

**River Bend Town Council
Work Session Minutes
August 13, 2026
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
Town Clerk: Kristie Nobles
Police Chief: Sean Joll
Town Attorney: Trey Ferguson

Members of the Public Present: 13

CALL TO ORDER

Mayor Bledsoe called the meeting to order at 5:00 p.m. on Thursday, August 13, 2026, at the River Bend Town Hall with a quorum present.

VOTE – Addition to Agenda

Councilman Weaver motioned to amend the agenda by adding a vote to remove the volleyball court as item 10. The motion carried unanimously.

VOTE – Approval of Agenda

Councilwoman Noonan motioned to accept the agenda as amended. The motion carried unanimously.

VOTE – Kirkland Creek Preliminary Subdivision Plat

The Town Manager introduced Brian Ketchum with Ellis Development. Mr. Ketchum presented a PowerPoint on the proposed Kirkland Creek Preliminary Subdivision Plat. The Town Manager stated that the presented plans include a “phasing” sheet that was not in the plans that the Planning Board approved. He stated that if the Council chose to move forward with these plans it could be approved without the phasing sheet or send the plans back to the Planning Board to be considered with the phasing sheet. Mr. Ketchum stated that the phasing sheet was his doing based on discussions with the Planning Board, but it was not included in the plans that were presented to the Planning Board. The Town Attorney stated that if the Council wants to consider the phasing plan, then the plans need to go back to the Planning Board for review and discussion about phasing or if the Council wants to move forward with these plans without the phasing sheet, they can. Mr. Ketchum stated that he was just trying to moralize the discussions that were had and he would be happy to remove the phasing sheet.

Councilman Sheffield moved to approve the Kirkland Creek Preliminary Subdivision Plat as originally approved by the Planning Board without the phasing plan sheet. The motion carried unanimously.

VOTE – Budget Amendment 26-B-02

The Town Manager stated that the presented budget amendment reflects the revenue of the \$75,000 state grant that has been awarded to the town, although the funds have not been received. He stated that it will also be an expenditure for the Parks and Recreation future projects, which are on the agenda tonight.

Councilman Leonard motioned to approve Budget Amendment 26-B-02 as presented. The motion carried unanimously. (see attached)

VOTE – Accept Pickleball Courts Construction Bid

The Town Manager stated that there were two bidders for the construction of 2 pickleball courts. He stated that the lowest bidder was Outer Banks Tennis Contractors, LLC in the amount of \$105,649. Councilman Weaver asked the Town Manager if he checked the references and the Town Manager stated that he did and it was all positive references. Councilman Weaver asked the Town Manager, how much funding was provided by the State of North Carolina, and the Town Manager stated that he was recently notified that the town would receive \$75,000 for Parks and Recreation activities, which could be used for pickleball courts, leaving the town with an estimated \$31,000 balance. Councilwoman Benton asked the Town Manager if he has confirmed that the funding from the state could be used for pickleball courts and he stated, yes, that he spoke to Representative Steve Tyson and he verified that it could be used for pickleball courts. Councilman Sheffield stated that he felt that the bid seemed high, and he thinks that they need to revisit the plans and review the site. He stated he has spoken to people who live 3 blocks from pickleball courts and they are very annoyed by the sound. Councilwoman Benton stated that she agreed with Councilman Sheffield. She stated that she has concerns with how loud it is but she also questioned if this is the best opportunity with the money, when there are amenities that are unusable. She stated that she wants to wait until it is 100% sure that the grant can be used for pickleball courts.

Councilman Weaver motioned to accept the pickleball court construction bid from Outer Banks Tennis Contractors LLC in the amount of \$105,649 as presented.

Councilman Weaver stated that he had no problem with tabling this discussion with the concerns that were voiced. Councilman Leonard asked if the bid was good for 45 days and the Town Manager agreed. The Town Manager stated that the next Council meeting is within the 45 days but he isn't sure the concerns can be addressed within those 45 days. Councilman Leonard stated that the biggest concern was confirming that the grant funding could be used for this project.

Councilman Weaver withdrew his motion prior to a vote and requested it be added to the agenda for next week's Council meeting. Councilman Weaver stated that he has a few questions and this week will give time for answers. Councilman Leonard asked what the questions were and Councilman Weaver stated that the main concern was the state funding, to confirm that it can be used on this project. Councilwoman Benton stated that she has no problem approving pickleball courts, provided that the grant funding can be used for that purpose, because it takes very little out of the CIP for Parks and Recreation. Councilman Weaver asked the Town Manager to call to confirm the funding can be used for pickleball courts. The Town Manager agreed.

