



Town of Archer Lodge

AGENDA

Regular Council Meeting

Monday, May 6, 2019 @ 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. CONSENT AGENDA:

- 3 - 22 4.a. Approval of Minutes:
 - 22 Jan 2019 Work Session Minutes
 - 22 Jan 2019 Closed Session Minutes
 - 04 Feb 2019 Regular Council Meeting Minutes
 - 01 Apr 2019 Regular Council Meeting Minutes
 - [Work Session - 22 Jan 2019 - DRAFT](#)
 - [Regular Council - 04 Feb 2019 - DRAFT](#)
 - [Regular Council - 01 Apr 2019 - DRAFT](#)

- 23 4.b. Budget Amendment (BA 2019 04)
[BA 2019 04](#)

5. TOWN ATTORNEY'S REPORT:

6. TOWN ADMIN & ADMIN CONSULTANT'S REPORT:

7. PLANNING/ZONING REPORT:

8. VETERAN'S COMMITTEE REPORT:

9. MAYOR'S REPORT:

10. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

11. CLOSED SESSION:

12. ADJOURNMENT:



Work Session - Minutes Tuesday, January 22, 2019

COUNCIL PRESENT:

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

STAFF PRESENT:

C. L. Gobble, Administrative Consultant
Chip Hewett, Town Attorney
Kim P. Batten, Finance Officer/Town Clerk
Bob Clark, Planning/Zoning Administrator

1 WELCOME/CALL TO ORDER:

- a) **Mayor Mulhollem called the meeting to order at 6:32 p.m. in the Jeffrey D. Barnes Council Chambers located at 14094 Buffalo Road, Clayton, NC and declared a quorum present.**

Prior to starting with Item#2 - Old Business:

Mayor Mulhollem opened by reminding Council Members to refresh their training on holding Public Hearings and Rezoning Requests, due to the infrequency of having them. Following, Attorney Hewett briefed Council on the following:

- Zoning Maps address the "uses" of property and Council has already adopted the Zoning Map.
- When request(s) for rezoning occurs, staff does the homework and provides all materials to the Planning Board. Then the Planning Board is responsible for studying the information provided thus making a recommendation to the Town Council.
- Public hearings are not question and answer sessions. They are provided so that the public can remark to the Council. However, the public must educate themselves about the requests and prior to the hearings.
- Town Council make decisions for the entire Town and should broaden their thinking for the betterment of the Town.
- If Town Council doesn't agree with the Zoning Map and/or Zoning Ordinances that have been adopted, then they should discuss making changes.
- The Open Meetings Law must always be considered when simultaneous conversation is either 1) in person; 2) in text messages; 3) on a conference call or 4) in an email when a majority of the members of the Council discuss an item of public business.

Mayor Mulhollem thanked Attorney Hewett for his training session.

2 OLD BUSINESS:

- a) *** Review and Discuss Mr. Tim Lee's Application to Rezone**
*** Review and Discuss Current Zoning Ordinance regarding Neighborhood Business District**

Mr. Clark offered remarks on documents provided for Council's consideration to rezone property. He further added that for Mr. Lee to consider the property for commercial activity, the following must be completed:

- Rezoning

- Septic System - site specific plan completed
 - Soil Analysis is possible
 - Off-Site Septic System is possible
 - 50 Foot Buffer - both sides of the center line of ditch
 - NCDOT Map plans - displayed and explained in detail
 - County Stormwater Ordinances must be considered
 - NCDOT - driveway permits
 - Technical Review Committee (TRC) - review site plans
 - Commercial Design Standards not yet established in Archer Lodge
- Discussion of Neighborhood Business (NB) followed.

C.L. Gobble advised the Town Council to think about the future of Archer Lodge as it pertains to future revenues/tax base.

Council Member Bruton expressed concerns about the location not being in the Zoned Central Business section. Mayor Pro Tem Castleberry shared that larger convenience stores require more property than is being considered for rezoning. Council Member Wilson remarked that the Town of Archer Lodge lives on Ad Valorem Taxes, and there is no available land for a business center. Future issues may develop, he added, if the Town starts rezoning Single Family Districts. No further discussion.

b) Meeting Reminders - Mayor read aloud and offered comments on each.

- **Susan Hatchell's Public Input Meeting for Park Ideas**
When: Tuesday, January 29th
Where: Archer Lodge Community Center (ALCC)
Time: Floating 5:00 p.m. - 7:00 p.m.
- **Bike/Pedestrian Steering Committee Meeting**
When: Thursday, January 31st
Where: Jeffrey D. Barnes Council Chambers, AL Town Hall
Time: 6:30 p.m.
- **Town Council Annual Planning Session**
When: Saturday, February 23rd
Where: Parkside Cafe', Pine Level, NC
Time: 8:30 a.m.

Regarding the Public Input Meeting for Park Ideas, Mayor Mulhollem shared that the meeting will be an event for citizens to offer input and floating between 5:00 p.m. - 7:00 p.m. Ms. Batten noted that the meeting had been advertised on the town's website, social media accounts, exterior town hall doors, and the outdoor digital sign. In addition, she announced that the JoCo Report (<https://jocoreport.com/>) would post it on their site Friday, January 25, 2019.

Regarding the Bike/Pedestrian Steering Committee meeting, Bob Clark advised that this is the "Kick Off" meeting for the project.

Regarding the Annual Planning Session, Mayor Mulhollem offered directions to the restaurant location and if there were any topics that needed attention, please advise Mr. Gobble or himself.

3 NEW BUSINESS:

- a) Planning Board/Board of Adjustments Retroactive Re-appointments to January 1, 2019 Discussion**
- **A. Terry Barnes**
 - **John Oglesby**
 - **Teresa Romano**

Mayor Mulhollem shared that the terms for the above individuals serving on the Archer Lodge Planning Board and the Board of Adjustments expired December 31, 2018 and was overlooked. Attorney Hewett confirmed that the members could be re-appointed at the February 4, 2019 Regular Council Meeting and make their terms retroactive to January 1, 2019. Ms. Batten advised that all three members had applied to serve, and copies were included the Council's packets.

