



## TOWN OF RIVER BEND

45 Shoreline Drive  
River Bend, NC 28562

T 252.638.3870  
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[www.riverbendnc.org](http://www.riverbendnc.org)

### RIVER BEND TOWN COUNCIL PROPOSED AGENDA

Work Session Meeting

June 12, 2025

River Bend Town Hall – 45 Shoreline Drive  
5:00 p.m.

1. **VOTE** – Agenda: Additions / Deletions / Adoption
2. Public Hearing - FY 25-26 Proposed Budget
3. **VOTE** – Leaf & Limb Contract Award - Jackson
4. **VOTE** – Leaf & Limb Schedule FY 25-26 - Nobles
5. Discussion – CAC Median Recommendation - Benton
6. **VOTE** – Engineering Services Agreement Amendment for Water Treatment Plant - Jackson
7. **VOTE** – Water Treatment Plant Capital Project Ordinance Amendment - Jackson
8. Discussion – July Council Meeting Schedule - Jackson
9. Discussion – Advisory Board Appointments - Jackson
10. **VOTE** – Council Discretionary Spending Project - Benton
11. Review Agenda – Nobles
12. CLOSED SESSION - NCGS§143-318.11(3)
13. Adjournment

Pledge Next week: Noonan

## Town of River Bend

### Public Hearing Policy

**Overview-** To comply with North Carolina law, the Council is required to conduct a public hearing prior to taking action on some matters. The Council, at its discretion, may also conduct a public hearing to gather input on a matter. These are discretionary public hearings and are not required as a matter of law. The purpose of any public hearing is to give the public an opportunity to express their views, comments or opinions to the Council on the subject matter of the public hearing. It is a time for the Council to listen to the public. It is not a time for debate or a “question and answer session”. The following rules have been established to maintain order and decorum during a public hearing. Furthermore, these rules are designed to ensure fairness to each speaker by establishing rules in advance that will be applied equally to each speaker in all public hearings.

#### I. Public Hearing

Public hearings are typically reserved as an item of business on the agenda for the Council’s regular session, which is currently held on the 3<sup>rd</sup> Thursday of each month. However, the Council may conduct a public hearing on any day in accordance with the advertising requirements of this policy. All public hearings shall be subject to the following guidelines:

1. Prior to the start of the hearing, persons wishing to address the Council will register on a sign-up sheet stationed by the meeting room door. Prior to beginning the hearing, the Mayor will collect the sign-up sheet and recognize speakers in the order that they registered. Once the list has been collected by the Mayor, no names will be added to it. Speakers will address the Council from the lectern and will be asked to state their name and physical address for the record prior to speaking.
2. Each speaker shall be limited to a maximum time of three (3) minutes. Each speaker will only be allowed to speak once during the hearing. A staff member shall serve as timekeeper and will promptly announce when the speaker’s time has expired.
3. No time may be yielded or transferred from one speaker to another. In order to avoid repetition and delay, groups of people supporting the same position are encouraged to designate a spokesperson for the group.
4. The hearing is not intended to require the Council and/or any staff to answer any impromptu questions. The Council will not take action on a new item originally presented during the hearing, which is not related to the subject matter of the public hearing. Upon completion of the hearing and when appropriate, the Council may refer inquiries made during the hearing to the Town Manager or an appropriate staff member. If necessary, the item may be added to the agenda of a future meeting, thereby providing the staff an opportunity to research the item and provide data to the Council for consideration and review.

5. Speakers are asked to address comments to the entire Council as a whole and not one individual member. Discussions between speakers and members of the audience will not be permitted during the hearing.

6. Speakers who have prepared written remarks are encouraged to leave a copy of such remarks with the Town Clerk. Speakers who have materials that they want distributed to the Council related to the item they plan to discuss during the hearing, shall provide eight (8) copies of those documents to the Town Clerk prior to the start of the hearing. The Clerk shall distribute the copies to the Council, Attorney, and Town Manager and retain one copy for the record.

7. Speakers shall be courteous in their language and presentation. Profanity or other inappropriate language or gestures will not be tolerated. The audience shall be courteous and quiet during the public hearing. Only one person at a time will be allowed to speak and that person will be the speaker who has been invited to the lectern.

8. In order to provide for the maintenance of order and decorum in the conduct of the hearing, the Mayor or presiding member may declare "out-of-order" any person(s) who fails to comply with this policy. The Mayor or presiding member shall caution any such person(s) to abide by the provisions of this policy. Refusal to do so shall be grounds for removal of the person(s) from the meeting.

9. Any public hearing required by NCGS shall be advertised in accordance with all applicable requirements. Discretionary public hearings shall be advertised on the town's bulletin board and on the town's web page with the first notice being no less than 10 days and no more than 25 days prior to the date of the hearing. The day of the public hearing shall be counted as a day in the calculation of days.

10. Public Hearings may generate widespread interests and participation. The North Carolina Building Code sets maximum occupancy limits for all public buildings. Additionally, during a state of emergency or a public health crisis, such as a pandemic, room occupancy may be even more limited. These occupancy limits shall be strictly adhered to. This may prohibit all interested parties from participating in the public hearing. On occasions when the occupancy of the room is at its maximum, those people who have spoken will be encouraged to exit the room and allow other speakers to enter the room.

- Adopted December 14, 2017
- Amended April 14, 2022

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### Proposed Annual Budget Ordinance

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina that the following anticipated fund revenues and departmental expenditures, together with certain fees and schedules, and with certain restrictions and authorizations, are hereby appropriated and approved for the operation of the Town government and its activities for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

#### Summary

General Fund	2,692,000
General Capital Reserve Fund	154,144
Law Enforcement Separation Allowance Fund	540
Water Fund	708,500
Water Capital Reserve Fund	25,000
Sewer Fund	784,500
Sewer Capital Reserve Fund	26,000
Total	4,390,684

#### Section 1. General Fund

##### Anticipated Revenues

AD VALOREM Taxes 2025-2026	1,153,846
AD VALOREM Taxes-Motor Vehicle	140,000
Vehicle Registration Fee	30,800
Animal Licenses	1,500
Sales Tax 1% Article 39	225,177
Sales Tax 1/2% Article 40	132,451
Sales Tax 1/2% Article 42	112,435
Sales Tax Article 44	16,436
Sales Tax Hold Harmless Distribution	125,643
Solid Waste Disposal Tax	2,200
Powell Bill Allocation	109,000
Beer and Wine Tax	13,490
Video Programming Sales Tax	45,303
Utilities Franchise Tax	135,931
Telecommunications Sales Tax	6,530
Court Refunds	500
Zoning Permits	5,000
Miscellaneous	9,000
Interest-Powell Bill Investments	5
Interest-General Fund Investments	45,859
Contributions	900
Wildwood Storage Rents	18,144
Rents & Concessions	18,000
Sale of Capital Assets	12,000
Transfer from Capital Reserve Fund	130,500
Appropriated Fund Balance	201,350
Total	2,692,000



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Authorized Expenditures

Governing Body	79,200
Administration	348,000
Finance	156,500
Tax Listing	19,500
Legal Services	44,000
Elections	0
Police	836,200
Public Buildings	74,500
Emergency Services	5,100
Animal Control	27,800
Street Maintenance	317,000
Public Works	289,000
Leaf & Limb and Solid Waste	76,700
Stormwater Management	88,000
Wetlands and Waterways	2,900
Planning & Zoning	62,000
Recreation & Special Events	13,500
Parks & Community Appearance	75,600
Contingency	25,156
Transfer to General Capital Reserve Fund	151,344
Transfer to L.E.S.A. Fund	0
Total	<hr/> 2,692,000

**Section 2. General Capital Reserve Fund**

Anticipated Revenues

Contributions from General Fund	151,344
Interest Revenue	2,800
Total	<hr/> 154,144

Authorized Expenditures

Transfer to General Fund	130,500
Future Procurement	23,644
Total	<hr/> 154,144

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

Anticipated Revenues:

