



Town of River Bend
Community Appearance Commission
September 16, 2026 Draft Meeting Minutes
River Bend Municipal Building, 4:00 pm
51 Shoreline Drive, New Bern, NC 28562

1. The meeting was called to order at 4:05 pm.
2. Members present: Brenda Hall - Chairperson, Jon Hall and Jackie Herbster. Lisa Benton – CAC Liaison. Guest(s) present: Barb Maurer.
3. Motion to approved the August 19, 2026 minutes with changes was made by Ms. Herbster and seconded by Mr. Hall. Motion passed. Vote was unanimous.
4. Discussion about new, ongoing, and annual projects, programs, events, and workshops for 2026:
 - a. Projects
 - i. CAC Sidewalk Gardens, Raised Bed Garden, and Veteran’s Memorial Garden.
 1. The Daffodil bed has plants that need changing out. Mr. Sarg to research suitable deer resistance plants.
 - ii. Festive Award Program documentation review, updates and revision.
 1. The new and revised forms will be used beginning with the Fall Festive Awards.
 - iii. Move all CAC program supplies into new storage room and organize.
 1. A CAC workday has been scheduled for October 17, 2026 at 10:00 am (weather permitting). Back-up workday has been scheduled for October 20, 2026 at 10:00 am.

- iv. CAC project for 2027 of updating/adding poop stations throughout the Town. Ms. Benton suggested that CAC wait until the first of the year to begin this project.
 - 1. Locations of existing poop stations.
 - 2. Locations where additional poop stations should be located.
 - 3. Condition of current poop stations.
 - 4. Ideas for new poop stations to be purchase. Ms. Hall conducted research regarding new poop stations and circulated her research.
- b. Programs
 - i. Festive Award
 - 1. Fall Festive Award
 - a. Dates for Fall Festive Award 2026 set.
 - 2. Christmas Festive Award
 - a. Dates for Christmas Festive Award 2026 set.
- c. Events
 - i. Arbor Day with CAC and EWAB. Arbor 2027 is scheduled for Saturday, March 20, 2027. CAC and EWAB will partner together for this event. In 2024 and 2025, the activity was Bluebird houses, and in 2026 the activity was Bat Houses. Mr. Hall will inventory the supplies CAC currently has from these three prior events to assess what will be needed for the 2027 event. Mr. Hall will be the point of contact regarding the Scout participation.
 - a. Further planning for Arbor Day event to ensue at the January 2027 CAC meeting.
 - ii. Christmas Festive Award Town Tours
 - 1. Date set for December 18, 2026 and the Municipal Building has been reserved for the event.
 - a. Contact Mr. and Mrs. Clause. Ms. Herbster will contact and schedule Ralph and Mary Iorio.
 - b. Contact saxophonist and book them. Ms. Hall will contact and schedule.
 - c. Contact bus company operating the trolleys and book them. Ms. Hall will contact and schedule. A contract will need to be signed. Ms. Benton will use the Town credit card for the deposit.
 - iii. Fall Festive Award Town Tours. Please see Item #10 below.
- d. Workshops

- i. Crab Pot Christmas Globes/Luminaries. CAC workday is scheduled for November 7, 2026 at 10:00 am - 2:00 pm at the Halls to prepare for the workshops.
 - 1. Christmas Globe workshop date set for November 14, 2026 at 10:00 am. The Municipal Building has been reserved.
 - a. Instructor to be assigned for class. Mr. Hall will be an instructor. Ms. Hall has contacted Ms. Taylor as to her availability to be an instructor.
 - b. Inventory of existing supplies on hand and purchase remainder of supplies in October. Mr. Hall reported that we have a majority of the lights and chicken wire for this workshop.
 - 2. Luminary Workshop date set for November 14, 2026, to follow Globe Workshop, and the Municipal Building has been reserved.
 - a. Instructor to be assigned for class. Ms. Herbster and Mr. Hall will be the instructors for this workshop.
 - b. Determine what materials CAC has on hand. Currently, we have approximately 12 wooden stands, no bags or lights. Need to have supplies for 50 kits.
 - c. Materials and supply list compiled. Ms. Hall will handle.
 - d. Supplies purchased in October. Ms. Hall will handle.
- 5. National Night Out date is October 6, 2026, 5:00 pm – 7:00 pm set for River Bend. CAC to participate. See Item #10 below.
- 6. FY 26/27 Budget discussion. Ms. Hall reported that the CAC budget is \$5,500 for FY 26/27 which will cover all of CAC planned projects/events.
- 7. Volunteer hours updates from CAC Members. Ms. Hall requested all members to submit their volunteer hours to her.
- 8. Recruitment during National Night Out and the workshops. No action needed.
- 9. Updates from Town Council Liaison
 - a. Ms. Benton reported that during the last Town Council Work session, Ms. Maurer was appointed to the Planning Board.
 - b. The Pickleball project was approved.
 - c. Town Council is in the process of revising the Town Flag Policy.
 - d. There has been discussion regarding the start time of Town Council meetings. This matter was tabled.
 - e. On the Council Agenda for September 17th is a discussion regarding the \$2,000,000 grant for the well drilling. The grant will need to be accepted.

