



# Town of Archer Lodge

## AGENDA

### Regular Council Meeting

Monday, July 1, 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 - 32

- 4.a. Approval of Minutes:
  - 23 Feb 2019 Budget Planning Retreat ~ FY 2019/2020
  - 04 Mar 2019 Regular Council Meeting Minutes
  - 18 Mar 2019 Work Session Minutes
  - 15 Apr 2019 Work Session Minutes
  - [Budget Planning Retreat ~ FY 2019/2020 - 23 Feb 2019 - DRAFT](#)
  - [Regular Council - 04 Mar 2019 - DRAFT](#)
  - [Work Session - 18 Mar 2019 - DRAFT](#)
  - [Work Session - 15 Apr 2019 - DRAFT](#)

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

- 5.a. Discussion and Consideration of the **DRAFT** Proposed Domestic Fowl Ordinance
- 5.b. Discussion and Consideration of Setting a Public Hearing for the Proposed Domestic Fowl Ordinance

- 5.c. Discussion and Consideration of the **DRAFT** Proposed Ordinance for Future Subdivisions
- 5.d. Discussion and Consideration of Setting a Public Hearing for the Proposed Ordinance for Future Subdivisions

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

**7. TOWN ADMINISTRATOR'S REPORT:**

**8. PLANNING/ZONING REPORT:**

**9. VETERAN'S COMMITTEE REPORT:**

**10. MAYOR'S REPORT:**

**11. COUNCIL MEMBERS' REMARKS:**  
(non-agenda items)

**12. ADJOURNMENT:**



**Budget Planning Retreat - Minutes  
Saturday, February 23, 2019  
Parkside Café, Pine Level, NC**

**COUNCIL PRESENT:**

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  
Kim P. Batten, Finance Officer/Town Clerk  
Bob Clark, Planning/Zoning Administrator  
Joyce Lawhorn, Deputy Clerk

**COUNCIL ABSENT:**

Mayor Mulhollem

**GUEST PRESENT:**

Jeff Holt, Mayor of Pine Level, NC

**1. WELCOME ~ MAYOR PRO TEM CASTLEBERRY**

- a) Mayor Pro Tem Castleberry welcomed all present to the Annual Budget Planning Retreat at 8:36 a.m. held at Parkside Café in Pine Level, NC. He shared that Mayor Mulhollem was unable to attend due to sickness.

**2. WELCOME/INVOCATION ~ MAYOR JEFF HOLT, TOWN OF PINE LEVEL**

- a) Mayor Jeff Holt welcomed everyone to the Town of Pine Level and shared his thoughts on the commitment of Archer Lodge becoming a Town. He offered the invocation prior to receiving breakfast and the beginning of the annual Budget Planning Retreat Meeting.

**3. BREAKFAST**

- a) A buffet breakfast was enjoyed by all.

**4. PAST YEAR IN REVIEW ~ C.L. GOBBLE**

- a) Mr. Gobble shared a flyer providing accomplishments over past year as appears as follows:

**TOWN OF ARCHER LODGE  
PLANNING RETREAT  
FEBRUARY 23, 2019**

*Past Year in Review*

- Foundation for Veterans Memorial
- DOT Safety Improvements
- Agreement with DOT for Buffalo Road Widening & Curb and Gutter Along with Sidewalks
- Town Hall Expansion
- Financing Applications Approved by L.G. C.
- Received two \$50K State Appropriations for Park Land Acquisition
- Closed on 30 Acres of Land for Future Park Development
- Contracted with Susan Hatchell, Landscape Architect, PLLC for Park Planning and PARTF Application
- Meetings with DOT for Future Improvements to Covered Bridge Road
- Added to the Town Seasonal Banner Program
- New Office Furniture and Chairs for Council Chambers
- Purchased Town Vehicle
- Hired Town Administrator
- IT Support / New Website / New Domain
- Bicycle/Pedestrian Plan is Underway

**5. FINANCIALS ~ KIM BATTEN**

**a) January 31, 2019 Financials & Year-to-Date Comparison (FY18 compared to FY19)**




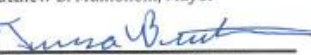
Ms. Batten shared the financial summary for all funds ending January 31, 2019. With the fiscal year being 58% complete, the ad valorem taxes were already 86% collected for the fiscal year. Revenues exceeded expenditures during January in the General Fund. In all three funds: General, Capital Reserve and Park Reserve, the investment earnings are doing extremely well since the economy is doing well. The Town Hall Expansion Fund was about 57% completed financially.

Regarding the year-to-date comparison between January 2018 with January 2019, revenues were 61.45% more in 2019 than in 2018 and the expenditures were approximately 70.75% higher in 2019 as well. Ms. Batten noted that in both years, revenues remained above expenditures which was great. No further comments or discussions.

**b) Budget Amendment Review (BA 2019 03)**

Ms. Batten shared the third budget amendment for fiscal year ending June 30, 2019. (BA 2019 03) She noted that the General Fund, Capital Reserve Fund and the Park Reserve Fund had some unanticipated revenues and expenditures,

thus needing to reappropriate expenditures as recorded in the BA 2019 03 below:


<b>Budget Amendment</b>		<b>BA 2019 03</b>		
<b>Town of Archer Lodge</b>				
<b>Fiscal Year Ending</b>	<b>06/30/19</b>			
<b>Budget Amendment</b>				<b>BA 2019 03</b>
<b>Date</b>				<b>04-Mar-19</b>
<b>General Fund/Capital Reserve Fund/Park Reserve Fund</b>				
<b>Account</b>	<b>Account Number</b>	<b>Budget</b>	<b>Amendment</b>	<b>Amended Budget</b>
<b>Revenues:</b>				
Gen Fund: 2018 Property Taxes	10-3118-0000	564,000.00	11,000.00	575,000.00
Gen Fund: Penalties and Interest	10-3180-0000	600.00	600.00	1,200.00
Gen Fund: Permits and Fees	10-3340-0000	3,000.00	1,000.00	4,000.00
Gen Fund: Fee in Lieu of Recreation	10-3345-0000	20,000.00	(10,000.00)	10,000.00
Gen Fund: Animal Control Fees	10-3348-0000	100.00	100.00	200.00
Gen Fund: Investment Earnings	10-3831-0000	12,000.00	11,000.00	23,000.00
Cap Res: Investment Earnings	30-3831-0000	5,000.00	4,000.00	9,000.00
Park Res: Investment Earnings	31-3831-0000	2,500.00	2,000.00	4,500.00
Park Res: Transfer from General Fund 10	31-3900-3910	211,000.00	(10,000.00)	201,000.00
				-
<b>Total Increase (Decrease) in Revenues</b>			<b>9,700.00</b>	
<b>Expenditures:</b>				
GovBody: Training & Meetings	10-4110-3110	3,000.00	1,000.00	4,000.00
GovBody: Legal Advertising	10-4110-3700	400.00	2,000.00	2,400.00
Admin: Salaries (Part-Time)	10-4120-1220	1,200.00	12,000.00	13,200.00
Admin: FICA Tax	10-4120-1810	8,560.00	1,000.00	9,560.00
Admin: Training & Meetings	10-4120-3110	3,000.00	2,000.00	5,000.00
Admin: Contracted Services-Administration	10-4120-3550	50,000.00	(15,000.00)	35,000.00
Admin: Vehicle Lease	10-4120-4300	5,100.00	3,500.00	8,600.00
Admin: Capital Outlay	10-4120-5100	4,500.00	(4,500.00)	-
Admin: Tax Collection Fees (NC & JoCo)	10-4140-4950	18,000.00	1,000.00	19,000.00
Public Bldg: Supplies-Buildings	10-4190-2000	1,500.00	600.00	2,100.00
Public Bldg: Capital Outlay	10-4190-5100	25,000.00	(25,000.00)	-
Public Works: Contracted Services	10-4510-3500	25,000.00	(15,000.00)	10,000.00
Public Works: Road Signs/Banners	10-4510-3590	10,500.00	2,000.00	12,500.00
Planning/Zoning: Unemployment	10-4910-1850	10.00	20.00	30.00
Debt: Closing Costs & Bank Fees	10-9110-3000	2,049.00	3,080.00	5,129.00
Transfer to Town Hall Expansion Fund 40	10-9900-0040	-	45,000.00	45,000.00
Cap Res: Transfer to General Fund 10	30-9900-0010	30,000.00	4,000.00	34,000.00
Park Res: Recreation Development	31-6120-5500	213,500.00	(8,000.00)	205,500.00
				-
<b>Total Increase (Decrease) in Expenditures</b>			<b>\$ 9,700.00</b>	
			<b>\$ -</b>	
<b>Justification for Budget Amendment:</b>				
To appropriate or reappropriate unanticipated revenues and expenditures as recorded.				
Adopted this 4th day of March 2019				
ATTEST:				Matthew B. Mulhollem, Mayor
	Kim Batten, Town Clerk			Teresa M. Bruton, Budget Officer

**c) Current Financial Status Presentation**

Ms. Batten shared a PowerPoint presentation of the Current Financial Status and appears as follows:




