



Town of Archer Lodge

AGENDA

Regular Council Meeting

Monday, June 2, 2025 @ 6:30 PM

Jeffrey D. Barnes Council Chambers

NCGS § 143-318.17. Disruptions of official meetings.

A person who willfully interrupts, disturbs, or disrupts an official meeting and who, upon being directed to leave the meeting by the presiding officer, willfully refuses to leave the meeting is guilty of a Class 2 misdemeanor.

Page

1. WELCOME/CALL TO ORDER:

- 1.a. Invocation
- 1.b. Pledge of Allegiance

2. APPROVAL OF AGENDA:

3. OPEN FORUM/PUBLIC COMMENTS:

(Maximum of 30 minutes allowed; 3 minutes per person)

4. CONSENT AGENDA:

3 - 19

- 4.a. Approval of Minutes:
 - 05 Feb 2024 Regular Meeting Minutes
 - 19 Feb 2024 Budget Planning Retreat Minutes
 - 04 Mar 2024 Regular Meeting Minutes
 - 18 Mar 2024 Budget Planning Retreat Minutes
 - [Regular Council - Monday, 05 Feb 2024 - Minutes - Pdf](#)
 - [Budget Planning Retreat - Monday, 19 Feb 2024 - Minutes - Pdf](#)
 - [Regular Council - Monday, 04 Mar 2024 - Minutes - Pdf](#)
 - [Budget Planning Retreat - Monday, 18 Mar 2024 - Minutes - Pdf](#)

5. DISCUSSION AND POSSIBLE ACTION ITEMS:

- 20 5.a. Discussion and Possible Action of Adopting the Budget Amendment for Fiscal Year Ending June 30, 2025 ~ BA 2025 03
[BA 2025 03](#)
- 21 - 25 5.b. PUBLIC HEARING - Proposed Annual Budget Ordinance for Fiscal Year 2025-2026
1. Open Public Hearing
2. Public Comments (Maximum of 30 minutes allowed; 3 minutes per person)
3. Close Public Hearing
[PROPOSED ANNUAL BUDGET ORDINANCE FY25-26](#)
- 5.c. Discussion and Possible Action of Approving Future Meetings in June

6. TOWN ATTORNEY'S REPORT:

7. TOWN ADMINISTRATOR'S REPORT:

8. PARKS AND RECREATION DIRECTOR'S REPORT:

9. MAYOR'S REPORT:

10. COUNCIL MEMBERS' REMARKS:

11. ADJOURNMENT:



**Regular Council - Minutes
Monday, February 5, 2024**

COUNCIL PRESENT:

Mayor Mulhollem
Mayor Pro Tem Castleberry
Council Member Bruton
Council Member Jackson
Council Member Wilson

STAFF PRESENT:

Marcus Burrell, Town Attorney
Kim P. Batten, Assistant Administrator/Finance Officer
Jenny Martin, Human Resources Officer/Town Clerk
Kim P. Batten, Assistant Town Administrator/Finance Officer
Rodney Barbour, Code Enforcement Officer
Joyce Lawhorn, Deputy Town Clerk

COUNCIL ABSENT:

Council Member Purvis

STAFF ABSENT:

Bryan Chadwick, Town Administrator

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1. WELCOME/CALL TO ORDER:

a) Invocation

Mayor Mulhollem called the meeting to order at 6:30 p.m. in the Jeffrey D. Barnes Council Chambers located at 14094 Buffalo Road, Archer Lodge, NC and declared a quorum present. Council Member Jackson offered the invocation.

b) Pledge of Allegiance

Mayor Mulhollem led in the Pledge of Allegiance to the US Flag.

2. APPROVAL OF AGENDA:

a) Amendment to Agenda

Mayor Mulhollem requested to move item number 5 to item number 3. He also proposed to remove item 8 and remove item 4a.

Moved by: Council Member Wilson

Seconded by: Council Member Castleberry

Approved the Agenda with the Adjustments Listed Above.

CARRIED UNANIMOUSLY

3. RECOGNITION:

a) Moment of Silence Honoring Jeffrey D. Barnes

Mayor Mulhollem held a moment of silence honoring Jeffrey D. Barnes and lit a candle in his memory.

b) Sharing Memories of Jeffrey D. Barnes

- Council Member Wilson shared memories of Jeff in the early stages of the Town. He stated that Mr. Barnes was an asset to the Town and to the Council.

- Council Member Jackson shared that he was glad to have known Mr. Barnes as he was humorous, well thought of, and respected in the community.
- Mayor Pro-Tem Castleberry said that Jeff has been on his mind every day since his passing. He shared memories that he had with Jeff. He stated that Mr. Barnes could never be replaced.
- Council Member Bruton shared that she knew Jeff on a personal level as he was in a hunting club with her husband. She recalled a story of Jeff digging out a twig of a mimosa tree from a ditch and gifting it to her as Council Member Bruton loves trees. Today, the tree is the prettiest one she has in her yard.
- Kim Batten shared that Mr. Jeff Barnes had retired when she came to work for the Town of Archer Lodge. She knew him from his wife, Lisa. Ms. Batten recalled that when she got to meet Mr. Barnes, he spoke to her as if he had known her her whole life. She remembered that he always came into the Town Hall dancing.
- Mayor Mulhollem recalled and explained some of the contributions that Jeff had made to the town including that he had served on the Council for 4 years.

4. OPEN FORUM/PUBLIC COMMENTS:

(Maximum of 30 minutes allowed; 3 minutes per person)

a) Teresa Purvis of the Archer Lodge Community Center came to share the success for the Senior Activity Morning at the Community Center. She shared that they have about 25 people attend per meeting. She noted that tomorrow morning, they will be having a Marti Gras party from 10:00-12:00p.m. She spoke with the Council requesting that they help the Community Center find more funds to help them continue to do their projects. She noted that the cost of food has increased, and they like to be able to provide the seniors with a lunch. They meet the 1st and 3rd Tuesday of every month.

b) Andy Knepper of the Johnston County Little League (JCLL) came to introduce himself and present some information regarding their success with the Council. For enrollment they had 470 players register for the spring season, 70/80 volunteers, and 30-35 teams setting a record for JCLL. JCLL is a merger between Clayton Little League and Archer Lodge Community Center. He invited the Council to attend the opening day ceremony on March 23rd. He let the Council know that they would be receiving a more formal email in the coming weeks. Mr. Knepper explained that Mayor Mulhollem will be throwing the first pitch. He also shared that they will be having food trucks and fun events all day including a parade of players with local mascots and color guards. Mr. Knepper brought the Council members and staff JCLL hats.

