



TOWN OF RIVER BEND

45 Shoreline Drive
River Bend, NC 28562

T 252.638.3870
F 252.638.2580

www.riverbendnc.org

RIVER BEND TOWN COUNCIL PROPOSED AGENDA

Work Session Meeting
December 4, 2025

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

1. **VOTE** – Agenda: Additions / Deletions / Adoption
2. **DISCUSSION** – Adoption of 2026 Town Council Meeting Schedule - Jackson
3. **DISCUSSION** – Adoption of 2026 Employee Holiday Schedule – Jackson
4. **DISCUSSION** – Town Letterhead Usage - Benton
5. **DISCUSSION** – Public Comment Policy - Leonard
6. **DISCUSSION** – Advisory Board Ordinance - Leonard
7. Review Agenda – Nobles
8. Adjournment

Pledge Next Week: Weaver



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MEETINGS OF THE TOWN COUNCIL OF
THE TOWN OF RIVER BEND
2026

Work Sessions

2nd Thursday
5:00 p.m.

Regular Meetings

3rd Thursday
5:00 p.m.

January 8	January 15
February 12	February 19
March 12	March 19
April 9	April 16
May 14	May 21
June 11	June 18
July 9	July 16
August 13	August 20
September 10	September 17
October 8	October 15
November 12	November 19
***December 3	***December 10

All Council Work & Regular Sessions will be held in the River Bend Town Hall, located at 45 Shoreline Drive, beginning at the time stated above.

*** Changed due to holiday.

Meeting date, time and location are subject to change due to unforeseen circumstances. In such event, public notice will be given prior to the meeting.

The public is invited and encouraged to attend all Council meetings.

The Town's Rules of Procedure, Agenda Policy, Public Comment Policy and Public Hearing Policy will be enforced at all Council Meetings. All are available on the town's website for review at www.riverbendnc.org

If you have any questions about this information, call the clerks office 252-638-3870 ext 202

Kristie Nobles
Town Clerk



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**TOWN OF RIVER BEND
EMPLOYEE HOLIDAY SCHEDULE
2026**

<u>HOLIDAY</u>	<u>DATE</u>
New Year's Day	Thursday, January 1
Martin Luther King Day	Monday, January 19
Good Friday	Friday, April 3
Memorial Day	Monday, May 25
Independence Day	Monday, July 6
Labor Day	Monday, September 7
Veterans' Day	Wednesday, November 11
Thanksgiving Holiday	Thursday, November 26 Friday, November 27
Christmas Holiday	Thursday, December 24 Friday, December 25



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TO: Town Council

FROM: Town Manager

RE: Town Letterhead

DATE: December 1, 2025

Below is an excerpt from the Town of River Bend's Code of Ethics for the Town Council:

Section 2. Council members should act with integrity and independence from improper influence as they exercise the duties of their offices. Characteristics and behaviors consistent with this standard include the following:

- Adhering firmly to a code of sound values.
- Behaving consistently and with respect toward everyone with whom they interact.
- Exhibiting trustworthiness.
- Living as if they are on duty as elected officials regardless of where they are or what they are doing.
- Using their best independent judgment to pursue the common good as they see it, presenting their opinion to all in a reasonable, forthright, consistent manner.
- Remaining incorruptible, self-governing, and unaffected by improper influence while at the same time being able to consider the opinions and ideas of others.
- Disclosing contacts and information about issues that they receive outside of public meetings and refraining from seeking or receiving information about quasi-judicial matters outside of the quasi-judicial proceedings themselves.
- Treating other council members and the public with respect and honoring the opinions of others even while the council members disagree with those opinions.
- Not reaching conclusions on issues until all sides have been heard.
- Showing respect for their offices and not behaving in ways that reflect poorly on those offices.
- Recognizing that they are a part of a larger group and acting accordingly.
- Recognizing that individual council members are not generally allowed to act on behalf of the council but may only do so if the council specifically authorizes it, and that the council must take official action as a body.
- Avoiding conflicts of interest.
- Practicing civility with fellow Council members and the public.

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 3rd 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

§ 160A-81.1. Public comment period during regular meetings.

The council shall provide at least one period for public comment per month at a regular meeting of the council. The council may adopt reasonable rules governing the conduct of the public comment period, including, but not limited to, rules (i) fixing the maximum time allotted to each speaker, (ii) providing for the designation of spokesmen for groups of persons supporting or opposing the same positions, (iii) providing for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the hall, and (iv) providing for the maintenance of order and decorum in the conduct of the hearing. The council is not required to provide a public comment period under this section if no regular meeting is held during the month. (2005-170, s. 3.)

