



**RIVER BEND TOWN COUNCIL
PROPOSED AGENDA
Regular Meeting
March 21, 2024
River Bend Town Hall – 45 Shoreline Drive
7:00 p.m.**

Pledge: Sheffield

1. Call to Order (Mayor Kirkland Presiding)
2. Recognition of New Residents
3. Additions / Deletions / Adoption to Agenda
4. Addresses to the Council

Edwin Vargas – Bicycle & Pedestrian Plan 2018 Discussion on Future of Plan 2028 Forward

5. Public Hearings – None
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 February 8, 2024, Work Session Meeting
Minutes of the February 15, 2024, 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. Finance – Councilman Leonard
 - A. Financial Report - Finance Director
 - B. **VOTE** – Town Council Rules of Procedure Amendment
9. Planning Board – Councilman Sheffield
 - A. Planning Board Report

10. Public Safety – Councilwoman Benton
 - A. Community Watch
11. Parks & Recreation – Councilwoman Benton (alternate for Weaver)
 - A. Parks and Rec Report
 - B. Organic Garden Report
 - C. **VOTE** – Town Park Rules
12. CAC – Councilwoman Maurer
 - A. CAC Report
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



Town of
River Bend

RECEIVED

MAR 08 2024

TOWN OF RIVER BEND

Request Type - Select One

Request to Address the
Town Council at Regular Meeting

Request to Appear on
Town Council Meeting Agenda

Meeting Date 3-21-2024		Date of Request 3-8-2023
SPEAKER'S INFORMATION		
Name @MAIL: edwin vargas ndvxy@yahoo.com EDWIN VARGAS NMN		Phone Number 252 259 1445
Address 119 RANDOMWOOD LN, NEW BERN, NC 28562		
Organization (if any)		
Subject BICYCLE & PEDESTRIAN PLAN 2018 DISCUSSION ON FUTURE OF PLAN 2028 FORWARD		
TIME LIMITED TO FIVE (5) MINUTES UNLESS OTHERWISE APPROVED		
Requestor's Signature Edwin Vargas		Time Requested 5 MIN
Approval	Date	Time (Minutes)*

*If more than three (3) people sign up to speak at the meeting, the Council reserves the right to reduce time allowed. Form must be returned to the Clerk by 9:00 am on the Tuesday prior to the meeting. TRB Form # 54 (Rev. 3/22)

ITEM 4

3-21-2024:ev

To: Town Manager, Town of River Bend NC.

Via: Mayor, Councilman/Councilwoman, Town of River Bend NC.

Subject: BICYCLE & PEDESTRIAN PLAN 2018 FUTURE IMPLEMENTATION 5 MIN DISCUSSION

Good day, everyone. My Name is Edwin Vargas, 119 Randomwood Ln, New Bern NC.

I receive this information from a residence River Bend on their Parks and Recreation Website tab that this plan 2018 was done by the New Bern Area Metropolitan Planning Organization-MPO. Upon my further review here is some background;

The Town of River Bend 2013 Comprehensive Plan contains the following goals and strategies page 4;

Ensure that the citizens of the Town of River Bend and its visitors have a range of opportunities for all age groups to maintain and improve their wellbeing. Encourage bicycles as a means of travel in Town. Create a community-wide bike and pedestrian plan.

Below are from the Town Manager 3-7-2024 e-mail to me;

In a nutshell, and in my personal opinion, the position of the Council at that time was –

“Yes, that’s a nice plan and many items in it would be nice additions to River Bend, but those projects are not priorities at the time.”

As you know, the Council's composition has changed since then.

Since 2019 I do not recall the plan being discussed again in any official way by Council.

You asked if any part of it has been done. I believe the only part that has been completed is the connection between

Lochbridge and Ritter Field, which is mentioned on page 15 of the plan.

You asked if a comprehensive safety action plan has been done. The answer is no.”

This is the sad part only 1 item has been done and per the Minutes this plan was adopted and approved Feb 14 2019. I know that Hurricane Florence came to New Bern Summer 2018 and the cleanup. However 7 years later not discussed and residence believe this was done period.

However this plan needs to be looked at in the future. The MPO took effort to put this plan together.

In the future possible in 2028 forward this plan can be relooked at for all of River Bend to enjoy. This is the future of River Bend. Also establish a NDDOT Grant to assist in some of the funding so River Bend does not foot the entire amount of this plan.

V/r

Mr Edwin Vargas, 119 Randomwood Ln New Bern NC 28562

252-259-1445 e-mail edwinvargasnavy@yahoo.com

**River Bend Town Council
Work Session Minutes
February 8, 2024
Town Hall
7:00 p.m.**

Present Council Members: Mayor John Kirkland
Lisa Benton
Barbara Maurer
Jeff Weaver
Buddy Sheffield

Absent Council Member: Brian Leonard

Town Manager: Delane Jackson
Town Clerk: Kristie Nobles
Town Attorney: Trey Ferguson
Police Chief: Sean Joll

Members of the Public Present: 5

CALL TO ORDER

Mayor Kirkland called the meeting to order at 7:00 p.m. on Thursday, February 8, 2024, at the River Bend Town Hall with a quorum present.

VOTE – Approval of Agenda

Councilwoman Benton motioned to accept the agenda as presented. The motion carried unanimously.

Discussion FY 23-24 Audit Contract

The Finance Director, Mandy Gilbert, stated that the Town had utilized Thompson, Price, Scott, Adams, and Company as their auditors for the past fiscal year. She said that she was very impressed with them and recommends that the Town utilize their services for the upcoming fiscal year. The Town Manager agreed. Councilman Leonard stated that the audit procedure for fiscal year 22-23 went very smoothly and was filed on time. He stated that the Council would vote on renewing the auditor's contract for fiscal year 23-24 at the next Council meeting.

Discussion – Capital Project Budget Amendment

The Town Manager stated that the John R. Kirkland Public Works Building has been completed and the final cost was lower than what was budgeted. He stated that this budget amendment would move the contingency funds back to the General Fund, Water Fund, and the Sewer Fund.

VOTE – Capital Project Budget Amendment

Councilwoman Maurer moved to approve the Capital Project Budget Amendment as presented. The motion carried unanimously. (see attached)

Discussion – Capital Project

The Town Manager stated that the leaf and limb program has exceeded its budgeted amount. He stated that there was an additional pick up offered this year and he felt that the elimination of bagging leaves and the abnormal amount of windstorms contributed to the increased amount of leaves to be collected.

VOTE – Budget Amendment

Councilwoman Maurer motioned to approve Budget Amendment 23-B-05 as presented. The motion carried unanimously. (see attached)

Discussion – Capital Project Ordinance for Water Treatment Plant

The Town Manager stated that the Town of River Bend has received the letter of intent to fund from the State of North Carolina and the Town will be receiving over 9 million dollars for a new Water Treatment Plant. He stated that the Council would need to officially adopt the Capital Project Fund Ordinance to construct a new Water Treatment Plant to move forward with the project.

VOTE – Capital Project Ordinance for Water Treatment Plant

Councilwoman Maurer motioned to approve the Capital Project Ordinance for the Water Treatment Plan as presented. The motion carried unanimously. (see attached)

DISCUSSION – Site Evaluation Report for Water Treatment Plant

The Town Manager stated that he had received the Land Acquisition Site Evaluation Report for 509 Old Pollocksville Road, which is the site location for the proposed new Water Treatment Plant. He said that the report stated that the property is determined to be suitable for development as a proposed Water Treatment Plant.

DISCUSSION – Lighting for Walking Trail

Councilman Weaver stated that the Council has been discussing adding lighting for the walking trail since October of 2021 and there has been a lot of interest from residents regarding adding lighting. He stated that he would like to receive input from the Council this week and vote at the regular meeting, the following week. Councilman Weaver asked the Police Chief for his opinion, and he stated that the lighting would address a lot of the safety issues and concerns that the Police Dept. has, along with the communities'. Councilwoman Maurer asked if the fixtures would be dark sky compliant and Councilman Weaver stated that the fixtures would be. Councilman Weaver stated that if the Council choose the Duke Energy option, all of the maintenance would be the responsibility of Duke. Councilman Sheffield stated that Duke would basically own the lighting system. Councilwoman Benton asked Councilman Weaver if he knew how many people use the track and Councilman Weaver stated he did not know an exact number. Councilwoman Benton stated that she would like to have more input from the residents, because the lighting could directly affect those on Gatewood and Lochbridge. She stated that she thinks it would make the town safer, but she would like more input from the residents. Councilman Sheffield asked how many lights were included in the Duke quote and Manager Jackson stated that there are 11. Councilman Sheffield stated that he thought that was an expensive amount and Councilwoman Benton agreed. Manager Jackson stated that if the Town owned the lighting system it would be approximately \$292 per month and Duke has quoted \$300 a month including all the maintenance.

REVIEW – Agenda for the February 15, 2024, Council Meeting

The Council reviewed the agenda for the February 15, 2024, Council Meeting.

CLOSED SESSION

Councilman Sheffield moved to go into Closed Session under NCGS 143-318.11(a)(3)(5) to discuss the possible acquisition of land owned by Weldon Brown, Jr. and Naqueldon Brown for the location of a new water treatment facility. The Council entered Closed Session at 7:39 p.m.

OPEN SESSION

Councilman Sheffield moved to return to Open Session at 7:56 p.m. The motion carried unanimously.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield moved to adjourn. The motion carried unanimously. The meeting was adjourned at 7:57 p.m.

Kristie J. Nobles, CMC, NCCMC
Town Clerk

ITEM 6



**TOWN OF RIVER BEND
PUBLIC WORKS CAPITAL PROJECTS FUND ORDINANCE AMENDMENT #2**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina, that the Public Works Capital Projects Fund Ordinance as last amended on September 27, 2022, be amended as follows:

Section 1. The following amounts are hereby appropriated for the operation of a Town Capital Projects Fund for the construction of a Public Works Building:

CAPITAL PROJECTS FUND

Revenues:

Operating Transfer from General Fund	906,658
Operating Transfer from Sewer Capital Reserve Fund	11,265
Operating Transfer from Water Capital Reserve Fund	245,088
Operating Transfer from Sewer Fund	442,063
Operating Transfer from Water Fund	208,240
Interest Earned	75,000
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	1,888,314

Expenditures:

Architectural Services (to reflect actual cost)	65,920
Land Acquisition	60,000
Legal Services	1,125
Miscellaneous	45,962
Construction	1,715,307
Contingency	0
	<hr/>
	1,888,314

Section 2. It is estimated that revenues in the amounts indicated in the foregoing schedule will be available to support the foregoing appropriations.

Section 3. The Finance Officer is hereby authorized to maintain an appropriate Fund Chart of Accounts.

Section 4. Copies of this 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.

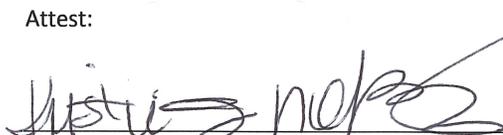
Section 5. The capital projects funds are appropriated pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina; therefore, appropriations do not lapse at the end of the fiscal year and are available for the duration of the project, estimated to be eighteen months, unless subsequently amended by Council action.

Adopted this 8th day of February, 2024.