5. PLANNING/ZONING REPORT:

a) **Planning/Zoning Update**

Item removed from the agenda.

b) **Code Enforcement Monthly Report**

Mr. Rodney Barbour went over the monthly report. He stated that there was a short number of new cases opened and that he focused on abatements. He also mentioned that contact has been made with property owners for many of the violations and extensions have been given to move junk vehicles or repair them.

6. PRESENTATION:

4 a) Proclamation - ALL IN RED MONTH

Mayor read the proclamation for the American Heart Association All In Red Month. The signed proclamation is attached below.

[Proclamation - All in RED Heart Health Awareness Feb 2024 Signed](#)

7. TOWN ATTORNEY'S REPORT:

Marcus Burrell, Town Attorney, had no report.

8. TOWN ADMINISTRATOR'S REPORT:

Item removed from the agenda.

9. MAYOR'S REPORT:

a) Mayor Mulhollem thanked all that attended the budget retreat and thanked the staff for organizing the event. He stated that the meeting was very eye-opening, and he enjoyed hearing and learning from the speakers that presented that day.

10. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

- a)
- Council Member Wilson had no remarks.
 - Council Member Jackson reminded everyone that Valentine's Day is coming up.
 - Mayor Pro Tem Castleberry spoke about a call that he received from Sheriff Steve Bizzell asking if he did alright at the budget retreat. Mayor Pro Tem Castleberry confirmed that he did provide great information at the retreat and was a great asset at the meeting. Mayor Pro Tem Castleberry mentioned that it was important to keep supporting the funding that we have.
 - Council Member Bruton had no remarks.

11. ADJOURNMENT:

a) **Having no further business, Mayor Mulhollem called for a motion to adjourn.**

Moved by: Council Member Jackson

Seconded by: Mayor Pro Tem Castleberry

Approved to adjourn meeting at 7:13 p.m.

CARRIED UNANIMOUSLY

Matthew B. Mulhollem, Mayor

Jenny Martin, Town Clerk



Proclamation

WHEREAS, the well-being of our community is of paramount importance and maintaining excellent health among our citizens is a top priority, February marks the one month, county-wide heart health awareness campaign entitled **“ALL IN RED”**, presented by Johnston Health and Aramark, and organized by the Johnston Health Foundation; and

WHEREAS, in the United States, North Carolina, Johnston County, and Archer Lodge, heart disease is the leading cause of death among men and women; and

WHEREAS, Heart Disease and Stroke rank among the top five health priorities in Johnston County; per the 2019 Johnston County [Community Health Needs Assessment Implementation Plan](#); and

WHEREAS, per the Center for Disease Control and Prevention (CDC), about 80% of deaths from premature heart disease and stroke could be prevented by changes in physical activity, diet, education and management of common medical conditions; and

WHEREAS, **ALL IN RED** is an opportunity to increase heart health awareness, while addressing the growing needs of local heart patients; and

WHEREAS, the **ALL IN RED** campaign invites all Johnston County residents, business owners and visitors to participate in this initiative by **wearing RED on February 2, 2024, NATIONAL WEAR RED DAY**, and/or **running a RED promo or fundraiser in February**; and

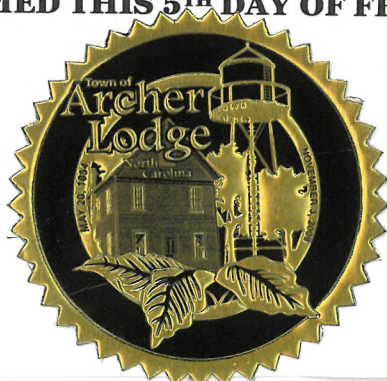
WHEREAS, the financial challenges of a heart patient are enormous; all funds raised within this campaign period will benefit local heart patients through the Johnston Health Foundation’s Heart Fund; and

WHEREAS, on this day, we recognize heart disease and stroke survivors, those battling the disease, their families who are their source of love and encouragement, and applaud the efforts of our medical professionals who provide quality care; and

NOW, THEREFORE, LET IT BE PROCLAIMED by the honorable Mayor and the Archer Lodge Town Council, do hereby encourage businesses and citizens in our community to support and participate in this event and proudly proclaim February 2024 as

“ALL IN RED MONTH”

DULY PROCLAIMED THIS 5TH DAY OF FEBRUARY 2024, WHILE IN REGULAR SESSION.



Matthew B. Mulhollem
Mayor



**Budget Planning Retreat - Minutes
Monday, February 19, 2024**

COUNCIL PRESENT:

Mayor Mulhollem
Mayor Pro Tem Castleberry
Council Member Bruton
Council Member Jackson
Council Member Purvis
Council Member Wilson

STAFF PRESENT:

Bryan Chadwick, Town Administrator
Kim P. Batten, Assistant Town Administrator/Finance Officer
Chris Allen, Parks & Recreation Director
Jenny Martin, Human Resources Officer/Town Clerk
Joyce Lawhorn, Deputy Clerk

COUNCIL ABSENT:

STAFF ABSENT:

Marcus Burrell, Town Attorney

1. DINNER:

a) Dinner was served at 5:15 p.m.

2. WELCOME/ CALL TO ORDER:

a) Invocation

Mayor Mulhollem called the Budget Planning Retreat to order at 6:06 p.m. in the Jeffrey D. Barnes Council Chambers located at 14094 Buffalo Road, Archer Lodge, NC and declared a quorum present. Council Member Jackson offered the invocation.

b) Pledge of Allegiance

Mayor Mulhollem led in the Pledge of Allegiance to the US Flag.

3. FINANCIALS ~ KIM BATTEN

a) Interim Financial Reports for December 2023

Ms. Batten shared an interim summary of all funds ending December 31, 2023. She shared that we are 50.69% collected for the fiscal year. Ms. Batten explained that for investment earnings, we are almost at 150% collected, which is really good. She mentioned that in December, we have collected more than we have spent out. She shared that we are around \$115,000 in the black.

Regarding the Capital Reserve Fund 30, Ms. Batten mentioned that the only transaction for the month is the investment earnings.