Contributions from General Fund	0
Interest Revenue	540
Total	540

Authorized Expenditures:

Separation Allowance	0
Future LEOSA Payments	540
Total	540

**Section 4. Water Fund**

Anticipated Revenues

Utility Usage Charges, Classes 1 & 2	200,120
Utility Usage Charges, Classes 3 & 4	18,239
Utility Usage Charges, Class 5	12,854
Utility Usage Charges, Class 8	4,933
Utility Customer Base Charges	283,169
Hydrant Availability Fee	17,934
Taps & Connections Fees	1,250
Nonpayment Fees	10,500
Late Payment Fees	7,790
Interest Revenue	15,060
Sale of Fixed Asset	0
Transfer from Capital Reserve Fund	25,000
Appropriated Fund Balance	111,651
Total	708,500

Authorized Expenditures

Administration & Finance [1]	530,000
Operations and Maintenance	158,000
Transfer to Fund Balance for Capital Outlay	0
Transfer to Water Capital Reserve Fund	20,500
Total	708,500

[1] Portion of department for bond debt service: 133,671

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**Section 5.                      Water Capital Reserve Fund**

Anticipated Revenues

Contributions from Water Operations Fund	20,500
Interest Revenue	350
Appropriated Fund Balance	4,150
Total	<u>25,000</u>

Authorized Expenditures

Transfer to Water Operations Fund	25,000
Future Expansion & Debt Service	0
Total	<u>25,000</u>

**Section 6.                      Sewer Fund**

Anticipated Revenues:

Utility Usage Charges, Classes 1 & 2	255,040
Utility Usage Charges, Classes 3 & 4	39,981
Utility Usage Charges, Class 5	28,328
Utility Usage Charges, Class 8	10,146
Utility Customer Base Charges	298,921
Taps & Connection Fees	1,250
Late Payment Fees	8,222
Interest Revenue	23,006
Sale of Capital Asset	0
Transfer from Sewer Capital Reserve	25,000
Appropriated Fund Balance	94,606
Total	<u>784,500</u>

Authorized Expenditures:

Administration & Finance [2]	533,000
Operations and Maintenance	226,000
Transfer to Fund Balance for Capital Outlay	0
Transfer to Sewer Capital Reserve Fund	25,500
Total	<u>784,500</u>

[2] Portion of department for bond debt service: 115,429

**Section 7.                      Sewer Capital Reserve**

Anticipated Revenues:

Contribution from Sewer Operations Fund	25,500
Interest Revenue	500
Total	<u>26,000</u>

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Authorized Expenditures:

Transfer to Sewer Operations Fund	25,000
Future Expansion & Debt Service	1,000
Total	26,000

**Section 8. Levy of Taxes**

There is hereby levied a tax at the rate of twenty-eight cents (\$0.28) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2025, for the purpose of raising the revenue listed "Ad Valorem Taxes 2025-2026" in the General Fund Section 1 of this ordinance. This rate is based on a valuation of property for purposes of taxation of \$413,245,000 and an estimated rate of collection of 99.72%. The estimated collection rate is based on the fiscal year 2023-2024 collection rate of 99.72% by Craven County who has been contracted to collect property taxes for the Town of River Bend. Also included in this rate is a valuation of \$50,000,000 for purposes of taxation of motor vehicles with a collection rate of 100% by the North Carolina Vehicle Tax System.

**Section 9. Fees and Charges**

There is hereby established, for Fiscal Year 2025-2026 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 2.8% 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.

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**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 2025-2026 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 19th day of June, 2025.

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Mark Bledsoe, Mayor

Attest:

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Kristie J. Nobles, Town Clerk

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**Town of River Bend**  
**Schedule of Rates and Fees**  
**(Attachment A to Budget Ordinance)**  
Effective July 1, 2025

Amounts due are based upon the Fees and Charges Schedule in effect at the time of payment. It is the Town Council's intention that the Fees and Charges Schedule be revised as needed by July 1st of each year. Some fees and charges may be adjusted during the year as circumstances change.

**GENERAL FUND**

**Administrative**

<b>Ad Valorem Tax</b>	\$ .28 per \$100 assessed valuation
<b>Copies of Public Information</b>	As specified by State Statute
<b>Town Code, entire copy</b>	\$75.00
<b>Notary Fee</b>	\$10.00 per signature after the first
<b>Meeting Rooms</b>	
Four hours or less	\$40.00
Over four hours	\$80.00
<b>Returned Check Processing Charge</b>	\$25, as allowed by G.S. §25-3-506
<b>Administrative Fee for returned bank drafts</b>	\$25.00

**Public Safety**

<b>Pet License Fee</b>	\$10.00
<b>Golf Cart Registration Fee</b>	\$10.00
<b>Vehicle Registration Fee</b>	\$10.00

**Nuisance Abatement Administrative Fee**

<u>Cost of Abatement</u>	<u>Fee</u>
\$1 – 1,000	\$50.00
\$1,001 – and up	5% of total abatement cost (maximum fee \$2,000)



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ITEM 2

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**Planning and Zoning**

**Special Exception Use Permit**                      \$200 plus cost of required legal advertisement  
and postage to notify abutting land owners

**Variance**    \$200 plus cost of required legal advertisement  
and postage to notify abutting land owners

**Appeal to Board of Adjustment**                      \$200 plus cost of required legal advertisement  
and postage to notify abutting land owners

**Residential Application**                      Based on amount of project as follows:

Base Fee              \$30

\$2 for every \$1,000 of project value after first  
\$1,000 and up to \$100,000; plus,  
\$1 for every \$1,000 above \$100,000 (All values  
rounded up to nearest \$1,000)

*Zoning Administrator can use any appropriate means to verify project valuation.*

**Residential Flood Plain Application with Zoning Permit**

40% of the fee for the Town's residential zoning permit and shall be additional to  
the zoning permit fee for enclosed structures (fences, decks, and other similar  
exempt from additional fee).

**Commercial Application**                      Based on amount of project as follows:

Base Fee              \$50

\$4 for every \$1,000 of project value after first  
\$1,000 and up to \$100,000; plus,  
\$2 for every \$1,000 above \$100,000 (All values  
rounded up to nearest \$1,000)

*Zoning Administrator can use any appropriate means to verify project valuation.*

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**Commercial Flood Plain Application with Zoning Permit**

40% of the fee for the Town's commercial zoning permit and shall be additional to the zoning permit fee for enclosed structures (fences, decks, and other similar exempt from additional fee).

**Residential Flood Plain Application without Zoning Permit**

Based on amount of project as follows:

Base Fee        \$30

\$2 for every \$1,000 of project value after first  
\$1,000 and up to \$100,000; plus,  
\$1 for every \$1,000 above \$100,000 (All values  
rounded up to nearest \$1,000)

*Zoning Administrator can use any appropriate means to verify project valuation.*

**Commercial Flood Plain Application without Zoning Permit**

Based on amount of project as follows:

Base Fee        \$50

\$4 for every \$1,000 of project value after first  
\$1,000 and up to \$100,000; plus,  
\$2 for every \$1,000 above \$100,000 (All values  
rounded up to nearest \$1,000)

*Zoning Administrator can use any appropriate means to verify project valuation.*

**Engineering Review**

Charged to applicant at the actual cost of the service as billed by the contracted engineer.

