

Town of River Bend
Community Appearance Commission
November 18, 2026 Meeting Agenda
River Bend Municipal Building, 4:00 PM
51 Shoreline Drive, New Bern, NC 28562

1. Call to order (minutes will be recorded)
2. Introduction of any guests
    a. Barbara Kleber, CAC applicant
3. Approval of September 16, 2026, CAC Draft Special Meeting minutes
4. Discussion about new, ongoing, and annual projects, programs, events, and workshops for 2026 and 2027:
    a. Projects
        i. CAC Sidewalk Gardens, Raised Bed Garden, and Veteran's Memorial Garden
            1. Discussions delayed until the March 2027 CAC meeting
        ii. Festive Award Program documentation review, updates, and revision
            1. COMPLETE. Documents in place and being used.
        iii. Move all CAC program supplies into new storage room and organize
            1. COMPLETE. Work completed on October 17, 2026.
        iv. CAC project for 2027 of updating/adding poop stations throughout the Town of River Bend; delay discussions until the January 2027 CAC meeting
            1. Locations of existing poop stations (Jackie)
            2. Locations where additional poop stations should be located (Jackie)
            3. Condition of current poop stations (Jackie)
            4. Ideas for new poop stations to purchase (Brenda)
    b. Programs
        i. Festive Award
            1. Fall Festive Award
                a. Dates set for 2027 at the January CAC meeting
            2. Christmas Festive Award
                a. Dates set for 2027 at the January CAC meeting

c. Events
    i. Arbor Day with CAC and EWAB
        1. Planning details for 2027 event partnering with EWAB and possibly P&R to be discussed at the January, 2027 CAC meeting
    ii. Christmas Festive Award Town Tours
        1. Date set for December 18, 2026; Municipal Building reserved for semi-indoor event
            a. Mr. and Mrs. Clause are booked
            b. Need to contact the saxophonist and book him, or other musician
            c. Diamond Bus Company booked for two trolleys, 3 hours each
            d. Need to contact Community Watch for parking assist
            e. Need to get Chief Joll's approval letter to proceed with Town Tours once route established
            f. Discussion of refreshments for people waiting for bus and visiting Clause's; consideration of adding a food truck
            g. Discussion of decorating the waiting areas for Clause's and participants
            h. Discussion of sign ups and cut off times
            i. Discussion of adding more Town Tour guides on buses
            j. Discussion of getting professional signage made for Christmas Town Tours
            k. Discussion of hours to have the Town Tours and Tinsel Train (P&R)
            l. Discussion of advertising the event
            m. Other ideas
    iii. Fall Festive Award Town Tours
        1. Collaborative CAC and P&R Fall Festival completed on October 30, 2026 with 1500-2000 participants!
            a. Hayride very successful; plan to move location to Town Hall or Library area for 2027 to give more room for food trucks
            b. Musical entertainment discussion and whether to use same entertainers for 2027
            c. Participated in P&R debrief meeting November 5, 2026 to discuss ideas for next year, what to do better, etc.

d. Workshops
    i. Crab Pot Christmas Globes, Luminaries, and Christmas Wreath Workshops successfully completed on November 14, 2026
        1. Discussion of results and what can be done better, if anything
        2. Determine if we want to continue next year with 3 workshops
        3. Set dates for the 2027 event during the January 2027 CAC meeting

5. Discussion with Parks and Rec representative, Victoria Stuppey, regarding adding a Tinsel Train Golf Cart addition to the Christmas Town Tours (to be included during Christmas Town Tour discussions).
6. Pat to review CAC email and consolidated storage organization of CAC information.
7. FY 26/27 budget remainder discussion and planning for FY27/28 budget to be discussed at January CAC meeting.
8. Volunteer hours updates from CAC members.
9. Recruitment for CAC Volunteers-CAC to VOTE on recommending Barbara Kleber's application for CAC appointment by the Town Council.
10. Updates from Town Council Liaison.
11. Open Discussion and public comment period (limited to 3 minutes).
12. Adjournment.