Regarding the Park Reserve Fund 31, Ms. Batten mentioned that the only activity has been the investment earnings and the \$0.02 transfer for the taxes. The actual to date revenue for the Park Reserve Fund 31 is around \$60,000.

Regarding the Public Safety Reserve Fund 32, Ms. Batten mentioned that the only activity has been the investment earnings.

When comparing revenues for December 2022 with December 2023 in the General Fund, Ms. Batten mentioned that this year is a little bit less than last year. She shared that the expenditures are also less this year compared to last year.

b) Interim Financial Reports for January 2024

Ms. Batten shared an interim summary for all funds ending January 31, 2024. She shared that we are right on the money of what we expected for revenues. She explained that we spend a whole lot more this month. The actual to date net difference between revenues and expenditures for the General Fund is around \$458,000. She explained that this was because of the park, and that we are receiving a grant from Johnston County to help with the park.

Regarding the Capital Reserve Fund 30, Ms. Batten mentioned that the only activity for the month is the investment earnings.

Regarding the Park Reserve Fund 31, Ms. Batten mentioned that the only activity has been the investment earnings and the \$0.02 transfer for the taxes.

Regarding the Public Safety Reserve Fund 32, Ms. Batten mentioned that the only activity is the investment earnings.

When comparing revenues and expenses in January 2023 with January 2024 in the General Fund, Ms. Batten mentioned that they are both a little less this year.

4. PRESENTATIONS:

a) Administration Update ~ Bryan Chadwick

Bryan Chadwick presented the administration update. First, Mr. Chadwick shared the accomplishments of the Council, Staff, and the Town. He shared with Council that as the Town grows it is important to remember what the roles are of the council and the staff. He explained that these positions are what keeps the Town growing and moving forward. Mr. Chadwick shared some figures regarding new construction subdivisions that reflect the hard work the board has put in to show the potential of the Town. He noted the partnership with the community center and it's benefits to the Town. He also shared the accomplishments of the Town and the help that the Town has received with state funds for town projects. Mr. Chadwick mentioned some of the projects that were mentioned at previous meetings and where the town stands on the progress to their goals. Some of these goals that we are still working on are: a public sewer system, traffic, commercial development, public transportation, resource library, banking services, communications, and advisory boards. Some of the goals resolved included: public park facilities, staffing town hall, expansion of town hall, the veteran's memorial, and an Archer Lodge zip code. He shared that he is giving them a reminder of these issues as it is important to keep the goals of the Council in the forefront of their mind as they make decisions for the Town. Mr. Chadwick explained that it is important to have a multi-year set of goals for the Town to make sure that the Town is moving in the right direction to reach these goals. He shared that the Town Council is responsible for the growth of the town. He also mentioned that growth is coming to this area, and it is important that they are prepared.

b) Parks & Recreation Update ~ Chris Allen

Chris Allen provided a parks and recreation update. As of right now, there are two full-time parks and recreation employees, and there are two part-time employees to help with the activities. He shared that there were 9 programs offered last year, and they plan to offer the same for next year.

Mr. Allen explained parks and recreation were over the \$59,000 that was budgeted for revenue, which means that the department has exceeded their revenue goals for the year. He noted that he was happy to see the enrollment numbers in the sports that the town has offered and hopes to see growth in the coming year. Mr. Allen shared that he is looking forward to adding seasonal positions to ensure that there is assistance available for the programs the department provides. He explained that one of his goals is to make the town comparable to its Johnston County counterparts and be able to provide similar quality of programs for the community. Discussion followed.

5. BUDGET OFFICER/ TOWN ADMINISTRATOR ~ BRYAN CHADWICK

- a) **Bryan Chadwick shared the remainder of the presentation to discuss upcoming goals for the next year.**

Mr. Chadwick shared with Council the goals for the upcoming year beginning with the second phase of the park. This phase will include the addition of a second bathroom, multi-use fields, pickleball, and volleyball courts. The funding has been secured for this next portion of the project and should be available to start within the next year and a half. Another portion of this project is the building across the street from the park which will become the new parks and recreation building/office. He shared the current status of the lights at the community center. Discussion followed.

Mr. Chadwick presented and discussed with Council their future goals for the Town in increments of years. Discussion followed.

The remainder of the presentation will be given at the next budget retreat.

6. ADJOURNMENT:

- a) **With no further business, Mayor Mulhollem adjourned the meeting at 8:37 p.m.**

Matthew B. Mulhollem, Mayor

Jenny Martin, Town Clerk



**Regular Council - Minutes
Monday, March 4, 2024**

COUNCIL PRESENT:

Mayor Mulhollem
Council Member Bruton
Council Member Jackson
Council Member Purvis
Council Member Wilson

STAFF PRESENT:

Bryan Chadwick, Town Administrator
Marcus Burrell, Town Attorney
Jason Kress, Town Planner
Kim P. Batten, Assistant Town Administrator/Finance Officer
Chris Allen, Parks & Recreation Director
Jenny Martin, Human Resources Officer/Town Clerk

COUNCIL ABSENT:

Mayor Pro Tem Castleberry

MEDIA PRESENT:

None

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1. WELCOME/CALL TO ORDER:

a) Invocation

Mayor Mulhollem called the meeting to order at 6:30 p.m. in the Jeffrey D. Barnes Council Chambers located at 14094 Buffalo Road, Archer Lodge, NC and declared a quorum present. Council Member Jackson offered the invocation.

b) Pledge of Allegiance

Mayor Mulhollem led in the Pledge of Allegiance to the US Flag.

2. APPROVAL OF AGENDA:

a) No changes or additions.

Moved by: Council Member Wilson
Seconded by: Council Member Jackson

Approved the Agenda.

CARRIED UNANIMOUSLY

3. OPEN FORUM/PUBLIC COMMENTS:

(Maximum of 30 minutes allowed; 3 minutes per person)

a) Mr. John Buzzelli of 214 Barrette Ln. Wendell, NC informed Staff of the restrooms near the picnic area at the Archer Lodge Community Center (ALCC) needing cleaning and winterizing. He suggested limiting access to the restrooms to help with the upkeep during the off-season. Mr. Allen shared that the restrooms are clean and open for the Spring season.