Current Absence Language**Option 1 Amendment****§ 3.05.070 APPOINTMENT/REMOVAL TO BOARD**

- (A) No appointment to fill a vacancy on an Advisory Board shall be made until the vacancy has been advertised for at least 2 weeks. Applicants are encouraged to attend the Council meeting where their consideration of appointment is scheduled, whereby they will be introduced to the Council.
- (B) The following application procedure shall be followed by all applicants:
- (1) Any person interested in appointment to an Advisory Board shall complete and submit an Advisory Board Application.
 - (2) Before being considered for appointment, an applicant must have attended at least 1 meeting of the Advisory Board they request to be appointed to.
 - (3) All applications for appointment will be reviewed by the Advisory Board. The Advisory Board shall consider all applicants and submit a recommendation for appointment to the Town Council.
 - (4) The Advisory Board Liaison shall submit the appointment recommendation to the Town Council.
- (C) Advisory Board members may resign at any time for any reason. All resignations must be immediately reported in writing or via email to the Town Manager by the Chair, or Liaison. Once a member's resignation becomes effective, that member may only be considered for reappointment following the procedure described herein.
- (D) The Council may remove a Board member, at its discretion, by vote in an open meeting. A Board member who misses 3 consecutive meetings without being excused by the Board shall be considered to have resigned membership in the Board.

The Council may remove a Board member, at its discretion, by vote in an open meeting. Additionally, a Board member who misses 3 consecutive meetings without being excused by the Board shall be considered to have automatically recognized as resigned membership from the Board.

A member shall be considered excused for a meeting under the following conditions:

1. Upon receipt of written documentation from the Board Chair that an excused absence has been approved. For this purpose, email documentation shall suffice.
2. Upon approval, by a vote of the Board, to excuse the absence. If the Chair refuses to grant an excused absence, the member may appeal the Chair's decision to the Advisory Board for a vote. The member may request an appeal by providing a written request for an appeal to the Chair at least 5 calendar days prior to the next regularly scheduled Board meeting. Such a vote will occur at the next regularly scheduled Board meeting following the submission of the appeal request. If the member's automatic resignation has been triggered due to a third unexcused absence, but

ITEM 6

prior to the Board's consideration of a properly submitted appeal, the member shall not be deemed resigned until after the Board has taken action on the appeal. Until such time that the Board has taken action on the appeal, the member shall remain as a fully participating member of the Board. However, if the Board fails to approve an excused absence for a third absence, the member's membership shall end immediately upon that action.

- (E) Council members may not serve on an Advisory Board. Upon appointment or election to the Council, an Advisory Board member shall immediately resign from the Advisory Board or be removed from the Advisory Board by a vote of the Council.

Option 2 Amendment**§ 3.05.070 APPOINTMENT/REMOVAL TO BOARD**

- (A) No appointment to fill a vacancy on an Advisory Board shall be made until the vacancy has been advertised for at least 2 weeks. Applicants are encouraged to attend the Council meeting where their consideration of appointment is scheduled, whereby they will be introduced to the Council.
- (B) The following application procedure shall be followed by all applicants:
- (1) Any person interested in appointment to an Advisory Board shall complete and submit an Advisory Board Application.
 - (2) Before being considered for appointment, an applicant must have attended at least 1 meeting of the Advisory Board they request to be appointed to.
 - (3) All applications for appointment will be reviewed by the Advisory Board. The Advisory Board shall consider all applicants and submit a recommendation for appointment to the Town Council.
 - (4) The Advisory Board Liaison shall submit the appointment recommendation to the Town Council.
- (C) Advisory Board members may resign at any time for any reason. All resignations must be immediately reported in writing or via email to the Town Manager by the Chair, or Liaison. Once a member's resignation becomes effective, that member may only be considered for reappointment following the procedure described herein.
- (D) The Council may remove a Board member, at its discretion, by vote in an open meeting. ~~A Board member who misses 3 consecutive meetings without being excused by the Board shall be considered to have resigned membership in the Board.~~
- (E) Council members may not serve on an Advisory Board. Upon appointment or election to the Council, an Advisory Board member shall immediately resign from the Advisory Board or be removed from the Advisory Board by a vote of the Council.



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**RIVER BEND TOWN COUNCIL
DRAFT PROPOSED AGENDA
December 11, 2025
River Bend Town Hall – 45 Shoreline Drive
5:00 p.m.**

Pledge: Weaver

1. Call to Order (Mayor Bledsoe Presiding)
2. Invocation / Pledge
3. Recognition of New Residents
4. Additions/Deletions to Agenda
5. Addresses to the Council - NONE
6. 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.

7. Public Hearings - NONE
8. 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 November 13, 2025 Work Council Meeting
Minutes of November 20, 2025 Regular Council Meeting*

9. 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:

10. Environment & Waterways – Councilman Leonard
 - A. EWAB Report
11. Planning Board – Councilman Sheffield
 - A. Planning Board Report

12. Public Safety – Councilwoman Noonan
 - A. Community Watch
13. Parks & Recreation – Councilman Weaver
 - A. Parks and Rec Report
 - B. Organic Garden Report
14. Finance – Councilman Leonard
 - A. Financial Report - Finance Director
15. CAC – Councilwoman Benton
 - B. CAC Report
16. Mayor's Report
17. Adjournment