The Town Council unanimously agreed to Re-Appoint Terry Barnes, John Oglesby and Teresa Romano to serve 3-year terms on the Archer Lodge Planning Board and the Board of Adjustments retroactive to January 1, 2019 and will appear on the Consent Agenda at the February 4, 2019 Regular Council meeting.

b) December 31, 2018 Financials & Year-to-Date Comparison (FY18 compared to FY19)

Ms. Batten shared the financial summary for all funds ending December 31, 2018 and noted that the fiscal year is half-way completed. She mentioned that a majority of the Ad Valorem taxes had been received, thus the General Fund revenues were approximately 61% collected and expenditures increased from November to December to 58%. Revenues in both the Capital Reserve Fund and Park Reserve Fund had increased due to the monthly investment earnings and the designated 3-cents tax revenues transfer from the General Fund to Park Reserve Fund.

Comparing December 2017 with December 2018, Ms. Batten stated that revenues had increased as well as the expenditures which is due to the AL Fire Tax as well as the purchase of Park Land. No further discussion.

c) Town Hall Expansion Project and Council Chambers Considerations

- **Cameras and Security Equipment**
- **Data, Voice Networking and Audio Visual**
- **Network as a Service (24/7/365) - VC3**
- **New Furniture and Equipment**
- **Replacement Furniture**

Ms. Batten shared that during the construction of the Town Hall expansion, our security company, American Alarms, Inc., performed the following tasks:

- Wiring for sensors and added more cameras
- Replaced security cameras that were removed for expansion project
- Pre-wired for a outside security cameras
- Installed additional sensors inside and outside

Ms. Batten shared a quote from American Alarms for additional equipment in the expansion area:

- Upgrading Security DVR
- Allowance for current DVR
- Adding exterior night vision camera
- Adding two interior cameras in new hallway
- Adding two monitors in the new offices for security cameras
- Adding software on the computers in the Finance Officer/Town Clerk & Deputy Clerks' offices, to manage the security system
- No added charges for the monthly security and monitoring costs

Ms. Batten shared information regarding the current data, voice, networking, and audio-visual services managed by TP Productions. She shared quotes received from other vendors for same services. Discussion followed. Mayor Mulhollem ask Ms. Batten to investigate further and ask Town Council to communicate any questions or share any contacts with Ms. Batten.

Mayor Mulhollem opened the floor for discussion of purchasing new furniture for the expansion area. Discussion followed.

Discussion regarding the deteriorating condition of the banquet chairs in Council Chambers commenced. Mr. Gobble shared that staff had received several quotes regarding replacement vs. reupholstering. All agreed that it was best to purchase good quality chairs. No further comments.

4 CLOSED SESSION:

a) Attorney Hewett ask for a motion to enter Closed Session to discuss personnel as permitted by § 143-318.11(a)(6)

Moved by: Council Member Jackson

Seconded by: Council Member Wilson

Approved to Enter Closed Session at 8:37 p.m.

CARRIED UNANIMOUSLY

Moved by: Mayor Pro Tem Castleberry

Seconded by: Council Member Locklear

Approved to Return to Open Session at 9:32 p.m.

CARRIED UNANIMOUSLY

5 ADJOURNMENT:

a) No further business.

Moved by: Mayor Pro Tem Castleberry

Seconded by: Council Member Locklear

Adjourned meeting at 9:32 p.m.

CARRIED UNANIMOUSLY

Matthew B. Mulhollem, Mayor

Kim P. Batten, Town Clerk



Regular Council - Minutes Monday, February 4, 2019

COUNCIL PRESENT:

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

STAFF PRESENT:

C.L. Gobble, Administrative Consultant
Chip Hewett, Town Attorney
Kim P. Batten, Finance Officer/Town Clerk
Bob Clark, Planning/Zoning Administrator

COUNCIL ABSENT:

MEDIA PRESENT:

None

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, Clayton, 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 additions or changes noted.

Moved by: Council Member Wilson
Seconded by: Mayor Pro Tem Castleberry
Approved Agenda.

CARRIED UNANIMOUSLY

3. OPEN FORUM/PUBLIC COMMENTS:

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

- a) Mr. Pete Barnes of 2100 Castleberry Road, Clayton, NC shared his concerns regarding the zoning of property that is adjacent to his and how zoning affects his property. Mr. Clark shared his contact information with Mr. Barnes and Mr. Clark would follow-up with him.**

4. RECOGNITION/PRESENTATION:

a) Christina Peterson, Partnership for Children of Johnston County, Presentation

Ms. Peterson shared that the Partnership for Children of Johnston County received a mini grant from the North Carolina Early Education Coalition which focuses on infants, toddlers, families, and caregivers at childcare centers. She invited everyone to attend the "**Think Babies Bus Tours**" scheduled for either Thursday, February 21st or Thursday, March 14th from 8:00 a.m. until noon. This tour will visit surrounding childcare centers and the purpose is to educate every one of the options or lack of options facing families today.

5. CONSENT AGENDA:

- a) **Approval of Minutes:
15 Nov 2018 Special Meeting Minutes**
- b) **Re-Appointments for 3-Year Terms Retroactive back to January 1, 2019 for the following Board of Adjustments and Planning Board Members:**
- **A. Terry Barnes**
 - **John Oglesby**
 - **Teresa Romano**

Moved by: Council Member Jackson

Seconded by: Council Member Locklear

Approved Consent Agenda.

CARRIED UNANIMOUSLY

6. DISCUSSION AND POSSIBLE ACTION ITEMS:

- a) **Continued Discussion and Consideration of Approving an Application filed on November 7, 2018 by Tilghman (Tim) Lee to Amend the Town of Archer Lodge Official Zoning Map by changing the SFR-1 Single-Family Residential Zoning District to NB Neighborhood Business a 2.13-acre tract (TAG# 16J03068K; PIN 178001-25-9864).**

Mayor Mulhollem reminded Council of the discussions at the Public Hearing and the Regular Town Council Meeting held on Monday, January 7, 2019 and once again at their Work Session held on Tuesday, January 22, 2019 regarding Mr. Lee's rezoning application. He opened the floor for further discussion.