John R. Kirkland, Mayor

Attest:



Kristie J. Nobles, Town Clerk, CMC, NCCMC





**TOWN OF RIVER BEND
 BUDGET ORDINANCE AMENDMENT 23-B-05
 FISCAL YEAR 2023 - 2024**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina that the 2023-2024 Budget Ordinance as last amended on January 11, 2024, be amended as follows:

Summary

General Fund	2,246,559
General Capital Reserve Fund	56,900
Law Enforcement Separation Allowance Fund	12,685
Water Fund	655,804
Water Capital Reserve Fund	10
Sewer Fund	679,504
Sewer Capital Reserve Fund	1
Total	<u>3,651,463</u>

Section 1. General Fund

Anticipated Revenues

AD VALOREM Taxes 2023-2024	935,566
AD VALOREM Tax-Motor Vehicle	90,000
Animal Licenses	1,500
Sales Tax 1% Article 39	195,868
Sales Tax 1/2% Article 40	114,635
Sales Tax 1/2% Article 42	97,901
Sales Tax Article 44	13,090
Sales Tax Hold Harmless Distribution	108,195
Solid Waste Disposal Tax	2,200
Powell Bill Allocation	100,486
Beer and Wine Tax	13,225
Video Programming Sales Tax	49,621
Utilities Franchise Tax	112,169
Telecommunications Sales Tax	6,725
Court Refunds	500
Zoning Permits	7,000
Miscellaneous	16,200
Interest- Powell Bill Investments	50
Interest-General Fund Investments	20,000
Contributions	901
Wildwood Storage Rents	18,144
Rents & Concessions	18,000
Sale of Fixed Assets	4,600
Transfer From Capital Reserve Fund	43,504
Transfer From PW Capital Projects Fund	57,720
Appropriated Fund Balance	<u>218,759</u>
Total	<u>2,246,559</u>

Section 1. General Fund (continued)

Authorized Expenditures

Governing Body	47,350
Administration	332,000
Finance	131,306
Tax Listing	13,700
Legal Services	40,090
Elections	0
Police	769,335
Public Buildings	102,000
Emergency Services	2,870
Animal Control	16,225
Street Maintenance	271,050
Public Works	186,050
Leaf & Limb and Solid Waste	77,606
Stormwater Management	44,840
Wetlands and Waterways	2,900
Planning & Zoning	55,000
Recreation & Special Events	11,100
Parks & Community Appearance	55,130
Contingency	20,807
Transfer To General Capital Reserve Fund	55,000
Transfer To L.E.S.A. Fund	12,200
Total	<u>2,246,559</u>

Section 2. General Capital Reserve Fund

Anticipated Revenues

Contributions from General Fund	55,000
Interest Revenue	1,900
Total	<u>56,900</u>

Authorized Expenditures

Transfer to General Fund	43,504
Future Procurement	13,396
Total	<u>56,900</u>

Section 3. Law Enforcement Separation Allowance Fund

Anticipated Revenues:

Contributions from General Fund	12,200
Interest Revenue	485
Total	<u>12,685</u>

Authorized Expenditures:

Separation Allowance	0
Future LEOSSA Payments	12,685
Total	<u>12,685</u>

Section 4. Water Fund

Anticipated Revenues

Utility Usage Charges, Classes 1 & 2	210,591
Utility Usage Charges, Classes 3 & 4	12,428
Utility Usage Charges, Class 5	15,002
Utility Usage Charges, Class 8	4,644
Utility Customer Base Charges	278,811
Hydrant Availability Fee	19,764
Taps & Connections Fees	1,250
Nonpayment Fees	10,500
Late payment Fees	7,822
Interest Revenue	3,488
Sale of Capital Asset	0
Transfer From PW Capital Projects Fund	62,551
Appropriated Fund Balance	28,953
Total	<u>655,804</u>

Authorized Expenditures

Administration & Finance [1]	491,804
Operations and Maintenance	140,500
Transfer To Fund Balance for Capital Outlay	23,500
Transfer To Water Capital Reserve Fund	0
Total	<u>655,804</u>

[1] Portion of department for bond debt service: 141,157

Section 5. Water Capital Reserve Fund

Anticipated Revenues

Contributions From Water Operations Fund	0
Interest Revenue	10
Total	<u>10</u>

Authorized Expenditures

Future Expansion & Debt Service	10
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Section 6. Sewer Fund

Anticipated Revenues:

Utility Usage Charges, Classes 1 & 2	267,170
Utility Usage Charges, Classes 3 & 4	36,679
Utility Usage Charges, Class 5	28,142
Utility Usage Charges, Class 8	16,833
Utility Customer Base Charges	296,108
Taps & Connection Fees	1,250
Late payment Fees	8,384
Interest Revenue	5,836
Sale of Capital Asset	0
Transfer from PW Capital Projects Fund	62,551
Appropriated Fund Balance	(43,449)
Total	679,504

Authorized Expenditures:

Administration & Finance [2]	483,204
Operations and Maintenance	192,800
Transfer to Fund Balance for Capital Outlay	3,500
Transfer to Sewer Capital Reserve Fund	0
Total	679,504

[2] Portion of department for bond debt service: 121,893

Section 7. Sewer Capital Reserve

Anticipated Revenues:

Contributions From Sewer Operations Fund	0
Interest Revenue	1
Total	1

Authorized Expenditures:

Future Expansion & Debt Service	1
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Section 8. Levy of Taxes

There is hereby levied a tax at the rate of twenty-four cents (\$0.24) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2023, for the purpose of raising the revenue listed as "Ad Valorem Taxes 2023-2024" in the General Fund Section 1 of this ordinance. This rate is based on a valuation of \$393,280,000 for purposes of taxation of real and personal property with an estimated rate of collection of 99.12%. The estimated collection rate is based on the fiscal year 2021-2022 collection rate of 99.12% 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 \$37,500,000 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 2023-2024, 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 4.4% 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.

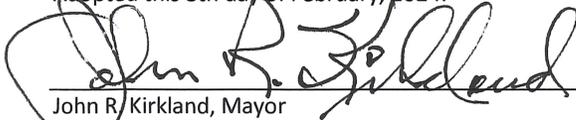
Section 12. Utilization of the Budget Ordinance

This ordinance shall be the basis of the financial plan for the Town of River Bend municipal government during the 2023-2024 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 8th day of February, 2024.



John R. Kirkland, Mayor

Attest:



Kristie J. Nobles, Town Clerk, CMC, NCCMC





TOWN OF RIVER BEND WATER TREATMENT PLANT CAPITAL PROJECTS FUND ORDINANCE

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina:

Section 1. The following amounts are hereby appropriated for the operation of a Town Capital Projects Fund for the construction of a new Water Treatment Plant:

CAPITAL PROJECTS FUND

Revenues:

State of North Carolina Grant	9,393,000
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Appropriations:

Administration	85,000
Engineering	1,386,000
Construction	7,922,000
	<hr/>
	9,393,000

Section 2. It is estimated that revenues in the amounts indicated in the foregoing schedule will be available to support the foregoing appropriations.

Section 3. The Finance Officer is hereby authorized to maintain an appropriate Fund Chart of Accounts.

Section 4. Copies of this 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.

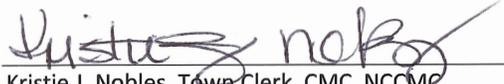
Section 5. The capital projects funds are appropriated pursuant to section 13.2 of Chapter 159 of the General Statutes of North Carolina; therefore, appropriations do not lapse at the end of the fiscal year and are available for the duration of the project, estimated to be eighteen months, unless subsequently amended by Council action.

Adopted this 8th day of February, 2024.



John R. Kirkland, Mayor

Attest:



Kristie J. Nobles, Town Clerk, CMC, NCCMC



**River Bend Town Council
Regular Meeting Minutes
February 15, 2024
Town Hall
7:00 p.m.**

Present Council Members: Mayor John Kirkland
Lisa Benton
Brian Leonard
Barbara Maurer
Buddy Sheffield
Jeff Weaver

Town Manager: Delane Jackson
Police Chief: Sean Joll
Finance Director: Mandy Gilbert
Town Clerk: Kristie Nobles
Town Attorney: David Baxter

Members of the Public Present: 17

CALL TO ORDER

Mayor Kirkland called the meeting to order at 7:00 p.m. on Thursday, February 15, 2024, at the River Bend Town Hall with a quorum present.

VOTE – APPROVAL OF AGENDA

Councilwoman Benton motioned to adopt the agenda as presented. The motion carried unanimously.

ADDRESSES to the COUNCIL

Mr. Edwin Vargas – 119 Randomwood Lane – addressed the Council with a request for the Town to apply for a grant for sidewalks.

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 January 11, 2024, Work Session Meeting
Minutes of the January 18, 2024, Regular Council Meeting*

TOWN MANAGER'S REPORT

The Manager gave the following updates:

- Wastewater Treatment Plant Grant Funding - the State of North Carolina has requested additional information, and he has submitted the requested documentation.
- Water Treatment Plant Grant Funding - the first milestone is April 1, 2025, to submit the plans, bid documents and specifications. He intends to submit those prior to the due date.

ADMINISTRATIVE REPORTS

ENVIRONMENTAL AND WATERWAYS – COUNCILMAN LEONARD

Councilman Leonard stated that he was sick and did not attend the February meeting but stated that the March meeting was canceled due to the date falling on the primary election date.

PARKS & RECREATION – COUNCILMAN WEAVER

Councilman Weaver stated that Parks and Recreation met on February 7, 2024 and there will be a survey included in the next utility billing for residents to complete regarding the town's park amenities.

RIVER BEND COMMUNITY ORGANIC GARDEN

Councilman Weaver gave the following report:

Garden volunteers held their regular meeting on February 5. Eleven gardeners were present. Eight volunteers made the first workday of 2024 a success. One new gardener attended. All the rows have been weeded. Both sheds and the greenhouse were cleaned out and reorganized. The fence project is almost complete. All the fence posts will be replaced, with new twelve-foot poles set in concrete. Four hundred feet of new deer netting will be installed. In mid-February 250 onions and 50 leeks will be planted and eighteen varieties of vegetable seeds will be started. A plant sale will be held at the garden on Saturday, April 27th. Plants, shrubs, vegetables, herbs and houseplants will be offered for sale. Garden ornaments and tools will also be available. More information will be posted on social media. The total number of volunteer hours for January was 75. The annual report for garden year 2023 has been submitted to the Town Council and the Parks & Recreation Advisory Board. The next meeting is scheduled for March 11 at 1:30 pm in the Municipal building. Work hours are not regular yet so visitors should call ahead if they want to tour the garden. Everyone is welcome to attend and participate in monthly garden volunteer meetings and in the garden.

VOTE – Walking Trail Lighting

Councilman Weaver motioned to hire Duke Energy to install 11 lights along the walking trail, as shown on the map, using the open traditional LED dark sky compliant fixtures. The motion carried unanimously.

CAC – COUNCILWOMAN MAURER

Councilwoman Maurer presented the following report.

The CAC did not meet in February, but the members have been busy. The Arbor Day Celebration will be held on Saturday, March 23rd from 10 am – noon. The Mayor will read a proclamation and attendees will participate in the official tree planting around the walking track. There will be a food truck and coffee. This year's celebration hopes to have a large turnout of families. The Girl Scouts will host a seed planting workshop and several planting projects to enhance the appearance near the dog park, the pond and the playground. The CAC will give away saplings that are indigenous to Eastern North Carolina and attractive to pollinators. Members are finalizing plans for an Independence Day Celebration workshop in June. Similar to the crab pot Christmas globes, this event will include making a star-shaped lighted wreath for front doors and mailboxes. They hope to encourage residents to decorate for River Bend's town celebration. The cost will be \$10 per wreath with all supplies included. CAC will hold their second annual Independence Day Festive Award Program that encourages residents to decorate for the holiday and publicly recognizes those exemplifying the festive atmosphere. The Beautification Award Program is starting its second year and will hold three award periods in April, May and June. The purpose of the award program is to be a catalyst for residents to beautify their homes and celebrate the holidays with appealing decorations. The program has drawn an increasing number of nominations each month. Two Christmas globe workshops will be offered in November. More information will follow. CAC members volunteered 253.5 hours of service from July 1 to December

31, 2023. The next meeting is scheduled for March 20, 2024 at 4 pm in the Municipal Building. The meeting is open to everyone. Please attend if you are interested. Guests and volunteers are always welcome. You don't have to be a board member to participate.

FINANCE – COUNCILMAN LEONARD

Financial Report – Finance Director, Mandy Gilbert, presented to the Council the financial statement for the month of January. She stated the total of the Town's Cash and Investments as of January 31, 2024, were \$3,022,644 and Ad valorem tax collections for FY23-24 were \$774,185 and Vehicle Ad valorem tax collections were \$53,518.