*Annual Budget  
Planning Retreat  
FY 2019/2020  
Sat, Feb 23, 2019*



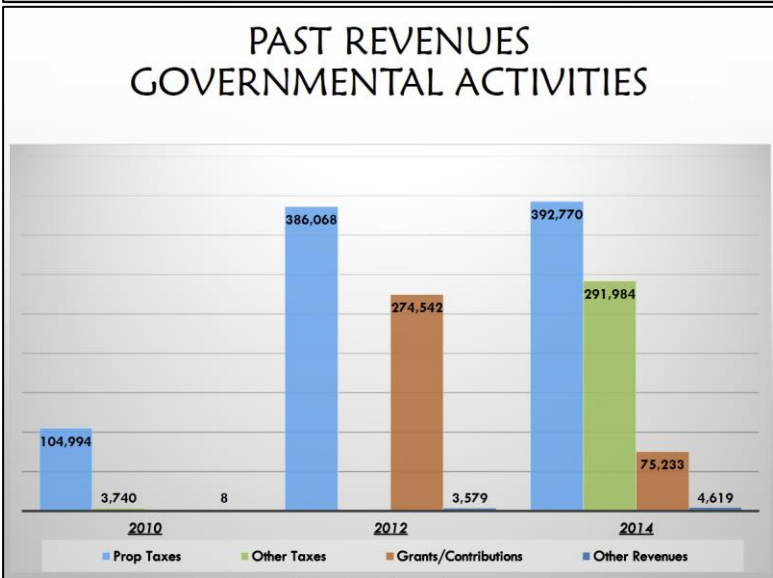
**2018 ASSESSED PROPERTY VALUATIONS  
AS REPORTED TO NCDOR ON TR-2-18**

Description of Property	Assessed Valuation as of 1/1/2018
Real Property	\$265,358,894
Deferred Value Farm Land	(8,293,440)
Senior Citizens Exclusion	(2,026,216)
Personal Property	3,969,446
Public Utilities	1,655,636
Motor Vehicles	44,942,553
<b>Total 2018 Assessed Valuation</b>	<b>\$305,606,873</b>

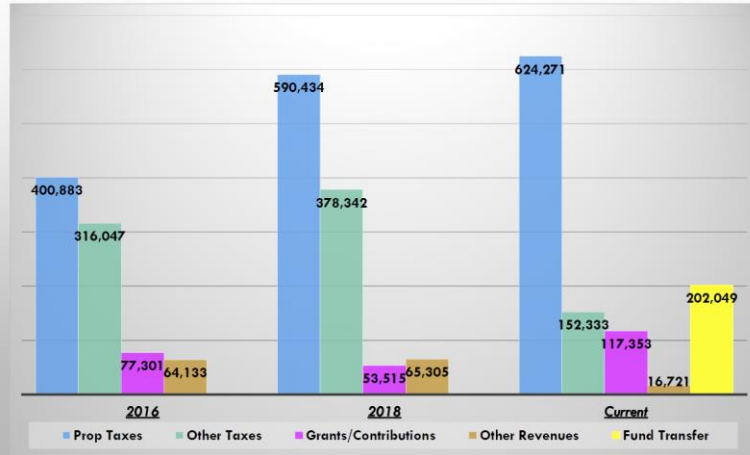


**2018 PROPERTY LEVY**

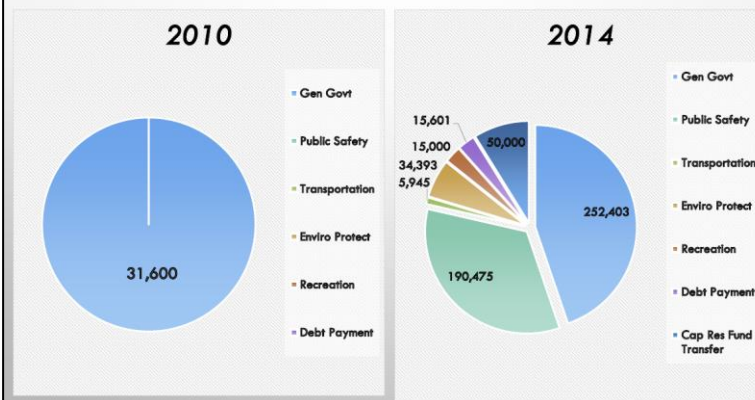
	Assessed Value
Total Estimated Assessed Valuation	\$305,606,873
Tax Rate per \$100 of Assessed Value	\$0.22
Tax Levy	\$672,335
Tax Collection Percentage	98.5%
Estimated Collections	\$662,250
Less:	
Jo Co Commission 2.5% / NC DMV fees	(16,556)
Archer Lodge Fire Dept. (9 Cents / 22 Cents = .4091)	(264,153)
Park Reserve Fund (3 Cents/ 22 Cents = .1364)	(88,072)
Balance Town (10 Cents / 22 Cents = .4545)	\$293,469
<b>1 Cent Property Tax Revenue</b>	<b>\$29,347</b>



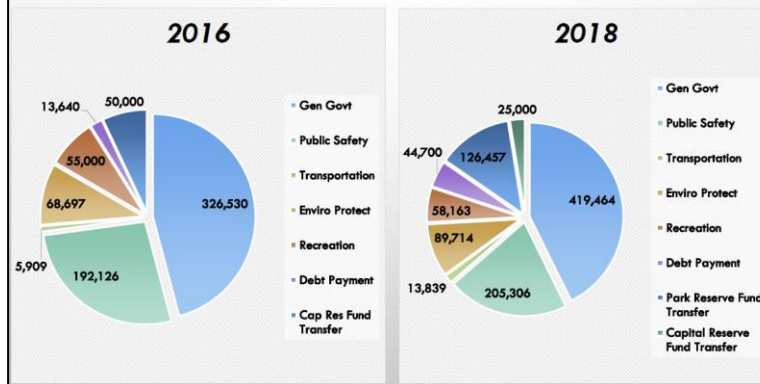
### PAST TO CURRENT REVENUES GOVERNMENTAL ACTIVITIES



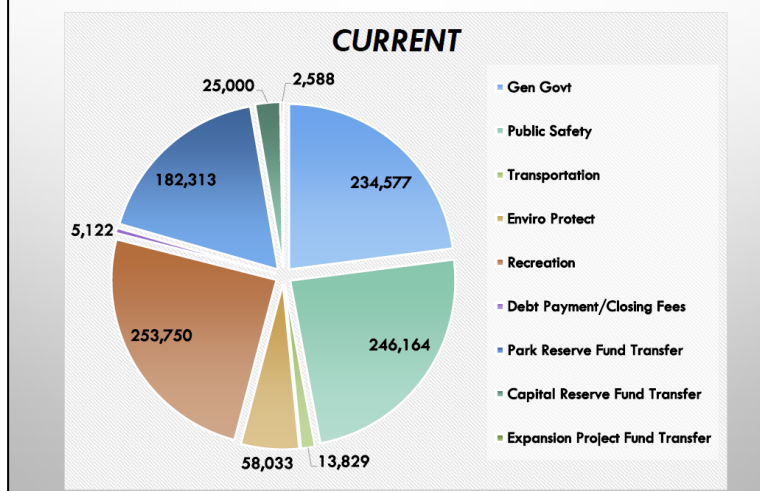
### PAST EXPENDITURES GOVERNMENTAL ACTIVITIES



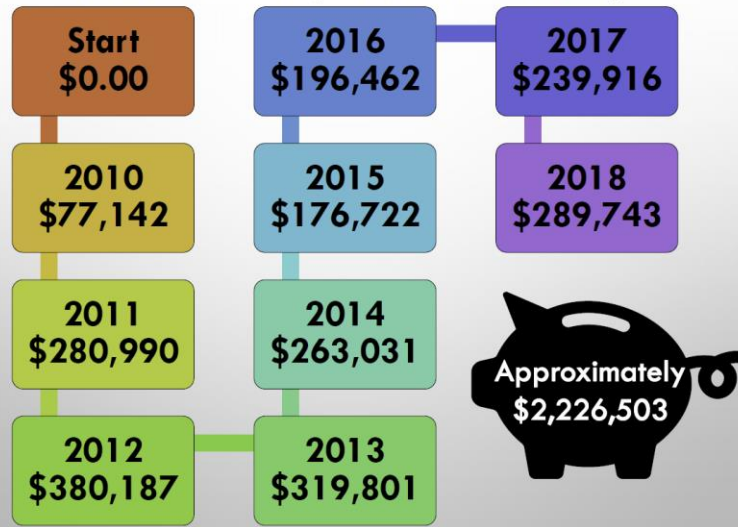
### PAST EXPENDITURES GOVERNMENTAL ACTIVITIES



