

**River Bend Town Council  
Regular Meeting Minutes  
May 15, 2025  
Town Hall  
5:00 p.m.**

Present Council Members: Mayor Mark Bledsoe  
Buddy Sheffield  
Lisa Benton  
Brian Leonard  
Kathy Noonan  
Jeff Weaver

Town Manager: Delane Jackson  
Finance Director: Mandy Gilbert  
Police Lieutenant: Stephen Fell  
Town Clerk: Kristie Nobles  
Town Attorney: David Baxter

Members of the Public Present: 9

**CALL TO ORDER**

Mayor Bledsoe called the meeting to order at 5:00 p.m. on Thursday, May 15, 2025, at the River Bend Town Hall with a quorum present.

**VOTE – Approval of Agenda**

*Councilman Weaver motioned to accept the agenda as presented. The motion carried unanimously.*

**PUBLIC COMMENTS**

Martin Degraw – 416 Tar Landing – expressed the need for a convenience center / trash / debris collection site closer to the Town of River Bend for residents. He stated that he has addressed the Council previously regarding this topic.

**CONSENT AGENDA**

The Mayor presented the Council with the Consent Agenda. *Councilwoman Noonan moved to approve the Consent Agenda as presented. The motion carried unanimously.* Within this motion, the following items were approved:

A. Approve:  
*Minutes of April 10, 2025 Work Council Meeting  
Minutes of April 17, 2025 Regular Council Meeting  
Minutes of April 28, 2025 Budget Workshop Meeting  
Minutes of May 1, 2025 Budget Workshop Meeting  
Minutes of May 6, 2025 Budget Workshop Meeting  
Minutes of May 8, 2025 Budget Workshop Meeting*

**TOWN MANAGER'S REPORT**

The Manager gave the following updates:

- The Town received results from recent water testing and the water quality has improved.
- The Town will be doing annual flushing near the end of May.
- The bids for Leaf & Limb collection are due June 6, 2025, by 2:00 pm.

- The FY25-26 Budget Public Hearing will be on June 12, 2025, at 5:00 p.m. during the Council work session. He stated that the Council would vote on the proposed budget on June 19, 2025.

Councilman Sheffield stated that the gates at Lakemere have been repaired, and water seems to be running over the gates.

Lieutenant Fell stated that the Police Department has had an increase in traffic stops and town ordinance violations.

## **ADMINISTRATIVE REPORTS**

### **FINANCE – Councilman Leonard**

Financial Report – Finance Director, Mandy Gilbert, presented the financial statement for the month of April to the Council. She stated the total of the Town's Cash and Investments as of April 30, 2025, were \$3,183,021 and Ad Valorem Tax Collections for FY24-25 were \$978,527 and Vehicle Ad Valorem Tax Collections were \$91,419.

Councilman Leonard stated that there are only a couple of months left in this fiscal year, and the numbers reflect that the Town is not spending anything near to what is being taken in. He thanked the staff for managing the finances.

The Town Manager asked the Council to look at the Wastewater Treated line in the Sewer Fund. He stated that the daily permitted limit is 330,000 gallons and the town's daily average is 102,000 gallons. He stated that the town is operating at 1/3 of the capacity permitted.

The Town Manager stated that the presented Budget Amendment will cover several items including the Leaf and Limb pickups. He stated that there had been several storms that attributed to the amount of debris that was removed. He also stated that this budget amendment will also cover the new employee salary for Public Works and the employee merit pay that the Council approved previously.

### **VOTE – Budget Amendment #24-B-04**

*Councilman Leonard motioned to approve Budget Amendment #24-B-04 as presented. The motion carried unanimously. (see attached)*

Councilman Leonard called on the Town Manager to discuss the Wastewater Treatment Plant Capital Project Fund Ordinance Amendment #4. The Town Manager stated that the Council cannot award the contract for the Wastewater Treatment Plant Enhancements if they do not approve the amendment. He stated the amendment would recognize \$5,000,000 from a direct appropriation and combine it with \$9,100,000 that the town has from grant funding. Councilwoman Benton stated that the Wastewater Treatment System is around fifty years old and if something were to break or malfunction the town could be fined up to \$10,000 a day for violations. The Town Manager stated that the system is on average around 40 years old and he agreed with the fines, but he had seen fines as much as \$25,000 a day. Councilwoman Benton asked if there are funds left over from the Wastewater Treatment Project, can those funds be allocated back to the Water Treatment Project and the Town Manager said yes. Councilman Sheffield stated that the original grant of 9 million dollars that the town was awarded for the Wastewater Treatment Plant has a time limit on it and if it is not spent the Town will lose those funds. Councilman Leonard agreed with Councilwomen Benton and Councilman Sheffield and stated that it would be financial malfeasance on the Council's part to jeopardize the loss of those funds. Councilwoman Benton and Noonan stated that they agreed. Councilman Weaver stated that even though the Council is

voting to approve Phase 1 of the Wastewater Treatment Project, the Council is still committed to completing both of these projects in their entirety. He stated that there are many “irons in the fire” at this time. He also encouraged anyone who has questions to contact the Council to get the facts, not social media.