**Zoning Amendment Request (Map or Text)**

\$200 plus cost of required legal advertisement and postage to notify abutting land owners

**Sign Permit**

\$30

**Tree Harvest Permit**

\$50

**Zoning and Subdivision Ordinances**

\$25 per set

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**Wildwood Storage Rental Rates**

Unit Number	Unit Size	Monthly Rent
BB 01	5x20	\$35
BB 02	5x20	\$35
BB 03	5x20	\$35
BB 04	5x20	\$35
BB 05	10x20	\$75
BB 06	10x20	\$75
BB 07	10x20	\$75
BB 08	10x20	Town Occupied (TO)
BB 09	10x20	TO
BB 10	10x20	TO
BB 11	10x20	TO
BB 12	10x20	TO
GB 15	10x16	\$65
GB 16	10x16	\$65
GB 17	10x16	\$65
GB 18	10x16	\$65
GB 19	10x16	\$65
GB 20	10x16	TO
GB 21	10x16	TO
GB 22	10x16	TO
OP	Open Spaces (40)	\$25
Late Payment Charge	\$10, assessed after the 10 <sup>th</sup> of the month	
Interest Charge	1.5% monthly on outstanding balances	

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**ENTERPRISE FUNDS**

**Water and Sewer - Rates and Fees**

	<b>Water</b>	<b>Sewer</b>
<b>Class 1 and 2 – Residential <sup>(1)</sup></b>		
Customer Base Charge per month <sup>(2)</sup>	15.24	24.18
Usage per 1,000 gallons	-	9.30
Usage 0-4,000 gallons	4.22	-
Usage 4,001-20,000 gallons	4.50	-
Usage 20,001+ gallons	4.55	-
Initial Connection (Tap) charge <sup>(3)</sup>	1,250.00	1,250.00
Nonpayment Fee	70.00	-
<b>Class 3 and 4 - Commercial</b>		
Customer Base Charge per month <sup>(2)</sup>	88.32	141.99
Usage per 1,000 gallons	4.22	9.30
Initial Connection (Tap) charge <sup>(3)</sup>	3,500.00	1,250.00
Nonpayment Fee	100.00	-
<b>Class 5 - Industrial</b>		
Customer Base Charge per month <sup>(2)</sup>	276.24	444.93
Usage per 1,000 gallons	4.22	9.30
Initial Connection (Tap) charge <sup>(3)</sup>	5,000.00	1,250.00
Nonpayment Fee	200.00	-
<b>Class 6 - Early Bird (No longer available)</b>		
<b>Class 7 - Fire Hydrant Charge</b>		
Availability Charge per year	183.00	-
<b>Class 8 - 1" Water Service</b>		
Customer Base Charge per month <sup>(2)</sup>	30.90	49.43
Usage per 1,000 gallons	4.22	9.30
Initial Connection (Tap) charge <sup>(3)</sup>	1,500.00	1,250.00
Nonpayment Fee	100.00	-
<b>Class 9 - Vacant /Out of Use Non-residential Property</b>		
Customer Base Charge per month <sup>(2)</sup>	15.24	24.18
Usage per 1,000 gallons	4.22	9.30
Nonpayment Fee	70.00	-
<b>Class 10 - Vacant Residences</b>		
Customer Base Charge per month <sup>(2)</sup>	15.24	-
Nonpayment Fee	70.00	-

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**Special Charges**

<b>Service Call - 2 hour minimum</b>	\$35 per hour - signed by customer to initiate work outside of scheduled work hours of 7:00 a.m. - 4:00 p.m. on weekdays and 7:00 a.m. - 3:00 p.m. on weekends
<b>Meter Testing Charge</b>	\$25 - no charge if meter defective
<b>Returned Check Processing Charge</b>	\$25, as allowed by G.S. §25-3-506
<b>Late Payment Charge</b>	10% of amount overdue per month or part of month beginning 30 days after billing date
<b>Irrigation Connection Inspection</b>	\$20

(1) Residential customer deposit may apply. Please refer to Water Resources Department Policy Manual.

(2) Base charges do not include any usage.

(3) The published Initial Connection (Tap) charges are based on the historic River Bend average cost that has been experienced in making connections. There will be cases when, because of the local depth of the service main pipe to which the connection is to be made, or other site specific differences from the norm, the published connection fee will not cover the actual cost of the tap. When the Water Resources Superintendent encounters such conditions, he shall notify the applicant requesting the tap that the cost may exceed the published fee. In those cases, a record of cost associated with the specific tap will be accounted for and if the total cost exceeds the published fee, then the applicant shall pay a fee equal to the actual cost. Initial connection charges are based upon the size of the meter and charged as shown in the appropriate Class above.

(4) The necessary equipment will be provided to the resident at cost. The resident is responsible for installing the irrigation meter on the resident's side of the regular water meter. After installation, the work will be inspected by a Water Resources Department employee.



## ITEM 2

deed is hereby incorporated by reference. Also, being that vacant land identified as Tax Parcel ID No. 7-054-5-006 (Ref No. 11523) containing approximately 6.960 acres and described as "WOLFENDEN LAND" and being located on east US 70 Highway approximately 995 feet north of Falcon Bridge Drive, New Bern, NC, as is shown in the Craven County Tax Office. You are hereby required to make defense to such pleadings not later than the 25th day of June 2026, and upon your failure to do so, the party seeking service against you will apply to the Court for the relief sought. This 15th day of May 2025.

**JEFF JACKSON** Attorney General  
**Lisa B. Finkelstein** Assistant Attorney General  
North Carolina Department of Justice  
Transportation Division 1505  
Mail Service Center Raleigh,  
N.C. 27699-1505. Phone: (919)  
707-4480  
May 15, 22, 29

### Town of River Bend Notice of Public Hearing

The proposed fiscal year 2025-2026 budget for the Town of River Bend will be available for public inspection in the Office of the Town Clerk at River Bend Town Hall, 45 Shoreline Drive, beginning on May 23, 2025 from 8:00 a.m. until 4:00 p.m., Monday through Friday. The proposed budget will also be available online at [www.river-bendnc.org](http://www.river-bendnc.org).

A Public Hearing to gather public comments on the 2025-2026 Town of River Bend Proposed Budget will be held on June 12, 2025 at the River Bend Town Hall at 5:00 p.m. during the Council work session. The Council will vote on adoption of the Proposed Budget at its Regular Meeting on June 19, 2025. The Public Hearing is open to the public.

**Kristie Nobles**  
Town Clerk  
May 22, 2025

### BUDGET HEARING ADVERTISEMENT PUBLIC HEARING

The Proposed Budget, tax rate, and water/sewer rates for the fiscal year beginning July 1, 2025 through June 30, 2026 for the Town of Cove City has been presented to the Governing Body and is available for public inspection in the Town Hall

to do so the party seeking service against you will apply to the court for the relief sought. This 15th day of May, 2025.

**Robert G. Raynor, Jr.**  
Attorney at Law  
P. O. Box 446  
New Bern, NC 28563  
May 15, 22, and 29, 2025.

### Negotiated Offer and Upset Bid (G.S. 160A-269)

### Notice of Sale by Upset Bid PUBLIC NOTICE SALE OF CITY PROPERTY

An offer of \$236,345.00 has been submitted for the purchase of certain property owned by the Craven County Board of Education, more particularly described as follows:

Lot 902 and 907 North B. Street,  
Bridgeton NC

Tax identification 2-002-001  
waterfront parcel

Tax identification 2-002-031  
non-water front parcel

Persons wishing to upset the offer that has been received shall submit a sealed bid with their offer to the office of Stacy Lee, 3600 Trent Road, New Bern NC 28562 by 5:00 P.M., May 26, 2025. At that time, the Chief Officer of Systems and Operations shall open the bids, if any, and the highest qualifying bid will become the new offer. If there is more than one bid in the highest amount, the first such bid received will become the new offer.

A qualifying higher bid is one that raises the existing offer to an amount not less than \$248,257.25

A qualifying higher bid must be accompanied by a deposit in the amount of five percent (5%) of the bid; the deposit may be made in cash, cashier's check, or certified check. The Craven County Board of Education will return the deposit on any bid not accepted and will return the deposit on an offer subject to upset if a qualifying higher bid is received. The Craven County Board of Education will return the deposit of the final high bidder at closing.

The buyer must pay cash at closing.

The Craven County Board of Education must approve the final high offer before the sale is closed, which it will do within 60 days after the final upset bid period has passed. The Craven County Board of Education reserves the right to withdraw the property from sale at any time before the final high bid is accepted.