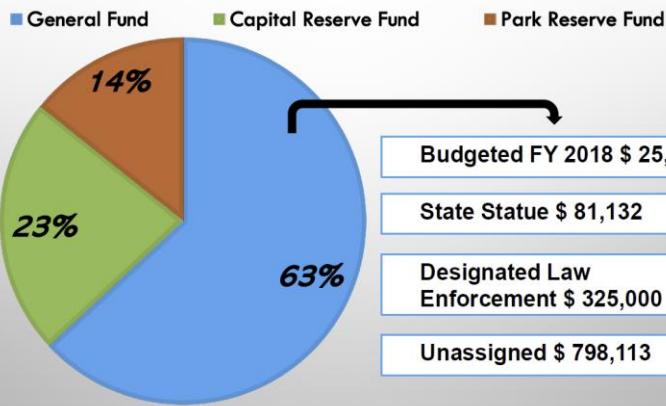
### CURRENT EXPENDITURES GOVERNMENTAL ACTIVITIES



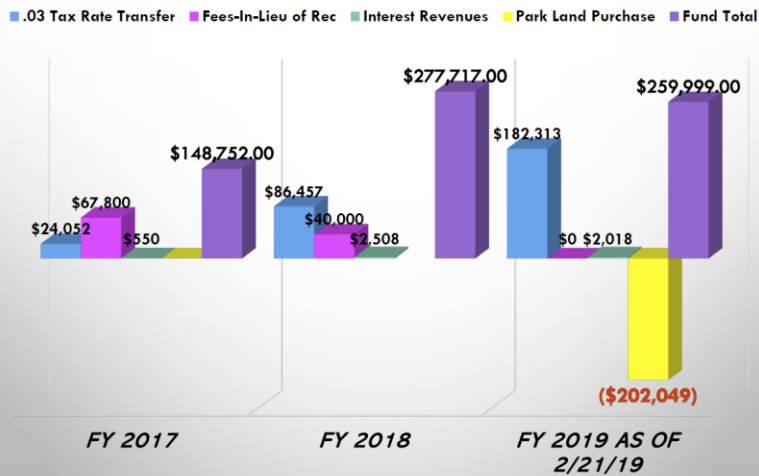
### NET INCREASE IN FUND BALANCE EACH YEAR (AKA: SAVINGS)



### TOWN OF ARCHER LODGE FUND PERCENTAGES AS OF AUDIT ENDING JUNE 30, 2018



### PARK RESERVE FUND PROGRESS



<u>Park Reserve Fund Information</u>			
Date	Description	Estimated Amount	Sub-Total
02/18/19	Current Fund Balance	\$259,999.00	
06/30/19	Fiscal Year Remainder	\$9,000.00	
06/30/19	Estimated Fund Balance		\$268,999.00
08/20/19	Loan Payment	(\$66,000.00)	
06/30/20	Budgeted	\$95,000.00	
06/30/20	Estimated Fund Balance		\$297,999.00
08/20/20	Loan Payment	(\$64,000.00)	
06/30/21	Budgeted	\$95,000.00	
06/30/21	Estimated Fund Balance		\$328,999.00
08/20/21	Loan Payment	(\$62,000.00)	
06/30/22	Budgeted	\$95,000.00	
06/30/22	Estimated Fund Balance		\$361,999.00
08/20/22	Loan Payment	(\$60,000.00)	
06/30/23	Budgeted	\$95,000.00	
06/30/23	Estimated Fund Balance		\$396,999.00





6. **PLANNING/ZONING REPORT ~ BOB CLARK**

a) **Mr. Clark shared the following:**

1. Technical Review Committee will meet Wednesday, March 6, 2019 on Bittle Creek Subdivision
2. Comprehensive Land Use Plan will need updating in the future
3. Park Plan and the Site-Specific Plan will need updating for the PARTF Grant Application
4. AECOM and the Archer Lodge Steering Committee are working on the Bicycle/Pedestrian Plan

In addition, Mr. Clark provided a short presentation and appears as follows:

The presentation consists of three slides. The first slide is titled "Town of Archer Lodge Annual Planning Session February 23, 2019" and lists three attendees: Bob Clark, AICP, Planning and Zoning Administrator; Andy Thomas, Senior Planner; and Danny Eudy, Code Enforcement Officer. The second slide is titled "Mission" and states the department's mission is to serve citizens, appointed boards, and elected officials with planning and codes support. The third slide is titled "Planning Board" and lists five items: Training, Bi-Monthly meetings, Administrative Support (Joyce - Is Great!), Attorney Support, and Technical Review Committee (Subdivisions).

## Town of Archer Lodge

Annual Planning Session  
February 23, 2019

- Bob Clark, AICP, Planning and Zoning Administrator
- Andy Thomas, Senior Planner
- Danny Eudy, Code Enforcement Officer

### Mission

- THE PLANNING, ZONING, CODES ADMINISTRATION DEPARTMENT'S MISSION IS TO SERVE THE CITIZENS, APPOINTED BOARDS AND ELECTED OFFICIALS OF THE TOWN OF ARCHER LODGE WITH PLANNING AND CODES SUPPORT TO COMPLEMENT THE TOWN'S VISION AND COMPREHENSIVE AND SPECIAL TOPIC PLANS .

### Planning Board

- Training
- Bi-Monthly meetings
- Administrative Support (Joyce - Is Great!)
- Attorney Support
- Technical Review Committee (Subdivisions)

## Review of Plans

- 2030 Comprehensive Land Use Plan (adopted 2015)
  - A complete update is recommended in rapid growth areas every 5 years
- Comprehensive Parks and Recreation Plan (2015)
  - Good for up to 10 years (PARTF)
  - Site Specific New Park Master Plan (underway)
- Bicycle and Pedestrian Master Plan (underway)

## Review Status of Ordinances

- Zoning and Subdivision Ordinance Adopted November 2013
  - Amended Some Subdivision Development Standards in 2017
  - New Administrative Procedures put in place (2018)
  - Some updates of the zoning regulations needed to address 2015-2018 statute changes
  - Any significant zoning map or classifications should be done after updating the Comprehensive Plan is updated

## Review of Ordinances

- Nuisance Abatement Ordinances (2016-17)
- Junk Vehicles (2017)

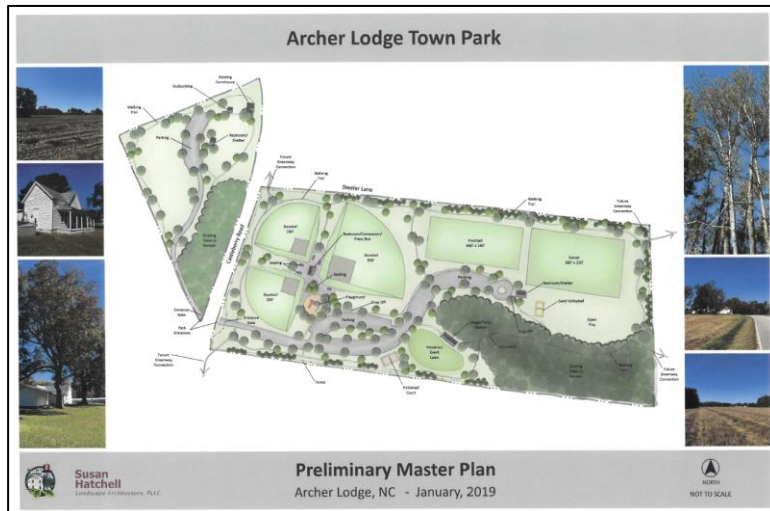
## Town of Archer Lodge



**7. BREAK**

8. **PARK LAND DEVELOPMENT ~ C.L. GOBBLE & MIKE GORDON**

- a) **Mr. Gobble and Mr. Gordon shared the Archer Lodge Town Park Preliminary Master Plan Drawing prepared by Susan Hatchell Landscape Architecture, PLLC, appears below:**



**Mr. Gobble stressed to the Town Council that their focus should be on future park development and not additional land purchases. The Local Government Commission may not approve additional debt for land purchases unless additional revenue sources increase.**

**The Town Park Cost Estimates provided by Susan Hatchell Landscape Architecture, PLLC appear below along with Park Phasing Options for Consideration:**

