



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
September 11, 2025
River Bend Town Hall – 45 Shoreline Drive
5:00 p.m.

1. **VOTE** – Agenda: Additions / Deletions / Adoption
2. Discussion – Constitution Week Proclamation - Jackson
3. Discussion - Budget Amendment - Jackson
4. **VOTE** – 2025 Paving Program Recommendation - Jackson
5. **VOTE** – Draft Personnel Policy Amendment- Jackson
6. Discussion – July 4, 2026 Celebration Options - Leonard
7. Review Agenda – Nobles
8. Closed Session - NCGS§143-318.11(a)(3)(6)
9. Adjournment

Pledge Next Week: Leonard



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CONSTITUTION WEEK PROCLAMATION

WHEREAS, September 17, 2025, marks the two-hundred and thirty-eighth anniversary of the signing of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, it is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and

WHEREAS, to the patriotic celebrations which will commemorate the occasion; and

WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week;

NOW, THEREFORE I, Mark Bledsoe, Mayor of the Town of River Bend by virtue of the authority vested in me as Mayor of the Town of River Bend in the State of North Carolina, do hereby proclaim the week of September 17 through 23 as CONSTITUTION WEEK in the Town of River Bend and urge our citizens to reaffirm the ideals of the framers of the constitution had in 1787.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of River Bend to be affixed this 18 day of September of the year of our Lord two thousand and twenty-five.

Mark Bledsoe, Mayor

Attest:

Kristie J. Nobles, Town Clerk



**TOWN OF RIVER BEND
BUDGET ORDINANCE AMENDMENT 25-B-03
FISCAL YEAR 2025 - 2026**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina that the 2025-2026 Budget Ordinance as last amended on July 17, 2025, be amended as follows:

Summary

General Fund	2,707,895
General Capital Reserve Fund	154,144
Law Enforcement Separation Allowance Fund	540
Water Fund	712,800
Water Capital Reserve Fund	25,000
Sewer Fund	788,550
Sewer Capital Reserve Fund	26,000
Total	4,414,929

Section 1.

General Fund

**25-B-03
PROPOSED
CHANGES**

Anticipated Revenues

AD VALOREM Taxes 2025-2026	1,153,846	
AD VALOREM Tax-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	
Sales Tax	11,365	
Sale of Capital Assets	12,000	
Transfer From Capital Reserve Fund (withdraw Pickleball Court contract)	130,500	-40,000
Appropriated Fund Balance	205,880	
Total	2,707,895	-40,000

Section 1. General Fund (continued)

**25-B-03
PROPOSED
CHANGES
45,000**

Authorized Expenditures

Governing Body (withdraw Pickleball Court contract)	81,200	
Administration	348,725	
Finance	161,290	
Tax Listing	19,500	
Legal Services	44,000	
Elections	0	
Police	839,700	
Public Buildings	75,125	
Emergency Services	5,370	
Animal Control	27,820	
Street Maintenance	317,675	
Public Works	290,325	
Leaf & Limb and Solid Waste	76,725	
Stormwater Management	88,300	
Wetlands and Waterways	3,025	
Planning & Zoning	62,415	
Recreation & Special Events	14,200	
Parks & Community Appearance (withdraw Pickleball Court contract)	76,000	-85,000
Contingency	25,156	
Transfer To General Capital Reserve Fund	151,344	
Transfer To L.E.S.A. Fund	0	
Total	2,707,895	-40,000

Section 2. General Capital Reserve Fund

Anticipated Revenues

Contributions from General Fund	151,344	
Interest Revenue	2,800	
Appropriated Fund Balance (withdraw Pickleball Court contract)	0	-40,000
Total	154,144	-40,000

Authorized Expenditures

Transfer to General Fund (withdraw Pickleball Court contract)	130,500	-40,000
Future Procurement	23,644	
Total	154,144	-40,000

Section 3. Law Enforcement Separation Allowance Fund

Anticipated Revenues:

Contributions from General Fund	0	
Interest Revenue	540	
Total	540	

Authorized Expenditures:

Separation Allowance	0	
Future LEOSSA Payments	540	
Total	540	

Section 4. Water Fund

**25-B-03
PROPOSED
CHANGES**

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
Sales Tax	4,300
Sale of Capital Asset	0
Transfer from Capital Reserve Fund	25,000
Appropriated Fund Balance	111,651
Total	712,800

Authorized Expenditures

Administration & Finance [1]	530,625
Operations and Maintenance	161,675
Transfer To Fund Balance for Capital Outlay	0
Transfer To Water Capital Reserve Fund	20,500
Total	712,800

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

Section 5. Water Capital Reserve Fund

Anticipated Revenues

Contributions From Water Operations Fund	20,500
Interest Revenue	350
Appropriated Fund Balance	4,150
Total	25,000

Authorized Expenditures

Transfer to Water Operations Fund	25,000
Future Expansion & Debt Service	0
Total	25,000

Section 6. Sewer Fund

**25-B-03
PROPOSED
CHANGES**

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
Sales Tax	4,050
Sale of Capital Asset	0
Transfer from Sewer Capital Reserve	25,000
Appropriated Fund Balance	94,606
Total	788,550

Authorized Expenditures:

Administration & Finance [2]	533,650
Operations and Maintenance	229,400
Transfer to Fund Balance for Capital Outlay	0
Transfer to Sewer Capital Reserve Fund	25,500
Total	788,550

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

Section 7. Sewer Capital Reserve

Anticipated Revenues:

Contributions From Sewer Operations Fund	25,500
Interest Revenue	500
Total	26,000

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 as "Ad Valorem Taxes 2025-2026" in the General Fund Section 1 of this ordinance. This rate is based on a valuation of \$413,245,000 for purposes of taxation of real and personal property with 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 real and personal property taxes for the Town of River Bend. Also included 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.