4. PLANNING/ZONING REPORT:

a) Code Enforcement Monthly Report

Mr. Rodney Barbour explained the February 2024 Code Enforcement Report. He shared that there have been 15 abatements. Mr. Barbour

shared that he had a couple of hearings today, and he has more scheduled in the future. He expressed a solution that he had to help get more properties abated. Discussion followed.

5. DISCUSSION AND POSSIBLE ACTION ITEMS:

5 a) Discussion and Possible Action of Renewing the Deer Urban Archery for 2025 in the Town of Archer Lodge

Mayor Mulhollem shared that over the years the Town has received positive comments for participating in the Urban Archery program. He informed that this program is no cost to the Town and that it is an extension of an already legal activity. The Mayor called for a motion.

The signed document is attached below.

Moved by: Council Member Bruton

Seconded by: Council Member Wilson

Approved the Renewal of the Deer Urban Archery for 2025 in the Town of Archer Lodge.

CARRIED UNANIMOUSLY

[2025 Deer Urban Archery Season Renewal Form Signed](#)

6 - 7

b) Discussion and Possible Action of Adopting the Budget Amendment for Fiscal Year Ending June 30, 2024 ~ (BA 2024 02)

Ms. Batten presented the second budget amendment of the fiscal year to account for the State of North Carolina Directed Grant 2024 Managed by the Office of State Budget and Management (OSBM) and Funded by the Regional Economic Development Reserve (REDR). The Mayor called for a motion.

The signed budget amendment is attached below.

Moved by: Council Member Jackson

Seconded by: Council Member Bruton

Adopted Budget Amendment for Fiscal Year Ending June 30, 2024 ~ (BA 2024 02).

CARRIED UNANIMOUSLY

[BA 2024 02 Signed](#)

8

c) Discussion and Possible Action of Adopting a Grant Project Ordinance for the State of North Carolina Directed Grant 2024 Managed by the Office of State Budget and Management (OSBM) and Funded by Regional Economic Development Reserve (REDR)~ (Ordinance# AL2024-03-1)

Mr. Chadwick presented the Grant Project Ordinance for the State of North Carolina Directed Grant 2024 Managed by the Office of State Budget and Management (OSBM) and Funded by Regional Economic Development Reserve (REDR)~ (Ordinance# AL2024-03-1). Discussion followed. The Mayor called for a motion.

The signed Ordinance# AL2024-03-1 is attached below.

Moved by: Council Member Wilson

Seconded by: Council Member Jackson

Adopted Ordinance# AL2024-03-1 - Grant Project Ordinance for the State of North Carolina Directed Grant 2024, managed by the Office of State Budget and Management (OSBM) and Funded by Regional Economic Development Reserve (REDR).

CARRIED UNANIMOUSLY

[AL2024-03-1 Grant Project Ordinance - Regional Economic Development Reserve \(24REDR\) State Directed Grant Signed](#)

d) Discussion & Possible Action of Adopting the Town of Archer Lodge Food Truck Policy

Mr. Chadwick explained to the Council the need to have a policy in place for any food trucks on Town property. Attorney Burrell discussed the specifics and regulations that would need to be included in the policy. Discussion followed.

6. TOWN ATTORNEY'S REPORT:

- a) Attorney Burrell asked everyone to keep the family of Will Crocker, retired Johnston County Clerk of Court, in their thoughts and prayers due to his passing. He reminded everyone of the Town Park Grand Opening.**

7. TOWN ADMINISTRATOR'S REPORT:

- a) Mr. Chadwick provided updates on the Comprehensive Land Use Plan, Water/Sewer Authority meetings, Planning Director Interviews, Town and State Dinner, and the County Fire Tax Public Hearing on April 1, 2024.**

Mr. Chadwick shared that due to dietary needs and the excessive food left over, he recommended discontinuing meals at the meetings. He suggested updating the start times of the regular and work session meetings scheduled to 6:30 p.m.

He reminded everyone of the Town Park Grand Opening on March 14, 2024, at 2:00 p.m.

8. HUMAN RESOURCES OFFICER/TOWN CLERK'S REPORT:

- a) Ms. Martin shared that Staff celebrated Employee Appreciation Day with a meal provided by Mr. Chadwick. She provided updates on part-time position offers, the background checks for Johnston County Little League (JCLL), and the Ethics Course available for Newly Elected Officials.**

9. PARKS & RECREATION DIRECTOR'S REPORT:

- a) Mr. Allen provided updates on Parks & Recreation sports, programs, and Johnston County Little League (JCLL) Baseball. He assured everyone that the restrooms at the Archer Lodge Community Center (ALCC) will be maintained. Discussion followed on the specifics for the Grand Opening.**

10. MAYOR'S REPORT:

- a) Mayor Mulhollem reiterated the thoughts and prayers for Mr. Will Crocker's family and commended him for the services and compassion that he provided for people. He reminded everyone of the Archer Lodge Community Center Reverse Raffle on Friday, March 22, 2024, and the Grand Opening of the Park on Thursday, March 22, 2024.**

11. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

- a) Council Member Wilson shared that he was looking forward to the Town Park Grand Opening.**

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- b) **Council Member Jackson reflected on memories of Mr. Will Crocker and expressed his appreciation of him. He shared some comments made to him from citizens. He also encouraged participation in the Adopt a Highway Program.**
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- c) **Council Member Purvis reminded everyone to vote on Tuesday, March 5, 2024.**
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- d) **Council Member Bruton shared information for CAMPO 101 Training on Friday, March 15, 2024 (in-person or virtually) with the NC Capital Metropolitan Area Organization (CAMPO) and invited everyone to attend. She mentioned the CAMPO projects that they are discussing and that could possibly benefit the Town.**
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12. RECESSED MEETING:

- a) **Mayor Mulhollem called for a motion to recess the meeting until Monday, March 18, 2024 at 6:00 p.m.**

Moved by: Council Member Jackson
Seconded by: Council Member Purvis

Approved to recess meeting until Monday, March 18, 2024, at 6:00 p.m.

CARRIED UNANIMOUSLY

13. RECESSED MEETING RESUMED:

- a) **Mayor Mulhollem called the meeting to order to resume the Monday, March 04, 2024, Town Council Regular Meeting at 6:02 p.m. in the Jeffery D. Barnes Council Chambers located at 14094 Buffalo Road, Archer Lodge, NC.**

Mayor Pro Tem Castleberry and Council Member Wilson were not in attendance.