**Archer Lodge Town Park - Cost Estimate - DRAFT**  
Town of Archer Lodge, North Carolina

February 18, 2019

Item	Quantity	Unit	Unit Price	Total Price
<b>A Earthwork</b>				
Clearing and Grubbing	0.6	AC	\$8,500.00	\$5,100
Earthwork	20,000.0	CY	\$14.00	\$280,000
Topsoil: Stripping	1,000.0	CY	\$2.00	\$2,000
Fine Grading	10,000.0	SY	\$1.00	\$10,000
Topsoil: Spreading	5,000.0	CY	\$2.50	\$12,500
				<b>\$309,600</b>
<b>B Storm Drainage</b>				
Lump Sum	1	LS	\$115,000.00	\$115,000
				<b>\$115,000</b>
<b>C Erosion Control</b>				
Inspect, Maintain, Repair, and Remove Temporary Sediment and Erosion Control Measures	1	LS	\$9,000.00	\$9,000
Temporary Silt Fence	5,000	LF	\$3.50	\$17,500
Temporary Silt Fence Outlet	6	EA	\$300.00	\$1,800
Temporary Diversion Ditch	1,200	LF	\$10.00	\$12,000
Excelsior Matting C-700 (Ditches)	3,000	SY	\$8.00	\$24,000
Class A Riprap	3	CY	\$140.00	\$420
Class B Riprap	90	CY	\$140.00	\$12,600
Concrete wash pit	2	EA	\$600.00	\$1,200
Construction entrance (gravel)	2	EA	\$2,500.00	\$5,000
Sediment basins	3	EA	\$1,500.00	\$4,500
Compost Sock -8"	1,000	LF	\$12.00	\$12,000
Tree protection fence	500	LF	\$3.50	\$1,750
				<b>\$101,770</b>
<b>D Site Utilities</b>				
Septic System	3	EA	\$10,000.00	\$30,000
Water	1	LS	\$60,000.00	\$60,000
				<b>\$90,000</b>
<b>E Paving for Roads and Parking</b>				
Turn lanes on Castleberry Rd.	1	LS	\$180,000.00	\$180,000
Asphalt Parking	13,450	SY	\$40.00	\$538,000
Traffic signs	1	LS	\$1,000.00	\$1,000
Striping for crosswalks and parking areas	3,900	EA	\$1.50	\$5,850
Wheel stops	215	EA	\$55.00	\$11,825
				<b>\$556,675</b>
<b>F Walks, Trails, Sidewalks, and Pads for Picnic Shelter</b>				
Concrete	3,000	SY	\$43.00	\$129,000
Boardwalk	25	LF	\$400.00	\$10,000
Asphalt trail (8' wide)	6,396	SY	\$26.00	\$166,296
				<b>\$305,296</b>
<b>G 360' x 160' Football Field (1)</b>				
Bleacher	2	EA	\$5,000.00	\$10,000
Bleacher Pad	2	EA	\$3,000.00	\$6,000
Benches	2	EA	\$800.00	\$1,600
Sprigging	69,000	SF	\$0.25	\$17,250
Irrigation	1	LS	\$25,000.00	\$25,000
Lighting	1	LS	\$125,000.00	\$125,000
Goal posts	2	EA	\$6,000.00	\$12,000
				<b>\$196,850</b>

Susan Hatchell  
Landscape Architecture, PLLC

Page 1 of 4

**Archer Lodge Town Park - Cost Estimate - DRAFT**  
Town of Archer Lodge, North Carolina

February 18, 2019

Item	Quantity	Unit	Unit Price	Total Price
<b>H 360' X 220' Soccer Field (1)</b>				
Bleacher	2	EA	\$5,000.00	\$10,000
Bleacher Pad	2	EA	\$600.00	\$1,200
Benches	2	EA	\$800.00	\$1,600
Sprigging	91,000	SF	\$0.25	\$22,750
Irrigation	1	LS	\$35,000.00	\$35,000
Lighting	1	LS	\$125,000.00	\$125,000
Goal posts	2	EA	\$3,000.00	\$6,000
				<b>\$201,550</b>
<b>I 200' Baseball Fields (2)</b>				
Infield prep	2	LS	\$15,000.00	\$30,000
Fencing, gates, and backstop	2	LS	\$36,000.00	\$72,000
Bleacher	4	EA	\$5,000.00	\$20,000
Bleacher Pad	4	EA	\$600.00	\$2,400
Benches	4	EA	\$800.00	\$3,200
Sprigging	72,000	SF	\$0.25	\$18,000
Irrigation	2	LS	\$20,000.00	\$40,000
Lighting	2	LS	\$125,000.00	\$250,000
				<b>\$435,600</b>
<b>J 300' Baseball Field (1)</b>				
Infield prep	1	LS	\$20,000.00	\$20,000
Fencing, gates, and backstop	1	LS	\$45,000.00	\$45,000
Bleacher	2	EA	\$5,000.00	\$10,000
Bleacher Pad	2	EA	\$5,000.00	\$10,000
Benches	2	EA	\$800.00	\$1,600
Sprigging	75,000	SF	\$0.25	\$18,750
Irrigation	1	LS	\$25,000.00	\$25,000
Lighting	1	LS	\$150,000.00	\$150,000
				<b>\$280,350</b>
<b>K Sports Courts</b>				
Pickleball Court (includes surfacing, fencing and nets)	1	LS	\$30,000.00	\$30,000
Sand Volleyball Court (includes sand and nets)	1	LS	\$10,000.00	\$10,000
				<b>\$40,000</b>
<b>L Park Buildings</b>				
Restroom/Concession/Press Box	1	LS	\$150,000.00	\$150,000
Picnic Shelter (Large)	1	LS	\$90,000.00	\$90,000
Picnic Shelter/Restroom	2	LS	\$200,000.00	\$400,000
Repurpose Existing Farm House as Office	1	LS	\$50,000.00	\$50,000
				<b>\$690,000</b>
<b>M Site Amenities</b>				
Playground (including edging, equipment, fencing, gates, surfacing)	1	LS	\$150,000.00	\$150,000
Outdoor Fitness Stations	1	LS	\$80,000.00	\$80,000
Benches	15	EA	\$800.00	\$12,000
Picnic Table	32	EA	\$1,200.00	\$38,400
Picnic Table (ADA)	8	EA	\$1,500.00	\$12,000
Trash Receptacle	8	EA	\$500.00	\$4,000
Recycling Receptacle	8	EA	\$500.00	\$4,000
Grill (Small)	3	EA	\$500.00	\$1,500
Grill (Large)	1	EA	\$1,000.00	\$1,000
Kiosk	2	EA	\$2,000.00	\$4,000
Dumpster and Dumpster Pad	1	LS	\$12,000.00	\$12,000
Dog Waste Station	2	EA	\$500.00	\$1,000

**Susan Hatchell**  
Landscape Architecture, PLLC

Page 2 of 4

**Archer Lodge Town Park - Cost Estimate - DRAFT**  
Town of Archer Lodge, North Carolina

February 18, 2019

Item	Quantity	Unit	Unit Price	Total Price
Entrance Gate	2	EA	\$6,000.00	\$12,000
Bike Racks	3	EA	\$500.00	\$1,500
Split Rail Fencing	3,700	LF	\$7.00	\$25,900
Park Entrance Sign	1	LS	\$5,000.00	\$5,000
				<b>\$364,300</b>
<b>N Planting</b>				
Canopy Tree	75	EA	\$525.00	\$39,375
Understory Tree	40	EA	\$325.00	\$13,000
Screening Planting	1	LS	\$80,000.00	\$80,000
Seeding	61,500	SY	\$0.25	\$15,375
Mulch - triple shredded hardwood	40	CY	\$35.00	\$1,400
				<b>\$149,150</b>
<b>O Site Electrical</b>				
Parking lot lighting	20	EA	\$3,000.00	\$60,000
Lighting for shelters	1	LS	\$10,000.00	\$10,000
Miscellaneous	1	LS	\$10,000.00	\$10,000
				<b>\$80,000</b>
				<b>Construction Subtotal: \$3,916,141</b>
Design Fees (includes survey, geotechnical and design)	15.00%		\$587,421	
General requirements, contractor overhead and fee, performance bond and insurance	8.00%		\$313,291	
5% Contingency	5.00%		\$195,807	
	total		\$1,096,519	<b>\$5,012,660</b>
				<b>Construction Total: \$5,012,660</b>

**Susan Hatchell**  
Landscape Architecture, PLLC

Page 3 of 4

**Susan Hatchell**  
Landscape Architecture, PLLC

711 West North Street  
Raleigh, NC 27603  
Tel: 919.838.9600  
Fax: 919.838.9700  
e-mail: susan@susanhatchell.com

**Possible Phasing Options**

**Option 1 - \$475,000**

Work would include:

- Perimeter split rail fence and entrance gate (fence would not extend through the woods)
- Earthwork, sedimentation and erosion control and stormwater for large 300' ballfield and one large multipurpose field (located in area of master plan showing two smaller ball fields), seeding
- Backstop and 1st and 3rd baseline fencing only
- Gravel parking and wheel stops for 50 cars, concrete pad for ADA parking
- Small playground with surfacing and edging
- Concrete
- ¼ mile crushed screenings trail - 6' wide

\*PARTF recreational facilities (ballfield, multipurpose field, playground and trails)

**Option 2 - \$620,000**

Work would include:

- Perimeter split rail fence and entrance gate (fence would not extend through the woods)
- Earthwork, sedimentation and erosion control and stormwater for large 300' ballfield and one large multipurpose field (located in area of master plan showing two smaller ball fields), grading for the rest of the site including 2 additional multipurpose fields, seeding
- Backstop and 1st and 3rd baseline fencing only
- Gravel parking and wheel stops for 50 cars, concrete pad for ADA parking
- Concrete sidewalks
- ¼ mile crushed screenings trail - 6' wide

\*PARTF recreational facilities (ballfield, multipurpose fields and trails)

**Also, Mr. Gobble and Mr. Gordon explained the process for submitting the PARTF Grant Application and provided a **DRAFT** PARTF Grant Application schedule working with Susan Hatchell Landscape Architecture, PLLC as well as the PARTF Grant Application information.**