Post Office Drawer 889  
New Bern, North Carolina  
28563  
(252) 633-3131  
(252) 633-3507 (facsimile)

### NOTICE TO CREDITORS

All persons, firms and corporations having claims against the Estate of **FRANKIE C. BRUNOT**, Deceased, of Craven County, NC, are notified to present the same to the Personal Representative listed below on or before August 22, 2025, or this Notice will be pleaded in bar of recovery. All debtors of the said Estate are asked to make immediate payment. This 22nd day of May, 2025.

**Pamela D. Maloney**,  
Executor  
c/o Terri W. Sharp  
Ward and Smith, P.A.  
Attorneys at Law  
Post Office Box 867  
New Bern, NC 28563-0867

### ESTATE NOTICE

The undersigned, having qualified as Co-Administrator of the Estate of **James Schmellon Cottle, Jr.** deceased, late of Craven County, this is to notify all persons having claims against said estate to present them to the undersigned on or before the 22nd day of August, 2025, or this notice will be pleaded in bar of their recovery. All persons indebted to said estate will please make immediate payment to the undersigned. This the 22nd day of May, 2025.

**Dennis James Cottle**,  
Co-Administrator  
For Estate of  
**James Schmellon Cottle, Jr.**  
106 Sycamore St.  
Cary, NC 27513  
**June Cottle Blasey**,  
Co-Administrator  
Estate of  
**James Schmellon Cottle, Jr.**  
1200 Fulcher Lane  
New Bern, NC 28562  
May 22, 29 June 5, 12

### ESTATE NOTICE

The undersigned, having qualified as Administrator of the Estate of **Charles Reese Coward** deceased, late of Craven County, this is to notify all persons having claims against said estate to present them to the undersigned on or before the 15th day of August, 2025, or this notice will be pleaded in bar of their recovery. All persons indebted to said estate will please make immediate

day of August, 2025, or notice will be pleaded their recovery. All persons indebted to said estate will please make immediate payment to undersigned.

This the 1st day of May  
**Jeannie Brown**  
For Estate of **Franklin**  
191  
Grantsboro  
May

### ESTATE NOTICE

The undersigned, having qualified as Administrator of the Estate of **Tiffany Ipock** deceased, late of Craven County, this is to notify all persons having claims against said estate to present them to the undersigned on or before the 22nd day of August, 2025, or this notice will be pleaded in bar of their recovery. All persons indebted to said estate will please make immediate payment to the undersigned. This the 22nd day of

**Julius Timothy**

**Tiffany**  
240 Craven  
Vanceboro  
May 22,

### NORTH CAROLINA NOTICE TO CREDITORS CRAVEN COUNTY

The undersigned, having qualified as Administrator of the Estate of **Edith Lane** of Craven County, this is to notify all persons having claims against the Estate of **White & Allen College Court**, New Bern, NC 28562, or August 1, 2025, or this notice will be pleaded in bar of recovery.

All persons indebted to said estate are requested to make immediate payment to **Cramer, Administrator of White & Allen College Court**, New Bern, NC 28562.

This the 1st day of May  
**Judith Cramer**, Administrator

Estate of **Edith**  
**WHITE & ALLEN**  
901  
New Bern, NC



**TOWN OF RIVER BEND****45 Shoreline Drive  
River Bend, NC 28562****T 252.638.3870  
F 252.638.2580****[www.riverbendnc.org](http://www.riverbendnc.org)**

TO: Town Council

FROM: Town Manager

RE: Leaf and Limb Contract Award Recommendation

DATE: June 10, 2025

The Town of River Bend recently published a Request for Proposals (RFP) for Leaf & Limb Service (L&L). On June 6, 2025 the town conducted a bid opening for responses to said RFP. The bid opening was conducted by the Town Manager and Town Clerk. Only one bid was submitted. It was from Atlantic Coast, Inc. As you know, Atlantic Coast, Inc. has been serving in an interim capacity as the town's L&L contractor, since the unexpected resignation of our previous L&L contractor.

As was stated in the RFP, a review committee was tasked with reviewing all bid packets and making a recommendation to Council for award of the contract. On June 9, 2025 the review committee, which is composed of the Town Manager, Finance Director and Public Works Director, met to complete that task. Since there was only one bid, the task was fairly simple. While we had no bidders to compare Atlantic Coast, Inc. to, the committee unanimously agreed that Atlantic Coast, Inc. is a responsible bidder and capable of delivering the services sought by the town. Their packet was complete.

It is important to note that the review committee was not tasked with assessing the reasonableness of the price component of the bid. Since Atlantic Coast was the only bidder, they are, by default, also the lowest bidder.

Based on their ability to provide the requested services, the Review Committee unanimously recommends that the contract for Leaf and Limb Services 2025-2030, as described in the RFP, be awarded to Atlantic Coast, Inc. of 203 Glenburnie Drive, New Bern, NC.

*All bids must be submitted on this form*  
**Bid Form**

**EXHIBIT D**

Bids Due: Friday, June 6, 2025 by 2:00 p.m.

Service Provided: Leaf & Limb and Emergency Debris Removal Services  
 July 1, 2025 – June 30, 2030

Name of Firm: Atlantic Coast Inc

Address: 203 Glenburnie Dr, New Bern

Phone Number: 252-636-1117

Bidder will provide services in accordance with the provisions noted in the Request for Proposals (and included attachments) for the following price:

- |                              |                                     |
|------------------------------|-------------------------------------|
| A. Routine Debris Removal    | \$ <u>288.<sup>00</sup></u> per ton |
| B. Emergency Debris Removal: | \$ <u>288.<sup>00</sup></u> per ton |
| C. Tipping Fee               | \$ <u>23.<sup>00</sup></u> per ton  |

Note, as described in Section 2.5 of Attachment F, this contract has a built-in provision for an annual adjustment to the per ton rate. Note, since emergency debris removal is not the primary focus of this RFP, it will not be viewed as a primary consideration for determining the low bidder. The low bid will be determined by the sum of A + C above. If the bidder intends to dispose of debris at the Coastal Environmental Partnership facility, as described in Section 2.7 of Attachment F, then the amount of \$23.00 (which is the proposed yard waste tipping fee at Coastal Environmental Partnership for FY26) shall be inserted in the per ton blank for C above.

By submitting this bid, the bidder acknowledges that he/she will provide proof of adequate liability insurance and a federal tax identification number at the signing of the contract document. Bidder must return fully completed Exhibits D, E and G with bid. The bidder also agrees to make the prices submitted herein valid for a period of 60-days after bid opening.

Submitted this 3 day of June, 2025 by:

Printed Name: Trent Jarman / Atlantic Coast Landscape

Title: President

Signature: 

Email tjarman@atlanticcoastlandscape.net Phone 252-636-1117 o  
252 671-7449 c

## EXHIBIT E

Equipment Available to be Used

In this space, the bidder shall provide a list, including the quantity and type, of equipment that the contractor intends to use for delivery of routine L&L collection. For emergency debris removal, the Contractor shall provide sufficient equipment and labor, to remove a minimum of fifteen (15) tons of debris per day. A list of equipment for emergency debris removal is not required at this time.

Commercial Leaf Vacuum 2

Dump Trucks 2

Grapple Truck 1

## EXHIBIT G

Professional References/Experience

Provide a list of professional references and experience that you have related to services being solicited in the RFP. Add more sheets if necessary.

1. How long has your company been in the debris removal business? 6 months

2. Name of Customer Riverbend

Address 45 Shoreline Dr City Riverbend State NC

Telephone 252-638-3870 Name of Contact Person Delene Jackson

Type of work performed Curbside Leaf & limb pick up

How long did you provide work? 0 years 6 months. Is it ongoing? ☒ yes ☐ no

3. Name of Customer See Above

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Telephone \_\_\_\_\_ Name of Contact Person \_\_\_\_\_

Type of work performed \_\_\_\_\_

How long did you provide work? 0 years 0 months. Is it ongoing? ☐ yes ☐ no

4. Is there anything else about your work experience, licenses or credentials that you would like to share?

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# Town of River Bend – Leaf & Limb Schedule 2025-2026

Zone 1 Placement

Zone 1 Pickup Begins

Zone 2 Placement

Zone 2 Pickup Begins

You **MUST** have your debris by the road **BEFORE** "pickup begins" date for your zone, but not more than 5 days before.