VOTE – Audit Contract

Councilman Leonard motioned to approve the FY23-24 Audit Contract with Thompson, Price, Scott, Adams & Co. as presented. The motion carried unanimously.

MAYOR'S REPORT

The Mayor presented the following report.

The title of this article could be "The Computer in 2024 and Beyond." There can be little argument made that the computer has changed how all work is conducted and little likelihood that it will disappear. Like many innovative inventions it has both positive and negative aspects of what it can do for us as individuals and organizations.

On the positive side:

- a. It can file many letters and reports and allows the recall and printing of anything that is retained in the computer's memory.
- b. It can maintain individual employee health and service records and allow fast recall whenever the need arises.
- c. It has allowed many organizations to go paperless.

On the negative side:

- a. It has been a distraction to many young students and moved them from school/college study and homework to game playing and posting letters to friends.
- b. There are many homes that still do not have computer capability and businesses and government tend to assume that everyone will be able to respond if they post some proposal online.
- c. Then there is the social media. A person sitting in front of a computer keyboard will post and transmit words and thoughts that if talking to a person face-to-face, they would probably never say in conversation.
- d. When posts are read, too many readers take the stated post as absolutely truth. In fact, it is more like the old parlor game of stating a whispered statement to the person next to you and continuing that process around a seated circle and then the last person speaks the statement of what he/she was told, and it generally turns out to be totally different from the original statement given to the first person in the circle.
- e. This fault is found in individuals relaying instructions by official looking documents and thus misleading the reader.
- f. (my opinion) The internet "social media" is killing our nation.
- g. This internet cancer has impacted every level of government from the Congress to State Legislatures, to local Municipal Government. There seems to be very little polite exchange between governing representatives at all levels and consequently little attempt to make the effort to work out compromise of positions so necessary in making Democracy work.

It is not the computer's fault it is the fault of the us humans at the keyboard.

PUBLIC COMMENT

Cruddy Cans- stated that they are a business in Craven County that does fleet pressure washing, trash can and dumpster cleaning. They also stated that the Town of River Bend can request to be removed from Craven County's Interlocal Waste Program.

Edwin Vargas – 119 Randomwood Lane– suggested five items to make River Bend better as a whole. He suggested road resurfacing, evaluating streetlights, studies on pumping stations for low lying areas, leasing town vehicles instead of purchasing and a 4% COLA for all employees.

James Crozier – 33 Pier Point – He stated that he wanted to speak about streetlights, but the Council had already voted before the Public Comment section of this meeting. He recommended having the Public Comment Period at the beginning of the meeting so the concerns can be addressed during the meeting.

CLOSED SESSION

Councilwoman Maurer motioned to go into Closed Session under NCGS 143-318.11(a)(3)(5) to discuss the possible acquisition of land owned by Weldon Brown, Jr. and Naqueldon Brown for the location of a new water treatment facility. The motion carried unanimously. The Council entered Closed Session at 7:42 p.m.

OPEN SESSION

Councilman Sheffield moved to return to Open Session at 7:57 p.m. The motion carried unanimously.

VOTE – Exercise of the Option to Purchase

Councilman Sheffield moved to approve the Exercise of the Option to Purchase for the Brown Family property and to allow the Town Manager to expedite the minor subdivision process. The motion carried unanimously.

ADJOURNMENT/RECESS

There being no further business, Councilman Sheffield moved to adjourn. The meeting adjourned at 7:58 p.m.

Kristie J. Nobles, CMC, NCCMC
Town Clerk



RIVER BEND POLICE DEPARTMENT



MONTHLY ACTIVITY REPORT

2024

	ACTIVITIES	2023	2024	2024	% of Total Calls	% Change Last 2 Mos.
		December	January	February		
1	ALARMS / 911 UNKNOWN / DISTURBANCE / SHOTS FIRED (0)	17	8	5	0.26%	-38.00%
2	ANIMAL COMPLAINTS	5	13	4	0.21%	-69.00%
3	ARRESTS	4	2	0	0.00%	-100.00%
4	ASSAULTS / ALL OTHER VIOLENT CRIME	3	1	1	0.05%	0.00%
5	ASSIST CITIZENS / LOCK OUT / QUALITY OF LIFE ISSUES	29	29	27	1.39%	-7.00%
6	ASSIST EMS / FD / FIRST RESPONDERS / MED ASSIST	39	28	43	2.22%	54.00%
7	ASSIST MOTORISTS / FOOT PATROLS / ALL OTHER	24	36	51	2.63%	42.00%
8	ASSIST OTHER AGENCIES	7	2	1	0.05%	-50.00%
9	B & E BUSINESS / RESIDENCE / VEHICLE	1	0	0	0.00%	0.00%
10	CRIM. SUMM. / SUBPOENAS / WARRANTS / CIVIL COMPLAINT	6	3	4	0.21%	33.00%
11	DOMESTICS	0	1	1	0.05%	0.00%
12	FIRES / ALARM	1	1	3	0.15%	200.00%
13	IDENTITY THEFT / FRAUD	4	8	1	0.05%	-88.00%
14	INVOLUNTARY COMMITMENTS	1	0	1	0.05%	0.00%
15	JUVENILE COMPLAINTS	0	0	2	0.10%	0.00%
16	LARCENIES	3	2	2	0.10%	0.00%
17	LITTERING	0	0	0	0.00%	0.00%
18	LOUD MUSIC / NOISE COMPLAINTS	0	1	0	0.00%	-100.00%
19	DEATH / MISSING PERSON / RUNAWAY / SUICIDE(A)	6	1	1	0.05%	0.00%
20	PROPERTY DAMAGE / VANDALISM	2	1	0	0.00%	-100.00%
21	RESIDENTIAL / BUSINESS CHECKS / COMMUNITY WATCH	2543	2272	1,674	86.38%	-26.00%
22	ROADWAY DEBRIS / OBSTRUCTIONS	0	0	0	0.00%	0.00%
23	ROBBERIES	0	0	0	0.00%	0.00%
24	SOLICITING VIOLATIONS	0	0	0	0.00%	0.00%
25	SUSPICIOUS PERSONS / VEHICLES / FIELD INTERVIEW	14	14	15	0.77%	7.00%
26	TOWN ORDINANCE CITATIONS	0	7	5	0.26%	-29.00%
27	TOWN ORDINANCE VIOLATIONS	1	1	0	0.00%	-100.00%
28	TRAFFIC ACCIDENTS	3	2	1	0.05%	-50.00%
29	TRAFFIC STOPS	42	59	65	3.35%	10.00%
30	TRAFFIC COMPLAINTS-RADAR	5	6	2	0.10%	-67.00%
31	DWI	0	0	0	0.00%	0.00%
32	CHECKPOINTS	4	4	0	0.00%	-100.00%
33	DRUG VIOLATIONS	1	2	0	0.00%	-100.00%
34	WELFARE CHECKS	6	5	8	0.41%	60.00%
35	CASE ASSIST / PW / VEHICLE MAINTENANCE / MEETING	3	4	8	0.41%	100.00%
36	CASE FOLLOW UPS / SPECIAL OPERATION / TRAINING	3	7	10	0.52%	43.00%
37	TRESPASSING	0	4	3	0.15%	-25.00%
38	OVERDOSE	0	2	0	0.00%	-100.00%
39	TOTAL	2777	2526	1938	100.00%	-23.00%

Traffic Violations

- 17 State Citations
- 17 Total State Charges
- State Warnings
- 5 Town Citations
- Town Warnings

Community Watch Checks

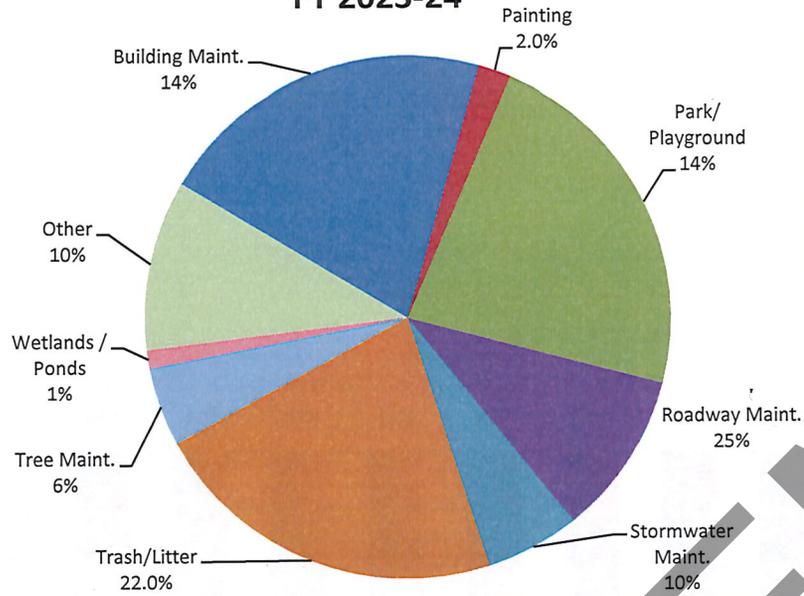
- 80 100 Pirates
- 84 100 Plantation
- 71 200 Lakemere
- 91 200 Rockledge
- 59 Piner Estates

Phone Calls Answered (638-1108)

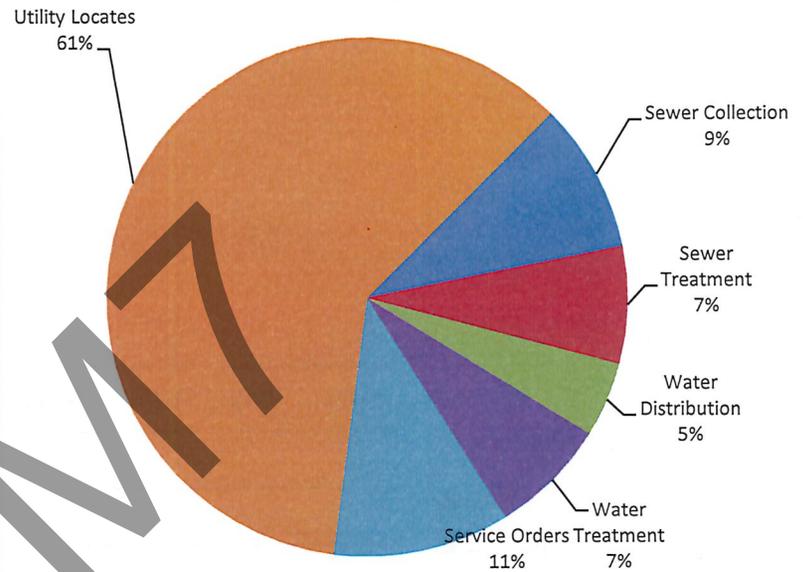
203 Incoming Calls

The data being presented in this report is a representation of the original call as it was dispatched.