**Both appear below:**

**Susan Hatchell**  
Landscape Architecture, PLLC

711 West North Street  
Raleigh, NC 27603  
Tel: 919.838.9600  
Fax: 919.838.9700  
e-mail: susan@susanhatchell.com

**DRAFT Archer Lodge PARTF Schedule**  
September 27, 2018

Task 1: Project Kick off Completed by October 19, 2018  
Site Visit and Analysis  
One Meeting

Task 2: Site Master Plan Concept Completed by November 16, 2018  
Site concept  
Site Analysis  
Environmental Review  
Preliminary Cost Estimate  
One Meeting to review

Task 3: Public Input Session Completed by February 8, 2019  
One session to present concept to the public  
Conduct and prepare minutes

Task 4: Prepare Site Master Plan Document Completed by March 8, 2019  
Rendered site plan  
Colored plan for PARTF  
Site Master Plan Document  
Cost Estimate and Vicinity Map  
One meeting

Task 5: Present to Parks Board and Council Completed by March 29, 2019  
Present to Park Board  
Present to Council  
(Minutes by others)

Task 6: Preparation of PARTF Application Completed by April 12, 2019  
By SHLA:  
Checklist  
Description and Justification  
Project Costs  
Systemwide Plan (previously completed)  
Recreation Needs Survey (previously completed)  
Site Plan and Vicinity Map  
Environmental Review  
Scoring System  
Site Specific Master Plan  
Documentation (public involvement)

*Landscape Architecture • Site Planning • Park Design*  
1 of 2

By TOAL:

- Applicant's Basic Facts and Assurances
- Sources of Matching Funds
- Attorney's Proof of Site Control
- Legal Description of Land
- Presentations to two or more civic groups
- Capital Improvement Plan for Parks
- Local Board Minutes showing adoption of the planning documents
- AND Local Minutes showing adoption of the PARTF Application

Task 7: Grant Packaging Completed by May 1, 2019  
Final grant assembly, packaging and delivery

*Landscape Architecture • Site Planning • Park Design*  
2 of 2

**Submitting Your Application**

- There are two methods to submit your PARTF application.
  1. Paper only (checklist on page 6).
  2. Digital and paper (checklist on page 7).
    - One complete paper copy of the application and accompanying digital PDF copies, submitted on a flash drive.
    - The paper copy is the official copy of the application.
- Only application packets postmarked or received by May 1, 2019 will be accepted at one of the official drop off locations noted on the following link: [PARTF drop off locations](#)

**If You Receive a Grant**

- **When to Start:** To receive PARTF grant funds, a grantee must sign a contract *before* beginning a PARTF project. There are two exceptions. Some planning costs (page 12) can be incurred before applying. Also, the DPR can approve a waiver allowing an applicant to acquire land before a grant is approved (page 17).
- **Signing the Contract:** A grantee signs a contract that describes the project and the conditions for receiving a PARTF grant. This is a legally binding agreement between the local government and the State of North Carolina.
- **Project Costs** submitted in the application will be part of the contract and serve as the budget for the project (page 12).
- **Reimbursements:** PARTF grants are paid as reimbursements of documented expenses. Grantees may submit bills for reimbursement on a quarterly basis. The PARTF program will reimburse grantees for up to 50 percent of their expenditures for the project.
- **Audits and Inspections:** PARTF staff will conduct periodic site inspections of each PARTF project to inspect the progress as well as the financial records. All PARTF grantees must maintain accounting records for the project that are supported by documentation such as invoices and contracts.
- **Completing the PARTF Project:** A local government has three years to complete a PARTF project, as specified in the contract.

**Discussion followed.**

---

**9. TOWN ATTORNEY REMARKS ~ CHIP HEWETT**

**a) Attorney Hewett reviewed the following:**

- Closed Sessions - § 143-318.11
- Quasi-Judicial Hearing Procedural Guidelines
- Conduct of Public Hearings - § 160A-81

---

**10. LUNCH**

**a) Council Member Jackson offered the blessing.**

---

**11. OTHER TOPICS OF DISCUSSION**

**a) Council Member Jackson discussed the following ideas for the Town:**

- Develop tools to encourage commercial growth in Town
- Start an Adopt-A-Highway and Streams programs
- Plan for Town's 10-Year Anniversary
- Provide Wi-Fi in town, especially for kids
- Have an online payment system for fees and permits
- Address firearm control within the Town

---

**b) Council Member Wilson shared the following:**

- TJCOG Reps would be coming to Archer Lodge to hold a meeting
- More funds are needed to complete the Archer Lodge Veterans Memorial Site

---

**c) Mayor Pro Tem Castleberry mentioned the following:**

- Recognize people and organizations that contributed to the incorporation of the Town of Archer Lodge



- Welcome businesses that can operate with septic systems to Town to increase revenues
- Promote businesses in Town which will entice community involvement

---

**d) Mr. Gordon mentioned the following:**

- that he plans to investigate how to get an Archer Lodge, NC zip code for citizens instead of a Clayton or a Wendell zip code
- the Johnston County Municipal Election is in November 2019 and the Mayor seat along with three Council seats will be up for election or re-election.

---

**e) Council Member Locklear along with Council Member Bruton suggested:**

- recognizing the Archer Lodge Veterans Committee and anyone involved with the Memorial once completed

---

**f) Ms. Batten shared:**

- revitalizing the few businesses in town

---

**g) Mr. Clark recommended:**

- getting an easement from property owners regarding the ditch behind Town Hall
- the Town promote participation in the upcoming 2020 US Census

---

**h) Mr. Gordon, Mr. Gobble and Mr. Clark handed out copies of Ordinances regarding the following:**

- Loud and disturbing noise (Johnston County, NC Code of Ordinances, Article II - Noise, Sec 12-32)
- Discharge of firearms (Johnston County, NC Code of Ordinances, Chapter 16 - Offenses and Miscellaneous Provisions, Sec 16-3)
- Domestic fowl (Concept Draft)

Mr. Gobble suggested that all review the handouts and provide feedback. Mr. Clark mentioned receiving complaints on fowl and odors being a nuisance and recommended looking into an ordinance to control both. Mr. Gordon reiterated reviewing the handouts and ask everyone to communicate any complaints they receive with staff, so they can be addressed in the planning stages of the ordinances to eliminate having to amend once approved. Discussion followed.

---

---

**12. ADJOURNMENT**

**a) No further comments.**

Moved by: Council Member Wilson

Seconded by: Council Member Jackson

**Adjourned Budget Planning Retreat at 2:52 p.m.**

CARRIED UNANIMOUSLY

---

Matthew B. Mulhollem, Mayor

---

Kim P. Batten, Town Clerk



**Regular Council - Minutes  
Monday, March 4, 2019**

**COUNCIL PRESENT:**

Mayor Mulhollem  
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  
Kim P. Batten, Finance Officer/Town Clerk

**COUNCIL ABSENT:**

Mayor Pro Tem Castleberry

**GUESTS PRESENT:**

Girl Scout Troop 1859  
Lisa Lisk & Jennifer Spencer, GS Leaders

**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.

Following, he welcomed members from Girl Scout Troop 1859: Marissa Stone, Ashley Stone, and Isabella Spencer and their Leaders, Lisa Lisk and Jennifer Spencer. He also welcomed the former Mayor and new Town Administrator, Mike Gordon. Mr. Gordon shared that he appreciated the vote of confidence and the opportunity to return and be able to work with the Town Council to continue making Archer Lodge the best place it can be.

Council Member Jackson offered the invocation.

**b) Pledge of Allegiance**

Girl Scouts Troop 1859 led the Pledge of Allegiance to the US Flag.