**VOTE – Wastewater Treatment Plant Capital Project Fund Ordinance Amendment #4**

*Councilman Leonard motioned to approve Wastewater Treatment Plant Capital Project Fund Ordinance Amendment #4 as presented. The motion carried unanimously. (see attached)*

**VOTE – Award Contract for Wastewater Treatment Plant Enhancements, Phase 1**

*Councilman Leonard motioned to approve the resolution of tentative award as presented. The motion carried unanimously. (see attached)*

**ENVIRONMENTAL & WATERWAYS – Councilman Leonard**

Councilman Leonard provided the following report from the May meeting. Chairman Hall called the meeting to order at 7:00 PM. There was a quorum of members present. There were no visitors. The minutes for the April 7th, 2025, meeting were approved. Councilman Leonard gave a council update and answered members questions. Old Business: Still working to provide fishing line recycling containers, EWAB will make and install the containers. Updated information on having waterways clean up including local Scouts. New Business: Councilman Leonard asked EWAB to conduct a sounding of the waterways. Discussion about purchasing tee shirts for EWAB members. Volunteer Hours: 9 The next meeting will be on July 7th, 2025, at 7 PM in the small conference room in the municipal building. The public is welcome to attend. The meeting adjourned at 7:33 PM

**PLANNING BOARD – Councilman Sheffield**

Councilman Sheffield provided the following report from the May meeting. The Planning Board met on May 1st at 6:00 pm in the Community building. Chairman Lippert called the meeting to order. There was no public comment. The usual reports were given. Board members were given a copies of the proposed Aare Creek development plans to study. Manager Jackson gave a slide presentation summarizing the newly submitted plans. The plans are for the construction of 132 new homes on lots averaging 18 thousand square feet. Brian Ketchem, vice president of operations for Ellis Development was on hand to answer questions. Robert Davis, who still owns the approximately 73 acres on Old Pollocksville Road was also present. Board members asked a few questions, which Mr. Ketchem answered. Nobody in the audience had any comments. The complete plans for the development are available to the public in the Town Hall board room. Under new business there was discussion of the town's fence ordinance with particular focus on corner properties and what constitutes a front yard in those situations. The board was instructed to be ready to vote on the two items discussed at the meeting at the next meeting, which is set for June 5<sup>th</sup>. As always, all citizens are invited to attend.

**PARKS & RECREATION – Councilman Weaver**

Councilman Weaver provided the following report from the April meeting. Councilman Weaver stated that Parks and Recreation Advisory Board met on May 7 at 6:30. He stated that there is Yoga in the Park schedule for May 17, 2025. He stated that they are looking for volunteers and has some vacancies.

**RIVER BEND COMMUNITY ORGANIC GARDEN**

Councilman Weaver gave the following report from the March meeting: Spring planting is complete. Garden workdays take place twice monthly. A daily work schedule is updated monthly. Gardeners labored 268 hours in March. The spring plant sale was very successful. Garden tours were conducted and several visitors expressed

interest in volunteering. Unsold plants will be donated to the Master Gardeners who are holding their plant sale on May 17. The next meeting is scheduled for June 2, 2025 at 1:30 pm in the Municipal building. Guests are always welcome at the meetings and in the garden.

**CAC – Councilwoman Benton**

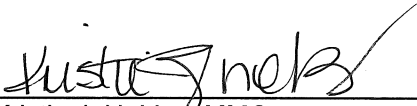
Councilwoman Benton stated that CAC recommendation of the Median Project is on town's website. CAC will meet on Wednesday, May 21 at 4:00 p.m. at the Municipal Building and the public is invited to attend.

**MAYOR'S REPORT**

The Mayor stated that there has been a lot going on in Town since the beginning of the year. He stated that the Lakemere gates repair has been completed, the BIRM Media has been replaced and after the ice storm Public Works made sure the town streets were cleared right away. He stated that the Public Works department has been very busy and he is very proud of that department.

**ADJOURNMENT**

There being no further business, *Councilman Sheffield moved to adjourn. The motion carried unanimously.* The meeting adjourned at 5:43 p.m.