Discussion – Skate Park Safety

Councilwoman Noonan stated that she and the Town Manager have been discussing the skate park over the past few weeks. She asked the Town Manager to update the Council on new developments. He stated that the town's liability insurance provider would not provide insurance on the skate park based on the metal it is made of. He stated that Councilwoman Noonan inquired about putting a shade over the park and the insurance carrier stated that a shade

would not work, that it needs to be replaced with concrete. The Town Manager stated that he reached out to a local concrete contractor who is currently doing work for the town to receive a quote to replace the ramps with concrete. He stated that the quote was \$5,000 and the insurance company agreed that this is an acceptable material.

Councilwoman Noonan motioned to approve \$5,000 for skate park improvements. The motion carried unanimously.

Discussion – Flag Lowering Policy

The Mayor stated that he has received concerns regarding why the town's flag was or was not lowered to half mast during certain times. He stated that the town does not currently have a Flag Lowering Policy. He presented the US Flag Code and stated that is what he recommends. He stated that this item will be on the agenda at next week's Council meeting.

Discussion – Sale of Surplus Property

The Town Manager stated that in the past the town had completed the bidding process for the property located at 111 Starboard Drive, and that process was not successful with very low or no bids received. He stated that he was approached by someone who wished to purchase the property now. He stated that since the Council has deemed the property surplus, the town would complete a notice of upset bids to sale the property and if no one upset the bid it could sale for the offer of \$18,000.

Discussion – Manhole Rehabilitation Project

The Town Manager stated that bids are due Monday for the Manhole Rehabilitation Project. He stated he has had some inquiries regarding the project, and the bid award will be on the agenda for the Council at the next meeting.

Discussion – Memorandum of Agreement with NCLM for Grant Project

The Town Manager stated that the Town has been awarded a grant in the amount of \$2,500 from the North Carolina League of Municipalities to update the town's personnel policy. He stated that the total project is \$5,000 and it will be on the agenda for the Council at next week's meeting.

VOTE – Remove the Volleyball Court

Councilman Weaver stated the Town's volleyball court requires maintenance, and it is very rarely used. He suggested that the volleyball court be removed and returned to green space.

Councilman Weaver motioned to remove the volleyball court and return it to green space. The motion carried unanimously.

REVIEW – Agenda for the August 20, 2026, Council Meeting

The Council reviewed the agenda for the August 20, 2026, Council Meeting.

ADJOURNMENT/RECESS

There being no further business, *Councilman Weaver moved to adjourn. The motion carried unanimously.* The meeting was adjourned at 6:24 p.m.



Kristie J. Nobles, MMC, NCCMC
Town Clerk



TOWN OF RIVER BEND
BUDGET ORDINANCE AMENDMENT 26-B-02
FISCAL YEAR 2026 - 2027

BE IT ORDAINED by the Council of the Town of River Bend, North Carolina that the 2026-2027 Budget Ordinance as last amended on July 16, 2026, be amended as follows:

Summary

General Fund	3,090,400
General Capital Reserve Fund	229,425
Law Enforcement Separation Allowance Fund	1,100
Water Fund	745,315
Water Capital Reserve Fund	25,850
Sewer Fund	827,700
Sewer Capital Reserve Fund	42,000
Total	4,961,790

Section 1. **General Fund**

Anticipated Revenues

AD VALOREM Taxes 2026-2027	1,254,048
AD VALOREM Tax-Motor Vehicle	153,000
Vehicle Registration Fee	30,800
Animal Licenses	1,500
Sales Tax 1% Article 39	242,305
Sales Tax 1/2% Article 40	143,922
Sales Tax 1/2% Article 42	120,990
Sales Tax Article 44	17,861
Sales Tax Hold Harmless Distribution	135,612
Solid Waste Disposal Tax	2,200
Powell Bill Allocation	108,000
Beer and Wine Tax	13,625
Video Programming Sales Tax	39,333
Utilities Franchise Tax	134,899
Telecommunications Sales Tax	6,803
Court Refunds	500
Zoning Permits	5,000
State Grant	75,000
Miscellaneous	9,000
Interest- Powell Bill Investments	5
Interest-General Fund Investments	40,784
Contributions	900
Wildwood Storage Rents	17,395
Rents & Concessions	18,000
Sales Tax	11,365
Sale of Capital Assets	12,057
Transfer From Capital Reserve Fund	196,500
Appropriated Fund Balance	298,996
Total	3,090,400