14. 5. DISCUSSION AND POSSIBLE ACTION ITEMS - RESUMED:

- a) **Item d) Resumed: Discussion & Possible Action of Adopting the Town of Archer Lodge Food Truck Policy**

Attorney Burrell explained the changes and additions made to the policy that he gave to the Council. He recommended creating a Mobile Food Permit Fee specifically for permit applications for food trucks. He added that until a Mobile Food Permit application is created, a Temporary Use Permit can be used. Discussion followed and changes were made.

15. ADJOURNMENT:

- a) **Having no further discussion, Mayor Mulhollem called for a motion to adjourn the meeting.**

Moved by: Council Member Jackson
Seconded by: Council Member Purvis

Approved to adjourn the meeting at 6:57 p.m.

CARRIED UNANIMOUSLY

Matthew B. Mulhollem, Mayor

Jenny Martin, Town Clerk



Deer Urban Archery Season Renewal Form

(January 11 - February 16, 2025)

January 27, 2024

Please update any contact information that is not correct

Town of Archer Lodge
Bryan Chadwick
14094 Buffalo Road
Archer Lodge, NC 27527

Name of Representative: _____
 Address: _____
 City: _____ Zip Code: _____
 Email Address: _____
 Phone Number: _____

Do you wish to participate in the 2025 Deer Urban Archery Season (January 11 - February 16, 2025) Yes No

It is Wildlife Management policy to provide a complete list of participating municipalities to the hunting public in the Regulations Digest. Please indicate the phone number and/ or website to be listed in the 2024-25 Inland Fishing, Hunting, and Trapping Regulations Digest (Please Print)

Phone Number: 919-359-9727

Website: archerlodgenc.gov

Are there any changes to the map submitted with your participation letter? Yes No

If "Yes", please attach a new map to this form. (No larger than 11"X17")

Please print and sign the name of the representative for the **Town of Archer Lodge**.

Name of Representative: Bryan Chadwick, Town Administrator

Signature: 
(Please Print Name)

Thank you for your interest in the management of our state's wildlife resources. Please complete and return this form by mail to:

Terrell Eason, Program Support
 Wildlife Management Division
 1722 Mail Service Center
 Raleigh, NC 27699-1700

Or email: terrell.eason@ncwildlife.org


Brad Howard
Chief, Wildlife Management Division
(919) 707-0050

Applications must be received by April 1, 2024, to be a part of the Deer Urban Archery Season

Town of Archer Lodge
Fiscal Year Ending June 30, 2024



Budget Amendment # BA 2024 02
Date: 04-Mar-24

Gen Fund/Cap Res Fund/Public Safety Res Fund/Town Park Fund
ARPA Fund Grant/State Capital & Infrastructure Fund (SCIF) Grant
Regional Economic Development Reserve Directed Grant '24 (24REDR)

Account	Account Number	Budget	Amendment	Amended Budget
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Revenues:

Gen/2023 Property Taxes	10-3123-0000	987,500.00	128,000.00	1,115,500.00
Gen/2023 Vehicle Taxes	10-3123-0120	150,000.00	24,000.00	174,000.00
Gen/Parks & Recreation Fees	10-3350-0000	55,000.00	7,000.00	62,000.00
Gen/Parks & Recreation Rentals	10-3351-0000	5,000.00	5,000.00	10,000.00
Gen/Carolina Panthers Community Grant	10-3452-0000	-	1,000.00	1,000.00
Gen/Regional Economic Development Reserve Directed Grant '24	10-3484-0000	-	2,365,000.00	2,365,000.00
Gen/Miscellaneous Revenues	10-3800-0000	2,000.00	4,500.00	6,500.00
Gen/Investment Earnings	10-3831-0000	25,000.00	45,000.00	70,000.00
Gen/Jo Co Open Space/Community Grant	10-3490-0000	-	47,500.00	47,500.00
Gen/Jo Co Tourism Authority Grant	10-3492-0000	-	5,000.00	5,000.00
Cap Res Fnd/Investment Earnings	30-3831-0000	1,000.00	2,000.00	3,000.00
Public Safety Res Fnd/Investment Earnings	32-3831-0000	1,000.00	19,000.00	20,000.00
Public Safety Res Fnd/Fund Balance Appropriated	32-3990-0000	199,000.00	(19,000.00)	180,000.00
Town Park Fnd/NC PARTF Grant - NCDNCR	41-3482-0000	-	83,229.00	83,229.00
ARPA/Investment Earnings	42-3831-0000	-	7,700.00	7,700.00
SCIF/Investment Earnings	43-3831-0000	-	12,000.00	12,000.00
24REDR/Transfer from General Fund 10	44-3900-3910	-	2,365,000.00	2,365,000.00

Total Increase (Decrease) in Revenues **5,101,929.00**

Expenditures:

Gen/Gov Body/Unemployment	10-4110-1850	-	100.00	100.00
Gen/Gov Body/Small Equipment & Furnishings	10-4110-5000	2,000.00	3,000.00	5,000.00
Gen/Admin/Unemployment	10-4120-1850	250.00	50.00	300.00
Gen/Admin/Employee Assistance Program (EAP)	10-4120-1860	-	50.00	50.00
Gen/Admin/Professional Fees	10-4120-1900	10,500.00	5,500.00	16,000.00
Gen/Admin/Travel	10-4120-3100	500.00	300.00	800.00
Gen/Admin/Insurance Workers Compensation	10-4120-4550	500.00	100.00	600.00
Gen/Public Buildings/Professional Fees	10-4190-1900	-	10,000.00	10,000.00
Gen/Public Buildings/Supplies-Buildings	10-4190-2000	6,389.00	6,900.00	13,289.00
Gen/Public Buildings/Electric	10-4190-3330	20,000.00	5,000.00	25,000.00
Gen/Public Buildings/Communications	10-4190-3340	8,500.00	2,500.00	11,000.00
Gen/Public Buildings/Contracted Services	10-4190-3500	249,500.00	183,500.00	433,000.00
Gen/Public Buildings/Veterans Memorial	10-4190-5200	1,500.00	2,500.00	4,000.00
Gen/Public Buildings/Building Permits	10-4190-5900	7,000.00	2,000.00	9,000.00
Gen/Public Safety/Contracted Services/Fire Department	10-4300-3500	475,000.00	10,000.00	485,000.00
Gen/Planning_Zoning/Salaries	10-4910-1210	110,000.00	(19,525.00)	90,475.00
Gen/Planning_Zoning/Employee Assistance Program (EAP)	10-4910-1860	-	25.00	25.00