Comments were heard from the following:

- Council Member Wilson - mentioned "spot zoning" and Mr. Clark explained the term. Council Member Wilson remarked that he felt the parcel was zoned properly, Single Family Residential (SFR-1).
- Council Member Bruton - stated that Council should review the uses of Neighborhood Business (NB) District.
- Mayor Pro Tem Castleberry - reminded everybody that the State of NC is mandating changes to the main thoroughfares in Archer Lodge because of traffic. Also, he added that once Covered Bridge Rd changes to a three-lane road, then there would be a great location for businesses. He further noted that the Zoning Districts were adopted.
- Attorney Hewett added that the Planning Board's deliberation determined that the proposed use is consistent with the Land Use Plan.

Discussion followed regarding the Land Use consistency, the Central Business District, and permitted uses in Neighborhood Business District.

Following the discussions, Mayor Mulhollem ask for a motion to either approve or deny Mr. Lee's rezoning application on his property.

Moved by: Mayor Pro Tem Castleberry

Seconded by: Council Member Jackson

Approved to Amend the Town of Archer Lodge Official Zoning Map, as requested in a Rezoning Application filed on November 7, 2018 by Mr. Tilghman (Tim) Lee, changing from SFR-1 (Single-Family Residential Zoning District) to NB (Neighborhood Business District) on the 2.13-acre tract (TAG# 16J03068K; PIN 178001-25-9864) owned by Mr. Tilghman (Tim) Lee.

CARRIED 3 to 2 (T. Bruton & M. Wilson Opposed)

ORDINANCE# AL2019-02-1

TOWN OF ARCHER LODGE
TO AMEND THE OFFICIAL ZONING MAP

WHEREAS, on November 7, 2018, Tilghman J. Lee filed a petition for rezoning from Single-Family Residential-1 (SFR-1) to Neighborhood Business (NB) (ZMA-20181107)

WHEREAS, following due advertisement, notice to property owners, and posting signs announcing a public hearing as provided by law, the Town Council for the Town of Archer Lodge, North Carolina held said public hearing on January 7, 2019, and

WHEREAS, the Town Council having given due consideration to the matter and upon receiving the Planning Board's report and recommendation, and

WHEREAS, the rezoning request is in compliance with the objectives and policies of the Comprehensive Land Use Plan adopted 03-09-15 and Future Land Use Map adopted 7-11-11

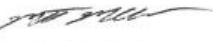
WHEREAS, in accordance with the provisions of North Carolina General Statute 160A-383, the Town Council does hereby find and determine that the adoption of the ordinance rezoning the following described property is consistent with the plan for adopted zoning patterns, plans, and policies of the Town of Archer Lodge.

NOW THEREFORE BE IT ORDAINED by the Town Council of the Town of Archer Lodge, North Carolina, in order to protect the public health, welfare, and safety, the Official Zoning Map is amended reclassifying from Single-Family Residential-1 (SFR-1) to Neighborhood Business (NB) the following tract:

Beginning at a point at the northeast corner of the intersections of Castleberry Road (NCSR 1705) and Covered Bridge Road (NCSR 1700), said point being the point of beginning; thence proceeding N 64°55'04" E – 301.56' along the southern right-of-way of Covered Bridge Road (NCSR 1700) to a point; thence leaving the southern right-of-way of Covered Bridge Road (NCSR 1700) and proceeding S 01°41'24" W – 140.57' to a point; thence proceeding S 29°39'37" E – 233.54' to a point; thence proceeding S 80°45'29" W – 344.93' to a point on the eastern right-of-way of Castleberry Road (NCSR 1705), thence proceeding along the eastern right-of-way of Castleberry Road (NCSR 1705) N 09°14'31" W – 344.93' towards Covered Bridge Road (NCSR 1700) to a point, said point being the point of beginning. Being all of Lot 1 as depicted on the final plat entitled "Subdivision Plat for Tilghman Junior Lee and wife Jeanette J. Lee" dated August 17, 2006 as recorded in Plat Book 69, Page 158 of the Johnston County Register of Deeds which is hereby referenced.

DULY ADOPTED THIS, THE 4TH DAY OF FEBRUARY 2019.

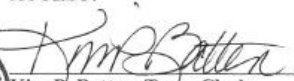
TOWN OF ARCHER LODGE



Matthew B. Mulhollem, Mayor

(SEAL)

ATTEST:



Kim P. Batten, Town Clerk



Moved by: Mayor Pro Castleberry

Seconded by: Council Member Jackson

Ratified Ordinance# AL2019-02-1 to rezone SFR-1 Single-Family Residential Zoning District to NB Neighborhood Business Zoning District on Mr. Tilghman (Tim) Lee's 2.13-acre tract (Tag# 16J03068K; PIN 178001-25-9864).

CARRIED 4 to 1 (M. Wilson Opposed)

b) Discussion and Consideration of Appointing a Town Administrator

Mayor Mulhollem opened the floor for discussion and consideration of appointing a Part-Time Town Administrator. Some discussion followed regarding part-time status, hours per week and availability of funds in current fiscal year budget. Funding was confirmed by Mayor Mulhollem. No more discussion.

Moved by: Mayor Pro Tem Castleberry

Seconded by: Council Member Locklear

Appointed Michael (Mike) A. Gordon as the Part-Time Town Administrator at an hourly rate of \$30.

CARRIED UNANIMOUSLY

c) Discussion and Consideration of Approving the following Services regarding the Completion of the Town Hall Expansion Project:

- **Cameras and Security Equipment Installation**
- **Data & Voice Networking and Audio-Visual Migration**
- **Network Support (24/7/365)**

- **Other Furnishings Required in Expansion**

Ms. Batten shared information and discussed in detail the following:

- Regarding cameras and security equipment, Ms. Batten stated the need for American Alarms to add an additional exterior security camera to view the AL Veterans Memorial Site.
- Regarding Data & Voice Networking, Audio-Visual Migration as well as Network Support, Ms. Batten received several quotes, reviewed each and shared figures with Council.
- Regarding furnishings, Mayor Mulhollem updated Council on the need for furniture, etc. in the expansion area as well as new chairs in Council Chambers.