  
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Kristie J. Nobles, MMC  
Town Clerk



**TOWN OF RIVER BEND  
BUDGET ORDINANCE AMENDMENT 24-B-04  
FISCAL YEAR 2024 - 2025**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina that the 2024-2025 Budget Ordinance as last amended on December 5, 2024, be amended as follows:

**Summary**

|                                           |                  |
|-------------------------------------------|------------------|
| General Fund                              | 2,455,307        |
| General Capital Reserve Fund              | 89,007           |
| Law Enforcement Separation Allowance Fund | 515              |
| Water Fund                                | 731,736          |
| Water Capital Reserve Fund                | 20,215           |
| Sewer Fund                                | 724,636          |
| Sewer Capital Reserve Fund                | 25,250           |
| <b>Total</b>                              | <b>4,046,666</b> |

**Section 1. General Fund**

**Anticipated Revenues**

|                                      |                  |
|--------------------------------------|------------------|
| AD VALOREM Taxes 2024-2025           | 980,165          |
| AD VALOREM Tax-Motor Vehicle         | 104,400          |
| Animal Licenses                      | 1,500            |
| Sales Tax 1% Article 39              | 205,910          |
| Sales Tax 1/2% Article 40            | 121,885          |
| Sales Tax 1/2% Article 42            | 102,881          |
| Sales Tax Article 44                 | 14,636           |
| Sales Tax Hold Harmless Distribution | 112,233          |
| Solid Waste Disposal Tax             | 2,200            |
| Powell Bill Allocation               | 101,000          |
| Beer and Wine Tax                    | 13,225           |
| Video Programming Sales Tax          | 47,041           |
| Utilities Franchise Tax              | 116,156          |
| Telecommunications Sales Tax         | 6,779            |
| Court Refunds                        | 500              |
| Zoning Permits                       | 7,000            |
| Federal Grant                        | 23,364           |
| Miscellaneous                        | 15,000           |
| Interest- Powell Bill Investments    | 50               |
| Interest-General Fund Investments    | 44,533           |
| Contributions                        | 900              |
| Wildwood Storage Rents               | 18,144           |
| Rents & Concessions                  | 18,000           |
| Sale of Fixed Assets                 | 0                |
| Transfer From Capital Reserve Fund   | 72,650           |
| Appropriated Fund Balance            | 325,155          |
| <b>Total</b>                         | <b>2,455,307</b> |

**Section 1. General Fund (continued)**

Authorized Expenditures

|                                          |                  |
|------------------------------------------|------------------|
| Governing Body                           | 69,500           |
| Administration                           | 333,200          |
| Finance                                  | 150,172          |
| Tax Listing                              | 14,700           |
| Legal Services                           | 36,225           |
| Elections                                | 600              |
| Police                                   | 867,795          |
| Public Buildings                         | 84,500           |
| Emergency Services                       | 5,800            |
| Animal Control                           | 23,505           |
| Street Maintenance                       | 248,760          |
| Public Works                             | 222,063          |
| Leaf & Limb and Solid Waste              | 97,075           |
| Stormwater Management                    | 49,956           |
| Wetlands and Waterways                   | 2,900            |
| Planning & Zoning                        | 60,000           |
| Recreation & Special Events              | 11,000           |
| Parks & Community Appearance             | 67,756           |
| Contingency                              | 23,043           |
| Transfer To General Capital Reserve Fund | 86,757           |
| Transfer To L.E.S.A. Fund                | 0                |
| Total                                    | <u>2,455,307</u> |

**Section 2. General Capital Reserve Fund**

Anticipated Revenues

|                                 |               |
|---------------------------------|---------------|
| Contributions from General Fund | 86,757        |
| Interest Revenue                | <u>2,250</u>  |
| Total                           | <u>89,007</u> |

Authorized Expenditures

|                          |               |
|--------------------------|---------------|
| Transfer to General Fund | 72,650        |
| Future Procurement       | <u>16,357</u> |
|                          | <u>89,007</u> |

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

Anticipated Revenues:

|                                 |            |
|---------------------------------|------------|
| Contributions from General Fund | 0          |
| Interest Revenue                | <u>515</u> |
| Total                           | <u>515</u> |