July 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

December 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	29
28	29	30	31			

January 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## All leaf & limb debris must be the result of natural defoliation or minor trimming and must observe the following criteria:

- Maximum diameter of limbs is three inches (3") and the maximum length is six feet (6').
- Place all material in a pile at the roadside with butt ends towards the street in a flat area away from mailboxes, driveway tiles, water meters and any other utility equipment.
- Leaves and grass clippings must **NOT** be bagged. Bagged material will **NOT** be collected. Limbs must be kept separate from leaves and grass clippings. Leaves and grass clippings may be collected by a vacuum. The vacuum cannot accept limbs. Any leaf or grass clipping piles that also contain limbs will **NOT** be collected.
- Leaf & limb material shall **NOT** be placed at the roadside more than five (5) days prior to the "pickup begins" date as shown on the schedule above (dates are circled).
- Pickup shall be done once per street per scheduled pickup week. Any leaf & limb material placed on the roadside after that section of the street has been cleaned shall be the responsibility of the property owner to clear immediately (within 5 days).
- Pickups will be provided to residential properties within the corporate Town limits only. Leaf & limb pickup shall not be provided for debris left by a contractor, including general yard maintenance contractors working on a resident's property.
- Leaf & limbs are defined as leaves, grass clippings, pinecones, and small tree and shrub limbs. It does not include construction material of any kind, trimmings from lot clearing, or tree trunks. The Town does not collect brown or white goods, metal, furniture, or construction debris.
- All debris placed upon the public right of way must be placed off the paved portion of the street and must be placed in the right of way immediately adjacent to the property from which it originates. Debris may be placed in the right of way immediately adjacent to the property of others only with the express permission of the owner of the property.
- Violation of these rules may subject violators to remedies described in the Town of River Bend Code of Ordinances, Section 1.01.999 General Penalty. See section 9.02.030 for complete rules.

To: River Bend Town Council

From: Brenda Hall, Community Appearance Commission Chair

Date: April 8, 2025

Reference: River Bend Plantation Median Project

The Community Appearance Commission recommends that the Town Council fund and move forward with the median project on Plantation Drive as presented in the attached "River Bend Median Overall Site Plan", dated 3/18/2025 from Elena Ruth Landscape Designs.

*Brenda Hall 4/8/2025*





ENGINEERS

PLANNERS

SURVEYORS

LANDSCAPE ARCHITECTS

May 21, 2025

Mr. Delane Jackson, Town Manager  
 Town of River Bend  
 45 Shoreline Drive  
 River Bend, North Carolina 28562

SUBJECT: New Water Treatment Plan  
 Engineering Amendment No. 1

Dear Delane:

Pursuant to the Town's request, attached is Engineering Amendment No. 1 for the New WTP project. This Amendment is for services required to incorporate one (1) new test well and two (2) new production wells to draw raw groundwater from the Lower Castle Hayne Aquifer. One production well is expected to be located on the proposed Water Treatment Plant site while the other remote well is assumed to be located on property located immediately to the north of the WTP site to be secured from Weldon Brown, Jr. and Naqueldon Brown at a distance of approximately 1,500 – 2,000 LF from the WTP site. The project will include well site layout, access roadway and grading, new submersible well pumps and discharge pipe column, wellhead piping, and electrical/emergency generator/auto-transfer switch. In addition, the amended project work will include extension of the raw water transmission main from the remote well site, and extension of the WTP treated backwash waste effluent force main along Plantation Drive to Gull Pointe along the access and perimeter of the WWTP site to provide a combined discharge with the WWTP into the Trent River. The combined discharge is expected to be a subaqueous, multiport diffuser to replace the existing WWTP discharge pipeline.

Technical services required to accommodate the additional work include Funding Assistance for the HMGP Benefit-Cost Analysis, preparation of DWI Engineering Report (ER) and Environmental Information Document (EID); preparation of test well and production well plans and specifications, permitting, bidding, hydrogeological evaluation and construction administration/inspection; preparation of a Cornell Expert Mixing (CORMIX) dilution model, Engineering Alternatives Analysis (EAA) Report, and National Pollutant Discharge Elimination System (NPDES) Permit application; additional boundary/topographic site/route and hydrographic survey; geotechnical investigation and report for directional horizontal bores; preparation of design, plans, specifications, permitting, bidding, construction administration and inspection for the well pumps, wellheads, site layout and grading, electrical/emergency generator/auto-transfer switch, raw water transmission extension, treated backwash waste force main extension and Trent River subaqueous discharge; preparation of record drawings and Operation & Maintenance (O&M) manual, and Warranty phase.

If everything appears in order, please place this item on the agenda for the next Town Council meeting for approval.

May 21, 2025  
Page 2

Should you have any questions, please feel free to call.

With best regards,

A handwritten signature in blue ink, reading "Gregory Churchill". The signature is fluid and cursive, with the first name "Gregory" and last name "Churchill" clearly distinguishable.

Gregory J. Churchill, P.E.  
President

Cc: File

Encls.

This is **EXHIBIT K**, consisting of 2 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated December 5, 2024.

## AMENDMENT TO OWNER-ENGINEER AGREEMENT

Amendment No. 1

The Effective Date of this Amendment is: June 19, 2025.

### Background Data

Effective Date of Owner-Engineer Agreement: December 5, 2024

Owner: Town of River Bend

Engineer: Rivers & Associates, Inc.

Project: New Water Treatment Plant

Nature of Amendment: [Check those that are applicable and delete those that are inapplicable.]

### Additional Services to be performed by Engineer

- X Modifications to services of Engineer
- N/A Modifications to responsibilities of Owner
- X Modifications of payment to Engineer
- X Modifications to time(s) for rendering services
- N/A Modifications to other terms and conditions of the Agreement

### Description of Modifications:

The WTP Improvements project will be amended to include technical services required to incorporate one (1) new test well and two (2) new production wells to draw raw groundwater from the Lower Castle Hayne Aquifer. One production well is expected to be located on the proposed Water Treatment Plant site while the other remote well is assumed to be located on property located immediately to the north of the WTP site to be secured from Weldon Brown, Jr. and Naqueldon Brown at a distance of approximately 1,500 – 2,000 LF from the WTP site. The project will include well site layout, access roadway and grading, new submersible well pumps and discharge pipe column, wellhead piping, and electrical/emergency generator/auto-transfer switch. In addition, the amended project work will include extension of the raw water transmission main from the remote well site, and extension of the WTP treated backwash waste effluent force main along Plantation Drive to Gull Pointe along the access and perimeter of the WWTP site to provide a combined discharge with the WWTP into the Trent River. The combined discharge is expected to be a subaqueous, multiport diffuser to replace the existing WWTP

discharge pipeline. Technical services required to accommodate the additional work include Funding Assistance, preparation of DWI Engineering Report (ER) and Environmental Information Document (EID); preparation of test well and production well plans and specifications, permitting, bidding, hydrogeological evaluation and construction administration/inspection; preparation of a Cornell Expert Mixing (CORMIX) dilution model, Engineering Alternatives Analysis (EAA) Report, and National Pollutant Discharge Elimination System (NPDES) Permit application; additional boundary/topographic site/route and hydrographic survey; geotechnical investigation and report for directional horizontal bores; preparation of design, plans, specifications, permitting, bidding, construction administration and inspection for the well pumps, wellheads, site layout and grading, electrical/emergency generator/auto-transfer switch, raw water transmission extension, treated backwash waste force main extension and Trent River subaqueous discharge; preparation of record drawings and Operation & Maintenance (O&M) manual, and Warranty phase. Refer to Exhibit J – Special Provisions (Amendment 1) and Appendix 3 to Exhibit C – Summary of Engineering Fees (Amendment 1) for further descriptions.