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 18th day of September, 2025.

Mark Bledsoe, Mayor

Attest:

Kristie J. Nobles, Town Clerk, MMC, NCCMC



AVOLIS ENGINEERING, PA

P.O. Box 15564 · New Bern, North Carolina 28561 · 252.633.0068 · License No. C-0706

August 21, 2024

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

RE: 2025 Paving Program – Town of River Bend
AE Project No. 25016

Dear Delane:

On August 21, 2025, a public bid opening was conducted associated with the 2025 Paving Program project for the Town of River Bend. Bids were received for the project as outlined below:

Bidder	Bid Item 001	Bid Item 002 – Unit Price Work	Total
Onslow Paving & Grading, Inc.	\$109,708.00	\$30,040.00	\$139,748.00
Coastline Contracting, Inc.	\$151,758.76	\$31,105.00	\$182,863.76
Tripp Brothers, Inc.	\$170,000.00	\$33,900.00	\$203,900.00
ST Wooten Corporation	\$195,000.00	\$36,000.00	\$231,000.00
Barnhill Contracting Company	\$196,666.00	\$32,750.00	\$229,416.00

The apparent low bidder is Onslow Grading & Paving, Inc.

It is our recommendation that an award be made to Onslow Grading & Paving, Inc. in the amount of \$109,708.00 for all work associated with **Bid Item 001**. Any Unit Price (Bid Item 002) patching or striping will be added by Change Order to the Contract, if the need for additional work arises. An anticipated maximum value of the work including any Change Orders would be \$139,748.00.

If acceptable to the Town of River Bend, we can prepare construction contracts for execution.

Should you have any questions relating to this matter or need any additional information or assistance, please do not hesitate to call.

Sincerely,


Kevin Avolis, PE
Vice-President

Proposed changes to town's personnel policy manual

~~Strikethrough~~ = delete **Yellow** = New

Article IV

Section 4. Probationary Period

A newly-hired, **full-time or part-time employee** or a promoted employee shall serve a ~~60-day~~ **6-month** probationary period, **except sworn police personnel. Sworn police personnel shall serve a 1-year probationary period.** Successful completion of the probationary period by a newly-hired employee does not guarantee continued employment with the Town or change the at-will status of employment. During the probationary period, supervisors shall monitor an employee's performance and communicate with the employee concerning performance progress. Employees on probation shall have a formal review prior to completing their probationary period. The Performance Evaluation Conference shall consist of two-way discussions between employee and supervisor to discuss accomplishments, strengths, and needed improvements. A summary of this discussion should be documented in the employee's personnel file. The supervisor shall recommend in writing whether the probationary period should be completed, extended, or the employee transferred, demoted, or dismissed.

Probationary periods may be extended for a maximum of ~~60~~ **90** days, in increments of 30 days. A formal review shall be held at the end of each 30-day increment of extended probation.

Disciplinary action, including demotion and dismissal, may be taken at any time during the probationary period of a new hire without following the steps outlined in the disciplinary actions section of this Policy. A newly promoted (see Section 5) employee who does not successfully complete the probationary period may be transferred or demoted to a position in which the employee shows promise of success. If no such position is available, the employee shall be dismissed.

While serving in a probationary status, full-time employees will accumulate sick leave, annual leave and receive holiday pay, but will not be permitted to take annual leave unless the denial of such will create an unusual hardship. Annual leave may be taken during the probationary period only with the approval of the Town Manager.

Article III

Section 6. Cost of Living Increases

Cost of living raises allowances (COLA), if authorized by Town Council, shall be become effective with the issuance of the first pay period check of the new fiscal year, and shall apply to all days within that pay period, in accordance with provisions of the adopted Pay Plan. Employees must have at least one year of continuous, full-time service with the Town to be eligible for a cost of living increase COLA. COLA's may be implemented throughout the year, after an employee has completed one year of service.

Section 7. Merit Bonuses

During the budget preparation process, the Town Council may establish a Merit Bonus Pool, subject to budgetary constraints, to be used by the Town Manager to award Merit Bonuses at his discretion in accordance with the approved Pay Plan. Employees must have completed at least one year of continuous, full-time service with the Town to be eligible for a merit bonus.

Delane Jackson

From: Delane Jackson
Sent: Friday, August 22, 2025 7:51 PM
To: Brian Leonard
Subject: Fwd: fireworks display

Makes sense to me.