Gen/Planning_Zoning/Contracted Services	10-4910-3500	53,000.00	40,500.00	93,500.00
Gen/Parks & Recreation/Overtime	10-6120-1215	5,000.00	(4,000.00)	1,000.00
Gen/Parks & Recreation/Salaries (Part-Time)	10-6120-1220	20,000.00	4,000.00	24,000.00
Gen/Parks & Recreation/Retirement	10-6120-1820	23,500.00	610.00	24,110.00
Gen/Parks & Recreation/Unemployment	10-6120-1850	250.00	50.00	300.00
Gen/Parks & Recreation/Employee Assistance Program (EAP)	10-6120-1860	-	40.00	40.00
Gen/Parks & Recreation/Program Materials & Supplies-Parks & Rec	10-6120-2050	65,000.00	1,000.00	66,000.00
Gen/Parks & Recreation/Uniforms	10-6120-2080	-	300.00	300.00
Gen/Parks & Recreation/Travel	10-6120-3100	500.00	500.00	1,000.00
Gen/Parks & Recreation/Training & Meetings	10-6120-3110	5,000.00	2,000.00	7,000.00
Gen/Parks & Recreation/Contracted Services	10-6120-3500	361,804.13	3,000.00	364,804.13
Gen/Parks & Recreation/Repairs & Maintenance Equipment	10-6120-3520	-	1,500.00	1,500.00
Gen/Parks & Recreation/Dues & Subscriptions	10-6120-4000	500.00	500.00	1,000.00
Gen/Parks & Recreation/Small Equipment & Furnishings	10-6120-5000	41,070.00	5,000.00	46,070.00
Gen/Interfund Transfers/Transfer to Reg Econ Dev Res Grant Fnd 44	10-9900-0044	-	2,365,000.00	2,365,000.00
Cap Res Fnd/Transfer to Fund Balance	30-9990-0000	1,000.00	2,000.00	3,000.00
Town Park Fnd/Transfer to General Fund	41-9900-0010	-	83,229.00	83,229.00
ARPA/Contracted Services	42-6120-3500	47,553.01	7,700.00	55,253.01
SCIF/Contracted Services	43-6120-3500	270,368.01	12,000.00	282,368.01
24REDR/Contracted Services	44-4190-3500	-	2,365,000.00	2,365,000.00

Total Increase (Decrease) in Expenditures **5,101,929.00**


-


Justification for Budget Amendment:
 To appropriate or reappropriate unanticipated revenues and expenditures as recorded.

Adopted this 4th day of March 2024

ATTEST:

 Jenny Martin, Town Clerk




 Matthew B. Mulhollem, Mayor


 Bryan Chadwick, Budget Officer

**TOWN OF ARCHER LODGE
GRANT PROJECT ORDINANCE FOR THE
STATE OF NORTH CAROLINA DIRECTED GRANT 2024
MANAGED BY THE OFFICE OF STATE BUDGET AND MANAGEMENT (OSBM)
AND FUNDED BY REGIONAL ECONOMIC DEVELOPMENT RESERVE (REDR)**

BE IT ORDAINED by the Town Council of the Town of Archer Lodge, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1. This ordinance is to establish a budget for a Directed Grant project being funded by the North Carolina General Assembly’s 2023 Appropriations Act, Session Law (SL) 2023-134, Committee Report Reference H259, Item 697 for Capital Improvements or Equipment at Town Parks.

Section 2. These funds may be used in accordance with the requirements set by the grant, and to the extent authorized by North Carolina state law.

Section 3. The following amounts are appropriated for the project and authorized for expenditure:

Contracted Services	\$ 2,505,000
Total	\$ <u>2,505,000</u>

Section 5. The following revenues are anticipated to be available to complete the project:

Directed Grant (Transferred from General Fund)	\$ 2,365,000
Investment Earnings	<u>140,000</u>
Total	\$ <u>2,505,000</u>

Section 6: The Finance Officer is hereby directed to maintain within the Directed Grant Project Fund specific detailed accounting records to satisfy the requirements of the grantor agency, the grant agreements and any state regulations that may apply.

Section 7. The Finance Officer is hereby directed to report on the financial status of the project as needed by the Town Council.

Section 8. Copies of the grant project ordinance shall be on file with the Finance Officer and Town Clerk for direction in carrying out this project.

Section 9. This grant project ordinance expires when all the Directed Grant funds have been expended by the Town.

DULY ADOPTED THIS, THE 4TH DAY OF MARCH 2024.

TOWN OF ARCHER LODGE:

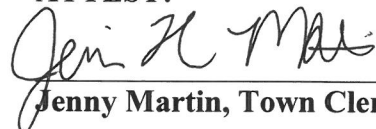


Matthew B. Mulhollem, Mayor

(SEAL)



ATTEST:



Jenny Martin, Town Clerk



**Budget Planning Retreat - Minutes
Monday, March 18, 2024**

COUNCIL PRESENT:

Mayor Mulhollem
Council Member Purvis
Council Member Bruton

STAFF PRESENT:

Bryan Chadwick, Town Administrator
Kim P. Batten, Assistant Town Administrator/Finance Officer
Marcus Burrell, Town Attorney
Chris Allen, Parks & Recreation Director
Jenny Martin, Human Resources Officer/Town Clerk

COUNCIL ABSENT:

Council Member Wilson
Mayor Pro Tem Castleberry

MEDIA PRESENT:

None

1. WELCOME/CALL TO ORDER:

a) Invocation

Mayor Mulhollem called the Budget Planning Retreat to order at 7:06 p.m. in the Jeffrey D. Barnes Council Chambers located at 14094 Buffalo Road, Archer Lodge, NC and declared a quorum present. Council Member Jackson provided the invocation.

b) Pledge of Allegiance

Mayor Mulhollem led in the Pledge of Allegiance to the US Flag.