Services to be provided include:

<u>Engineering Services</u>	<u>Cost</u>	<u>Payment Method</u>	<u>Estimated Time to Complete</u>
Funding Assistance	\$30,000.00	Hourly plus reimbursables	7 months (in parallel with WTP and Linework Design)
Engineering Report Preparation (ER)	\$30,000.00	Hourly plus reimbursables	3 months
Environmental Information Document (EID)	\$10,000.00	Hourly plus reimbursables	3 months (in parallel with ER)
Preliminary and Final Design Phase (Test Well and Production Wells)	\$130,000.00	Lump Sum	6 months
Bidding or Negotiating Phase (Test Well and Production Wells)	\$20,000.00	Hourly plus reimbursables	3 months
Hydrogeological and Construction Phase Services	\$215,000.00	Hourly plus reimbursables	8 months
CORMIX Dilution Model, Engineering Alternatives Analysis, NPDES Permit Application	\$120,000.00	Hourly plus reimbursables	12 months

Boundary/Topographic Site/Route and Hydrographic Survey	\$137,000.00 <del>\$48,000.00</del>	Hourly plus reimbursables	3 months (in parallel with ER)
Geotechnical, Wetland, Environmental and Construction Permitting	\$52,500.00 <del>\$44,000.00</del>	Hourly plus reimbursables	3 months (in parallel with Survey)
Preliminary and Final Design Phase (Wellhead, Site, Access and Electrical)	\$78,000.00	Lump Sum	6 months (in parallel with WTP and Linework design)
Bidding or Negotiating Phase (Wellhead, Site, Access and Electrical)	\$25,000.00	Hourly plus reimbursables	3 months
Preliminary and Final Design Phase (WTP, Raw Water Mains, Backwash Force Main, and Trent River Discharge)	\$750,000.00 <del>\$675,000.00</del>	Lump Sum	15 months <del>12 months</del>
Bidding or Negotiating Phase (WTP, Raw Water Mains, Backwash Force Main, and Trent River Discharge)	\$50,000.00 <del>\$40,000.00</del>	Hourly plus reimbursables	3 months
Construction Administration Phase (Wellhead, WTP and Linework)	\$350,000.00 <del>\$285,000.00</del>	Hourly plus reimbursables	15 months (parallel construction contracts)
Resident Project Representative Services (WTP, Wellhead, Raw Water Main, Backwash Force Main, and Trent River Discharge)	\$410,000.00 <del>\$285,000.00</del>	Hourly plus reimbursables	15 months (two inspectors for part of project)
Record Drawings	\$30,000.00 <del>\$20,000.00</del>	Hourly plus reimbursables	3 months
Operation & Maintenance Manual Preparation	\$50,000.00 <del>\$40,000.00</del>	Hourly plus reimbursables	4 months (parallel with construction)



Post-Construction (Warranty) Phase	\$15,000.00 <del>\$10,000.00</del>	Hourly plus reimbursables	12 months (following substantial completion)
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## Agreement Summary:

Original agreement amount:	\$ 1,447,000.00
Net change for prior amendments:	\$ 0.00
This amendment amount:	\$ 1,055,500.00
Adjusted Agreement amount:	\$ 2,502,500.00

Change in time for services (days or date, as applicable): 66 40 months

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER:

ENGINEER:

Town of River Bend

Rivers & Associates, Inc.

By:

By:

Print

Print

name: Mark Bledsoe

name: Gregory J. Churchill, P.E.

Title: Mayor

Title: President

Date Signed:

Date Signed:

5-21-25



This is **EXHIBIT J**, consisting of 1 page, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated December 5, 2024.

### **Special Provisions (Amendment 1)**

---

The current design project includes a new 0.95 MGD Greensand Filtration/Zeolite Softening Water Treatment Plant making use of the three (3) existing Upper Castle Hayne wells to convey groundwater via new raw water transmission mains to the new WTP site located immediately west of the John R. Kirkland Public Works Facility. Dual geomembrane lined settling basins will be provided for treatment of filter backwash and softener regeneration waste. A supernatant pump station will be provided with force main to transmit treated waste effluent for disposal into the existing municipal sanitary sewer collection system.

Technical services associated with Amendment #1 are intended to incorporate new raw water wells to replace the existing wells as the raw water supply to the new WTP. In addition, Amendment #1 incorporates an extension of the treated backwash waste effluent force main from the sewer collection system receiving manhole to a new Trent River multi-port effluent diffuser. The proposed diffuser is intended to receive treated effluent from both WTP and existing WWTP effluent, and will replace the existing 8" outfall and multi-port diffuser that currently serves the existing WWTP only.

Development of the new water supply is expected to include one (1) test well and (2) production wells screened into the Lower Castle Hayne Aquifer (LCHA). One production well is expected to be located on the WTP site. The second production well will be located remotely from the WTP. For purposes of this Amendment, the final location of the second well is not known with certainty, but the access and well site are assumed to be located on property located immediately to the north of the WTP site to be secured from Weldon Brown, Jr. and Naqueldon Brown at a distance of approximately 1,500 – 2,000 LF from the WTP site.

Modifications associated with Amendment #1 are anticipated to include:

- one (1) new 6" x 4" cased, grouted and screened test well to evaluate water quantity and quality from the LCHA (test well to be converted to a permanent aquifer monitoring well upon completion of testing),
- two (2) new cased, grouted and screened production wells to supply required raw water capacity for treatment,
- new well site layout, access roadway, piping and grading,
- new submersible weather-proof well pumps with power and controls on hooded electrical rack,
- new standby emergency generators with auto-transfer switches,
- new weather-proof wellhead piping and valves to direct groundwater flow to the new raw water transmission mains,
- new raw water transmission mains extended from each new well location,
- supervisory control and data acquisition (SCADA) and telemetry system to monitor, transmit and control operations among the new wells, existing elevated storage tanks and new WTP.
- force main extension to dispose of treated backwash waste effluent into the Trent River in lieu of the existing municipal sanitary sewer collection system,
- new treated waste outfall with multi-port diffuser to receive treated effluent from the new WTP and existing WWTP.

Current consultant services are modified to include:

- Funding Assistance with NCEM HMGP Benefit Cost Analyses
- Preparation of NCDEQ DWI Engineering Report (ER) and Environmental Information Document (EID)
- Preparation of Test Well and Production Well Plans and Specifications
- Permitting of Test Well and Production Wells
- Bidding of Test Well and Production Wells
- Hydrogeological and Construction Phase services for Test Well and Production Well Improvements
- Preparation of Cornell Expert Mixing (CORNELL) dilution model, Engineering Alternatives Analysis (EAA) and NPDES Permit Application,
- Additional Boundary/Topographic Site/Route and Hydrographic Surveys,
- Geotechnical Investigation and Report for Horizontal Directional Drilling of Utility Improvements,
- Preparation of Design, Plans and Specifications for Well Pumps, Wellheads, Site Layout and Grading, Electrical/Emergency Generator/Auto-Transfer Switch, Raw Water Transmission Main Extension, Treated Backwash Waste Force Main Extension, and Trent River Subaqueous Discharge,
- Bidding of Well Pumps, Wellheads, Site Layout and Grading, Electrical/Emergency Generator/Auto-Transfer Switch, Raw Water Transmission Main Extension, Treated Backwash Waste Force Main Extension, and Trent River Subaqueous Discharge,
- Construction Administration for Well Pumps, Wellheads, Site Layout and Grading, Electrical/Emergency Generator/Auto-Transfer Switch, Raw Water Transmission Main Extension, Treated Backwash waste Force Main Extension, and Trent River Subaqueous Discharge,
- Resident Project Representative Services for Well Pumps, Wellheads, Site Layout and Grading, Electrical/Emergency Generator/Auto-Transfer Switch, Raw Water Transmission Main Extension, Treated Backwash waste Force Main Extension, and Trent River Subaqueous Discharge,
- Preparation of Additional Record Drawings,
- Preparation of Additional Operation & Maintenance Manual data,
- Post-Construction (Warranty) Additional Assistance,
- Additional phases and/or tasks as authorized in writing by the Owner.

