



Town of Archer Lodge

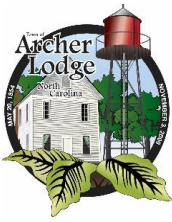
Agenda

Regular Council Meeting
Monday, April 1, 2024 @ 6:30 PM
Jeffrey D. Barnes Council Chambers

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. RECOGNITION/PRESENTATION:
 - 4.a. Proclamation - Parkinson's Awareness Month 3
[03.28.24 Parkinson's Awareness Month Proclamation 4.2024](#)
5. DISCUSSION AND POSSIBLE ACTION ITEMS:
 - 5.a. Discussion and Possible Action of Approving Park Mosaic Presented by Jeannette Brossart with Mother Nature Mosaics
 - 5.b. Discussion and Possible Action of Approving Full-Time Parks Maintenance Specialist Position
 - 5.c. Discussion and Possible Action of Approving Town Planner Updated Pay Grade
6. TOWN ATTORNEY'S REPORT:
7. TOWN ADMINISTRATOR'S REPORT:
8. ASSISTANT TOWN ADMINISTRATOR/FINANCE OFFICER'S REPORT:
 - 8.a. Interim Financial Reports for February 2024 4 - 6
[FEBRUARY 2024 - ALL FUNDS](#)
[FEBRUARY 2024 - YTD COMP](#)
 - 8.b. Up-To-Date Project Funds 7 - 9
[03.28.24 - SCIF FUND 43](#)
[03.28.24 - 24REDR FUND 44](#)
9. HUMAN RESOURCES OFFICER/TOWN CLERK'S REPORT:
10. PARKS & RECREATION DIRECTOR'S REPORT
11. MAYOR'S REPORT:

12. COUNCIL MEMBERS' REMARKS:
(non-agenda items)
13. ADJOURNMENT:



Proclamation



WHEREAS, Parkinson's disease is a chronic, progressive, neurological disease and is the second most common neurodegenerative disease in the United States; and,

WHEREAS, Parkinson's disease is estimated to affect approximately one million people in the United States and the prevalence will rise to 1.2 million by 2030; and,

WHEREAS, Parkinson's disease is the 14th leading cause of death in the United States according to the Centers for Disease Control and Prevention; and,

WHEREAS, it is estimated that the economic burden of Parkinson's disease is at least \$52 billion annually, including direct and indirect costs, including treatment, social security payments and lost income, to patients and family members; and,

WHEREAS, research suggests the cause of Parkinson's disease is a combination of genetic and environmental factors, but the exact cause and progression of the disease is still unknown; and,

WHEREAS, there is no objective test or biomarker for Parkinson's disease, and there is no cure or drug to slow or halt the progression of the disease; and,

WHEREAS, the symptoms of Parkinson's disease vary from person to person and can include tremors; slowness of movement and rigidity; difficulty with balance, swallowing, chewing, and speaking; cognitive impairment and dementia; mood disorders; and a variety of other non-motor symptoms; and

WHEREAS, volunteers, researchers, caregivers, and medical professionals are working to improve the quality of life of persons living with Parkinson's disease and their families; and,

WHEREAS, increased research, education, and community support services such as those provided by the Parkinson's Foundation and other organizations are needed to find more effective treatments and to provide access to quality care to those living with the disease today; and,

NOW, THEREFORE, I, Matthew B. Mulhollem, Mayor of the Town of Archer Lodge in North Carolina, do hereby proclaim April 2024 as

PARKINSON'S AWARENESS MONTH

Given under my hand and the Great Seal of the Town of Archer Lodge on this 1st day of April 2024.