**2. APPROVAL OF AGENDA:**

**a) No additions or changes noted.**

Moved by: Council Member Locklear  
Seconded by: Council Member Jackson

**Approved Agenda.**

CARRIED UNANIMOUSLY

**3. OPEN FORUM/PUBLIC COMMENTS:**

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

**a) No Public Comments.**

4. **CONSENT AGENDA:**

- a) **Approval of Minutes:**  
**03 Dec 2018 Regular Council Meeting Minutes**  
**17 Dec 2018 Work Session Minutes**  
**17 Dec 2018 Closed Session Minutes**  
**07 Jan 2019 Regular Council Meeting Minutes**

b) **Budget Amendment (BA 2019 03)**

Moved by: Council Member Wilson  
Seconded by: Council Member Jackson  
**Approved Consent Agenda.**

CARRIED UNANIMOUSLY

5. **RECOGNITION/PRESENTATION:**

- a) **Proclamation - Girl Scout Week**  
**Sunday, March 10 - Saturday, March 16, 2019**

Mayor Mulhollem proclaimed Sunday, March 10, 2019 to Saturday, March 16, 2019 as Girl Scout Week by reading the following Girl Scout Week Proclamation:





**Celebrating Girl Scout Week and  
the Importance of Girls' Leadership Development**

**WHEREAS**, Girl Scouts is recognized as a national leader in providing the best leadership development experience in the world for girls; and

**WHEREAS**, Girl Scouts brings time-tested methods and research backed programs that speak to the strengths of girl leadership development, backed by more than 100 years of experience and expertise in the field; and

**WHEREAS**, in Girl Scouts, girls develop their leadership potential through activities that enable them to discover their values, skills and the world around them, connecting with others in a multicultural environment; and

**WHEREAS**, Girl Scouting is continuing a legacy of creating gender balanced leadership in the United States and the world in its second century of service to girls, by providing girls with the tools to become leaders dedicated to making this country and the world a better place; and

**WHEREAS**, Girl Scouts offers hands-on, girl-led, girl-centered learning in STEM, the outdoors, and entrepreneurship, and abundant opportunities to develop invaluable life skills, helping all girls take the lead early and often; and

**WHEREAS**, the Girl Scout Gold Award, the highest honor a Girl Scout can earn, acknowledges each recipient's power and dedication to not only bettering herself, but to making the world a better place for others; and

**WHEREAS**, Girl Scouts was founded in 1912 by Juliette Gordon Low whose life mission was to build girls of courage, confidence, and character and through her legacy continues to have an extraordinary influence on the lives of millions of girls across the country; and

**WHEREAS**, today, more than 50 million American women are Girl Scout alumnae and 2.6 million girls and adult volunteers are active members;

**NOW, THEREFORE, LET IT BE PROCLAIMED** by the Honorable Mayor and Town Council of the Town of Archer Lodge, do hereby applaud the commitment Girl Scouting has made to support the life and leadership development of girls and proudly proclaim the week of March 10-16, 2019

**Girl Scout Week**

Duly adopted this 4<sup>th</sup> day of March 2019.



  
 Matthew B. Mulhollem  
 Mayor

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

a) **2020 Urban Archery Renewal**

Mayor Mulhollem commented that the Town hasn't had any problems or complaints with the program over the past years; therefore, he asked for a motion to proceed with renewing the application with the NC Wildlife Resources Commission.

The 2020 Deer Urban Archery Season Renewal Form appears as follows:

**Deer Urban Archery Season Renewal Form**  
 (January 11 - February 16, 2020)  
 February 1, 2019

**Town of Archer Lodge**  
 Matthew Malhollem, Mayor  
 14094 Buffalo Road  
 Clayton, NC 27527

The intention of the Urban Archery Season is to enable cities, towns, and villages to reduce the urban deer population through increased hunter opportunity. Hunting during the Urban Archery Season is allowed ONLY in participating municipalities.

**Name of Municipality:** Town of Archer Lodge **County:** Johnston  
**Name of Representative:** Matthew Mulhollem (last name misspelled)  
**Address:** no change  
**Phone #:** 919-359-9727

Do you wish to participate in the 2020 Deer Urban Archery Season (January 11 – February 16, 2020) 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 2019-2020 Inland Fishing, Hunting, and Trapping Regulations Digest (Please Print)

Phone Number: 919-359-9727  
 Website: archerlodgenc.gov (new website)

Are there any changes to the map submitted with your participation letter? Yes  No   
 If "Yes", please attached 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:** Matthew Mulhollem, Mayor  
**Signature:** [Signature]

Thank you for your interest in the management of our state's wildlife resources. Please complete and return this form by mail to:  
 Shauna Glover, Program Support  
 Wildlife Management Division  
 1722 Mail Service Center  
 Raleigh, NC 27699-1700  
 Or email: [shauna.glover@ncwildlife.org](mailto:shauna.glover@ncwildlife.org)

David T. Cobb, Ph.D., Chief  
 Wildlife Management Division  
 (919) 707-0050

**TOWN OF ARCHER LODGE**  
 Established 2009  
 NORTH CAROLINA

**Applications must be received by April 1, 2019**

Moved by: Council Member Mark Jackson

Seconded by: Council Member Bruton

**Approved the 2020 Deer Urban Archery Season Renewal.**


CARRIED UNANIMOUSLY

b) **Discussion and Consideration of Amending the Capital Improvement Plan (CIP)**


Mayor Mulhollem opened the floor for discussion. He shared that adopting the amended CIP is important for PARTF Application Grant. Council Member Bruton questioned the number of streetlights and decorative sidewalk lighting. Mr. Gordon and Mr. Gobble explained that those items are proposed and not definite and noted that it will be according to the Town Budget. Mayor Mulhollem explained that some items the CIP are potential goals for the Town.


No further discussion.


The Amended Capital Improvement Plan appears as follows:

 <b>Town of Archer Lodge</b> <b>CAPITAL IMPROVEMENT PLAN - COSTS</b>					
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		
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 Adopted on this 4th Day of March 2019  
while in Regular Session.

  
Matthew B. Mulhollem  
Mayor



ATTEST:  
  
Kim P. Batten  
Town Clerk

Moved by: Council Member Jackson  
Seconded by: Council Member Wilson  
**Amended the Capital Improvement Plan (CIP).**

CARRIED UNANIMOUSLY

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

**a) Attorney Hewett shared the following:**

- No legal issues
- Municipal elections are upcoming, and Archer Lodge will have the Mayor seat and three Council Member seats open. Filing begins Friday, July 5, 2019 at noon and ends Friday, July 19, 2019 at noon.
- He stated that he would be absent at the July 8, 2019 Regular Council meeting and could send Marcus, if needed.

**8. ADMIN CONSULTANT & TOWN ADMINISTRATOR'S REPORT:**

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

- a **DRAFT** PARTF application is required 4 weeks prior to the **FINAL** PARTF application; therefore, Council must decide which Phase of Park Development to pursue and be prepared to act at the April Regular Council meeting.
- gave explanation of the PARTF Grant process with Town paying upfront for expenditures, then ask for reimbursements.
- a meeting was scheduled with Susan Hatchell for Tuesday, March 5, 2019 to discuss a tentative budget if PARTF Grant is awarded.

Discussion followed.

---

**b) Mike Gordon shared the following:**

- LightWire, Inc. had begun the network cabling project.
  - NeuWave System should begin audio/visual project soon.
  - Former Mayor of Selma, Mr. Charles Ernest Hester, Sr. had passed away on Monday, February 25, 2019. Regrets by council were expressed.
- 

**9. PLANNING/ZONING REPORT:**

**a) No Report**

---

**10. VETERAN'S COMMITTEE REPORT:**

Mr. Mike Mulhollem reported the following:

**a) Mr. Mike Mulhollem gave an update on the Veterans Memorial Site:**

- The construction of the Veterans Memorial Site wall is progressing, and placing the stones is a work of art.
  - The wall costs will be approximately \$16,000 to complete, and that funds will be low afterwards.
  - Brick sales continue, and he encouraged everyone to promote the sales.
  - Biscuit Sale will be on Friday, March 15, 2019.
- 

**11. MAYOR'S REPORT:**

**a) Mayor Mulhollem make the following remarks:**

- He acknowledged that the Council Chambers now has new chairs, and that the old chairs were donated to a nonprofit organization.
  - He shared that due to sickness he was unable to attend the Planning Retreat held on February 24, 2019 and appreciated everyone that carried out the meeting. He expressed that he was looking forward to acting on the items discussed.
- 

**12. COUNCIL MEMBERS' REMARKS:**

(non-agenda items)

**a) Council Member Wilson shared that he had three sisters who participated in Girl Scouts and congratulated Girl Scout Troop 1859 for Girl Scout Week.**

---

**b) Council Member Jackson made the following remarks:**

- **He encouraged Council to work on the projects throughout the year that were discussed at the Planning Retreat.**
  - **He reminded everyone that Daylight Savings Time starts Sunday, March 10, 2019.**
  - **Looking forward to possibly having a small library service at the new Town Park in the future.**
- 

**c) Council Member Locklear thanked the Girl Scouts for attending the meeting. He added that he was glad to see that Mayor Mulhollem was feeling better and able to attend the meeting.**

---

- 
- d) **Council Member Bruton shared that she was glad to see Mr. Gordon back and working with Staff. She also thanked the Girl Scouts for attending and invited them to come back again.**
- 
- 

**13. ADJOURNMENT:**

**a) No Further Business**

Moved by: Council Member Jackson

Seconded by: Council Member Locklear

**Adjourned Meeting at 7:00 p.m.**

CARRIED UNANIMOUSLY

---

---

---

Matthew B. Mulhollem, Mayor

---

Kim P. Batten, Town Clerk



## **Work Session - Minutes Monday, March 18, 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  
Kim P. Batten, Finance Officer/Town Clerk

### **COUNCIL ABSENT:**

### **MEDIA PRESENT:**

None

## **1 WELCOME/CALL TO ORDER:**

- a) **Mayor Mulhollem called the meeting to order at 6:31 p.m. in the Jeffrey D. Barnes Council Chambers located at 14094 Buffalo Road, Clayton, NC and declared a quorum present.**

## **2 OLD BUSINESS:**

### **a) PARTF Grant Update**

Mr. Gordon mentioned the following items:

- Two forms are required with the PARTF Grant Application: 1) Sources of Matching Funds, a form explaining the Town's matching funds, and 2) Basic Facts and Assurances, a form which provides contact information and assurances.
- Monday, March 11, 2019, Mr. Gordon presented the latest version of the Site-Specific Plan Phase I of the new park land to the Archer Lodge Recreation Advisory Board, and it was approved as presented.
- At the Monday, April 1, 2019 Regular Council Meeting, Susan Hatchell Landscape Architecture, PLLC will present the Site-Specific Plan Phase I of the new park land. If approved, this plan will appear in the Grant Application. The former Adopted Master Plan can be used.
- Also, at the April 1, 2019 meeting, Council must consider approving the Site-Specific Plan Phase 1, the Sources of Matching Funds and submitting the PARTF Grant Application.

