ~~SUBDIVISION means~~subdivision regulations shall be applicable to all divisions of a tract or parcel of land into 2 or more lots, building sites or other divisions for the purpose of sale or building development (whether immediate or future) and shall include all divisions of land involving the dedication of a new street or a change in existing streets.
- B. The following shall not be included within this definition nor be subject to this chapter:
 - 1. The combination or recombination of portions of previously platted lots where the total number of lots is not increased and the resultant lots are equal to or exceed the standards of the Town of River Bend as provided in this chapter.;
 - 2. The division of land into parcels greater than 10 acres where no street right-of-way dedication is involved.;
 - 3. The public acquisition by purchase of strips of land for the widening or opening of streets.;
 - 4. The division of a tract in single ownership whose entire area is no greater than 2 acres into not more than 3 lots, where no street right-of-way dedication is involved and where the resultant lots are equal to or exceed the standards of the Town of River Bend as provided in this chapter.;~~and~~
 - 5. The division of a tract into parcels in accordance with the terms of a probated will or in accordance with intestate succession under Chapter 29 of the General Statutes.
- C. The Town of River Bend may provide for expedited review of specified classes of subdivisions.
- ~~4.~~ D. The Town of River Bend may require only a plat for recordation for the division of a tract or parcel of land in single ownership if all of the following criteria are met:
 - ~~5.1. The platting and conveyance of a single lot or tract out of a larger tract, provided that:~~
 - a) The tract or parcel to be divided is not exempted under subdivision 2 of subsection B of this section.~~The larger tract is not 1 which was platted and conveyed previously from a larger tract under this exception or under the Opinion of the Attorney General dated 3-4-1975 (44 N.C.A.G. No 2, p. 251) or all or a portion of the remainder of a larger tract from which a lot or tract was platted and conveyed previously under this exception or under the Opinion of the Attorney General dated 3-4-1975 (44 N.C.A.G. No 2, p. 251);~~
 - b) No part of the tract or parcel to be divided has been divided under this subsection in the 10 years prior to division.
 - c) The entire area of the tract or parcel to be divided is greater than five acres.
 - d) After division, no more than three lots result from the division.

- e) After division, all resultant lots comply with all of the following:
 - a. Any lot dimension size requirements of the applicable land-use regulation, if any.
 - b. The use of the lots is in conformity with the applicable zoning requirements, if any.
 - c. A permanent means of ingress and egress is recorded for each lot.
 - ~~b) The remainder of the larger tract is being held for some purpose other than sale or building development (whether immediate or future); and~~
 - ~~c) No dedication of a new street or a change in existing streets is involved.~~

§ 15.01.051 **OTHER DEFINITIONS.**

For the purpose of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

ALLEY. Privately or publicly owned right-of-way, primarily for service access to the back or side of abutting property, and not intended for general traffic circulation.

BUFFERS. Landscaping or other architectural measures to screen dissimilar uses from adjoining properties or private developments that abuts the street right-of-way.

BUILDING SETBACK LINE. A line parallel to the front property line in front of which no structure shall be erected.

COLLECTOR STREET. A road which serves as the connecting street between local residential roads and the thoroughfare system, as further defined in the NCDOT Subdivision Road Standards.

CUL-DE-SAC. A minor street that terminates in a vehicular turnaround with a minimum street width.

EASEMENT. A grant by the property owner of a strip of land for a specified purpose.

IMPERVIOUS SURFACE. Any surface which because of its material or composition or compacted nature impedes or prevents natural infiltration of storm water into the soil. Impervious surfaces include, but are not limited to, roofs, roof extensions, patios, balconies, decks (except wood slotted decks), athletic courts, swimming pools (excluding the water area of swimming pool), streets, parking areas, driveways, sidewalks, and any concrete, stone, brick, asphalt, or compacted gravel surface.

Added 03/18/10

LOCAL STREET. A road that does not connect thoroughfares or serve major traffic generators, as further defined in the NCDOT Subdivision Road Standards.

LOT. A portion of a subdivision, or any other parcel of land, intended as a unit for transfer of ownership, or occupied or intended for occupancy by a principal building, together with its accessory buildings, including the open space required under this chapter. For the purpose of this chapter, LOT shall mean any number of contiguous lots of record for location of 1 principal building and its accessory buildings.

Proposed Flag Honor Guard For the Town of River Bend

Whereas the citizens of River Bend wish to have the flags, in particular the stars and stripes, tended to properly on a daily basis,

And whereas this duty is a burden for town employees,

And whereas there are veterans and others in town for whom the proper handling and display of the flag would be considered a sacred duty,

The Town of River Bend should create a FLAG HONOR GUARD of volunteers for this purpose.

The honor guard should have a Captain who would be responsible for keeping the duty roster and keeping up to date on when the flag is to be lowered to half mast.

The volunteers should serve in pairs on any given day so that the flags may be folded and stored properly. The duty should include raising the flags each morning and striking them at dusk each day.

There need not be a limit on the number of volunteers as long as the days of the week are covered.

The Honor Guard could also help citizens dispose of old flags properly and honorably.

Councilman Sheffield will personally build a flag locker under the pavilion near Town Hall so that Honor Guard members need not have a key to Town Hall.



RIVER BEND TOWN COUNCIL AGENDA

Regular Meeting
September 16, 2021
River Bend Town Hall
7:00 p.m.

Pledge: Councilwoman Maurer

1. CALL TO ORDER (Mayor Kirkland Presiding)
2. RECOGNITION OF NEW RESIDENTS
3. ADDITIONS/DELETIONS TO AGENDA
4. ADDRESSES TO THE COUNCIL
5. PUBLIC HEARINGS
6. CONSENT AGENDA

All items listed under this section are considered routine by the Council and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

A. Approve:

*Minutes of the August 10, 2021 Special Council Meeting
Minutes of the August 12, 2021 Special Work Session
Minutes of the August 19, 2021 Regular Council Meeting*

7. TOWN MANAGER'S REPORT – Delane Jackson

Activity Reports

- A. **Monthly Police Report** by Chief Joll
- B. **Monthly Water Resources Report** by Director of Public Works Mills
- C. **Monthly Work Order Report** by Director of Public Works Mills
- D. **Monthly Zoning Report** by Assistant Zoning Administrator McCollum

ADMINISTRATIVE REPORTS:

8. Parks & Recreation/CAC – Councilwoman Barbara Maurer
 - A. Parks and Rec Report
 - B. CAC Report
 - C. Organic Garden Report
 - D. Library Report
9. Finance – Councilman Irving Van Slyke, Jr.
 - A. Financial Report - Finance Director

10. Environment and Waterways – Councilman Brian Leonard
 - A. EWAB Report
11. Planning Board – Councilman Buddy Sheffield
 - A. Planning Board Report
12. Public Safety – Councilman Don Fogle
 - A. Community Watch
 - B. CERT
13. MAYOR'S REPORT – Mayor Kirkland
14. PUBLIC COMMENT

The public comment period is set aside for members of the public to offer comments to the Council. It is the time for the Council to listen to the public. It is not a Question & Answer session between the public and the Council or Staff. All comments will be directed to the Council. Each speaker may speak for up to 3 minutes. A member of staff will serve as timekeeper. A sign-up sheet is posted by the meeting room door and will be collected prior to the start of the Public Comment Period. Speakers will be called on by the Mayor in the order that they signed up. In order to provide for the maintenance of order and decorum, the Council has adopted a policy for this section of the meeting. A copy of the policy is posted by the door for your review. Please follow the policy. If you have a specific question for staff, you are encouraged to contact the Town Manager or the appropriate Department Head at another time.

15. ADJOURNMENT