Matthew B. Mulhollem
Mayor



TOWN OF ARCHER LODGE FINANCIAL SUMMARY REPORT FOR MONTH END FEB 29, 2024

GENERAL FUND 10				
<i>REVENUES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
AD-VALOREM & MOTOR VEHICLE TAXES	1,140,500.00	150,688.16	1,208,289.47	105.94%
SALES TAXES	306,000.00	35,163.01	200,895.46	65.65%
FRANCHISE TAXES	143,000.00	0.00	43,011.64	30.08%
ALCOHOL BEV TAXES/JO CO ABC DIST	36,500.00	0.00	10,455.19	28.64%
PERMITS AND FEES	6,000.00	200.00	3,215.00	53.58%
FEE IN LIEU OF RECREATION	78,000.00	0.00	0.00	0.00%
PARKS & RECREATION FEES	55,000.00	1,510.00	60,460.00	109.93%
PARKS & RECREATION RENTALS	5,000.00	210.00	6,165.00	123.30%
PEG CHANNEL SUPPORT	51,500.00	0.00	12,903.22	25.05%
MISCELLANEOUS/ALVM BRICK REVENUES	3,000.00	(252.00)	6,646.95	221.57%
CAROLINA PANTHERS COMMUNITY GRANT	0.00	0.00	1,000.00	#DIV/0!
REG ECONOMIC DEVELOP RES GRANT '24	0.00	2,365,000.00	2,365,000.00	#DIV/0!
INVESTMENT EARNINGS	25,000.00	5,565.08	47,066.73	188.27%
TRANSFER IN FROM CAP RES FUND 30	125,000.00	0.00	125,000.00	100.00%
TRANSFER IN FROM PARK RES FUND 31	58,000.00	0.00	58,000.00	100.00%
TRANSFER IN FROM PUBLIC SAFE RES FUND 32	200,000.00	0.00	0.00	0.00%
FUND BALANCE APPROPRIATION	500,000.00	0.00	0.00	0.00%
TOTALS	2,732,500.00	2,558,084.25	4,148,108.66	151.81%
<i>EXPENDITURES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
GOVERNING BODY	63,515.00	2,192.35	30,823.37	48.53%
ADMINISTRATION	400,950.00	39,070.00	355,405.67	88.64%
JO CO TAX COLLECTION FEES	35,000.00	3,897.65	30,993.75	88.55%
LEGAL	18,000.00	1,450.00	6,400.00	35.56%
PROPERTY TAXES	100.00	0.26	1.82	1.82%
PUBLIC BUILDINGS	315,889.00	(11,393.14)	287,279.48	90.94%
PEG MEDIA PARTNERS	51,500.00	0.00	12,903.22	25.05%
PUBLIC SAFETY	682,000.00	52,625.92	405,945.85	59.52%
TRANSPORTATION-PUBLIC WORKS	27,000.00	2,592.18	11,254.18	41.68%
PLANNING & ZONING	231,600.00	19,681.63	146,132.70	63.10%
CULTURAL & RECREATION	932,047.00	50,351.29	753,557.75	80.85%
DEBT SERVICES	132,896.00	0.00	95,003.92	71.49%
TRANSFER TO CAP RESERVE	0.00	0.00	0.00	#DIV/0!
TRANSFER TO PARK RESERVE	162,000.00	9,790.93	77,991.22	48.14%
TRANSFER TO PUBLIC SAFETY RESERVE	0.00	0.00	0.00	#DIV/0!
TRANSFER TO REG ECON DEVELOP RES GRANT	0.00	2,365,000.00	2,365,000.00	#DIV/0!
				#DIV/0!
	3,052,497.00	2,535,259.07	4,578,692.93	150.00%
Y-T-D GENERAL FUND INCREASE (DECREASE)		22,825.18	(430,584.27)	

CAPITAL RESERVE FUND 30				
<i>REVENUES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
INVESTMENT EARNINGS	1,000.00	95.35	1,974.57	197.46%
TRANSFER FROM GEN FUND 10	0.00	0.00	0.00	#DIV/0!
FUND BALANCE APPROPRIATED	125,000.00	0.00	0.00	0.00%
TOTALS	126,000.00	95.35	1,974.57	1.57%
<i>EXPENDITURES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
TRANSFER TO GEN FUND 10	125,000.00	0.00	125,000.00	100.00%
TRANSFER TO FUND BALANCE	1,000.00	0.00	0.00	0.00%
TOTALS	126,000.00	0.00	125,000.00	99.21%
Y-T-D CAP RESERVE FUND INCREASE (DECREASE)		95.35	(123,025.43)	