Discussion followed. Ms. Batten suggested that due to the Town Council not meeting again until Monday, March 4, 2019 and the new expansion area is ready to occupy, that they authorize newly appointed Town Administrator, Mike Gordon, to research and approve all contracted services as needed in the expansion area.

Moved by: Council Member Wilson

Seconded by: Mayor Pro Tem Castleberry

Approved American Alarms Inc. to proceed with additional security equipment for the expansion project to include an additional exterior camera for the AL Veterans Memorial Site.

CARRIED UNANIMOUSLY

Moved by: Council Member Jackson

Seconded by: Council Member Locklear

Authorized Mike Gordon, newly appointed Town Administrator, to approve the Data & Voice Networking, Audio-Visual Migration, and Network Support contract services but not to exceed the cost of \$26,000 over the next five years.

CARRIED UNANIMOUSLY

7. TOWN ATTORNEY'S REPORT:

- a) **Attorney Hewett advised if there is any information needed from him for the Planning Retreat scheduled for Saturday, February 23, 2019 to please contact him in advance. Mayor Mulhollem added that he would like for everyone to contact him in advance, also.**

8. ADMINISTRATIVE CONSULTANT'S REPORT:

- a) **C. L. Gobble shared the following:**

- Town Hall Expansion contract with G & G Builders is complete.
- Suggested having a ribbon cutting ceremony for the expansion area.
- G & G provided the Town with a reference book listing all the materials used and contact information for sub-contractors.
- Mr. Gobble was extremely pleased working with G & G Builders.

9. PLANNING/ZONING REPORT:

- a) **Bob Clark stated that the Bicycle and Pedestrian Steering Committee "Kick-Off" Meeting with AECOM was held on Thursday, January 31, 2019. Lastly, he mentioned the Planning Retreat scheduled for Saturday, February 23, 2019.**

10. VETERAN'S COMMITTEE REPORT:

- a) **Mr. Mike Mulhollem reported the following:**

- Stone will be ordered soon.
- Brick sales continue.
- Next Biscuit Sale is scheduled for Saturday, February 15, 2019.
- Mr. Mulhollem thanked the Town for approving an additional exterior

11. MAYOR'S REPORT:

- a) Mayor Mulhollem noted that he was appreciative of the continuous support for the Veterans Memorial Site. He also thanked everyone for their support during the completion of the Town Hall Expansion Project and noted the expansion project finished on schedule and under budget.

Mayor Mulhollem encouraged Council to be thinking about the upcoming Budget Planning Retreat scheduled for Saturday, February 23, 2018 and encouraged each of them to share their ideas.

12. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

- a) Council Member Wilson shared that he had the honor of lowering the flag to half-staff and raising the flag at the Veterans Memorial Site in memory of Mr. J.M. Green, WWII Veteran. He added that the flag will be presented his daughter, Ms. Sandra Freeman.

- b) Mayor Pro Tem Castleberry shared that he had received comments commending the Archer Lodge Veterans Memorial Committee for the great job on the Memorial, and he thanked them for their hard work.

- c) Council Member Bruton inquired about the Public Input meeting held on Tuesday, January 29, 2019 by Susan Hatchell Landscape Architect, PLLC for the Town's new park. Mrs. Bruton mentioned that there was representation from citizens and non-citizens with all providing ideas.

Mayor Mulhollem suggested that Council write down any questions/concerns so that Ms. Hatchell can address them at her next visit and recommended that Council contact some people that attended the public input meeting.

13. ADJOURNMENT:

- a) **Having no further business, Mayor Mulhollem asked for a motion to adjourn meeting.**

Moved by: Council Member Jackson
Seconded by: Council Member Locklear
Adjourned meeting at 7:54 p.m.

CARRIED UNANIMOUSLY

Matthew B. Mulhollem, Mayor

Kim P. Batten, Town Clerk



Regular Council - Minutes Monday, April 1, 2019

COUNCIL PRESENT:

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

STAFF PRESENT:

Mike Gordon, Town Administrator
C.L. Gobble, Administrative Consultant
Chip Hewett, Town Attorney
Bob Clark, Planning/Zoning Administrator
Kim P. Batten, Finance Officer/Town Clerk

COUNCIL ABSENT:

GUEST PRESENT:

Susan Hatchell, Landscape Architect, PLLC
Matt Tobolski, Project Designer & Production Mgr.

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, Clayton, 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 additions or changes noted.

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

Approved Agenda.

CARRIED UNANIMOUSLY

3. OPEN FORUM/PUBLIC COMMENTS:

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

a) Mr. Neal Brantley of 4796 Covered Bridge Rd., Clayton NC read an article on "Trump Tells the Truth: Sanctions Cause People to Suffer" and shared his thoughts.

4. RECOGNITION/PRESENTATION:

a) Proclamation - Parkinson's Awareness Month

Council Member Wilson shared facts from the Parkinson's Foundation and from his personal experiences. He noted that medication is costly without insurance and symptoms associated with the disease include sleep disorders, depression, and severe tremors which may require surgery. Further, he shared that his oldest brother suffers with Parkinson's as well.

Mayor Mulhollem read a Proclamation and proclaimed the Month of April 2019 as Parkinson's Awareness Month and presented it to Council Member Wilson.

The Parkinson's Awareness Month Proclamation appears as follows:



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 \$25 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 the month of April in twenty-nineteen as

PARKINSON’S AWARENESS MONTH

Given under my hand in these free United States in the Town of Archer Lodge, and to which I have caused the Seal of the Town of Archer Lodge to be affixed and have made this proclamation public.