If awarded the Grant, reimbursement will be quarterly and Council Member Bruton inquired about the naming rights for the new Park. Discussion followed.

### **b) Town Hall Expansion Information - Network Cabling, Audio Visual Update, etc.**

Mr. Gordon reported the following:

- LightWire Inc. had completed all the network and cabling project with three wireless access points. He commended the company with workmanship and communication thus far.
- In addition, NeuWave System and American Alarms have almost



---

finished their work projects.

- The furnishings for Planning/Zoning office and the Conference room are near completion.

---

**c) Mayor Mulhollem reminded everyone of the upcoming meetings.**

Meeting Reminders:

Town of Archer Lodge Planning Board Meeting

When: Wednesday, March 20th

Where: Jeffrey D. Barnes Council Chambers, AL Town Hall

Time: 6:30 p.m.

Town of Archer Lodge Regular Council Meeting

When: Monday, April 1st (no fooling!)

Where: Jeffrey D. Barnes Council Chambers, AL Town Hall

Time: 6:30 p.m.

No further discussion.

---

**3 NEW BUSINESS:**

**a) February 28, 2019 Financials & Year-to-Date Comparison (FY18 compared to FY19)**

Ms. Batten provided a financial summary for all funds ending February 28, 2019 and noted the fiscal year was 67% complete. In the General Fund, revenues exceeded expenditures during February by five percent. The Capital Reserve Fund and Park Reserve Fund were doing extremely well, and the Town Hall Expansion Project Fund was about 87% complete.

Comparing the year-to-date February 2018 with year-to-date February 2019, the revenues increased in 2019 as well as expenditures due to park land purchase, the fire tax district increase and contributing to fall projects at the Archer Lodge Community Center. No further comments or discussion.

---

**b) Domain Change and Email Information**

Ms. Batten shared information on the Town's new secure website: [www.archerlodgenc.gov](http://www.archerlodgenc.gov), and gave a brief tour. She further stated that all town email addresses have changed from the domain of ***townofarcherlodge.com*** to the new domain ***archerlodgenc.gov*** and offered explanations on transitioning to new email addresses. If assistance is needed, Ms. Batten stated to contact her.

---

**c) FY2019-2020 Budget Thoughts**

Budget Officer/Council Member Teresa Bruton provided Council with the Budget Development Calendar for fiscal year ending June 30, 2020 and appears as follows:



Town of Archer Lodge  
Budget Development Calendar  
For Fiscal Year Ending June 30, 2020

February 23, 2019	Council Budget Planning Retreat
March 25, 2019 – April 26, 2019	Staff Budget Preparation
April 29, 2019 – May 9, 2019	Staff, Budget Officer & Finance Officer Budget Meeting
May 20, 2019	Work Session / Budget Presentation
June 3, 2019	Budget Public Hearing / Regular Council Meeting
By June 30, 2019	Budget Ordinance Adoption
July 1, 2019	FY 2020 Budget Implementation

No further comments or discussion followed.

d) **Prior to adjourning, Mayor Mulhollem stated that item: TJCOG Meeting Update be added to the agenda as 3.d. and Council Member Wilson will provide the update.**

Council Member Wilson shared information from his TJCOG Board meeting held in February 2019 where **RESILIENCY** was the topic discussed. The TJCOG Board requested members to discuss the following items with their boards of whether the item does impact or does not impact their community. TJCOG is considering producing a regional approach in handling those subjects for the region and surrounding local governments.

- Aging and Infrastructure
- Flooding and Stormwater
- Emergency Communication
- Data/Information Security
- Economic Development and Downturn

Mr. Gordon suggested that Council consider this discussion at the April 15, 2019 Work Session instead of the Regular Council meeting since the agenda is full for that meeting. Council Member Wilson advised that he check the date for the April 2019 TJCOG Meeting and get back with him.

Council Member Wilson provided a flyer for their review prior to the upcoming discussion and appears as follows:

**WHAT ARE YOUR BIGGEST RESILIENCY CONCERNS THAT CAN BE ADDRESSED REGIONALLY?**

Resilience is the ability to anticipate risk; limit physical, economic, environmental, and social impact; and bounce back quickly from climate and non-climate related disasters and threats. TJCOG's Board of Delegates, a governing board of elected officials from 43 local governments, were asked: *"How is disaster recovery and long-term resilience planning impacting local governments in the TJCOG region?"*

**WHAT YOU SAID**

**NEED LONG-TERM, REGIONAL RESILIENCY PLANNING:**  
We need plans now to prepare for future crises.

**Major Themes**

- AGING INFRASTRUCTURE**  
Increasing cost of water/sewer treatment and distribution; deteriorating roads, bridges, sidewalks, and other infrastructure; lack of funding to repair/replace infrastructure; weighing development against supply  
*"Resilience should be an adaptive process. Solutions can be unpopular since they require such drastic changes to daily life. Need to champion what is necessary such as building more densely in areas with little flooding."*
- FLOODING and STORMWATER**  
Many neighborhoods unprepared, especially low-income neighborhoods; challenges associated with unmaintained private dams; existing or new development in flood-prone areas  
*"We need to continue coordinating development and growth with critical services and EMS capabilities."*
- EMERGENCY COMMUNICATION**  
How to more quickly, effectively, and intelligently communicate, internally and externally about urgent events; how to reach vulnerable populations (e.g. older adults), to protect life and property?
- DATA/INFORMATION SECURITY**  
Local governments, utilities, and industries can be more proactive to protect against, and become resilient to, cyberthreats and data breaches, and reduce recovery time.
- ECONOMIC DEVELOPMENT AND DOWNTURN**  
Long-term economic competitiveness is directly tied with ability to balance growth and development with the opportunities and limitations posed by both natural and manmade hazards.

Triangle J Council of Governments 2019

In closing, Council Member Wilson mentioned that the Archer Lodge Veterans Memorial Sign has been completed and was his Grandson's Eagle Scout project.

**4 ADJOURNMENT:**

- a) Having no further business, Mayor Mulhollem adjourned the meeting at 7:21 p.m.**

Matthew B. Mulhollem, Mayor

Kim P. Batten, Town Clerk



**Work Session - Minutes  
Monday, April 15, 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  
Mike Gordon, Town Administrator  
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) **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.**

**2 OLD BUSINESS:**

- a) **TJCOG's Request for Resiliency Discussion Regarding 5 Major Themes ~ Mark Wilson**
  - **Aging Infrastructure**
  - **Flooding and Stormwater**
  - **Emergency Communication**
  - **Data/Information Security**
  - **Economic Development and Downturn**

Council Member Wilson open the floor for discussion as follows:

**1. *Aging Infrastructure:***

- State owned roads within the Town of Archer Lodge.
- Roads are maintained by NCDOT.
- Road damage will affect the Town tremendously.

**2. *Flooding and Stormwater:***

- No dams or bridges within the Town of Archer Lodge.
- NCDOT is contacting various contractors throughout the state for on-call emergency repairs after a disaster.
- Develop a good relationship with the County Utilities Department.
- Communicate damages to the Jo Co Emergency Operations Center (EOC).

**3. *Emergency Communication:***

- Encourage citizens to sign up for Jo Co Alerts for Emergency Notifications, Johnston County's Primary Emergency Notification System.
- Town's website has an "Alert Banner" that runs across the homepage to notify the public in case of an emergency.

**4. *Data/Information Security:***

- Town's new website <https://www.archerlodgenc.gov> is a secure website.
- Town offers one public Wi-Fi with a guest password.
- Financial Software is offsite as well as backups.
- Employee store documents in the cloud.

**5. Economic Development and Downturn:**

- o An economic downturn would affect Ad Valorem Taxes.
- o Currently the Town doesn't own any infrastructure for natural gas, sewer, rail or roads.
- o Long-term thoughts - increasing population will increase future needs for law enforcement, fire protection and additional parks and recreation which create additional expenditures for the Town.
- o Less economic development due to lack of public sewer system.

Council Member Wilson reminded Council that the TJCOG's idea with this "brainstorming exercise" is to develop a regional approach for resiliency with shared responsibilities between Counties, Municipalities and the Major Utility Companies. Mayor Mulhollem thanked him for representing the Town and gathering the information for the TJCOG Board. He advised everyone to reach out to Mr. Wilson with any other ideas.