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

Authorized Expenditures

Governing Body	72,500
Administration	411,800
Finance	165,900
Tax Listing	25,600
Legal Services	42,000
Elections	700
Police	885,900
Public Buildings	74,000
Emergency Services	5,400
Street Maintenance	324,700
Public Works	298,500
Leaf & Limb and Solid Waste	98,200
Stormwater Management	114,500
Wetlands and Waterways	3,000
Planning & Zoning	64,700
Recreation & Special Events	15,200
Parks & Community Appearance	235,500
Contingency	27,400
Transfer To General Capital Reserve Fund	224,900
Transfer To L.E.S.A. Fund	0
Total	<u>3,090,400</u>

Section 2. **General Capital Reserve Fund**

Anticipated Revenues

Contributions from General Fund	224,900
Interest Revenue	<u>4,525</u>
Total	<u>229,425</u>

Authorized Expenditures

Transfer to General Fund	196,500
Future Procurement	<u>32,925</u>
Total	<u>229,425</u>

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

Anticipated Revenues:

Contributions from General Fund	0
Interest Revenue	<u>1,100</u>
Total	<u>1,100</u>

Authorized Expenditures:

Separation Allowance	0
Future LEOSSA Payments	<u>1,100</u>
Total	<u>1,100</u>

Section 4. **Water Fund**

Anticipated Revenues

Utility Usage Charges, Classes 1 & 2	197,293
Utility Usage Charges, Classes 3 & 4	20,555
Utility Usage Charges, Class 5	11,702
Utility Usage Charges, Class 8	4,963
Utility Customer Base Charges	283,901
Availability Fee	17,751
Taps & Connections Fees	2,500
Nonpayment Fees	10,500
Late payment Fees	7,775
Interest Revenue	14,360
Sales Tax	4,500
Sale of Capital Asset	0
Transfer from Capital Reserve Fund	25,000
Appropriated Fund Balance	144,515
Total	745,315

Authorized Expenditures

Administration & Finance [1]	550,700
Operations and Maintenance	169,115
Transfer To Fund Balance for Capital Outlay	0
Transfer To Water Capital Reserve Fund	25,500
Total	745,315

[1] Portion of department for bond debt service: 129,888

Section 5. **Water Capital Reserve Fund**

Anticipated Revenues

Contributions From Water Operations Fund	25,500
Interest Revenue	350
Appropriated Fund Balance	0
Total	25,850

Authorized Expenditures

Transfer to Water Operations Fund	25,000
Future Expansion & Debt Service	850
Total	25,850

Section 6. **Sewer Fund**

Anticipated Revenues:

Utility Usage Charges, Classes 1 & 2	252,284
Utility Usage Charges, Classes 3 & 4	36,577
Utility Usage Charges, Class 5	28,839
Utility Usage Charges, Class 8	9,812
Utility Customer Base Charges	299,115
Taps & Connection Fees	1,250
Late payment Fees	8,146
Interest Revenue	23,985
Sales Tax	3,992
Sale of Capital Asset	0
Transfer from Sewer Capital Reserve	42,000
Appropriated Fund Balance	121,700
Total	827,700

Authorized Expenditures:

Administration & Finance [2]	559,000
Operations and Maintenance	233,200
Transfer to Fund Balance for Capital Outlay	0
Transfer to Sewer Capital Reserve Fund	35,500
Total	827,700

[2] Portion of department for bond debt service: 112,162

Section 7. **Sewer Capital Reserve**

Anticipated Revenues:

Contributions From Sewer Operations Fund	35,500
Interest Revenue	750
Appropriated Fund Balance	5,750
Total	42,000

Authorized Expenditures:

Transfer to Sewer Operations Fund	42,000
Future Expansion & Debt Service	0
Total	42,000

Section 8. **Levy of Taxes**

There is hereby levied a tax at the rate of thirty cents (\$0.30) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2026, for the purpose of raising the revenue listed as "Ad Valorem Taxes 2026-2027" in the General Fund Section 1 of this ordinance. This rate is based on a valuation of \$419,400,000 for purposes of taxation of real and personal property with an estimated rate of collection of 99.67%. The estimated collection rate is based on the fiscal year 2024-2025 collection rate of 99.67% 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 \$51,000,000 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 2026-2027, 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 2.2% 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 2026-2027 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**

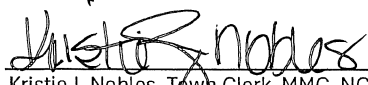
Copies of this Budget Ordinance shall be furnished to the Clerk, Town Council, Budget Officer and Finance Officer to be kept on file by them for their direction in the disbursement of funds.

Adopted this 13th day of August, 2026.



Mark Bledsoe, Mayor

Attest:



Kristie J. Nobles, Town Clerk, MMC, NCCMC