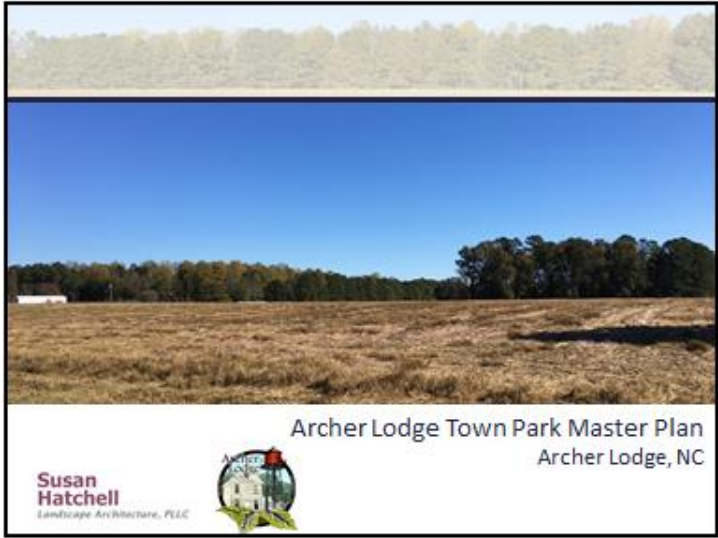


Matthew B. Mulhollem
Mayor



b) Presentation of the Archer Lodge Town Park Master Plan ~ Susan Hatchell Landscape Architecture, PLLC

Ms. Susan Hatchell began with opening remarks and her PowerPoint presentation of the Archer Lodge Town Park Draft Master Plan which appears as follows:



Agenda

Tonight we'll review:

- Public Meeting summary
- Master Plan document
- Overall cost
- PARTF site plan map
- PARTF cost estimate
- Actions from the Council and next steps




Susan Hatchell
Landscape Architecture, PLLC

Public Meeting Summary

- Approximately 40 people in attendance
- Several exercises to get input
 - 88% support the activities and uses shown on the Preliminary Park Master Plan
 - 87% believe the activities and uses address the current recreational needs of their family
 - 77% are in favor of adopting the Master Plan Concept
 - 96% were in favor of seeking a North Carolina PARTF Grant

Top 6 facilities that you feel are most important to the overall community

1. Walking Trails (24%)
2. Ballfields (22%)
3. Soccer fields (13%)
4. Picnic shelters (5%) tied
5. Pickleball courts (5%)
6. Playground (5%)

Top 5 facilities that you would personally enjoy at Archer Lodge Town Park

1. Walking Trails (40%)
2. Picnic shelters/areas (13%)
3. Baseball fields (13%)
4. Tennis (8%)
5. Soccer fields (5%)

Susan Hatchell
Landscape Architecture, PLLC

Archer Lodge Town Park Master Plan

Site Specific Master Plan Document

- Design Process
- Public Input
- Park programming
- Master Plan
- Cost Estimates



Archer Lodge Town Park



Susan Hatchell
Landscape Architecture, PLLC



Archer Lodge Town Park Master Plan

Park Program

- Baseball Field (300')
- Girls Softball Field (200')
- Little League Field (200')
- Football Field (360' x 160')
- Soccer Field (360' x 220')
- Perimeter Walking Trail
- Open Play and Meadow/Event Lawn
- Playground
- Pickleball Court
- Sand Volleyball Court
- Outdoor Gym
- Restroom/Concessions/Press Box
- Restroom/Shelters and Picnic Areas
- Parking for 210 vehicles

Susan Hatchell
Landscape Architecture, PLLC



Archer Lodge Town Park Master Plan



Archer Lodge Town Park Master Plan

Eastern Parcel

- 300' Baseball Field
- 200' Girls Softball field
- 200' Little League Field
- Restroom/Concession Stand/Press Box
- Playground
- Walking Trail (.04 miles)
- Pickleball Court
- Parking for 100 vehicles



Susan Hatchell
Landscape Architecture, PLLC

Archer Lodge Town Park Master Plan

Eastern Parcel

- Football Field 360'x160'
- Soccer Field 360'x220'
- Sand Volleyball Court
- Meadow/Event Lawn
- Restroom/Shelter
- Shelter/Stage
- Walking Trail (.06 miles)
- Parking for 60 vehicles



Susan Hatchell
Landscape Architecture, PLLC

Archer Lodge Town Park Master Plan

Western Parcel

- Walking Trail (.25 miles)
- Open Lawn
- Restroom/Shelter
- Farmhouse
- Parking for 50 vehicles



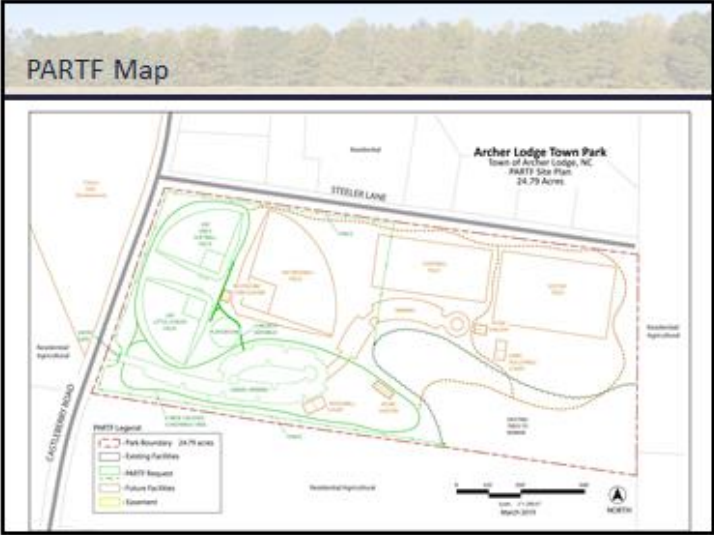
Susan Hatchell
Landscape Architecture, PLLC

Archer Lodge Town Park Master Plan

- Estimated costs for park development vary:
 - Materials
 - Labor availability
 - Constructability
 - Bid packages
 - Site specific subsurface and environmental conditions
 - Permitting requirements
 - Weather delays
- Estimated cost for all park development\$4,779,958
- Project budget for first phase\$1,000,000
 - PARTF match\$500,000
 - Archer Lodge match\$500,000