PARK RESERVE FUND 31				
<i>REVENUES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
INVESTMENT EARNINGS	1,000.00	129.37	650.68	65.07%
TRANSFER FROM GEN FUND 10	162,000.00	9,790.93	77,991.22	48.14%
FUND BALANCE APPROPRIATED	0.00	0.00	0.00	#DIV/0!
TOTALS	163,000.00	9,920.30	78,641.90	48.25%
<i>EXPENDITURES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
TRANSFER TO GEN FUND 10	58,000.00	0.00	58,000.00	100.00%
TRANSFER TO AL TOWN PRK FND 41	50,000.00	0.00	0.00	0.00%
TRANSFER TO FUND BALANCE	55,000.00	0.00	0.00	0.00%
TOTALS	163,000.00	0.00	58,000.00	35.58%
Y-T-D PARK RESERVE FUND INCREASE (DECREASE)		9,920.30	20,641.90	

PUBLIC SAFETY RESERVE FUND 32				
<i>REVENUES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
INVESTMENT EARNINGS	1,000.00	1,481.05	13,661.05	1366.11%
TRANSFER FROM GEN FUND 10	0.00	0.00	0.00	#DIV/0!
FUND BALANCE APPROPRIATED	199,000.00	0.00	0.00	0.00%
				#DIV/0!
TOTALS	200,000.00	1,481.05	13,661.05	6.83%
<i>EXPENDITURES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
TRANSFER TO GEN FUND 10	200,000.00	0.00	0.00	0.00%
TRANSFER TO FUND BALANCE	0.00	0.00	0.00	#DIV/0!
TOTALS	200,000.00	0.00	0.00	0.00%
Y-T-D PUB SAFE RES FUND INCREASE (DECREASE)		1,481.05	13,661.05	