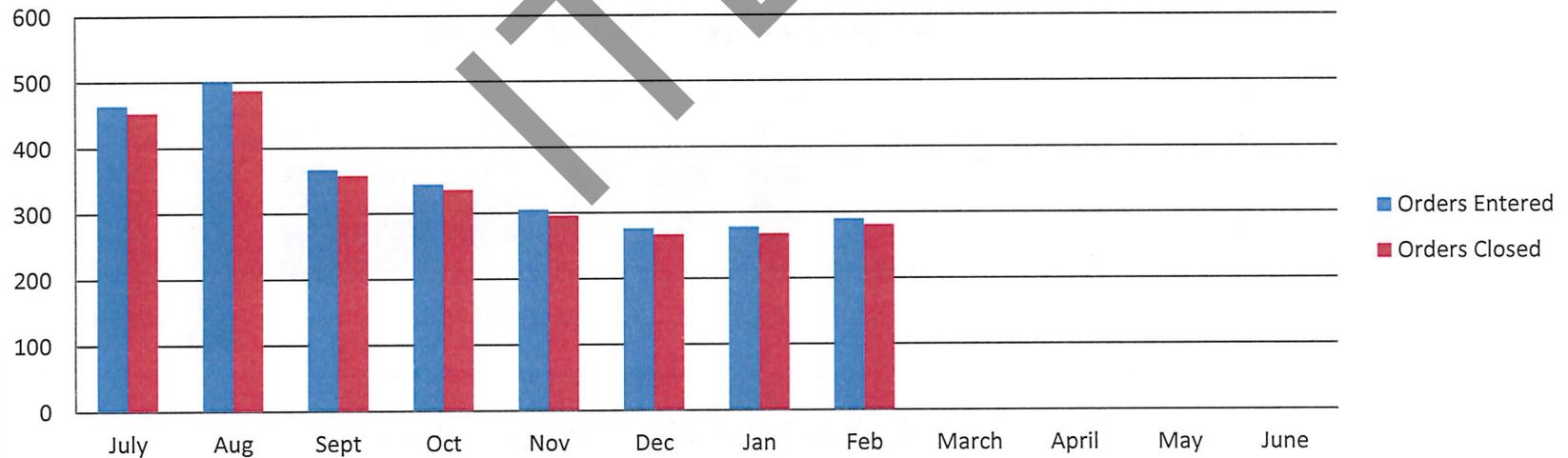
Public Works Work Orders FY 2023-24



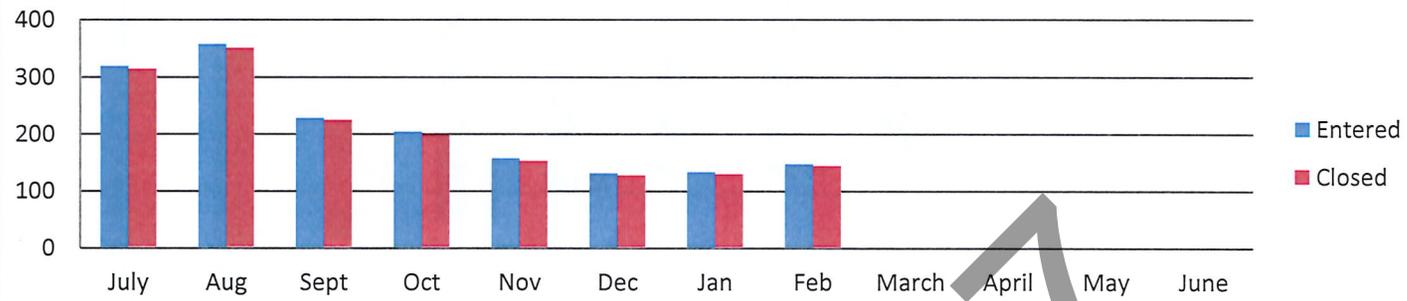
Water Resources Work Orders FY 2023-24



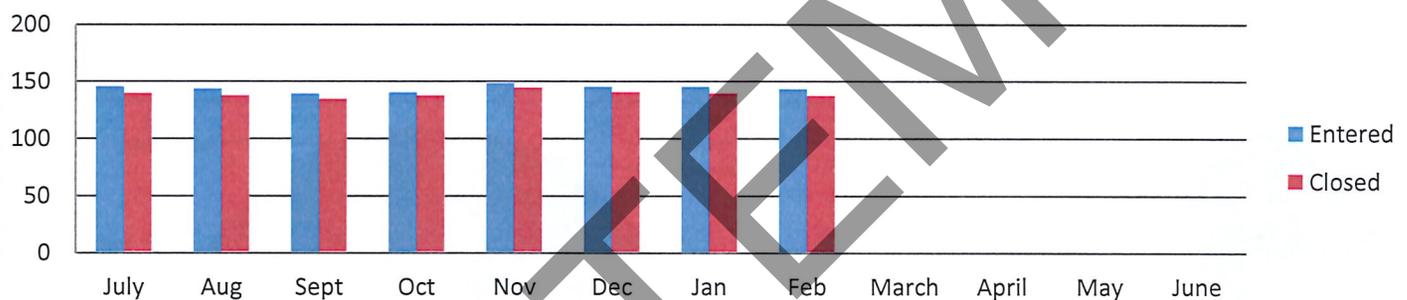
Total Work Orders - FY 2023-24



Water Resources - Work Orders



Public Works - Work Orders



Town of River Bend
 FY 2023-2024
 Work Order Report



Public Works

Orders Entered	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	YTD	Pending
Building Maintenance	32	30	29	27	30	29	30	32					239	1
Painting	3	5	4	3	2	1	2	3					23	0
Park/Playground	33	31	33	35	31	33	34	30					260	0
Roadway Maintenance	18	15	12	14	16	14	13	14					116	0
Stormwater Maintenance	7	6	9	11	10	9	8	7					67	0
Trash/Litter	31	32	31	30	32	33	31	33					253	0
Tree Maintenance	7	5	4	5	7	9	10	9					56	1
Wetlands / Ponds	1	2	1	1	2	1	2	3					13	2
Other	13	17	16	14	18	16	15	12					121	2
TOTAL	145	143	139	140	148	145	145	143	0	0	0	0	1148	6
Orders Closed	139	137	134	137	144	140	139	137					1107	

Water Resources

Orders Entered	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	YTD	Pending
Sewer Collection	14	15	22	21	23	22	21	18					156	0
Sewer Treatment	17	19	16	15	14	13	14	15					123	2
Water Distribution	10	11	10	11	10	9	10	7					78	0
Water Treatment	12	13	14	15	16	17	19	17					123	1
Service Orders	24	30	25	20	24	20	19	22					184	0
Utility Locates	242	269	141	122	70	50	50	68					1012	0
TOTAL	319	357	228	204	157	131	133	147	0	0	0	0	1676	3
Orders Closed	314	350	224	199	152	127	129	144					1639	

TOTAL	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	YTD
Orders Entered	464	500	367	344	305	276	278	290	0	0	0	0	2824
Orders Closed	453	487	358	336	296	267	268	281	0	0	0	0	2746



TOWN OF RIVER BEND

45 Shoreline Drive
River Bend, NC 28562

T 252.638.3870

F 252.638.2580

www.riverbendnc.org

February 2024 Monthly Report Brandon Mills, Director of Public Works

Public Works has continued to do a great job with our many tasks. Recent efforts have seen the replacement of several faded street signs, a vital endeavor ensuring the safety and convenience of our citizens by enhancing visibility. Additionally, proactive measures were taken at the front entrance pond, where herbicide was skillfully applied to curb the encroachment of unwanted vegetation. Routine maintenance not only preserves the aesthetic appeal of the area but also safeguards the ecological balance by preventing the depletion of dissolved oxygen, crucial for the well-being of aquatic life.

Meanwhile, the Water Resources Department demonstrated commendable diligence in addressing issues with two lift station pumps. Through our team's ability to troubleshoot different components of our systems, a clog caused by rags was swiftly resolved, while a burnt-out pump was promptly replaced with a back up unit. Presently, efforts are underway to rebuild the damaged pump. Once rebuilt we will install it back in its original location. Such concerted efforts underscore our ongoing commitment to maintaining the functionality and integrity of vital infrastructure for the benefit of our community.

If you have any questions concerning the Water Resources/Public Works Department, please call us at 252-638-3540, Monday-Friday, 8am-4pm. After hour's water and sewer, emergencies can be reported by dialing the Town Hall at 252-638-3870. You will be instructed to dial "9" and follow the directions to contact the on-call duty operator. You will then be asked to enter your phone number at the sound of the tone. After entering your phone number, the automated system will inform you that your page has been sent. Please, be patient and our utility systems operator will return your call. If you do not receive a call back within ten minutes, please notify the Police Department at 252-638-1108, and they will get in contact with the on-call utility systems operator.



MONTHLY ZONING REPORT

MONTH **February** YEAR **2024**

Activity	Monthly	YTD Total
Permit Applications Received	11	53
Permits Issued	11	53
Fees Collected	2095.60	6839.00
Violations Noted During Weekly Patrol	8	35
Complaints Received From Citizens	0	7
Notice Of Violations Initiated *see details below	4	33
Remedial Actions Taken By Town	0	0

Detail Summary		
Address	Violation	Date Cited
709 Plantation	Vehicle in grass	14-Feb
208 Channel Run	Boat	14-Feb
401 Rockledge	Boat	14-Feb
118 Norbury	Vehicle in grass	21-Feb

Town of River Bend



Monthly Financial Report

This monthly report is provided as an oversight/management tool for the Town Council of the Town of River Bend. For ease of reporting, and in order to be consistent with the categories used in the annual budget process, this report summarizes the revenue and expenses in each of the three operational areas of the Town. Anyone interested in more detail, or further explanation of the contents of this report, is encouraged to contact Finance Officer Mandy Gilbert.

Notes

The cash balances shown on page one are the amount of cash in each specific accounting fund. These funds are deposited in separate investment accounts. Pooled cash accounts used for operating funds but accounted for, in our internal systems, as individual accounts. Interest attributable to each account is allocated based upon the total rate of return of the account(s).

The FY Budget columns represents the original and current budget. As the fiscal year goes on and unforeseen expenses or revenues occur, we need to adjust the budget. The Council does this by formal amendment during a Council meeting. *Asterisked lines represent those budget items that have been amended since adoption.

The acronym CIF used in this report is our Capital Improvement Fund(s) for water and wastewater. These funds are, by resolution of the Town Council, reserved for expenses related to expansion of these systems, or retirement of debt. The Water CIF receives revenue in the form of annual Hydrant Fee payments.

Because this is an annual budget, it is important to note that many lines shown in this report will vary, some significantly, from month to month, and in different times of the year. In many instances, capital payments for current fiscal year projects are made early in the fiscal year and the majority of our ad valorem tax receipts occur in the middle of the fiscal year. This is another reason to maintain an adequate fund balance.

**Town of River Bend
Financial Dashboard**



Visit our web site <http://www.riverbendnc.org/finance.html> to view the Financial Dashboard. These dashboards are designed to give the user a quick overview of the status of revenues and expenditures in each of the Town's three major funds as reported in the Monthly Financial Report.



Fund Cash Balances

Cash Balances	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1 General Fund*	1,043,260	986,274	1,059,247	918,085	891,631	1,326,598	1,362,812	1,529,305				
2 Powell Bill	-	-	45,050	-	-	-	-	-				
3 General Capital Reserve	96,463	96,892	97,310	97,744	98,166	98,605	99,044	99,456				
4 ASADRA Capital Projects	-	-	(18,000)	(18,000)	(18,000)	(15,520)	(15,520)	-				
5 Public Works Capital Projects Fund	1,030,942	1,033,288	674,306	677,315	358,539	216,318	207,339	25,192				
6 Law Enforcement Separation Allowance	49,207	49,426	49,639	49,860	50,076	50,299	50,523	50,734				
7 Water AIA Grant Project	(9,400)	(9,400)	-	-	(9,750)	-	-	-				
8 Sewer AIA Grant Project	-	-	-	-	(8,000)	-	-	-				
9 Water Fund*	482,132	515,904	515,231	542,452	534,534	562,617	570,074	666,158				
10 Water Capital Reserve Fund (CIF)	1,258	1,263	1,269	1,275	1,280	1,286	1,292	1,297				
11 Sewer Fund*	659,453	683,713	690,235	726,676	717,703	748,869	749,339	844,446				
12 Sewer Capital Reserve Fund (CIF)	59	59	59	59	60	60	60	61				
13 WWTP Capital Projects Fund	(105,837)	(112,877)	(125,477)	-	(8,100)	(10,300)	(2,319)	(705)				
14 Water Treatment Plant Capital Project	-	-	-	-	-	-	-	(300)				
Total Cash and Investments	3,247,538	3,244,542	2,988,869	2,995,466	2,608,139	2,978,833	3,022,644	3,215,644	0	0	0	0
Trust Cash Accounts	166,408	225,758	320,107	314,630	260,918	444,291	301,430	332,199	0	0	0	0

*These operating funds have equity in the Trust pooled accounts.

In order to obtain more favorable interest rates, the Town deposits funds in the North Carolina Capital Management Trust. We move funds between our cash accounts and these investment accounts to accommodate cash flow for our payables and as revenues are received in order to maintain an adequate amount of cash for operational needs while attempting to minimize bank fees and maximize interest revenue. Based upon historical cash flow and current encumbrances, our staff anticipates the level of cash needed to meet our obligations without having to make an inordinate number of transfers between accounts.