2. BUDGET OFFICER/TOWN ADMINISTRATOR ~ BRYAN CHADWICK

a) FY2024/2025 Budget Planning Retreat Continued

Bryan Chadwick explained the remainder of the goals and years to achieve them that was discussed at the previous Budget Retreat Session. The categories were 1 year, 2-4 years, 5 years, and 10 years. He also shared and discussed other general needs for the town. Mr. Chadwick shared information that was discussed amongst Staff to provide staff views and thoughts for the coming years. He offered a chance for Council to present any information that they may have thought of since their last meeting, so it could be added. Conversations were had regarding the goals of the parks and recreation department with Chris Allen. Council and Staff discussed the current relationship between the Town and Johnston County Little League. Staff was encouraged by the Council to continue looking for grants for the parks and recreation department.

3. ADJOURNMENT:

a) With no further business, Mayor Mulhollem adjourned the meeting at 7:52 p.m.

Moved by Council Member Purvis
Seconded by Council Member Bruton
Motion to adjourn meeting.

CARRIED UNANIMOUSLY

Matthew B. Mulhollem, Mayor

Jenny Martin, Town Clerk

Town of Archer Lodge
Fiscal Year Ending June 30, 2025



Budget Amendment # BA 2025 03
Date: 02-Jun-25

Gen Fund/Cap Res Fund/Park Reserve Fund/Public Safety Res Fund

Account	Account Number	Budget	Amendment	Amended Budget
Revenues:				
Gen Fnd/2024 Property Taxes	10-3124-0000	1,150,000.00	50,000.00	1,200,000.00
Gen Fnd/2024 Vehicle Taxes	10-3124-0120	175,000.00	30,000.00	205,000.00
Gen Fnd/ABC Profits Johnston Co.	10-3337-0000	20,000.00	(5,000.00)	15,000.00
Gen Fnd/Permits and Fees	10-3340-0000	5,000.00	2,000.00	7,000.00
Gen Fnd/Parks & Recreation Rentals	10-3351-0000	20,000.00	(9,000.00)	11,000.00
Gen Fnd/PEG Channel Support	10-3461-0000	60,000.00	37,000.00	97,000.00
Gen Fnd/Miscellaneous Revenues	10-3800-0000	5,000.00	2,000.00	7,000.00
Gen Fnd/Investment Earnings	10-3831-0000	60,000.00	(14,000.00)	46,000.00
Gen Fnd/Fund Balance Appropriated	10-3990-0000	353,955.00	(56,000.00)	297,955.00
Cap Res Fnd/Transfer from General Fund 10	30-3900-3910	25,000.00	(25,000.00)	-
Park Res Fnd/Investment Earnings	31-3831-0000	1,000.00	2,000.00	3,000.00
Public Safety Res Fnd/Investment Earnings	32-3831-0000	1,000.00	15,000.00	16,000.00
Public Safety Res Fnd/Transfer from General Fund 10	32-3900-3910	25,000.00	(25,000.00)	-
Public Safety Res Fnd/Fund Balance Appropriated	32-3990-0000	224,000.00	10,000.00	234,000.00
Total Increase (Decrease) in Revenues			14,000.00	

Expenditures:				
Gen Fnd/Gov Body/Supplies-Gov Body	10-4110-2000	2,000.00	1,000.00	3,000.00
Gen Fnd/Gov Body/Legal Advertising	10-4110-3700	3,000.00	(1,000.00)	2,000.00
Gen Fnd/Admin/Medical/Dental/Vision	10-4120-1830	29,000.00	(1,800.00)	27,200.00
Gen Fnd/Admin/Supplies-Admin	10-4120-2000	2,500.00	1,000.00	3,500.00
Gen Fnd/Admin/Postage	10-4120-3250	500.00	800.00	1,300.00
Gen Fnd/Public Bldgs/Professional Fees	10-4190-1900	13,850.00	(10,000.00)	3,850.00
Gen Fnd/Public Bldgs/LP Gas	10-4190-3320	2,500.00	500.00	3,000.00
Gen Fnd/Public Bldgs/Small Equipment & Furnishings	10-4190-5000	1,000.00	13,000.00	14,000.00
Gen Fnd/Public Bldgs/Building Permits	10-4190-5900	5,000.00	(3,500.00)	1,500.00
Gen Fnd/PEG Media Partners - EWT	10-4200-3500	60,000.00	37,000.00	97,000.00
Gen Fnd/Public Works/Road Signs/Banners	10-4510-3590	10,000.00	1,000.00	11,000.00
Gen Fnd/Public Works/Installation Street Lights	10-4510-5000	2,000.00	(1,000.00)	1,000.00
Gen Fnd/PZ/Salaries (Part-Time)	10-4910-1220	-	3,000.00	3,000.00
Gen Fnd/PZ/Contracted Services	10-4910-3500	48,500.00	(3,000.00)	45,500.00
Gen Fnd/P&R/Overtime	10-6120-1215	5,000.00	(5,000.00)	-
Gen Fnd/P&R/Salaries (Part-Time)	10-6120-1220	35,000.00	(6,000.00)	29,000.00
Gen Fnd/P&R/Contracted Services	10-6120-3500	55,240.00	7,000.00	62,240.00
Gen Fnd/P&R/Repairs & Maintenance Equipment	10-6120-3520	2,500.00	4,000.00	6,500.00
Cap Res Fnd/Transfer to Fund Balance	30-9990-0000	26,000.00	(25,000.00)	1,000.00
Park Res Fnd/Recreation Development	31-6120-5500	84,000.00	2,000.00	86,000.00
Total Increase (Decrease) in Expenditures			14,000.00	
			-	

Justification for Budget Amendment:

To appropriate or reappropriate unanticipated revenues and expenditures as recorded.