Kim P. Batten

FINANCE OFFICER

ASSISTANT TOWN ADMINISTRATOR



**TOWN OF ARCHER LODGE
FINANCIAL SUMMARY REPORT
FISCAL YEAR COMPARISON FOR
PERIOD ENDING FEBRUARY 29**

GENERAL FUND				
<i>REVENUES</i>		Feb-24	Feb-23	DIFFERENCE
	AD-VAL & MOTOR VEHICLE TAXES	1,208,289.47	1,050,709.23	157,580.24
	SALES TAXES	200,895.46	165,426.74	35,468.72
	FRANCHISE TAXES	43,011.64	41,089.62	1,922.02
	ALCOHOL BEV TAXES/JO CO ABC DIST	10,455.19	10,845.62	(390.43)
	PERMITS AND FEES	3,215.00	4,395.00	(1,180.00)
	FEE IN LIEU OF RECREATION	0.00	0.00	0.00
	PARKS & RECREATION FEES	60,460.00	0.00	60,460.00
	PARKS & RECREATION RENTALS	6,165.00	0.00	6,165.00
	PEG CHANNEL SUPPORT	12,903.22	12,820.52	82.70
	MISCELLANEOUS/ALVM BRICK REVENUES	6,646.95	4,141.12	2,505.83
	INVESTMENT EARNINGS	47,066.73	31,078.77	15,987.96
	GRANTS (ARPA, SCIF, JOCO OPEN SPACE, CAROLINA PANTHERS)	1,000.00	525,213.37	(524,213.37)
	GRANT-REG ECON DEVEL RES (24REDR)	2,365,000.00	0.00	2,365,000.00
	TRANSFER IN FROM CAPITAL RES FND 30	125,000.00	200,000.00	(75,000.00)
	TRANSFER IN FROM PARK RESERVE FND 31	58,000.00	60,000.00	(2,000.00)
	TRANSFER IN FROM PUBLIC SAFE RES FND 32	0.00	0.00	0.00
Y-T-D INCREASE (DECREASE)		4,148,108.66	2,105,719.99	2,042,388.67
<i>EXPENDITURES</i>		Feb-24	Feb-23	DIFFERENCE
	GOVERNING BODY	30,823.37	21,409.65	9,413.72
	ADMINISTRATION	355,405.67	217,197.99	138,207.68
	JO CO TAX COLLECTION FEES	30,993.75	27,008.45	3,985.30
	LEGAL	6,400.00	8,450.00	(2,050.00)
	PROPERTY TAXES	1.82	12.48	(10.66)
	PUBLIC BUILDINGS	287,279.48	34,277.68	253,001.80
	PEG MEDIA PARTNERS	12,903.22	12,820.52	82.70
	PUBLIC SAFETY	405,945.85	309,408.30	96,537.55
	TRANSPORTATION-PUBLIC WORKS	11,254.18	7,644.50	3,609.68
	PLANNING & ZONING	146,132.70	105,759.59	40,373.11
	CULTURAL & RECREATION	753,557.75	139,193.69	614,364.06
	DEBT SERVICES	95,003.92	97,916.30	(2,912.38)
	TRANSFER TO CAP RESERVE	0.00	0.00	0.00
	TRANSFER TO PARK RESERVE	77,991.22	78,162.30	(171.08)
	TRANSFER TO PUBLIC SAFETY RESERVE	0.00	0.00	0.00
	TRANSFER TO ARPA, SCIF, 24REDR FUNDS	2,365,000.00	525,213.37	1,839,786.63
		4,578,692.93	1,584,474.82	2,994,218.11
Y-T-D INCREASE (DECREASE)		(430,584.27)	521,245.17	(951,829.44)