Authorized Expenditures:

|                        |            |
|------------------------|------------|
| Separation Allowance   | 0          |
| Future LEOSSA Payments | <u>515</u> |
| Total                  | <u>515</u> |

|                                      |         |
|--------------------------------------|---------|
| Utility Usage Charges, Classes 1 & 2 | 202,039 |
| Utility Usage Charges, Classes 3 & 4 | 19,024  |
| Utility Usage Charges, Class 5       | 11,651  |
| Utility Usage Charges, Class 8       | 5,326   |
| Utility Customer Base Charges        | 280,228 |
| Hydrant Availability Fee             | 19,215  |
| Taps & Connections Fees              | 4,050   |
| Nonpayment Fees                      | 10,500  |
| Late payment Fees                    | 7,774   |
| Interest Revenue                     | 16,790  |
| Sale of Capital Asset                | 0       |
| Appropriated Fund Balance            | 155,139 |
| Total                                | 731,736 |

|                                             |                |
|---------------------------------------------|----------------|
| Administration & Finance [1]                | 510,948        |
| Operations and Maintenance                  | 200,788        |
| Transfer To Fund Balance for Capital Outlay | 0              |
| Transfer To Water Capital Reserve Fund      | 20,000         |
| Total                                       | <u>731,736</u> |

[1] Portion of department for bond debt service: 134,691

|                                          |               |
|------------------------------------------|---------------|
| Contributions From Water Operations Fund | 20,000        |
| Interest Revenue                         | 215           |
| Total                                    | <u>20,215</u> |

|                                 |        |
|---------------------------------|--------|
| Future Expansion & Debt Service | 20,215 |
|---------------------------------|--------|





**Section 8.**            **Levy of Taxes**

There is hereby levied a tax at the rate of twenty-four cents (\$0.24) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2024, for the purpose of raising the revenue listed as "Ad Valorem Taxes 2024-2025" in the General Fund Section 1 of this ordinance. This rate is based on a valuation of \$410,950,000 for purposes of taxation of real and personal property with an estimated rate of collection of 99.38%. The estimated collection rate is based on the fiscal year 2022-2023 collection rate of 99.38% 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 \$43,500,000 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 2024-2025, 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 3.7% 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 2024-2025 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.

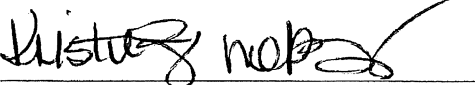
**Section 13.**          **Copies of this Budget Ordinance**

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 15th day of May, 2025.

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

Attest:

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



**TOWN OF RIVER BEND  
WASTEWATER TREATMENT PLANT CAPITAL PROJECTS FUND ORDINANCE  
AMENDMENT #4**

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina, that the Wastewater Treatment Plant Capital Projects Fund Ordinance as last amended on October 17, 2024, be amended as follows:

**Section 1.** The following amounts are hereby appropriated for the operation of a Town Capital Projects Fund for the enhancement of the Wastewater Treatment Plant:

**CAPITAL PROJECTS FUND**

**Revenues:**

|                                  |            |
|----------------------------------|------------|
| State Fiscal Recovery Fund Grant | 9,108,500  |
| State Direct Appropriation       | 5,112,650  |
|                                  | 14,221,150 |

**Expenditures:**

|                            |            |
|----------------------------|------------|
| Wetlands Mitigation        | 54,000     |
| Engineering/Administration | 851,500    |
| Construction               | 12,733,000 |
| Contingencies              | 582,650    |
|                            | 14,221,150 |

**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 15th day of May, 2025.

  
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Mark Bledsoe, Mayor

Attest:

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

## TOWN OF RIVER BEND

### RESOLUTION OF TENTATIVE AWARD

**WHEREAS**, the Town of River Bend, North Carolina has received bids, pursuant to duly advertisement of notice therefore, for construction of the Wastewater Treatment Plant Enhancements Phase I, and

**WHEREAS**, Rivers and Associates, Inc., in its role as consulting engineers for the project, have reviewed the bids; and

**WHEREAS**, State Utility Contractors, Inc. was the lowest bidder for the project, in the total bid amount of \$12,733,000.00; and

**WHEREAS**, the consulting engineers recommend **TENTATIVE AWARD** to the lowest bidder.

**NOW, THEREFORE, BE IT RESOLVED** that **TENTATIVE AWARD** is made to the lowest bidder in the Total Bid Amount of \$12,733,000.00

| Name of Contractor                | Amount          |
|-----------------------------------|-----------------|
| 1.State Utility Contractors, Inc. | \$12,733,000.00 |

**BE IT FURTHER RESOLVED** that such **TENTATIVE AWARD** is contingent upon the approval of the North Carolina Department of Environmental Quality.



Adopted this the 15<sup>th</sup> day of May, 2025

Mark Bledsoe, Mayor

Attest:

Kristie J. Nobles, Town Clerk, MMC