This is **Appendix 3 to EXHIBIT C**, consisting of 2 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated December 5, 2024.

### **Summary of Engineering Fees (Amendment 1)**

#### **C2.01 Compensation for Basic Services (other than Resident Project Representative) - Lump Sum Method of Payment**

A.1.b.	Preliminary and Final Design Phase (Test Well and Production Wells)	\$ <u>130,000.00</u>	
	Preliminary and Final Design Phase (Wellhead, Site, Access and Electrical)	\$ <u>78,000.00</u>	
	Preliminary and Final Design Phase (WTP, Raw Water Mains, Backwash Force Main, and Trent River Discharge)	\$ <u>750,000.00</u>	\$ <u>675,000.00</u>

#### **C2.01 Compensation for Basic Services (other than Resident Project Representative) – Standard Hourly Rates Method of Payment**

A.4.d.	Bidding or Negotiating Phase (Test Well and Production Wells)	\$ <u>20,000.00</u>	
	Bidding or Negotiating Phase (Wellhead, Site, Access and Electrical)	\$ <u>25,000.00</u>	
	Bidding or Negotiating Phase (WTP, Raw Water Mains, Backwash Force Main, and Trent River Discharge)	\$ <u>50,000.00</u>	\$ <u>40,000.00</u>
A.4.e.	Hydrogeological and Wells Construction Phase	\$ <u>215,000.00</u>	
	Construction Phase (Wellhead, WTP and Linework)	\$ <u>350,000.00</u>	\$ <u>285,000.00</u>
A.4.f	Post-Construction (Warranty) Phase	\$ <u>15,000.00</u>	\$ <u>10,000.00</u>

#### **C2.04 Compensation for Resident Project Representative Basic Services – Standard Hourly Rates Method of Payment**

A.1.	Resident Project Representative Services (WTP, Wellhead, Raw Water Main, Backwash Force Main, and Trent River Discharge)	\$ <u>410,000.00</u>	\$ <u>285,000.00</u>
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#### **C2.05 Compensation for Additional Services – Standard Hourly Rates Method of Payment**

D.1.	Geotechnical, Wetland, Environmental and Construction Permitting	\$ <u>52,500.00</u>	\$ <u>44,000.00</u>
D.2.	Boundary, Topographic Site, Route, and Hydrographic Survey	\$ <u>137,000.00</u>	\$ <u>48,000.00</u>
D.3.	Record Drawings	\$ <u>30,000.00</u>	\$ <u>20,000.00</u>
D.4.	O&M Manual	\$ <u>50,000.00</u>	\$ <u>40,000.00</u>
D.5	NPDES EAA, CORMIX Dilution Model and Permitting	\$ <u>120,000.00</u>	

D.6	Engineering Report Preparation	\$ <u>30,000.00</u>	
D.7	Environmental Information Document	\$ <u>10,000.00</u>	
D.8	Funding Assistance	\$ <u>30,000.00</u>	
	<b>C2.01.1 through C2.05 TOTAL</b>	<b>\$ <u>2,502,500.00</u></b>	<b>\$ <u>1,447,000.00</u></b>



**TOWN OF RIVER BEND  
WATER TREATMENT PLANT CAPITAL PROJECTS FUND ORDINANCE  
AMENDMENT #3**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina, that the Water Treatment Plant Capital Projects Fund Ordinance as last amended on December 5, 2024, 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 new Water Treatment Plant:

<b><u>CAPITAL PROJECTS FUND</u></b>		
<b><u>Revenues:</u></b>		<b><u>Changes</u></b>
<i>State of North Carolina Grant</i>	<i>4,139,455</i>	<i>(5,112,650)</i>
<i>State of North Carolina Grant</i>	<i>3,500,000</i>	<i>3,500,000</i>
<i>State Revolving Fund Loan</i>	<i>6,929,895</i>	<i>6,929,895</i>
	<u>14,569,350</u>	<u>5,317,245</u>
 <b><u>Appropriations:</u></b>		
Land Acquisition	169,600	
Administration	85,000	
<i>Engineering</i>	<i>2,502,500</i>	<i>1,110,500</i>
<i>Construction</i>	<i>11,812,250</i>	<i>4,206,745</i>
	<u>14,569,350</u>	<u>5,317,245</u>

**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 12th day of June, 2025.

\_\_\_\_\_  
Mark Bledsoe, Mayor

Attest:

\_\_\_\_\_  
Kristie J. Nobles, Town Clerk, MMC, NCCMC

# 2025 JULY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4 Parade	5
6	7 Offices Closed	8	9	10 <del>Cancel Work session</del>	11	12
13	14	15	16	17 Conduct Regular session	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



Updated on 6/4/2025

## CURRENT APPOINTED BOARD/COMMISSION MEMBERS & TERM EXPIRATION DATES

	Original Appointment	Reappointed Date	Term Expiration
<b>PLANNING BOARD (PB)</b> - meets 1st Thursday Every Month 6:00			
2 year term			
<i>Council Member Liaison: Buddy Sheffield (alt Benton)</i>			
Egon Lippert (chair)	2/20/2014	6/16/2022	6/30/2026
Robert Kohn (vice chair)	1/29/2017	6/16/2022	6/30/2026
Keith Boulware	7/18/2001	7/1/2023	6/30/2025
Kathleen Fleming	8/12/2021	7/1/2023	6/30/2025
Bernard D. Bush - ETJ^^	11/21/2024	11/21/2024	11/13/2026
Jon Hall	9/14/2023		6/30/2025
Linda Cummings	8/12/2021	6/16/2022	6/30/2026
Allison McCollum (sec - Non member)			
<b>PARKS &amp; RECREATION BOARD (P&amp;R)</b> - meets 1st Wednesday Every Month 6:30			
2 year term			
<i>Council Member Liaison: Jeff Weaver (alt Noonan)</i>			
Vacant as of 4/22/25^^^			6/30/2026
Elizabeth Stokes "Beth" (sec)	9/14/2023		6/30/2025
Vacant as of 8/5/24			6/30/2025
Stephanie Viers	1/16/2025	1/16/2025	6/30/2025
Victoria Stuppy - (chair)	1/18/2024	1/18/2024	6/30/2026
Vacant as of 3/14/25			6/30/2026
Diana Pantall	1/16/2025	1/16/2025	6/30/2026
<b>COMMUNITY APPEARANCE COMMISSION (CAC)</b> - meets 3rd Wednesday Odd Months 4:00			
2 year term			
<i>Council Member Liaison: Lisa Benton (alt Leonard)</i>			
Brenda Hall (chair)	2/18/2021	6/16/2022	6/30/2026
Vacant as of 6/30/24			6/30/2026
Donna Perry (vice chair)	6/15/2023		6/30/2025
Vacant as of 6/30/24			6/30/2026
Pat Lineback (sec)	4/20/2023	4/20/2023	6/30/2026
Vacant as of 3/21/24			6/30/2025
Maryann Taylor	1/18/2024	1/18/2024	6/30/2025
<b>ENVIRONMENTAL/WATERWAYS ADVISORY BOARD (EWAB)</b> - meets 1st Monday Every Month 7:00			
2 year term			
<i>Council Member Liaison: Brian Leonard (alt Weaver)</i>			
Paige Ackiss (vice chair)	12/12/2019	7/1/2023	6/30/2025
Patty Leonard (sec)	12/12/2019	6/16/2022	6/30/2026
R. Karl Lichty	10/15/2015	7/1/2023	6/30/2025
James Stevens	8/15/2007	6/16/2022	6/30/2026
Raymond Jaklitsch	1/18/2018	6/16/2022	6/30/2026
Jon Hall (chair)	6/18/2020	7/1/2023	6/30/2025
Vacant as of 12/11/24			6/30/2026

