Town of River Bend

Community Appearance Commission

August 19 2026, Final Special Meeting Minutes

River Bend Municipal Building, 4:00 PM

51 Shoreline Drive, New Bern, NC 28562

1. The meeting was called to order at 4:07 PM.
2. Members present: Brenda Hall - Chairperson, Pat Lineback, Jackie Herbster, Jon Hall, Steve Sarg, Lisa Benton - CAC liaison. Guest(s) present: Victoria Stuppy
3. Motion to approve the May 20, 2026 minutes with changes was made by Jon Hall and seconded by Jackie Herbster. Motion passed. Vote was unanimous.
4. Nominations for officers were discussed. Jon Hall nominated Brenda Hall as Chair, Steve Sarg as Co-Chair, Pat Lineback as Secretary. Pat Lineback seconded the motion. Motion passed. Vote was unanimous.
5. Discussion about new, ongoing, and annual projects, programs, events, and workshops for 2026/2027:
    a. Projects
        i. CAC Sidewalk Gardens, Raised Bed Garden, and Veteran's Memorial Garden
            1. One of the gardens has been eaten but will hopefully come back. Will reconsider the garden next spring.
            2. Some of the rocks around one of the beds have been taken.
        ii. Festive Award Program documentation review, updates, and revision
            1. No action needed.
        iii. Moving CAC program supplies into storage areas.

1. Jon will set a date for the fall.

iv. Proposed CAC project for 2027 of updating/adding poop stations throughout Town of River Bend. A motion was made by Jon Hall and seconded by Pat Lineback to research locations and types and submit a proposal to the town manager.

1. Jackie will attempt to determine where the existing stations are and will come up with some survey questions to post on social media and e-news.
2. Brenda will investigate types of poop stations.

b. Programs

i. Festive Award

1. Fall Festive Award

a. No action needed.

2. Christmas Festive Award

a. No action needed.

c. Events

i. Arbor Day with CAC and EWAB

1. Planning details for 2027 event partnering with EWAB

a. No action needed.

ii. Christmas Festive Award Town Tours

1. No action needed.

iii. Fall Festive Award Town Tours

1. Discussion of collaborative efforts with P&R.

a. Some ideas that were discussed were petting zoo, hayride, alpacas, face painting, costume contest, kangaroos, etc.. More information to follow.

b. Victoria will share information with Brenda as she receives it.

c. Special meeting with Parks and Rec will follow the regular CAC meeting on September 16, 2026.

d. Workshops

i. Crab Pot Christmas Globes/luminaries

1. Christmas Globe workshop date set for November 14, 2026.

a. Brenda will reach out to Maryann to see if she would be willing to teach the class.

2. Luminary Workshop date set for November 14, 2026, to follow Globe Workshop, and Municipal Building reserved
    a. Instructors to be determined

6. FY 26/27 Budget
    a. $5500 approved for 2026-2027
7. Volunteer hours updates from CAC members
    a. Volunteer Appreciation Gift Cards were distributed by Lisa Benton
8. Recruitment for CAC Volunteers
    a. No action
9. Updates from Town Council Liaison
    a. Tax increase of two cents per $100 was approved by council. Town has $100,000 surplus with anticipated $159,000 by year end.
    b. Town is down two police officers and two public works employees.
    c. Repairing/painting Plantation Drive bridge is on the schedule for when Public Works is fully staffed.
    d. Water flushes are still being performed for those that have brown water.
    e. A bid of $105,600 has been received for the pickle ball court as well as a bid of $135,000. Noise from the courts has been discussed as well as administrative and maintenance issues. The town received a $75,000 state grant to defray the cost.
10. Open Discussion and public comment period (limited to 3 minutes)
    a. None
11. Motion to adjourn was made by Jackie Herbster and seconded by Pat Lineback. Motion approved. Vote was unanimous. Meeting adjourned at 6:11 PM.

Respectfully submitted:

Pat Lineback