On the table above, the term cash includes those funds we hold in accounts in our designated banking institution (currently Trust). We have two accounts with Trust, a Money Market account that pays a competitive rate of interest, and an operating (checking) account from and to which we make all regular payments and deposits.

The table below shows the balances of each fund account we have in NCCMT at the end of the month. The chart to the right shows how our funds are apportioned between operating cash and investments.



Investments in NCCMT	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1 General Fund	938,745	840,096	843,718	751,976	773,257	1,042,546	1,222,569	1,375,643				
2 Powell Bill	-	-	-	-	-	-	-	-				
3 Capital Reserve (General Fund)	96,463	96,892	97,310	97,744	98,166	98,605	99,044	99,456				
4 Public Works Capital Projects Fund	1,030,942	1,033,288	674,705	677,714	362,475	216,318	217,281	25,192				
5 Law Enforcement Separation Allowance	49,207	49,426	49,639	49,861	50,076	50,300	50,524	50,734				
6 Water Fund	387,027	414,762	416,550	458,471	438,922	469,638	471,730	573,459				
7 Water Capital Reserve Fund (CIF)	1,258	1,263	1,269	1,275	1,280	1,286	1,292	1,297				
8 Sewer Fund	577,429	582,998	585,512	643,737	622,986	655,790	658,713	757,603				
9 Sewer Capital Reserve Fund (CIF)	59	59	59	59	60	60	60	61				
Total Investments	3,081,130	3,018,784	2,668,762	2,680,836	2,347,221	2,534,542	2,721,213	2,883,444	0	0	0	0

Town of River Bend
Financial Report
Fiscal Year 2023 - 2024



General Fund

Revenue	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	Total	% Budget
	Original	Current															
1 Ad Valorem Taxes	935,566	935,566	-	28,855	71,341	40,089	54,464	475,160	104,277	180,202					954,386.93	102.0%	
2 Ad Valorem Taxes - Vehicle	90,000	90,000	-	9,368	11,743	9,761	6,590	7,220	8,838	10,167					63,685.39	70.8%	
3 Animal Licenses	1,500	1,500	80	60	50	30	30	60	290	310					910.00	60.7%	
4 Local Gov't Sales Tax	421,494	421,494	36,413	36,490	38,496	36,374	37,336	35,109	30,603	34,054					284,874.65	67.6%	
5 Hold Harmless Distribution	108,195	108,195	8,203	9,920	10,574	9,986	9,991	8,969	10,006	10,022					77,670.91	71.8%	
6 Solid Waste Disposal Tax	2,200	2,200	-	580	-	-	581	-	-	582					1,742.99	79.2%	
7 Powell Bill Fund Appropriation	-	-	-	-	-	-	-	-	-	-					-	0.0%	
8 Powell Bill Allocation*	91,000	100,486	-	-	45,050	-	-	55,437	-	-					100,486.92	100.0%	
9 Beer & Wine Tax	13,225	13,225	-	-	-	-	-	-	-	-					-	0.0%	
10 Video Programming Tax	49,621	49,621	-	-	12,138	-	-	12,110	-	-					24,248.11	48.9%	
11 Utilities Franchise Tax	112,169	112,169	-	-	23,348	-	-	30,149	-	-					53,497.48	47.7%	
12 Telecommunications Tax	6,725	6,725	-	-	1,811	-	-	1,999	-	-					3,809.24	56.6%	
13 Court Cost Fees	500	500	91	41	97	18	14	23	36	28					346.00	69.2%	
14 Zoning Permits	7,000	7,000	1,655	487	78	358	692	733	1,399	1,218					6,619.20	94.6%	
15 Federal Grants	-	-	-	-	-	-	-	-	-	-					-	0.0%	
16 State Grants	-	-	-	-	-	-	-	-	-	-					-	0.0%	
17 Federal Disaster Assistance	-	-	-	525	-	-	-	-	-	-					524.97	#DIV/0!	
18 State Disaster Assistance	-	-	-	-	-	-	-	-	-	-					-	0.0%	
19 Miscellaneous*	15,000	16,200	1,386	777	1,798	1,100	430	121	880	649					7,090.72	43.8%	
20 Insurance Settlements	-	-	-	-	-	-	-	-	399	-					398.85	#DIV/0!	
21 Interest - Powell Bill	50	50	-	-	0	0	-	-	-	-					0.35	0.7%	
22 Interest - Investments	20,000	20,000	4,275	3,851	3,623	3,559	3,281	3,654	5,024	5,266					32,533.28	162.7%	
23 Contributions	901	901	640	-	-	-	0	-	-	-					640.18	71.1%	
24 Wildwood Storage Rents	18,144	18,144	1,630	1,682	1,663	1,663	1,711	1,674	1,694	1,662					13,378.51	73.7%	
25 Rents & Concessions	18,000	18,000	1,600	1,640	1,640	1,500	1,560	1,540	2,560	1,860					13,900.00	77.2%	
26 Sale of Capital Assets*	3,000	4,600	-	4,601	-	-	-	-	-	-					4,601.00	100.0%	
27 Sales Tax Refund Revenue	-	-	-	-	-	-	-	-	-	-					-	0.0%	
28 Trans. from Capital Reserve	43,504	43,504	43,504	-	-	-	-	-	-	-					43,504.00	100.0%	
29 Trans. from L.E.S.A. Fund	-	-	-	-	-	-	-	-	-	-					-	0.0%	
30 Transfer from PW Capital Proj*	-	57,720	-	-	-	-	-	-	-	57,720					57,720.00	100.0%	
31 Appropriated Fund Balance*	198,597	218,759	-	-	-	-	-	-	-	-					-	0.0%	
Total	2,156,391	2,246,559	99,477	98,878	223,449	104,438	116,679	633,958	165,954	303,738	0	0	0	0	1,746,569.68	77.7%	

*Astericked lines represent those budget items that have been amended since Original Budget adoption.
#DIV/0! indicates revenue was received, but not budgeted for this line item.

Town of River Bend
Financial Report
Fiscal Year 2023 - 2024



General Fund

Expenditures	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	Original	Current													Total	% Exp
	1 Governing Body*	65,000													47,350	7,373
2 Administration*	304,500	332,000	40,714	18,438	23,611	26,846	16,827	63,257	18,797	16,830					225,321	67.9%
3 Finance*	138,000	131,306	15,480	8,359	7,114	20,158	14,103	11,731	9,087	8,595					94,628	72.1%
4 Tax Listing	13,700	13,700	-	596	1,076	690	766	4,210	2,190	2,143					11,671	85.2%
5 Legal Services*	24,000	40,090	3,635	5,189	4,403	1,702	2,211	3,539	2,487	1,260					24,426	60.9%
6 Elections	-	-	-	-	-	-	-	-	-	0					-	0.0%
7 Public Buildings*	103,600	102,000	10,776	9,758	7,078	6,696	9,527	4,792	3,572	4,469					56,669	55.6%
8 Police*	744,800	769,335	64,100	46,496	41,585	64,881	67,069	54,622	44,839	51,607					435,199	56.6%
9 Emergency Management*	5,700	2,870	1,954	16	740	34	16	16	16	16					2,808	97.8%
10 Animal Control*	17,100	16,225	2,040	991	1,076	1,763	977	1,032	974	1,064					9,918	61.1%
11 Street Maintenance*	232,200	271,050	5,100	2,478	2,695	175,604	2,444	2,581	2,435	28,285					221,622	81.8%
12 Public Works*	189,000	186,050	18,914	14,402	14,230	16,499	13,730	13,733	14,624	15,278					121,411	65.3%
13 Leaf & Limb, Solid Waste*	52,384	77,606	6,453	199	8,529	448	167	15,217	19,195	12,612					62,820	80.9%
14 Stormwater Management*	47,000	44,840	3,060	1,487	1,603	3,830	2,062	1,549	1,461	1,660					16,712	37.3%
15 Waterways & Wetlands	2,900	2,900	-	25	-	-	-	-	-	-					25	0.9%
16 Planning & Zoning*	57,000	55,000	5,573	3,535	3,544	6,614	3,628	3,714	3,572	3,502					33,682	61.2%
17 Recreation & Special Events*	10,500	11,100	1,242	-	-	1,001	329	152	150	449					3,323	29.9%
18 Parks*	61,000	55,130	4,471	2,712	4,896	6,221	3,632	3,694	2,974	4,466					33,067	60.0%
19 Transfers	67,200	67,200	67,200	-	-	-	-	-	-	-					67,200	100.0%
20 Contingency	20,807	20,807	-	-	-	-	-	-	-	-					-	0.0%
Total	2,156,391	2,246,559	258,087	114,582	125,689	332,371	139,011	189,252	126,237	151,621	0	0	0	0	1,436,851	64.0%

Capital / Debt (included above)	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	Original	Current													Total	% Exp
1 Capital Outlay*	220,500	263,912	-	-	-	171,641	-	-	-	21,752					193,393	73.3%
2 Debt Service - Principle	-	-	-	-	-	-	-	-	-	-					-	0.0%
3 Debt Service - Interest	-	-	-	-	-	-	-	-	-	-					-	0.0%

*Astericked lines represent those budget departments that have been amended since Original Budget adoption.



Water Fund

	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	Original	Current														
	Total	% Col														
1 Base Charge	278,811	278,811	46,315	395	46,113	279	46,330	175	46,664	391					186,662	66.9%
2 Consumption	242,665	242,665	44,101	290	43,647	89	42,074	55	33,836	221					164,313	67.7%
3 Other, incl. transfers	23,060	23,060	1,806	5,373	3,673	5,441	3,201	5,490	2,183	9,446					36,613	158.8%
4 Hydrant Fee	19,764	19,764	19,947	-	-	-	-	-	-	-					19,947	100.9%
5 Transfer from PW Cap*	-	62,551	-	-	-	-	-	-	-	62,551					62,551	100.0%
6 Appropriated Fund Bal.*	91,035	28,953	-	-	-	-	-	-	-	-					-	0.0%
Total	655,335	655,804	112,170	6,057	93,434	5,809	91,605	5,720	82,683	72,609	0	0	0	0	470,087	71.7%

	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	Original	Current														
	Total	% Exp														
1 Admin & Finance*	491,335	491,804	47,075	23,624	21,934	33,997	34,999	31,120	23,486	23,850					240,035	48.8%
2 Supply & Treatment	86,800	86,800	6,039	1,341	8,193	1,276	2,489	3,888	3,206	3,253					29,685	34.2%
3 Distribution	53,700	53,700	31,109	5,813	99	418	361	62	2,321	3,234					43,416	80.8%
4 Transfers / Contingency	23,500	23,500	-	-	-	-	-	-	-	-					-	0.0%
Total	655,335	655,804	84,223	30,778	30,227	35,690	37,849	35,070	28,962	30,337	0	0	0	0	313,136	47.7%

	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	Original	Current														
	Total	% Exp														
1 Capital Outlay*	23,000	23,469	-	-	-	-	-	-	-	-					-	0.0%

Cash Balances		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1 Water Fund		482,132	515,904	515,231	542,452	534,534	562,617	570,074	666,158	0	0	0	0
2 Water Capital Reserve Fund (CIF)		1,258	1,263	1,269	1,275	1,280	1,286	1,292	1,297	0	0	0	0

	Limit	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date
		1 Total Gallons		10,451,000	10,845,000	9,577,000	9,626,000	9,318,000	9,569,000	10,533,000	9,976,000			
2 Average daily gallons	925,000*	337,129	349,839	319,233	310,516	310,600	308,677	339,774	344,000	0	0	0	0	327,471

* This is the permitted daily limit.