Sent from my iPhone

Begin forwarded message:

From: classa_contact@yahoo.com
Date: August 22, 2025 at 6:17:20 PM EDT
To: Delane Jackson <djackson1@riverbendnc.org>
Subject: Re: fireworks display

Yes. There are only about 180 licensed display operators in North Carolina. There are 100 counties, over 100 municipalities and numerous Country Clubs and organizations that want fireworks on July 4th. There is more demand than capacity on July 4th. Plus next year is 250 anniversary of America, so many organizations and municipalities are increasing the amount of fireworks in their displays - requiring more employees per display.

The cost of fireworks has about doubled in the last four years. I used to be able to get a 40 ft container directly from China for \$125,000. The last container I imported cost over \$230,000 and that was before the tariffs. Many smaller firework companies just cannot afford to over \$300,000 per container (cost now with tariffs) and will use domestic wholesalers. The problem is that wholesalers charge twice as much as they pay. The result will be continued cost increases for firework displays.

I always suggest (to smaller municipalities) to have a "July 4th" celebration on Memorial Day or Labor Day. You get more qualified pyrotechnicians, a lower cost - since you are not competing with larger municipalities and better attendance as the fireworks display will be the only one around.

Chris Moncourtois
President
Class A Services
(910) 358-3593

www.classafireworks.com

On Friday, August 22, 2025 at 09:47:06 AM EDT, Delane Jackson <djackson1@riverbendnc.org> wrote:

Difficult due to yours and everyone else's calendar being full?

Delane Jackson

Town Manager

Town of River Bend

45 Shoreline Drive

River Bend, NC 28562

252-638-3870 x-213

manager@riverbendnc.org

Pursuant to North Carolina General Statutes Chapter 132, Public Records, this electronic mail message and any attachments hereto, as well as any electronic mail message(s) that may be sent in response to it may be considered public record and as such are subject to request and review (with statutory exceptions) by anyone at any time.

From: classa_contact@yahoo.com <classa_contact@yahoo.com>

Sent: Friday, August 22, 2025 8:57 AM

To: Delane Jackson <djackson1@riverbendnc.org>

Subject: Re: fireworks display

Hi Delane. I did not have any luck with the drone company. I think it's gonna be very difficult to have fireworks on July 4 next year I would probably look at doing it a couple of days before and starting price whether it's my company or another company it's probably going to be around 15,000. I hope this helps

[Sent from Yahoo Mail for iPhone](#)

On Friday, August 22, 2025, 7:47 AM, Delane Jackson <djackson1@riverbendnc.org> wrote:

Chris,

See email thread below. What did you find out?

And also, if we went with a traditional pyrotechnic display with you on July 4, 2026 what would the ballpark price for that be?

I'm thinking something like we had booked at the golf course a few years ago but had to cancel due to rain.

Delane Jackson
Town Manager
Town of River Bend
45 Shoreline Drive
River Bend, NC 28562

252-638-3870 x-213
manager@riverbendnc.org

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From: classa_contact@yahoo.com <classa_contact@yahoo.com>
Sent: Thursday, July 10, 2025 9:37 AM
To: Delane Jackson <manager@riverbendnc.org>
Subject: Re: fireworks display

Yes, based on the availability of shoot sites, I would recommend a Drone show. Let me check on a company I know to see if they have any availability. Thanks Chris.

Chris Moncourtois
President
Class A Services
(910) 358-3593

www.classafireworks.com

On Thursday, July 10, 2025 at 09:29:58 AM EDT, Delane Jackson <manager@riverbendnc.org> wrote:

We are thinking ahead for July 4 2026, due to the 250th anniversary.

We are thinking about 2 options:

1. See if you are available on that date for a traditional show for us.
2. Due to the small footprint of land that we have for setbacks for traditional pyrotechnics,

asking if you provide drone shows or know anyone who does?

Your thoughts on either?

Delane Jackson
Town Manager
Town of River Bend
45 Shoreline Drive
River Bend, NC 28562

252-638-3870 x-213
manager@riverbendnc.org

From: classa_contact@yahoo.com <classa_contact@yahoo.com>

Sent: Thursday, July 10, 2025 9:25 AM

To: Delane Jackson <manager@riverbendnc.org>

Subject: Re: fireworks display

Good morning. Yes I am. Thanks

[Sent from Yahoo Mail for iPhone](#)

On Thursday, July 10, 2025, 9:21 AM, Delane Jackson
<manager@riverbendnc.org> wrote:

Hello Chris,

Are you still in the fireworks business?

Delane Jackson
Town Manager
Town of River Bend
45 Shoreline Drive
River Bend, NC 28562

252-638-3870 x-213
manager@riverbendnc.org



**RIVER BEND TOWN COUNCIL
DRAFT PROPOSED AGENDA
Regular August 21, 2025
River Bend Town Hall – 45 Shoreline Drive
5:00 p.m.**

Pledge: Leonard

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 August 14, 2025 Work Council Meeting
Minutes of August 21, 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. 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. CAC – Councilwoman Benton
 - A. CAC Report
16. Mayor's Report
17. Adjournment