- f. Currently, the Town of River Bend does not have its own social media page. This matter was tabled.
- g. Ms. Benton reported that the Plantation Bridge rehab project is not currently on Public Works list of work projects.

The CAC meeting was recessed at 5:25 pm.

10. Meeting with Parks and Recreation to discuss collaborative for Fall Fest Event. At 5:30 pm, Ms. Stuppy called the joint meeting of Parks and Recreation and CAC to order. A motion was made by Ms. Hall to also include a discussion of National Night Out collaboration with Parks and Recreation. The motion was seconded by Ms. Stuppy and the motion passed unanimously.

- a. National Night Out is scheduled for October 6, 2026, 5:00 pm – 8:00 pm. Ms. Stuppy suggested that all the Advisory Boards have one tent instead of each Advisory Board having their own tent. Parks & Recreation has two tents and Ms. Stuppy will arrange with Public Works for tables. Set-up time at 4:00 pm. Ms. Stuppy is preparing a slideshow of all the events of the Advisory Boards (in chronological order as to the events) and will be shown on a 16' screen. Ms. Hall to supply pictures of CAC events to Ms. Stuppy. Ms. Stuppy and Ms. Hall to revise the Advisory Board flyer for distribution. Ms. Stuppy will contact the other Advisory Boards for their input as to any changes to the flyer. Any new information for inclusion in the flyer is to be submitted to Ms. Stuppy by September 23, 2026 and the flyer will be finalized by October 2, 2026 for printing purposes. Ms. Hall reported that CAC has little flashlights to be used as handouts. The tent will also include popcorn (to be supplied by Parks & Recreation), water (to be supplied by CAC) and candy (to be supplied by EWAB). Ms. Hall will bring a Christmas Globe and luminary to promote the CAC November workshop. Ms. Hall suggested that applications for people to sign-up for any Advisory Board be available. The tent will be set-up and staffed by Ms. Stuppy, Mr. Stuppy, Ms. Hall, Mr. Hall and Ms. Stokes.
- b. Fall Festive Award Town Tours is schedule for October 30, 2026, 5:00 pm – 7:00 pm. With regard to the hayrides, Mr. Hall reported that trailers can be rented from Tractor Supply. For the event, two trailers would need to be rented. Ms. Stuppy will ask the mayor and other individuals she knows who have trucks and would be willing to pull the trailers for the hayrides. We would need two individuals to ride in the trailers for safety purposes. Ms. Hall will contact Mr. Sarg regarding his

availability to ride in a trailer, and one other person would be needed. Mr. and Ms. Hall will purchase hay bales or pines straw bales and pumpkins for decorations for the trailers. It was suggested that the pumpkins can be raffled off at the end of the event. Ms. Stuppy suggested purchasing a large pumpkin and do a guessing weight game. Mr. Sheffield has volunteered to build fall wooden pop-up decorations, along with a pumpkin cut out for picture taking. Ms. Stuppy and Ms. Stokes will purchase pumpkins and mums to mimic a hayride wayside. Parks and Recreation has a backdrop. Ms. Stuppy and Ms. Stokes will purchase small pumpkins for pumpkin painting. Ms. Hall is in the process of securing musical entertainment. Activities will include: pumpkin painting; kangaroos; Possum Wood Acres (sent request to Event Person and will know by the end of this week); costume contest (Kristen Howard, etc.); maybe a parade of dogs; and the rental of a giant slide for the children. Candy will need to be purchased. The Farmer's Market will still be held and will invite three food trucks. A follow-up joint meeting of Parks & Recreation and CAC is scheduled for October 13th at 5:30 pm to discuss the final details for the event. Ms. Stuppy to reserve room at Municipal Building.

11. Open Discussion and public comment period (limited to 3 minutes). No comments.
12. Adjournment. Ms. Herbster made a motion to adjourn the meeting, and the motion was seconded by Ms. Stuppy and unanimously approved. The joint meeting was adjourned at 6:38 pm.