Sewer Fund

	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	Original	Current													Total	% Col
	Revenue															
1 Base Charge	296,108	296,108	49,103	477	48,849	320	49,154	215	49,558	516					198,192	66.9%
2 Consumption	348,824	348,824	60,453	(25)	59,775	74	58,794	102	47,822	195					227,189	65.1%
3 Other, incl. transfers	15,470	15,470	2,526	3,814	3,764	4,000	3,999	4,369	2,913	4,393					29,778	192.5%
4 Transfer from PW Cap*	-	62,551	-	-	-	-	-	-	-	62,551					62,551	100.0%
5 Appropriated Fund Bal.*	18,633	(43,449)	-	-	-	-	-	-	-	-					-	0.0%
Total	679,035	679,504	112,082	4,266	112,388	4,394	111,946	4,687	100,292	67,656	0	0	0	0	517,711	76.2%

	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	Original	Current													Total	% Exp
	Expenses															
1 Admin & Finance*	482,735	483,204	50,772	24,159	22,693	35,576	35,068	33,674	24,690	25,043					251,675	52.1%
2 Collection	64,500	64,500	5,009	10,131	4,634	3,065	4,796	1,032	2,469	3,079					34,215	53.0%
3 Treatment	128,300	128,300	14,751	5,575	7,909	6,108	6,877	5,343	17,332	14,436					78,332	61.1%
4 Transfers / Contingency	3,500	3,500	-	-	-	-	-	-	-	-					-	0.0%
Total	679,035	679,504	70,531	39,865	35,236	44,750	46,741	40,049	44,492	42,559	0	0	0	0	364,223	53.6%

	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date	
	Original	Current													Total	% Exp
	Capital (included above)															
1 Capital Outlay*	11,000	11,469	-	9,000	-	-	-	-	-	-					9,000	78.5%

Cash Balances		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
1 Sewer Fund		659,453	683,713	690,235	726,676	717,703	748,869	749,339	844,446	0	0	0	0
2 Sewer Capital Reserve Fund (CIF)		59	59	59	59	60	60	60	61	0	0	0	0

	Fiscal Year Budget		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	FY to Date
	Limit														
Wastewater Treated															
1 Total Gallons			3,237,000	3,112,000	3,860,000	2,857,000	2,874,000	3,422,000	3,421,000	2,944,000					25,727,000
2 Average daily gallons		330,000*	104,419	100,387	128,667	92,161	95,800	110,387	110,355	101,517	0	0	0	0	105,462

* This is the permitted daily limit.

RULES OF PROCEDURE FOR THE TOWN OF RIVER BEND COUNCIL

These rules shall govern the conduct of the River Bend Town Council in the conduct of official meetings. This document has used the University of North Carolina School of Government model advanced in the publication *Suggested Rules of Procedure for a City Council, Fourth Edition, 2017* as a guide.

Rule 1. Regular Meetings

The River Bend Town Council typically meets twice per month, on the second and third Thursday of each month. The meeting on the second Thursday is known as the Council Work Session. The meeting on the third Thursday is known as the Regular Council Meeting. In accordance with North Carolina General Statutes (NCGS), both of these meetings are defined as regular meetings. The Council, at its discretion, and in accordance with NCGS, may take action at any official Council meeting. The Council shall adopt at its regular December Council Meeting a schedule of meeting dates for Regular Meetings and Work Sessions for the next calendar year. The schedule shall give the time and location where meetings will be held. This schedule shall reflect any deviation that holiday events would cause from a normal monthly cycle. Following the adoption of the annual schedule by the Council, the schedule shall be published in compliance with publication mandates of the State of North Carolina.

Rule 2. Special, Emergency, and Recessed (or Adjourned) Meetings

(a) Special Meetings.

- (1) The Mayor, the Mayor pro tempore, or any two members of the Council may at any time call a special Council meeting by signing a written notice stating the time and place of the meeting and the subjects to be considered. The notice shall be delivered to the Mayor and each councilman or left at his usual dwelling place at least six hours before the meeting. Only those items of business specified in the notice may be transacted at a special meeting, unless all members are present or have signed a written waiver of notice.
- (2) During any regular meeting, or any duly called special meeting, the Council may call or schedule a special meeting, provided that the motion or resolution calling or scheduling any such special meeting shall specify the time, place and purpose or purposes of such meeting and shall be adopted during an open session.

(b) **Emergency Meetings.** The Mayor, the Mayor pro tempore, or any two members of the Council may at any time call an emergency Council meeting by signing a written notice stating the time and place of the meeting and the subjects to be considered. Emergency meetings may be called only because of generally unexpected circumstances that require immediate consideration by the Council. Only business connected with the emergency may be considered at an emergency meeting.

(c) A person or persons calling a special or emergency meeting of the Council shall comply with the notice requirements of Article 33C of General Statutes Chapter 143.

(d) **Recessed (or Adjourned) Meetings.** A properly called regular, special, or emergency meeting may be recessed (or adjourned) to a time and place certain by a procedural motion made and adopted as provided in Rule 16(b), Motion 2, in open session during the regular, special, or emergency meeting. The motion shall state the time and place when the meeting will reconvene. No further notice need be given of such a recessed (or adjourned) session of a properly called regular, special, or emergency meeting.

Rule 3. Organizational Meeting

On the date and at the time of the first regular meeting in December (third Thursday), the newly elected members shall take and subscribe the oath of office as the first order of new business.

Rule 4. Agenda

(a) **Proposed Agenda.** The Town Clerk shall prepare a proposed agenda for each meeting. A request to have an item of business placed on the agenda must be received at least two working days before the meeting. Any Council member may, by a timely request, have an item placed on the proposed agenda. A copy of all proposed discussion items shall be attached to the proposed agenda. An agenda package shall be prepared that includes, for each item of business placed on the proposed agenda, as much background information on the subject as is available and feasible to reproduce. Each Council member shall receive a copy of the proposed agenda and agenda package and it shall be available for public inspection when it is distributed to the Council members. The Town's agenda policy will be followed.

(b) **Adoption of the Agenda.** As the first order of business at each meeting, the Council shall, as specified in Rule 6, discuss and revise the proposed agenda and adopt an agenda for the meeting. The Council may by majority vote add items to or delete items from the proposed agenda, except that the Council may not add items on the agenda of a special meeting unless all members are present or have signed a written waiver of notice. If items are proposed to be added to the agenda, the Council may, by majority vote, require that written copies of particular documents connected with the items be made available at the meeting to all Council members.

The Council may designate certain agenda items for "discussion" and/or "vote." Such designation means that the Council intends to discuss the general subject area of that agenda item before making any motion concerning that item. However, the Council may vote on any agenda item, as authorized by NCGS, regardless of how it is labeled on the agenda.

(c) **Open Meetings Requirement.** The Council shall not deliberate, vote, or otherwise take action on any matter by reference to a letter, number or other designation, or other secret device or method, with the intention of making it impossible for persons attending a meeting of the Council to understand what is being deliberated, voted, or acted on. However, the Council may deliberate, vote or otherwise take action by reference to an agenda, if copies of the agenda – sufficiently worded to enable the public to understand what is being deliberated, voted, or acted on – are available for public inspection at the meeting.

Rule 5. Public Address to the Council

(a) Any individual or group who wishes to address the Council can make a request, to the Clerk, at least two days in advance of the regular meeting to be on the agenda. Unless determined otherwise by the Council, each speaker will have a maximum of five minutes to address the Council.

(b) The Council shall provide a public comment period during its regular Council meeting, which is the third Thursday of each month. The Town's public comment policy will be followed.

Rule 6. Order of Business

Items shall be placed on the agenda according to the order of business. The order of business for each regular meeting shall be as follows:

- Discussion and revision of the proposed agenda; adoption of an agenda
- Addresses to the Council
- Public comment
- Public hearings
- Approval of the minutes
- Administrative reports
- Committee reports
- Unfinished business
- New business

By general consent of the Council, items may be considered out of the order prescribed above.

Rule 7. Presiding Officer

The Mayor shall preside at Council meetings if he or she is present, unless he or she becomes actively engaged in debate on a particular matter. The Mayor may only vote to break a tie. In order to address the Council, a member must be recognized by the Mayor.

If the Mayor is absent, the Mayor Pro Tem shall preside. If both the Mayor and the Mayor Pro Tem are absent, another member designated by vote of the Council shall preside. The Mayor Pro Tem or other member who is temporarily presiding retains all of his or her rights as a member, including the right to make motions and the right to vote.

If the presiding person becomes actively involved in debate on a particular matter, he or she may designate another Council member to preside over the debate. The presiding individual shall resume presiding as soon as action on the matter is concluded.

The presiding officer shall have the following powers:

- To rule motions in or out of order, including any motion patently offered for obstructive or dilatory purposes;

- To determine whether a speaker has gone beyond reasonable standards of courtesy in his remarks and to entertain and rule on objections from other members on this grounds;
- To entertain and answer questions of parliamentary law or procedure;
- To call a brief recess at any time;
- To adjourn in an emergency
- Direct any person who willfully disturbs a meeting to leave the room
- And any others prescribed by NCGS-160A-67 thru 70.

A decision by the presiding officer under any of the first three powers listed may be appealed to the Council upon motion of any member, pursuant to Rule 16, Motion 1. Such a motion is in order immediately after a decision under those powers is announced and at no other time. The member making the motion need not be recognized by the presiding officer, and the motion, if timely made, may not be ruled out of order.

Rule 8. Action by the Council

The Council shall proceed by motion, except as otherwise provided for in Rules 3, 4 and 25. Any member, excluding the Mayor, may make a motion.

Rule 9. Second Not Required

A motion does not require a second.

Rule 10. One Motion at a Time

A member may make only one motion at a time.

Rule 11. Substantive Motions

A substantive motion is out of order while another substantive motion is pending.

Rule 12. Adoption by Majority Vote

A motion shall be adopted by a majority of the votes cast, a quorum as defined in Rule 22 being present, unless otherwise required by these rules or the laws of North Carolina. A majority is more than half.

Rule 13. Voting by Written Ballot

The Council may choose by majority vote to use written ballots in voting on a motion. Such ballots shall be signed, and the minutes of the Council shall show the vote of each member voting. The ballots shall be available for public inspection in the office of the Town Clerk immediately following the meeting at which the vote took place and until the minutes of that meeting are approved, at which time the ballots may be destroyed.

Rule 14. Debate

The Mayor shall state the motion and then open the floor to debate. The Mayor shall preside over the debate according to the following principles:

- The maker of the motion is entitled to speak first;
- A member who has not spoken on the issue shall be recognized before someone who has already spoken;
- To the extent possible, the debate shall alternate between proponents and opponents of the measure.

Rule 15. Ratification of Actions

To the extent permitted by law, the Council may ratify actions taken on its behalf but without its prior approval. A motion to ratify is a substantive motion.

Rule 16. Procedural Motions

(a) **Certain Motions Allowed.** In addition to substantive proposals, only the following procedural motions, and no others, are in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority of the votes cast, a quorum being present, for adoption. Procedural motions are in order while a substantive motion is pending and at other times, except as otherwise noted.

(b) **Order of Priority of Motions.** In order of priority (if applicable), the procedural motions are:

Motion 1. To Appeal a Procedural Ruling of the Presiding Officer. A decision of the presiding officer ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his remarks, or entertaining and answering a question of parliamentary law or procedure may be appealed to the Council, as specified in Rule 7. This appeal is in order immediately after a decision is announced and at no other time. The member making the motion need not be recognized by the presiding officer and the motion, if timely made, may not be ruled out of order.

Motion 2. To Adjourn. This motion may be made only at the conclusion of action on a pending substantive matter; it may not interrupt deliberation of a pending matter. A motion to recess or adjourn to a time and place certain shall also comply with the requirements of Rule 2(d).

Motion 3. To Take a Brief Recess.

Motion 4. Call to Follow the Agenda. The motion must be made at the first reasonable opportunity or it is waived.

Motion 5. To Suspend the Rules. The Council may not suspend provisions of the rules that state requirements imposed by law on the Council. For adoption, the motion requires an affirmative vote equal to two-thirds of the entire membership of the Council.

Motion 6. To Go into Closed Session. The Council may go into closed session only for one or more of the permissible purposes listed in G.S. 143-318.11(a). The motion to go into closed session shall cite one or more of these purposes and shall be adopted at an open meeting.