Susan Hatchell

Landscape Architecture, PLLC



PARTF Cost Estimate

North Carolina

Parks & Recreation Trust Fund

Susan Hatchell

Landscape Architecture, PLLC

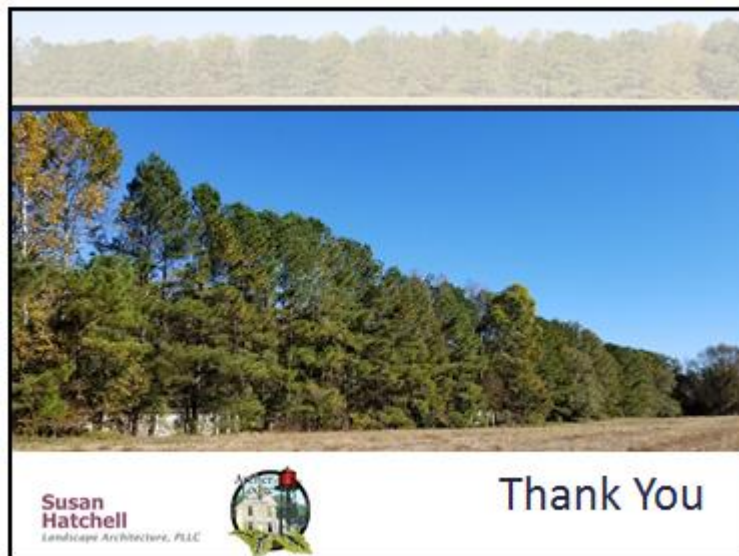
Project Elements	Unit	Unit Cost	Total Item Cost
Building Costs			
200' Girls softball field (includes earthwork, drainage, lighting, backstop, fencing, dugout, infield, seeding, and irrigation)	Lump Sum	\$220,000	\$220,000
200' Little League field (includes earthwork, drainage, lighting, backstop, fencing, dugout, infield, seeding, and irrigation)	Lump Sum	\$220,000	\$220,000
Playground (includes earthwork, equipment, surfacing, edging, trash receptacle, and recycling receptacle)	Lump Sum	\$115,000	\$115,000
Accessible crushed screenings walking trail (6' wide, 1/2 mile length)	Lump Sum	\$47,508	\$47,508
6' wide concrete sidewalk	Lump Sum	\$26,000	\$26,000
Gravel entrance drive and parking for 100 cars (includes grading, drainage, directional and ADA signs, concrete parking pad, and wheel stops)	Lump Sum	\$124,000	\$124,000
Vinyl coated chain link fence and park entrance gate and sign	Lump Sum	\$38,000	\$38,000
Water and electric hookups	Lump Sum	\$22,500	\$22,500
Cost to Build			\$813,008
Contingency for the Cost of Building			
Contingency (not to exceed 5% of the cost to build or renovate)	5%		\$40,650
Construction management, site planning, preliminary design, survey and appraisals, or the cost of preparing the application (not to exceed 20% of the cost of the project)	18%		\$146,342
Total Project Cost			\$1,000,000
Total PARTF Grant Request			\$500,000
Total Local Match			\$500,000

PARTF Description and Justification

- First park for the Town of Archer Lodge
- Rapid population growth, young families
- High recreational demand
- Limited existing sports facilities

Susan Hatchell

Landscape Architecture, PLLC



Following the presentation by Ms. Hatchell, Mayor Mulhollem opened the floor for Q & A:

- Council Member Bruton suggested:
 - Facilities in Town are over capacity and Town allows the Archer Lodge Community Center to utilize the adjacent property as a soccer field.
 - NCDOT awarded the Town with a Bicycle and Pedestrian Planning Grant Initiative in March 2018. The Town has an agreement with NCDOT to work with AECOM to develop a Bicycle and Pedestrian Master Plan in hopes to connect with the new Town Park property.
 - Ms. Bruton noted grammatical errors on the **DRAFT** and recommended be consistent with the name of the plan.

There were no further comments or questions.

5. **DISCUSSION AND POSSIBLE ACTION ITEMS:**

a) **Discussion and Consideration of Approving and Adopting the Archer Lodge Town Park Master Plan**

Mayor Mulhollem opened the floor for discussion. There was no discussion.

Moved by: Mayor Pro Tem Castleberry

Seconded by: Council Member Jackson

Approved and Adopted the Archer Lodge Town Park Master Plan to include the suggestions and corrections as stated by Council Member Bruton.

CARRIED UNANIMOUSLY

b) Discussion and Consideration of Amending the Capital Improvement Plan (CIP) to include Funding Sources for Phase I - Archer Lodge Park

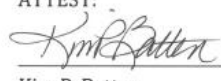
Mayor Mulhollem opened the floor for discussion. There was no discussion.

The Amended Capital Improvement Plan Including Funding Sources for Phase I - Archer Lodge Park appears as follows:

 Town of Archer Lodge CAPITAL IMPROVEMENT PLAN					
ITEM	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24
Street Improvements/Paving		80,000		80,000	
Archer Lodge Welcome Signs (5)	4,000	4,000	4,000	4,000	4,000
Phase I - Archer Lodge Park	100,000	700,000	200,000		
FUNDING SOURCES	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24
General Fund (Fund Balance)		40,000	100,000		
Capital Reserve Fund		100,000			
Park Reserve Fund	50,000	210,000			
PART Grant	50,000	350,000	100,000		
TOTALS	100,000	700,000	200,000	0	0
ITEM	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24
Park Equipment-Maintenance		50,000			
Phase II - Archer Lodge Park					250,000
Buffalo Rd-Sidewalks/Gutter	20,000				
Bike/Ped Grant	44,000				
Transportation Plan				40,000	
Street Lights (Additional) 5@\$200/yr	1,000	1,000	1,000	1,000	1,000
Decorative Sidewalk Lighting (Buffalo Rd)	25,000				
Land Use Plan	20,000	20,000			
Sewer Planning	25,000				
Buffalo Rd. Street Scapes (Trees & Lights)		15,000	15,000		
Development Regulations Update				15,000	15,000

Duly Amended on the 1st Day of April 2019
while in Regular Session.