**b) Mayor Mulhollem reminded everyone of the upcoming meetings/events.**

Meeting Reminders:

Town of Archer Lodge Planning Board Meeting

When: Wednesday, April 17th

Where: Jeffrey D. Barnes Council Chambers, AL Town Hall

Time: 6:30 p.m.

Good Friday, April 19th

Town Hall Closed in Observance of Easter

Clayton Town Hall Event

When: Thursday, May 2nd

Where: Clayton Town Hall Council Chambers

Time: 6:00 p.m.

Town of Archer Lodge Regular Council Meeting

When: Monday, May 6th

Where: Jeffrey D. Barnes Council Chambers, AL Town Hall

Time: 6:30 p.m.

In addition, Council Member Wilson reminded everyone of the AL Veterans Memorial Committee Biscuit Sale on Friday, April 19, 2019 and Council Member Bruton reminded everyone of the Bicycle/Pedestrian Public Meeting being held on Wednesday, May 8, 2019 at 6:30 p.m. located at the Archer Lodge Community Center.

**3 NEW BUSINESS:**

**a) Proclamation - 2019 Litter Sweep in Johnston County**

Mayor Mulhollem recognized Council Member Jackson for his numerous years of participation in the Litter Sweep at White Oak Baptist Church and the Neuse River Cleanup, and others that have participated in neighborhood cleanups. He encouraged citizens to become involved in making the community cleaner.

Council Member Jackson announced that the Litter Sweep at White Oak Baptist Church will be held Saturday, April 27, 2019 and everyone should meet in the parking lot at 10:00 a.m. if they would like to participate. Mayor suggested posting the Litter Sweep on the Town's Social Media outlets.

Mayors in Johnston County proclaimed April 13-27, 2019 as the 2019 Litter Sweep. Mayor Mulhollem read the Proclamation aloud and appears as follows:

PROCLAMATION

Litter Sweep 2019

in Archer Lodge, Benson, Clayton, Four Oaks, Kenly, Micro, Pine Level, Princeton, Selma, Smithfield and Wilson's Mills North Carolina

WHEREAS, the North Carolina Department of Transportation organizes an annual roadside cleanup campaign to ensure clean roadsides throughout our State; and

WHEREAS, the NCDOT Spring Litter Sweep campaign has been planned for April 13 - April 27, to clean our roadsides, help educate the public about the harmful effects of litter on the environment and give every organization the opportunity to take responsibility for cleaner roads in Johnston County; and

WHEREAS, in Johnston County, the Municipalities of Archer Lodge, Benson, Clayton, Four Oaks, Kenly, Micro, Pine Level, Princeton, Selma, Smithfield and Wilson's Mills will participate in a countywide Litter Sweep on April 13<sup>th</sup> or other day designated by the Municipality to clean up roadways and other public areas; and

WHEREAS, leaders of each of these participating Municipalities will bring together family, friends, civic leaders, business owners and community partners to assist with beautifying each Municipality; and

WHEREAS, the great and natural beauty of our Municipalities and clean environment are sources of great pride for all Johnston County citizens, attracting tourists and aiding in recruiting new industries; and

WHEREAS, the cleanup will increase awareness of the need for cleaner roadsides and public areas, emphasize the importance of not littering and encourage recycling of solid wastes; and

WHEREAS, the 2019 Spring cleanup will improve the quality of life for all of Johnston County and North Carolina and will help promote the North Carolina Adopt-A-Highway program.

NOW, THEREFORE, Matt Mulhollem Mayor Town of Archer Lodge, Jerry Medlin Mayor of the Town of Benson, Jody McLeod Mayor of the Town of Clayton, Linwood Parker Mayor of the Town of Four Oaks, Bonnie Williamson Mayor of the Town of Kenly, Jay Warren Mayor of the Town of Micro, Jeff Holt Mayor of the Town of Pine Level, Don Rains Mayor of the Town of Princeton, Cheryl Oliver Mayor of the Town of Selma, M. Andy Moore Mayor of the Town of Smithfield and Jim Uzzle Mayor of the Town of Wilson's Mills do hereby proclaim April 13<sup>th</sup> - 27<sup>th</sup> as Litter Sweep in our respective Municipalities and encourage all citizens to take an active role in making their communities cleaner.

[Signature] Matt Mulhollem, Mayor Town of Archer Lodge

[Signature] Jerry M. Medlin, Mayor Town of Benson

[Signature] Jody McLeod, Mayor Town of Clayton

[Signature] Linwood Parker, Mayor Town of Four Oaks

[Signature] Bonnie Williamson, Mayor Town of Kenly

[Signature] Jay Warren, Mayor Town of Micro

[Signature] Jeff Holt, Mayor Town of Pine Level

[Signature] Don Rains, Mayor Town of Princeton

[Signature] Cheryl L. Oliver, Mayor Town of Selma

[Signature] M. Andy Moore, Mayor Town of Smithfield

[Signature] Jim Uzzle, Mayor Town of Wilson's Mills

b) March 31, 2019 Financials & Year-to-Date Comparison (FY18 compared to FY19)

Ms. Batten shared the financial summary for all funds ending March 31, 2019. She mentioned that the fiscal year was 75% complete and revenues in the General Fund were approximately 81% collected. The debt service was paid during the month of March making the expenditures greater than revenues for the month but not for the year. Expenditures for the year were approximately 76% and on target for the fiscal year. Also, she remarked that the investment earnings in both the Capital Reserve Fund and the Park Reserve Fund continue to grow due to the economy. The Town Hall Expansion Project progresses with acquiring additional fixtures, small equipment and furnishings.

In comparing March 2018 with March 2019, Ms. Batten noted that the net amount in March 2019 between revenues and expenditures was approximately \$10,400 less than in March 2018, but revenues exceeded expenditures in both years. No further comments or discussion.

**c) Budget Amendment (BA 2019 04)**

Ms. Batten provided justification for the proposed Budget Amendment (BA 2019 04) for the General Fund, Capital Reserve Fund and Park Reserve Fund. Since there were no concerns or comments, Mayor ask that the Budget Amendment (BA 2019 04) be placed under the Consent Agenda for the May 6, 2019 Regular Council meeting for adoption.

Budget Amendment (BA 2019 04) appears as follows:

<b>Budget Amendment</b>		<b>BA 2019 04</b>		
<b>Town of Archer Lodge</b>				
<b>Fiscal Year Ending</b>		<b>06/30/19</b>		
<b>Budget Amendment</b>		<b>BA 2019 04</b>		
<b>Date</b>		<b>06-May-19</b>		
<u>General Fund/Capital Reserve Fund/Park Reserve Fund</u>				
<b>Account</b>	<b>Account Number</b>	<b>Budget</b>	<b>Amendment</b>	<b>Amended Budget</b>
<b>Revenues:</b>				
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
<b>Total Increase (Decrease) in Revenues</b>		<b>17,600.00</b>		
<b>Expenditures:</b>				
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
<b>Total Increase (Decrease) in Expenditures</b>		<b>\$ 17,600.00</b>		
		<b>\$ -</b>		
<b>Justification for Budget Amendment:</b>				
To appropriate or reappropriate unanticipated revenues and expenditures as recorded.				
<b>Adopted this 6th day of May 2019</b>				
<b>ATTEST:</b>		Matthew B. Mulhollem, Mayor		
Kim P. Batten, Town Clerk		Teresa M. Bruton, Budget Officer		

**d) Ordinance(s) Discussion & Review**

Mr. Gordon began a follow-up discussion from the 2019 Budget Planning Retreat regarding a Noise Ordinance and a Firearm Ordinance. Due to multiple complaints in the Town limits, he shared handouts with Council from the Johnston County, NC Code of Ordinances, Chapter 16 - Offenses and Miscellaneous Provisions and Article II - Noise, Sec. 12-32 – Loud and Disturbing Noise. Mr. Gordon opened the floor for discussion.

Comments are as follows:

- Mr. Gobble recommended to create ordinances that address problems which currently pertain to noise, explosives, and firearms. In addition, he suggested future subdivisions should require their HOA restrictive covenants prohibit the discharge of firearms.
- Attorney Hewett agreed that the Town could create an ordinance that would require future subdivision developers to include, as part of the subdivision approval process, a restrictive covenant prohibiting the discharge of firearms. He further advised that the ordinance could be site specific or broad.
- Mayor Mulhollem commented that the majority of complaints stem from subdivisions and recommended that the Town focus their attention in those areas.
- Mr. Clark suggested creating an ordinance to prohibit firearms in Single Family Residential Neighborhoods only for health and safety reasons.

Mayor Mulhollem ask Staff and Council to do some research for the May 20, 2019 Work Session. Mr. Gordon asked Council to contact him with any questions or findings prior to the Work Session.

---

---

**4 ADJOURNMENT:**

- a) Having no further business, Mayor Mulhollem adjourned the meeting at 8:40 p.m.**
- 
- 

---

Matthew B. Mulhollem, Mayor

---

Kim P. Batten, Town Clerk