A motion based on G.S. 143-318.11(a)(1) shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on G.S. 143-318(a)(3) shall identify the parties in each existing lawsuit concerning which the Council expects to receive advice during the closed session, if in fact such advice is to be received.

Motion 7. To Leave Closed Session.

Motion 8. To Divide a Complex Motion and Consider It by Paragraph. The motion is in order whenever a member wishes to consider and vote on subparts of a complex motion separately.

Motion 9. To Defer Consideration. The Council may defer a substantive motion for later consideration at an unspecified time. A substantive motion, the consideration of which has been deferred, expires 100 days thereafter unless a motion to revive consideration is adopted. If consideration of a motion has been deferred, a new motion with the same effect cannot be introduced while the deferred motion remains pending. A person who wishes to revisit the matter during that time must take action to revive consideration of the original motion (Rule 16(b), Motion 14), or else move to suspend the rules (Rule 16(b), Motion 5).

Motion 10. Motion for the Previous Question. The motion is not in order until there has been at least 20 minutes of debate and/or every member has had an opportunity to speak once.

Motion 11. To Postpone to a Certain Time or Day. If consideration of a motion has been postponed, a new motion with the same effect cannot be introduced while the postponed motion remains pending. A person who wishes to revisit the matter must either wait until the specified time or move to suspend the rules.

Motion 12. To Refer a Motion to a Committee. The Council may vote to refer a substantive motion to a committee for its study and recommendation. Sixty days or more after a substantive motion has been referred to a committee, the introducer of the substantive motion may compel consideration of the measure by the entire Council, whether or not the committee has reported the matter to the Council.

Motion 13. To Amend.

(a) An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with the amendment added would have the same effect as rejection of the original motion. A proposal to substitute completely different wording for a motion or an amendment shall be treated as a motion to amend.

(b) A motion may be amended, and that amendment may be amended, but no further amendments may be made until the last-offered amendment is disposed of by a vote.

(c) Any amendment to a proposed ordinance, policy, regulation or resolution shall be reduced to writing before the vote on the amendment.

Motion 14. To Revive Consideration. The Council may vote to revive consideration of any substantive motion earlier deferred by adoption of Motion 9 of Rule 16(b). The motion is in order at any time within

100 days after the day of a vote to defer consideration. A substantive motion on which consideration has been deferred expires 100 days after the deferral unless a motion to revive consideration is adopted.

Motion 15. To Reconsider. The Council may vote to reconsider its action on a matter. The motion to do so must be made by a member who voted with the prevailing side (the majority, except in the case of a tie; in that case the “no’s” prevail) and only at the meeting during which the original vote was taken, including any continuation of that meeting through recess or adjournment to a time and place certain. The motion cannot interrupt deliberation on a pending matter but is in order at any time before final adjournment of the meeting.

Motion 16. To Rescind or Repeal. The Council may vote to rescind actions it has previously taken or to repeal items that it has previously adopted. The motion is not in order if rescission or repeal of an action is forbidden by law.

Motion 17. To Prevent Reintroduction for Six Months. The motion shall be in order immediately following the defeat of a substantive motion and at no other time. The motion requires for adoption, an affirmative vote equal to two thirds of the entire membership of the Council. If adopted, the restriction imposed by the motion remains in effect for six months or until the next organization meeting of the Council, whichever occurs first.

Rule 17. Renewal of Motion

A motion that is defeated may be renewed at a later meeting unless a motion to prevent reconsideration has been adopted.

Rule 18. Withdrawal of Motion

A motion may be withdrawn by the introducer at any time before it is amended or before the Mayor puts the motion to a vote, whichever occurs first.

Rule 19. Duty to Vote

Every member must vote unless excused by the remaining members of the Council. A member who wishes to be excused from voting shall so inform the Mayor, before the vote is taken. The Mayor shall take a vote of the remaining members. No member shall be excused from voting except in cases involving conflicts of interest, as defined by the Council or by law, or the member’s official conduct, as defined by the Council. In all other cases a failure to vote by a member who is physically present in the Council chamber, or who has withdrawn without being excused by a majority vote of the remaining members present, shall be recorded as an affirmative vote.

Rule 20. Special Rules of Procedure

The Council may adopt special rules of procedure as circumstances warrant.

Rule 21. Closed Sessions

The Council may hold closed sessions as provided by law. The Council shall commence a closed session only after a motion to go into closed session has been made and adopted during an open meeting. The motion shall cite the purpose of the closed session. If the motion is based on G.S. 143-318.11(a)(1), closed session to prevent the disclosure of privileged or confidential information or information that is not considered a public record; it must also state the name or citation of the law that renders the information to be discussed privileged or confidential. If the motion is based on G.S. 143-318.11(a)(3), consultation with attorney; handling or settlement of claims, judicial actions, mediations, arbitrations, or administrative procedures, it must identify the parties in any existing lawsuits concerning which the public body expects to receive advice during the closed session. The motion to go into closed session must be approved by a majority of those present and voting. The Council shall terminate the closed session by a majority vote, using Motion 7 of rule 16(b).

Rule 22. Quorum

A majority of the actual membership of the Council (excluding vacant seats) shall constitute a quorum. A majority is more than half. The Mayor shall be considered a member of the Council in determining the number on which a majority is based and in counting the number of members actually present. A member who has withdrawn from a meeting without being excused by majority vote of the remaining members present shall be counted as present for purposes of determining whether or not a quorum is present. When no seats are vacant, a quorum for the River Bend Council is 4 (5 Council Seats + 1 Mayor= 6 total. More than half of 6 being 4).

Rule 23. Remote Participation in Council Meeting

The Council may choose to conduct remote meetings in accordance with applicable state law, including but not limited to NCGS 166A-19.24.

Rule 24. Public Hearings

Public hearings required by law or deemed advisable by the Council shall be organized by a special order that sets forth the subject, date, place, and time of the hearing. The special order is adopted by a majority vote of the Council. At the time appointed for the hearing, the Council shall vote to open the hearing and the Mayor or his or her designee shall call the hearing to order and preside over it. When the hearing is complete, the presiding officer shall entertain a motion to end the hearing. The Town's public hearing policy shall be followed.

Rule 25. Minutes

Full and accurate minutes of the Council proceedings, including closed sessions, shall be kept. The Council shall also keep a general account of any closed session so that a person not in attendance would have a reasonable understanding of what transpired. These minutes and general accounts shall be open to inspection of the public, except as otherwise provided in the rule. The exact wording of each motion and the results of each vote shall be recorded in the minutes, and on the request of any member of the Council, the entire Council shall be polled by name on any vote. Members' and other persons' comments may be included in the minutes if the Council approves.

Minutes and general accounts of closed sessions may be sealed by action of the Council. Such sealed minutes and general accounts may be withheld from public inspection as allowed by the NCGS or so long as public inspection would frustrate the purpose of the closed session.

Rule 26. Appointments

The Council may consider and make appointments to other bodies, including its own committees, if any, at any regular meeting. The Council shall use one of following procedures to make appointments to various other boards and committees:

A candidate for appointment to one of the Town’s advisory boards shall submit an Application for Appointment to either the board chairman or the Town Clerk. Chapter 3.05.070 of the Town Ordinance, Appointment to Board shall be followed. Appointments for candidates to fill unexpired terms will be made to the completion of that term.

For appointments to special Council committees, Council members may choose to either submit names for nomination, or may accept volunteers. The final committee roster shall be voted on by the Council.

Rule 27. Committees and Boards

(a) Establishment and Appointment. The Council may establish and appoint members for such temporary and standing committees and boards as are required by law or needed to help carry out the Council’s work. Any specific provisions of law relating to particular committees and boards shall be followed.

(b) Open Meetings Law. The requirements of the open meetings law shall apply to all elected or appointed authorities, boards, commissions, councils, or other bodies of the Town that are composed of two or more members and that exercise or are authorized to exercise legislative, policy-making, quasi-judicial, administrative, or advisory functions.

Rule 28. Amendment of the Rules

These rules may be amended at any regular meeting or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting, unless a statute or a rule of the body that created the board provides otherwise. Adoption of an amendment shall require an affirmative vote equal to two-thirds of the entire membership of the Council.

Adopted this the 21th day of March, 2024.

John R. Kirkland, Mayor

Attest:

Kristie Nobles
Town Clerk

Planning Board Report March 2024

The regular meeting of the Planning Board was held on March 7th at 6:00pm.

The only business before the board was the request by The Town of River Bend for a special use permit for 4.5 acres on Plantation adjacent to the Public Works building for the construction of a water treatment facility. Manager Jackson showed a Power Point presentation of the proposed facility including a preliminary site plan. He then answered questions from board members. Member Keith Boulware suggested that the plan include security measures, such as closed-circuit cameras. The board voted to approve the special use permit with the added security as part of the approval. The special use permit now goes to the Board of Adjustment for final approval.

ITEM 9

River Bend Community Organic Garden (RBCOG)

Monthly Report – March 2024

Garden volunteers held a special meeting on 11. The regular meeting was changed due to the Board of Election's use of the building for the primary. Fourteen gardeners were present, including two new volunteers. Six new volunteers have joined the garden since January.

Seventeen gardeners worked from 9am-noon on the March 16 workday. A double row (90 feet) of potatoes was planted and numerous other tasks were completed. The garden is ready for spring planting. This year there will be sixteen active and seven dormant rows. Two rows will be planted for Interfaith Refugee Ministries. Additional tasks are underway to get ready for the plant sale.

Four hundred seeds comprising eighteen varieties of vegetables that were started on February 22 have germinated. They will be planted in the garden, shared with gardeners and sold at the plant sale. Herbs and flowers will also be planted.

The plant sale will be held at the garden on Saturday, April 27th from 8:30 am to 1 pm. Plants, shrubs, vegetables, herbs and houseplants will be offered for sale. Garden ornaments and tools will also be available. Look on the town website, eNews and social media for updates. Rain date is May 4.

The total number of volunteer hours for February was 110.

The next meeting is scheduled for April 1 at 1:30 pm in the Municipal building. Weekly workdays are scheduled on Saturdays starting at 9 am (earlier if it is warm). Everyone is welcome to attend and participate in monthly garden volunteer meetings and in the garden.

Grey= add Yellow= delete Blue= Further Discussion

**AN ORDINANCE TO ESTABLISH
RULES AND REGULATIONS APPLICABLE TO TOWN PARKS**

Section 1. Regulating of Use

The park is open from _____?_____ to _____?_____ sunrise to sunset only. It is closed from sunset to sunrise.

Section 2. Swimming, etc.

Swimming, wading or boating in the town park are prohibited.

Section 3. Fishing

Fishing in the town park is permitted subject to the following conditions:

- 3-1. Hours. Fishing in town park shall be permitted only when the park is open between sunrise and sunset.
- 3-2. Children Twelve Years Old or Younger. Children of the age of twelve years or younger shall be accompanied by an adult when fishing.
- 3-3. Fishing from Banks, etc. Fishing shall be allowed only from the docks on the pond and the southern bank of the pond. The northern bank is private property and fishing is prohibited.
- 3-4. State Fishing Laws. All persons fishing in the town pond shall abide by the North Carolina Inland Fishing Regulations state fishing laws.

Section 4. Trash, etc.

No person shall deposit, or throw, into town pond any bottle, can, paper cup or any trash or rubbish of any nature whatsoever. Littering in the park is prohibited by § 9.02.015 (E) Subsection 3-9, Article III, Chapter 4 of the Town Code.

Section 5. Vehicles; Use of Roads Only and Sidewalks

It shall be unlawful for any person to operate any unauthorized motorized vehicle, or other power driven vehicle upon the grass or footways of the town park or elsewhere other than on the public roads and streets. Sidewalks are for the use of pedestrians, handicapped persons in wheelchairs and children in strollers or carriages only.

Section 6. Parking Regulations

Parking is limited to the park parking lot only. Parking on any street, the town park parking area or

any play area for the purpose of vending goods, wares or merchandise is prohibited except with an authorized permit.