ATTEST:



Kim P. Batten
Town Clerk





Matthew B. Mulhollem
Mayor

Moved by: Council Member Jackson
 Seconded by: Council Member Locklear
Amended the Capital Improvement Plan (CIP) to Include Funding Sources for Phase I - Archer Lodge Park.
 CARRIED UNANIMOUSLY

c) Discussion and Consideration of Approving the Sources of the Applicant's Matching Funds for the 2018-19 NC PARTF Grant Application

Mayor Mulhollem opened the floor for discussion. There was no discussion.

The Approved Sources of the Applicant's Matching Funds for the 2018-19 NC PARTF Grant Application appears as follows:

Sources of the Applicant's Matching Funds

Use the format below to show the sources of your matching funds. Please indicate if these funds are currently available or are the funds yet to be approved. If funds are yet to be approved, list the date for approval.

Applicant: Town of Archer Lodge Project's Title: Archer Lodge Town Park

Sources of the Applicants Matching Funds

Type of Matching Funds	Amount of Funds	Funding Source	Availability
Cash – Park Reserve Fund	\$ 260,000	Town's Budget or	In Hand
Cash - Capital Reserve Fund	\$ 100,000	Capital Improvement	
Cash - General Fund	\$ 140,000	Plan (CIP)	
Total Matching Funds	\$ 500,000		

*PARTF allows other state and federal funding to be used as local match.

Duly Approved on the 1st Day of April 2019
while in Regular Session.

ATTEST:

Kim P. Batten
Town Clerk


Matthew B. Mulhollem
Mayor

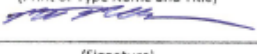


Moved by: Council Member Locklear
Seconded by: Mayor Pro Tem Castleberry
Approved the Sources of the Applicant's Matching Funds for the 2018-19 NC PARTF Grant Application.
CARRIED UNANIMOUSLY

d) Discussion and Consideration of Adopting the NC Parks and Recreation Trust Fund (PARTF): 2018-19 Basic Facts and Assurances

Mayor Mulhollem opened the floor for discussion. There was no discussion.

The Adopted NC PARTF 2018-19 Basic Facts and Assurances appears as follows:

N.C. Parks and Recreation Trust Fund (PARTF): 2018-19 Basic Facts and Assurances	
Local Government Name: Town of Archer Lodge	County: Johnston
Federal Employer I.D. Number: 27-1989634	
Local Government Contact Person for the Grant: Name: Mr. Mike Gordon or Ms. Kim Batten Title: Town Administrator Finance Officer/Town Clerk Organization: Town of Archer Lodge Mailing Address: 14094 Buffalo Road City/State/Zip: Clayton, NC 27527 Telephone: 919-359-9727 E-mail: mike.gordon@archerlodgenc.gov or kim.batten@archerlodgenc.gov (must be an employee of the sponsoring local government)	Local Government Name: Mr. Mike Gordon Title: Town Administrator Mailing Address: 14094 Buffalo Road City/State/Zip: Clayton, NC 27527 Telephone: 919-359-9727 E-mail: mike.gordon@archerlodgenc.gov
Chief Elected Official: Name: Mr. Matthew B. Mulhollem Title: Mayor Mailing Address: 14094 Buffalo Road City/State/Zip: Clayton, NC 27527 Site Control (check all that apply): ☒ Owned by local government ☐ To be obtained with this land acquisition project ☐ Leased by applicant for 25 years or more ☐ Easement ☐ Owned by school board	Type of project: ☐ Land Acquisition Only ☒ Development Only (construction or renovation) ☐ Land Acquisition and Development Costs rounded to nearest dollar: PARTF funds requested: \$ 500,000.00 Local government's matching funds: \$ 500,000.00 Total cost of project \$ 1,000,000.00
Recreation Resources Service (RRS) regional consultant: Jenn Beedle-Munley	
Project Title: Archer Lodge Town Park	
Brief description of the proposed project: Phase I of Town's First Park on Town owned property.	
Approval by local governing board I hereby certify the information contained in the attached application is true and correct and the required dollar-for-dollar matching funds will be available during the project period. This application for PARTF funding has been voted on and approved by the local governing board on the date noted here. April 1, 2019 Date Adopted by the local governing board	Chief Elected Official: Matthew B. Mulhollem, Mayor (Print or Type Name and Title)  (Signature) If two local governments are applying together, this form must be completed and signed by each local government. One applicant must be identified by adding "primary sponsor" in the "Local Government Name" section.
This form must be complete in its entirety for your application to be considered	

Moved by: Council Member Teresa Bruton
 Seconded by: Council Member Wilson
Adopted the Basic Facts and Assurances as presented to be included in the NC PARTF Application.
 CARRIED UNANIMOUSLY

e) **Discussion and Consideration of Approving the Submission of the 2018-19 NC Parks and Recreation Trust Fund (PARTF) Grant Application**

Mayor Mulhollem opened the floor for discussion. There was no discussion.

Moved by: Council Member Wilson
 Seconded by: Council Member Jackson
Approved the Submission of the 2018-19 NC Parks and Recreation Trust Fund (PARTF) Grant Application for an amount of \$500,000 combined with matching funds of \$500,000 from the Town of Archer Lodge to fund the First Archer Lodge Town Owned Park.
 CARRIED UNANIMOUSLY

6. **TOWN ATTORNEY'S REPORT:**

a) **No report.**

7. TOWN ADMIN & ADMIN CONSULTANT'S REPORT:

- a) **Mr. Gobble offered congratulations on the progression of the new Town Park and PARTF Grant application.**

Mr. Gordon reported the following:

- Regarding the Town Hall expansion area, wiring and cabling has been completed.
 - Regarding the phone system, there are some technical problems that need addressing.
 - Regarding LightWire, Inc. and Neuwave Audio Visual Solutions, staff was extremely pleased with their services in upgrading Town Hall with modern technology.
 - Regarding the Conference Room, stored furniture is in place and a tabletop connectivity box outlet will soon be installed.
 - Electricity is available at the park land storage building.
-

8. PLANNING/ZONING REPORT:

- a) **Bob Clark discussed the following:**

- Bicycle and Pedestrian Public Input Meeting with Cindy Camacho, AICP, Senior Project Manager with AECOM, will be held Wednesday, May 8, 2019 at the Archer Lodge Community Center.
- Planning Board will hear from upcoming Bittle Creek Subdivision, located on Buffalo Road, and Vinson Park Subdivision, located on Castleberry Road near the Town Park land at their next meeting.