Kim P. Batten

FINANCE OFFICER
ASSISTANT TOWN ADMINISTRATOR

SCIF-CONTRACT#10481

DATE	CHECK #	PAYEE	PO #	ACCT CODE	DESCRIPTION	CHECK AMOUNT	DEPOSIT	RUNNING BALANCE	
04/27/22		State of NC			State Capital & Infrastructure Fund (SCIF) Directed Grant Funds		850,000.00	850,000.00	
04/30/22		KS Bank		43-3831-0000	Investment Earnings		13.97	850,013.97	
05/31/22		KS Bank		43-3831-0000	Investment Earnings		144.38	850,158.35	
06/30/22		KS Bank		43-3831-0000	Investment Earnings		157.22	850,315.57	
07/31/22		KS Bank		43-3831-0000	Investment Earnings		252.77	850,568.34	
08/31/22		KS Bank		43-3831-0000	Investment Earnings		252.84	850,821.18	
09/15/22	2050	N.W. Poole Well/Pump	23-00019	43-6120-3550	Well Install	8,673.00		842,148.18	
09/30/22		KS Bank		43-3831-0000	Investment Earnings		244.01	842,392.19	
10/31/22		KS Bank		43-3831-0000	Investment Earnings		250.41	842,642.60	
11/03/22	2098	David Brantley & Sons	23-00078	43-6120-3550	Septic Install/Pump Install	29,980.00		812,662.60	
11/30/22		KS Bank		43-3831-0000	Investment Earnings		327.86	812,990.46	
12/30/22		KS Bank		43-3831-0000	Investment Earnings		768.44	813,758.90	
01/31/23		KS Bank		43-3831-0000	Investment Earnings		1,036.71	814,795.61	
02/28/23		KS Bank		43-3831-0000	Investment Earnings		937.57	815,733.18	
03/31/23		KS Bank		43-3831-0000	Investment Earnings		1,039.23	816,772.41	
04/06/23	2260	Susan Hatchell Landscape	23-00245	43-6120-3500	Town Park/Westside Parcel Designs	1,300.00		815,472.41	
04/28/23		KS Bank		43-3831-0000	Investment Earnings		1,005.64	816,478.05	
05/03/23	2288	Susan Hatchell Landscape	23-00245	43-6120-3500	Town Park/Westside Parcel Designs	1,710.00		814,768.05	
05/17/23	2306	JM Daniels	23-00117	43-6120-3550	Phase 2 - Asphalt Paving & Concrete	199,533.73		615,234.32	
05/17/23	2308	NV 5 Engineers & Consultants	23-00246	43-6120-3500	Civil Design of Western Park Parcel	10,000.00		605,234.32	
05/31/23		KS Bank		43-3831-0000	Investment Earnings		909.04	606,143.36	
06/08/23	2331	Susan Hatchell Landscape	23-00245	43-6120-3500	Town Park/Westside Parcel Designs	1,720.00		604,423.36	
06/15/23	2342	NV 5 Engineers & Consultants	23-00269	43-6120-3500	Nat Resources Field Investigate & Regulations/West Prk Parcel	2,370.00		602,053.36	
06/21/23	2344	Agri Supply Co	23-00327	43-6120-3500	6,100 Gallon Vertical White Irrigation Tank	8,089.99		593,963.37	
06/30/23		KS Bank		43-3831-0000	Investment Earnings		740.79	594,704.16	
07/13/23	2371	Susan Hatchell Landscape	23-00245	43-6120-3500	Town Park/Westside Parcel Designs	1,720.00		592,984.16	
07/19/23	2393	NV 5 Engineers & Consultants	23-00269	43-6120-3500	Nat Resources Field Investigate & Regulations/West Prk Parcel	360.00		592,624.16	
07/19/23	2395	Soil Services PLLC	23-00319	43-6120-3500	Detailed Soil/Site Evaluation of Western Park Parcel	900.00		591,724.16	
07/31/23		KS Bank		43-3831-0000	Investment Earnings		869.17	592,593.33	
08/09/23	2409	Susan Hatchell Landscape	23-00245	43-6120-3500	Town Park/Westside Parcel Designs	1,462.00		591,131.33	
08/10/23	2435	SiteOne Landscape Supply	23-00301	43-6120-3500	Irrigation GT Pump/Materials	17,380.00		573,751.33	
08/17/23	2453	NV 5 Engineers & Consultants	23-00269	43-6120-3500	Natural Resources Regulations/Western Park Parcel	180.00		573,571.33	
08/18/23		KS Bank		43-3831-0000	Investment Earnings		797.43	574,368.76	
08/31/23		KS Bank		43-3831-0000	Investment Earnings		432.74	574,801.50	
09/29/23		KS Bank		43-3831-0000	Investment Earnings		1,181.10	575,982.60	
10/05/23	2531	Susan Hatchell Landscape	23-00245	43-6120-3500	Town Park/Westside Parcel Designs	688.00		575,294.60	Interest
		Susan Hatchell Landscape	24-00135	43-6120-3500	Town Park/Westside Parcel Designs	390.00		574,904.60	
10/26/23	2572	NV 5 Engineers & Consultants	23-00269	43-6120-3500	Natural Resources Regulations/Western Park Parcel	437.50		574,467.10	
10/31/23		KS Bank		43-3831-0000	Investment Earnings		1,220.80	575,687.90	16,557.13
11/08/23	2599	G&G Builders	23-00274	43-6120-3500	Town Park/Restroom Facility	47,147.76		528,540.14	
11/08/23	2606	Susan Hatchell Landscape	24-00212	43-6120-3500	Town Park/Westside Parcel Designs	2,437.50		526,102.64	
11/21/23	2620	NV 5 Engineers & Consultants	23-00246	43-6120-3500	Civil Design of Western Park Parcel	6,220.00		519,882.64	
11/22/23	2630	JM Daniels	23-00117	43-6120-3550	Phase 2 - Asphalt Paving & Concrete	12,003.27		507,879.37	
11/30/23		KS Bank		43-3831-0000	Investment Earnings		1,093.15	508,972.52	
12/14/23	2669	N.W. Poole Well/Pump	23-00019	43-6120-3550	Well Pump Install	16,737.00		492,235.52	

