

**River Bend Town Council
Work Session Minutes
December 4, 2025
Town Hall
5:00 p.m.**

Present Council Members: Mayor Pro Tempore Buddy Sheffield
Lisa Benton
Brian Leonard
Kathy Noonan
Jeff Weaver (arrived at 5:01 p.m.)

Absent Council Member: Mayor Mark Bledsoe.

Town Manager: Delane Jackson
Town Attorney: Ross Hardeman
Town Clerk: Kristie Nobles
Police Chief: Sean Joll

Members of the Public Present: 6

CALL TO ORDER

Mayor Pro Tempore Sheffield called the meeting to order at 5:00 p.m. on Thursday, December 4, 2025, at the River Bend Town Hall with a quorum present.

VOTE – Deletion to the Agenda

Councilwoman Benton motioned to amend the agenda by removing item #5. The motion carried unanimously. (Councilman Weaver was absent from this motion)

VOTE – Approval of Agenda

Councilwoman Benton motioned to accept the agenda as amended. The motion carried unanimously. (Councilman Weaver was absent for this motion)

Discussion – 2026 Town Council Meeting Schedule

The Manager stated that the 2026 Council Meeting Schedule is included in the agenda, and the Council would adopt it at the next meeting.

Discussion – 2026 Employee Holiday Schedule

The Manager stated that the 2026 Employee Holiday Schedule is included in the agenda, and the Council would adopt it at the next meeting.

Discussion – Town Letterhead Usage

Councilwoman Benton called on the Town Manager. The Town Manager stated that he has consulted with the town attorney and the town's code of ethics language could be used to address this topic in lieu of developing a policy regarding the town's letterhead usage. The Town Attorney stated that the code of ethics does address the situation and another policy could be duplicative and overlapping of the code of ethics. Mayor Pro Tem Sheffield asked if the Council agrees that when the town letterhead is used that a disclaimer would be used which states that the person is not speaking on behalf of the Town. It was agreed by Council that they would use a disclaimer when distributing memos on town letterhead.

Discussion – Advisory Board Ordinance

Councilman Leonard stated that he would like for clarification on excused and unexcused absences for members on advisory boards. Councilman Weaver stated that after reviewing the

proposed changes to the advisory board ordinance he thinks the best option would be removing the section which allows the advisory board to remove a member and then place that responsibility on the Council to remove a member if they miss three consecutive meetings without being excused. The Council agreed.

VOTE – Advisory Board Ordinance


Councilman Leonard motioned to direct the Town Manager to draw up an option for the Advisory Board Ordinance. The motion carried unanimously.

REVIEW – Agenda for the December 11, 2025, Council Meeting

The Council reviewed the agenda for the December 11, 2025, Council Meeting.

ADJOURNMENT/RECESS

There being no further business, *Councilman Weaver moved to adjourn. The motion carried unanimously.* The meeting was adjourned at 5: 17 p.m.



Kristie J. Nobles, MMC, NCCMC
Town Clerk