Mr. Clark congratulated Town Council and Susan Hatchell for pursuing the PARTF Grant Application.

9. VETERAN'S COMMITTEE REPORT:

- a) **Mike Mulhollem shared the following:**

- The AL Veterans Memorial Committee addressed the Johnston County Board of Commissioners at their April 1, 2019 meeting to ask for a donation towards the Archer Lodge Veterans Memorial. The ALVMC anticipates a response by July 2019 once their budget is adopted.
- The ALVMC has raised approximately \$92,000 and will probably need approximately \$34,000 more to complete the project, which means more Biscuit Sales to come.

Mayor Mulhollem commended the Veterans Committee for all their hard work raising money for the Veterans Memorial Site.

10. MAYOR'S REPORT:

- a) **Mayor Mulhollem reminded everyone of the Johnston County Town Hall Day, Thursday, May 2, 2019 at the Clayton Council Chambers and advised everyone to let Ms. Batten know if they plan to attend.**
-

11. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

- a) **Council Member Wilson shared that he, along with other ALVMC members, had the pleasure of attending the Johnston County Board**

of Commissioner's meeting on April 1st and mentioned the large attendance. He commended Mr. and Ms. Mike Mulhollem for all their hard work in the community.

b) Council Member Mark Jackson mentioned the following:

- Council needs to address firearms in subdivisions.
 - NC Rural Day that he attended on March 26, 2019 discussed topics such as Regional Water, Education, Expanding Broadband Wireless Communications in Rural Areas and Economic Development.
 - Broadband development is critical for school and college students.
 - State Budget may be addressing Medicaid expansion and suggested all to encourage their Legislators to look at these items responsibly.
 - Volunteering at Archer Lodge Middle School, he learned that the school doesn't have enough Chrome Books for all the students. He suggested the Town assist the school with these items in the future.
 - Support local businesses
-

c) Mayor Pro Tem Castleberry stated that the Johnston County Economic Development Board meets in April 2019 at the Johnston County Airport which is a busy place. Also, the Jo Co Economic Development has a new website.

He offered many thanks to the Veterans Committee for all their efforts for the Archer Lodge Veterans Memorial Site.

d) Council Member Bruton reminded everyone on a two-year cycle with the NC Ethics Commission, the Statement of Economic Interest Disclosure form must be submitted by April 15, 2019. Lastly, she noted that she will be attending the NCAMPO 2019 Conference in Charlotte from April 24-26, 2019 as a representative for Archer Lodge.

12. ADJOURNMENT:

a) No further discussion.

Moved by: Council Member Wilson

Seconded by: Council Member Jackson

Adjourned meeting at 7:35 p.m.

CARRIED UNANIMOUSLY

Matthew B. Mulhollem, Mayor

Kim P. Batten, Town Clerk

**Budget Amendment
Town of Archer Lodge**

BA 2019 04

**Fiscal Year Ending
Budget Amendment**

06/30/19

BA 2019 04

Date

06-May-19

General Fund/Capital Reserve Fund/Park Reserve Fund

Account	Account Number	Budget	Amendment	Amended Budget
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Revenues:

Gen Fund: 2011 Vehicle Taxes	10-3111-0120	-	3.00	3.00
Gen Fund: 2013 Vehicle Taxes	10-3113-0120	-	1.00	1.00
Gen Fund: 2017 Property Taxes	10-3117-0000	-	1.00	1.00
Gen Fund: 2018 Vehicle Taxes	10-3118-0120	90,000.00	4,000.00	94,000.00
Gen Fund: Penalties and Interest	10-3180-0000	1,200.00	600.00	1,800.00
Gen Fund: Article 39 1% Sales Tax	10-3239-0000	72,000.00	15,000.00	87,000.00
Gen Fund: Article 40 1/2% Sales Tax	10-3240-0000	47,000.00	7,000.00	54,000.00
Gen Fund: Article 42 1/2% Sales Tax	10-3242-0000	37,000.00	8,000.00	45,000.00
Gen Fund: Article 44 NCGS 105-524 Sales Tax	10-3244-0524	8,000.00	3,000.00	11,000.00
Gen Fund: Permits and Fees	10-3340-0000	4,000.00	3,000.00	7,000.00
Gen Fund: Fund Balance	10-3990-0000	46,250.00	(23,005.00)	23,245.00

Total Increase (Decrease) in Revenues

17,600.00

Expenditures:

Admin: Codification	10-4120-2700	2,000.00	1,000.00	3,000.00
Admin: Social Media Services	10-4120-3360	4,750.00	250.00	5,000.00
Admin: Insurance Prop & Liab	10-4120-4500	4,500.00	1,500.00	6,000.00
Public Bldg: Professional Services	10-4190-1900	15,000.00	2,500.00	17,500.00
Public Bldg: LP Gas	10-4190-3320	1,500.00	500.00	2,000.00
Public Bldg: Electric	10-4190-3330	4,000.00	1,000.00	5,000.00
Public Bldg: Contracted Services	10-4190-3500	14,150.00	850.00	15,000.00
Public Safety: Contracted Services - ALVFD	10-4300-3500	258,000.00	7,000.00	265,000.00
Parks & Rec: Professional Services	10-6120-1900	26,250.00	13,000.00	39,250.00
Transfer to Park Reserve Fund 31	10-9900-0031	211,000.00	(10,000.00)	201,000.00

Total Increase (Decrease) in Expenditures

\$ 17,600.00

\$ -

Justification for Budget Amendment:

To appropriate or reappropriate unanticipated revenues and expenditures as recorded.

Adopted this 6th day of May 2019

ATTEST:

Matthew B. Mulhollem, Mayor