SCIF-CONTRACT#10481

DATE	CHECK #	PAYEE	PO #	ACCT CODE	DESCRIPTION	CHECK AMOUNT	DEPOSIT	RUNNING BALANCE	
12/14/23	2671	Susan Hatchell Landscape	24-00265	43-6120-3500	Town Park/Westside Parcel Designs	1,137.50		491,098.02	
12/20/23	2673	Landscape Technology Inc	23-00334	43-6120-3500	Irrigation GT Pump Delivery/Labor	4,500.00		486,598.02	
12/20/23	2676	NV 5 Engineers & Consultants	23-00246	43-6120-3500	Civil Design of Western Park Parcel	2,635.00		483,963.02	
12/29/23		KS Bank		43-3831-0000	Investment Earnings		1,052.80	485,015.82	
01/11/24	2711	Susan Hatchell Landscape	24-00294	43-6120-3500	Town Park/Westside Parcel Designs	812.50		484,203.32	
01/19/24	2720	NV 5 Engineers & Consultants	23-00246	43-6120-3500	Civil Design of Western Park Parcel	165.00		484,038.32	
			23-00269	43-6120-3500	Natural Resources Regulations/Western Park Parcel	1,642.94		482,395.38	
01/29/24	2721	3D Electric	24-00272	43-6120-3500	Electrical Services at Well/Irrigation System-Grain Bin	4,450.00		477,945.38	
01/31/24		KS Bank		43-3831-0000	Investment Earnings		1,026.74	478,972.12	
02/08/24	2761	G&G Builders	23-00274	43-6120-3500	Town Park/Restroom Facility Completion	49,380.24		429,591.88	
				43-6120-3550	Town Park/Restroom Facility Completion	22,534.00		407,057.88	
02/15/24	2776	NV 5 Engineers & Consultants	23-00269	43-6120-3500	Natural Resources Regulations/Western Park Parcel	2,009.56		405,048.32	
02/15/24	2777	Susan Hatchell Landscape	24-00360	43-6120-3500	Town Park/Westside Parcel Designs	1,625.00		403,423.32	
02/19/24	2525	Landscape Technology Inc	24-00106	43-6120-3500	Sod Install on Two Fields (reclassified from Gen Fund)	40,000.00		363,423.32	
02/19/24	2529	SiteOne Landscape Supply	24-00107	43-6120-3550	Sod & Freight (reclassified from Gen Fund)	13,975.00		349,448.32	
02/29/24		KS Bank		43-3831-0000	Investment Earnings		802.32	350,250.64	
03/14/24	2816	NV 5 Engineers & Consultants	23-00246	43-6120-3500	Civil Design of Western Park Parcel/Permit App Fees	5,690.00		344,560.64	
03/22/24	2832	GrowPro LLC	24-00385	43-6120-3550	Landscape/Town Park	16,500.00		328,060.64	
								328,060.64	
								328,060.64	
								328,060.64	
								328,060.64	
						\$ 538,496.49	\$ 866,557.13		
					Encumbered Amount as of 03.28.24	\$ 70,686.99			
					Amount Left to Encumber	\$ 257,373.65			

24REDR-CONTRACT#10482

DATE	CHECK #	PAYEE	PO #	ACCT CODE	DESCRIPTION	CHECK AMOUNT	DEPOSIT	RUNNING BALANCE
02/26/24		State of NC			Regional Economic Development Reserver Directed Grant Funds		2,365,000.00	2,365,000.00
02/29/24		KS Bank		44-3831-0000	Investment Earnings		155.50	2,365,155.50
						\$ -	\$ 2,365,155.50	
					Encumbered Amount as of 03.28.24	\$ -		
					Amount Left to Encumber	\$ 2,365,155.50		