Adopted this 2nd day of June 2025

ATTEST:

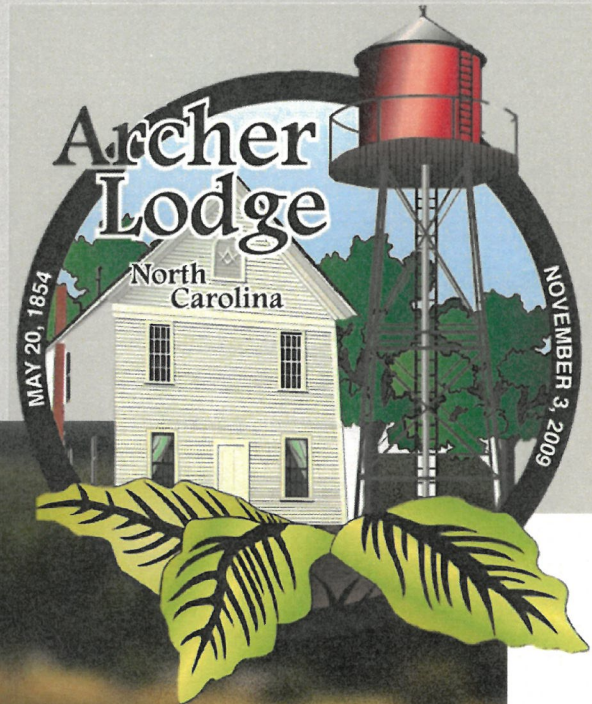
Jenny Martin, Town Clerk

Matthew B. Mulhollem, Mayor

Bryan Chadwick, Budget Officer

PROPOSED ANNUAL BUDGET FY 25-26

FOR FISCAL YEAR
ENDING JUNE 30, 2026



BUDGET ORDINANCE

Town of Archer Lodge, North Carolina
ANNUAL BUDGET ORDINANCE
 Fiscal Year July 1, 2025 to June 30, 2026

BE IT ORDAINED by the Town Council of the Town of Archer Lodge, Johnston County, North Carolina, pursuant to §159-7 thru §159-17, that: (1) the sum of estimated net revenues and appropriated fund balance in each fund shall be equal to expenditures in each fund for Fiscal Year 2025~2026; (2) departmental expenditures for the fiscal year shall not exceed the estimated departmental totals as depicted below and on the following pages: General Fund 10 = \$3,532,700; Capital Reserve Fund 30 = \$51,000; Park Reserve Fund 31= \$192,000; and Public Safety Reserve Fund 32 = \$345,000; all funds totaling a **Budget Ordinance of \$4,120,700**; (3) Revenues from the Ad Valorem Property Tax shall be levied in the amount of **\$0.32 per \$100 evaluation** consisting of \$0.14 North Side Fire District Tax (appropriated in Public Safety for the North Side Fire & Rescue), \$0.02 Park Reserve Fund 31 Designation and General Fund 10 receiving the balance of \$0.16; and (4) due to the 2025 Tax Revaluation Year for Johnston County, the Revenue Neutral Tax Rate would be \$0.1918 per \$100 evaluation for the Town of Archer Lodge and is provided for comparison purposes only.

General Fund 10

General Fund 10 Revenues:

	Amount
Ad-Valorem Property Taxes	\$ 2,208,000
State Sales Tax Distributions	432,000
Unrestricted Intergovernmental Revenues	216,500
Restricted Intergovernmental Revenues	82,200
Permits and Fees	5,500
Parks and Recreation Fees/Rentals	90,000
Fee in Lieu of Recreation	54,000
Miscellaneous Revenues	5,500
Investment Earnings	40,000
Transfers in from Park Reserve & Public Safety Reserve Funds	399,000
General Fund Balance Appropriated	-
Total Revenues	\$ 3,532,700

General Fund 10 Expenditures:

General Government	\$ 840,100
Public Safety	1,308,300
Transportation/Streets - Public Works	28,600
Planning and Zoning	251,230
Parks and Recreation	561,600
Debt Service	136,350
Interfund Transfers	406,520
Total Expenditures	\$ 3,532,700
Revenues Over (Under) Expenditures	-

Town of Archer Lodge, North Carolina
ANNUAL BUDGET ORDINANCE
 Fiscal Year July 1, 2025 to June 30, 2026

Capital Reserve Fund 30

	Amount
<i>Capital Reserve Fund 30 Revenues:</i>	
Investment Earnings	1,000
Total Revenues	\$ 1,000
<i>Capital Reserve Fund 30 Expenditures:</i>	
N/A	
Total Expenditures	\$ -
Revenues Over (Under) Expenditures	\$ 1,000
<i>Interfund Transfers:</i>	
Capital Reserve Fund Balance Appropriation	\$ -
Transfer from General Fund 10	\$ 50,000
Transfer to General Fund 10	\$ -
Transfer to Fund Balance Reserves	\$ (51,000)
Total Other Financing Sources (Uses):	\$ (1,000)
Total Revenues Over (Under) Expenditures and Other Financing Sources (Uses)	\$ -

PROPOSED

Town of Archer Lodge, North Carolina
ANNUAL BUDGET ORDINANCE
 Fiscal Year July 1, 2025 to June 30, 2026

Park Reserve Fund 31

	Amount
<i>Park Reserve Fund 31 Revenues:</i>	
Investment Earnings	2,000
Total Revenues	\$ 2,000
<i>Park Reserve Fund 31 Expenditures:</i>	
Recreation Development	-
Total Expenditures	\$ -
Revenues Over (Under) Expenditures	\$ 2,000
<i>Interfund Transfers:</i>	
Park Reserve Fund Balance Appropriation	\$ -
Transfer from General Fund 10	\$ 190,000
\$0.02 Tax/Fees-in-Lieu	
Transfer to General Fund 10	\$ (54,000)
Loan Payment	
Transfer to Fund Balance Reserves	\$ (138,000)
Total Other Financing Sources (Uses):	\$ (2,000)
Total Revenues Over (Under) Expenditures and Other Financing Sources (Uses)	\$ -

PROPOSED

Town of Archer Lodge, North Carolina
ANNUAL BUDGET ORDINANCE
 Fiscal Year July 1, 2025 to June 30, 2026

Public Safety Reserve Fund 32

Amount

Public Safety Reserve Fund 32 Revenues:

Investment Earnings	\$ 12,000
Total Revenues	<u>\$ 12,000</u>

Public Safety Reserve Fund 32 Expenditures:

Public Safety Development	-
Total Expenditures	<u>\$ -</u>
Revenues Over (Under) Expenditures	<u>\$ 12,000</u>

Interfund Transfers:

Public Safety Reserve Fund Balance Appropriation	\$ 283,000
Transfer from General Fund 10	\$ 50,000
Transfer to General Fund 10	\$ (345,000)
Total Other Financing Sources (Uses):	<u>\$ (12,000)</u>
Total Revenues Over (Under) Expenditures and Other Financing Sources (Uses)	<u>\$ -</u>

DULY ADOPTED THIS _____ DAY OF JUNE 2025

TOWN OF ARCHER LODGE

Matthew B. Mulhollem, Mayor

ATTEST:

Bryan R. Chadwick, Budget Officer

Jenny H. Martin, Town Clerk