Section 7. Tree Climbing and Injury to Plants and Shrubs

Tree climbing is not permitted. Injury to or destruction of flowers, fruits, plants and shrubs is unlawful.

Section 8. Making Fires in Parks Regulated

It shall be unlawful for any person to make a fire for any purpose except with the use of cooking facilities at designated locations.

Section 9. Permit Required for Certain Uses of Park

- 9-1. Required; Scope. Any individual, organization, corporation, association, society, fraternity, club, order or group of whatever kind desiring the use of the public park owned or controlled by the town as the location for a rally, demonstration, march, public speech, public meeting or other similar activity shall make written request therefor not less than seventy two (72) hours prior to the date of the intended use. This section shall apply only to assemblages where the expected attendance will be more than twenty five people. For twenty six to one hundred people a fee of twenty five dollars (\$25.00) will be charged to the applicant if the request is granted, and for more than one hundred people, a fee of fifty dollars (\$50.00) will be charged to the applicant if the request is granted.

The park must be returned to its original condition after the event.

There will be no waiver of usage fees except for River Bend resident functions.

- 9-2. Application for Use Permit. The application shall be obtained from the Town Clerk's office and will be approved by one of the following: the Town Clerk, the Chief of Police, Zoning Administrator or Town Manager. The application shall state the name of the organization and provide other pertinent information to identify clearly the individuals responsible for the conduct of the affairs of the organization.

The request shall state the purpose and use to which the property shall be put and the date and hour requested as well as expected duration of use.

Permission will be granted if it is concluded that the requested use will not impede any regular use of the park and will not affect the care, protection or maintenance or create a nuisance; otherwise, the request shall be denied.

- 9-3 Weapons Prohibited. No person, except sworn law enforcement officers, shall carry into or have on or about his person at any such meeting or assemblage, any firearms or other weapons or any article, including but not limited to knives, blackjacks or nightsticks, which by their use might constitute a deadly weapon.

- 9-4. Hunting and Taking of Animals Prohibited. It shall be unlawful for anyone to hunt, destroy, trap or otherwise capture or take any animal, wildlife, migratory birds or other fowl within the

town park except when specifically authorized by the Town Manager.

- 9-5. Domestic Animal Prohibited. No domestic animals will be allowed in the park without a permit. The exception being seeing-eye dogs and dogs used by handicapped people. Permits may be issued for special usage such as animal shows, exhibitions or acts for special occasions. Application for permit shall be the same procedure as Section 9-2.

Section 10. Alcoholic Beverages; Use of

No alcoholic beverages of any kind may be consumed on town park property.

ITEM 1

ADOPTED: 06-19-85

AMENDED: 12-18-85

08-20-86

07-20-88

08-17-88

04-18-90

08-19-92

04-21-99

10-17-01 & Effective on 02-18-02 (When Town Manager assumed position)

DRAFT II

**RIVER BEND
PARK RULES AND REGULATIONS**

Section 1. Regulating of Use

The park is open from sunrise to sunset only, except that the walking trail will be open for use all day.

Section 2. Swimming, etc.

Swimming, wading or boating in the town park are prohibited.

Section 3. Fishing

Fishing in the town park is permitted subject to the following conditions:

- 3-1. Hours. Fishing in town park shall be permitted only when the park is open.
- 3-2. Children Twelve Years Old or Younger. Children of the age of twelve years or younger shall be accompanied by an adult when fishing.
- 3-3. Fishing from Banks, etc. Fishing shall be allowed only from the dock on the pond and the southern bank of the pond. The northern bank is private property and fishing is prohibited.
- 3-4. State Fishing Laws. All persons fishing in the town pond shall abide by the North Carolina Inland Fishing Regulations.

Section 4. Trash, etc.

Littering in the park is prohibited by § 9.02.015 (E) of the Town Code.

Section 5. Vehicles; Use of Roads Only and Sidewalks

It shall be unlawful for any person to operate any unauthorized motorized vehicle, or other power driven vehicle upon the grass or footways of the town park or elsewhere other than on the public roads and streets. Sidewalks are for the use of pedestrians only.

Section 6. Parking Regulations

Parking is limited to the park parking lot only. Parking on any street, the town park parking area or any play area for the purpose of vending goods, wares or merchandise is prohibited except with an authorized permit.

Section 7. Tree Climbing and Injury to Plants and Shrubs

Tree climbing is not permitted. Injury to or destruction of flowers, fruits, plants and shrubs is unlawful.

Section 8. Making Fires in Parks Regulated

It shall be unlawful for any person to make a fire for any purpose except with the use of cooking facilities at designated locations.

Section 9. Permit Required for Certain Uses of Park

- 9-1. Required; Scope. Any individual, organization, corporation, association, society, fraternity, club, order or group of whatever kind desiring the use of the public park owned or controlled by the town as the location for a rally, demonstration, march, public speech, public meeting or other similar activity shall make written request therefor not less than seventy two (72) hours prior to the date of the intended use. This section shall apply only to assemblages where the expected attendance will be more than twenty five people.

The park must be returned to its original condition after the event.

- 9-2. Application for Use Permit. The application shall be obtained from the Town Clerk's office and will be approved by one of the following: the Town Clerk, the Chief of Police, Zoning Administrator or Town Manager. The application shall state the name of the organization and provide other pertinent information to identify clearly the individuals responsible for the conduct of the affairs of the organization.

The request shall state the purpose and use to which the property shall be put and the date and hour requested as well as expected duration of use.

Permission will be granted if it is concluded that the requested use will not impede any regular use of the park and will not affect the care, protection or maintenance or create a nuisance; otherwise, the request shall be denied.

- 9-3. Weapons Prohibited. No person, except sworn law enforcement officers, shall carry into or have on or about his person at any such meeting or assemblage, any firearms or other weapons or any article, including but not limited to knives, blackjacks or nightsticks, which by their use might constitute a deadly weapon.
- 9-4. Hunting and Taking of Animals Prohibited. It shall be unlawful for anyone to hunt, destroy, trap or otherwise capture or take any animal, within the town park except when specifically authorized by the Town Manager.
- 9-5. Domestic Animal Prohibited. Except for dogs and cats, no domestic animals will be allowed in the park without a permit. Permits may be issued for special usage such as animal shows, exhibitions or acts for special occasions. Application for permit shall be the same procedure as Section 9-2.

Section 10. Alcoholic Beverages; Use of

In accordance with §13.01.008 of the Town Code, no alcoholic beverages of any kind may be consumed on town park property.

ADOPTED: 06-19-85

AMENDED: 12-18-85
08-20-86
07-20-88
08-17-88
04-18-90
08-19-92
04-21-99
10-17-01
03-21-24

ITEM 1

DRAFT III

**RIVER BEND
PARK RULES AND REGULATIONS**

Section 1. Regulating of Use

The park is open from sunrise to sunset only. It is closed from sunset to sunrise, except that the walking trail will be open for use all day.

Section 2. Swimming, etc.

Swimming, wading or boating in the town park are prohibited.

Section 3. Fishing

Fishing in the town park is permitted subject to the following conditions:

- 3-1. Hours. Fishing in town park shall be permitted only between sunrise and sunset.
- 3-2. Children Twelve Years Old or Younger. Children of the age of twelve years or younger shall be accompanied by an adult when fishing.
- 3-3. Fishing from Banks, etc. Fishing shall be allowed only from the docks on the pond and the southern bank of the pond. The northern bank is private property and fishing is prohibited.
- 3-4. State Fishing Laws. All persons fishing in the town pond shall abide by the state fishing laws.

Section 4. Trash, etc.

No person shall deposit, or throw, into town pond any bottle, can, paper cup or any trash or rubbish of any nature whatsoever. Littering in the park is prohibited by Subsection 3-9, Article III, Chapter 4 of the Town Code.

Section 5. Vehicles; Use of Roads Only and Sidewalks

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Section 6. Parking Regulations

Parking is limited to the park parking lot only. Parking on any street, the town park parking area or any play area for the purpose of vending goods, wares or merchandise is prohibited except with an

authorized permit.

Section 7. Tree Climbing and Injury to Plants and Shrubs

Tree climbing is not permitted. Injury to or destruction of flowers, fruits, plants and shrubs is unlawful.

Section 8. Making Fires in Parks Regulated

It shall be unlawful for any person to make a fire for any purpose except with the use of cooking facilities at designated locations.

Section 9. Permit Required for Certain Uses of Park

- 9-1. Required; Scope. Any individual, organization, corporation, association, society, fraternity, club, order or group of whatever kind desiring the use of the public park owned or controlled by the town as the location for a rally, demonstration, march, public speech, public meeting or other similar activity shall make written request therefor not less than seventy two (72) hours prior to the date of the intended use. This section shall apply only to assemblages where the expected attendance will be more than twenty five people. For twenty six to one hundred people a fee of twenty five dollars (\$25.00) will be charged to the applicant if the request is granted, and for more than one hundred people, a fee of fifty dollars (\$50.00) will be charged to the applicant if the request is granted.

The park must be returned to its original condition after the event.

There will be no waiver of usage fees except for River Bend resident functions.

- 9-2. Application for Use Permit. The application shall be obtained from the Town Clerk's office and will be approved by one of the following: the Town Clerk, the Chief of Police, Zoning Administrator or Town Manager. The application shall state the name of the organization and provide other pertinent information to identify clearly the individuals responsible for the conduct of the affairs of the organization.

The request shall state the purpose and use to which the property shall be put and the date and hour requested as well as expected duration of use.

Permission will be granted if it is concluded that the requested use will not impede any regular use of the park and will not affect the care, protection or maintenance or create a nuisance; otherwise, the request shall be denied.

- 9-3 Weapons Prohibited. No person, except sworn law enforcement officers, shall carry into or have on or about his person at any such meeting or assemblage, any firearms or other weapons or any article, including but not limited to knives, blackjacks or nightsticks, which by their use might constitute a deadly weapon.
- 9-4. Hunting and Taking of Animals Prohibited. It shall be unlawful for anyone to hunt, destroy, trap or otherwise capture or take any animal, wildlife, migratory birds or other fowl within the town park except when specifically authorized by the Town Manager.

9-5. Domestic Animal Prohibited. No domestic animals will be allowed in the park without a permit. The exception being seeing-eye dogs and dogs used by handicapped people. Permits may be issued for special usage such as animal shows, exhibitions or acts for special occasions. Application for permit shall be the same procedure as Section 9-2.

Section 10. Alcoholic Beverages; Use of

No alcoholic beverages of any kind may be consumed on town park property.

ADOPTED: 06-19-85

AMENDED: 12-18-85
08-20-86
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08-17-88
04-18-90
08-19-92
04-21-99
10-17-01
03-21-24

ITEM 11

MANAGER'S SCHEDULING OF TIME AND WORKLOAD

The Town Manager of River Bend, and that position in any town in North Carolina, works on projects as directed by the majority of the members of the governing body. In North Carolina, the Town Manager's legal responsibilities and position duties are spelled out in chapter 160A-148 of General Statutes. He does not work as directed by citizens of the town. Small towns such as ours typically have very limited support staff. Therefore, the Manager is often the person to research and factually respond to requests for information requested by citizens.

Many of the questions that may be raised will be answered by the record contained in the minutes of the monthly meetings of the Town Council. Answers to many questions are also available in the postings obtained from the Town's webpage. In River Bend, the Town Council and staff are transparent about how policy and administrative guidance is developed.

Some years back the North Carolina John Locke Society, reviewed all 500 + municipalities in the state and evaluated their "Transparency." The last of these rankings showed River Bend to be 1 of only 9 municipalities in North Carolina to receive a rating of "A". The Manager, working with the staff, is responsible for the preparation of the Town's budget which is approved by the Council.

In summary there are aspects of budgeting that all residents need to accept as fact, they are:

1. The budget preparation is a major effort by the Manager, Staff, and Council.
2. All involved in the budget process need to be concerned about the present needs of the Town but also need to develop a budget that will address future needs and the cost and construction time needed for those long-term needs.
3. The Manager takes direct supervision from the Town Council and not from individual residents of the Town.