^^^ Newest Addition

Alt = Alternate

\* Appointed by Craven County

**CURRENT APPOINTED BOARD/COMMISSION MEMBERS &  
TERM EXPIRATION DATES**

	Original Appointment	Reappointed Date	Term Expiration
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**BOARD OF ADJUSTMENT**

3-Year Term (G.S. '160A-388)

*Council Member Liaison: Buddy Sheffield (alt Benton)*

Paige Ackiss (chair)	6/17/2021	6/20/2024	6/30/2027
Patty Leonard (vice chair)	11/16/2017	7/1/2023	6/30/2026
Chris Barta	6/18/2015	7/1/2023	6/30/2026
Kelly Forrest (ETJ)*	12/15/1999	8/31/2022	8/31/2025
Cinda Hill	4/21/2016	6/20/2024	6/30/2027
Jon Hall	2/10/22 (alt)	6/20/2024	6/30/2027

ALT - Rick Fisher (ETJ)*	7/1/2016	7/1/2022	7/1/2025
ALT -David Zinni (Town)	7/21/2022	6/16/2023	6/30/2026

**AUDIT COMMITTEE**

*Effective 10/14/21 - comprised of people who hold various positions plus 1 resident*

Chairman: Brian Leonard	7/1/2021	6/30/2025
Finance Director - Mandy Gilbert	7/1/2021	6/30/2025
Town Manager - Delane Jackson	7/1/2021	6/30/2025
Town Resident - VACANT as of 4/21/25 ^^^		6/30/2025

**Town of River Bend**  
Statement of Revenue and Expenditures - Operating

06/05/2025  
08:21 AM

Expenditure Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Encumbered	Balance	% Used
10-4110-4110-000-00	Governing Body	0.00	0.00	0.00	0.00	0.00	0.00	0
10-4110-4110-121-00	Wages & Salaries	17,882.76	19,500.00	13,500.00	13,500.00	0.00	6,000.00	69
10-4110-4110-170-00	Board Member Expenditures	851.37	7,000.00	2,639.32	2,639.32	0.00	4,360.68	38
10-4110-4110-171-00	Mayor's Representation	1,123.17	2,000.00	869.91	869.91	0.00	1,130.09	44
10-4110-4110-181-00	FICA	1,368.04	1,492.00	1,032.82	1,032.82	0.00	459.18	69
10-4110-4110-186-00	Workers' Compensation Insurance	62.76	68.00	48.14	48.14	0.00	19.86	71
10-4110-4110-481-00	Labor Allocation	9,884.04	10,530.00	9,652.50	9,652.50	0.00	877.50	92
10-4110-4110-491-00	Dues & Subscriptions	11,576.06	8,470.00	7,947.75	7,947.75	0.00	522.25	94
10-4110-4110-499-00	Misc- Contributions	3,000.00	3,000.00	3,000.00	3,000.00	0.00	0.00	100
10-4110-4110-550-00	Capital Outlay	0.00	38,500.00	29,773.96	29,773.96	0.00	8,726.04	77
	<b>4110 Governing Body</b>	<b>25,980.12</b>	<b>69,500.00</b>	<b>49,159.40</b>	<b>49,159.40</b>	<b>0.00</b>	<b>20,340.60</b>	<b>71</b>
	<b>4110 Total</b>	<b>25,980.12</b>	<b>69,500.00</b>	<b>49,159.40</b>	<b>49,159.40</b>	<b>0.00</b>	<b>20,340.60</b>	<b>71</b>





## TOWN OF RIVER BEND

ITEM 11

45 Shoreline Drive  
River Bend, NC 28562

T 252.638.3870  
F 252.638.2580

[www.riverbendnc.org](http://www.riverbendnc.org)

**RIVER BEND TOWN COUNCIL  
DRAFT PROPOSED AGENDA  
Regular Meeting  
June 19, 2025  
River Bend Town Hall – 45 Shoreline Drive  
5:00 p.m.**

**Pledge: Noonan**

1. Call to Order (Mayor Bledsoe Presiding)
2. Recognition of New Residents
3. Additions/Deletions to Agenda
4. Addresses to the Council - NONE
5. 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.*

6. Public Hearings - NONE

7. 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 May 8, 2025 Work Council Meeting  
Minutes of May 15, 2025 Regular Council Meeting*

8. 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:**

9. CAC – Councilwoman Benton

- A. CAC Report

10. Finance – Councilman Leonard

- A. Financial Report - Finance Director

11. Environment & Waterways – Councilman Leonard
  - A. EWAB Report
12. Planning Board – Councilman Sheffield
  - A. Planning Board Report
13. Public Safety – Councilwoman Noonan
  - A. Community Watch
14. Parks & Recreation – Councilman Weaver
  - A. Parks and Rec Report
  - B. Organic Garden Report
15. Mayor's Report
16. Adjournment



North Carolina law allows public bodies, such as the River Bend Town Council, to meet in closed session to discuss certain topics. However, prior to going into closed session, the Council must announce the closed session and the topic for which the closed session is being called and that must be done while the Council is in open session. This requirement allows the public to know in general what the closed session is concerning. The closed session must also be adjourned in open session. For the purpose of this guide, open session simply means in view of the public and closed session simply means it private. The topics that may be discussed in closed session are listed below and are numbered 1 through 10. Most of the time, the Council knows in advance that a closed session is needed and the General Statute citation which identifies the purpose of the closed session is included on the agenda. However, that is not always the case. The need for a closed session may arise without enough warning to publish the citation on the agenda. The law does not require advanced notice of a closed session. In any case, planned or not, the Council will state the appropriate citation. The citation will always begin with 143-318.11(a). The numbers that follow in parenthesis will identify the particular closed session topic. For example: The citation 143-318.11(a)(3)(5) will allow the Council to consult with an attorney (#3) and to discuss the acquisition of real property (#5).

**§ 143-318.11. Closed sessions.**

(a) Permitted Purposes. – It is the policy of this State that closed sessions shall be held only when required to permit a public body to act in the public interest as permitted in this section. A public body may hold a closed session and exclude the public only when a closed session is required:

- (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.
- (2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.
- (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.
- (4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations, or to discuss matters relating to military installation closure or realignment. Any action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.
- (5) To establish, or to instruct the public body's staff or negotiating agents

concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

- (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.
- (7) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
- (8) To formulate plans by a local board of education relating to emergency response to incidents of school violence or to formulate and adopt the school safety components of school improvement plans by a local board of education or a school improvement team.
- (9) To discuss and take action regarding plans to protect public safety as it relates to existing or potential terrorist activity and to receive briefings by staff members, legal counsel, or law enforcement or emergency service officials concerning actions taken or to be taken to respond to such activity.
- (10) To view a recording released pursuant to G.S. 132-1.4A.

(b) Repealed by Session Laws 1991, c. 694, s. 4.

(c) Calling a Closed Session. – A public body may hold a closed session only upon a motion duly made and adopted at an open meeting. Every motion to close a meeting shall cite one or more of the permissible purposes listed in subsection (a) of this section. A motion based on subdivision (a)(1) of this section shall also state the name or citation of the law that renders the information to be discussed privileged or confidential. A motion based on subdivision (a)(3) of this section shall identify the parties in each existing lawsuit concerning which the public body expects to receive advice during the closed session.

(d) Repealed by Session Laws 1993 (Reg. Sess., 1994), c. 570, s. 2. (1979, c. 655, s. 1; 1981, c. 831; 1985 (Reg. Sess., 1986), c. 932, s. 5; 1991, c. 694, ss. 3, 4; 1993 (Reg. Sess., 1994), c. 570, s. 2; 1995, c. 509, s. 84; 1997-222, s. 2; 1997-290, s. 2; 2001-500, s. 2; 2003-180, s. 2; 2013-360, s. 8.41(b); 2014-79, s. 9(a); 2016-88, s. 3.)