



Work Session - Minutes
Monday, October 21, 2024

COUNCIL PRESENT:

Mayor Mulhollem

Mayor Pro Tem Castleberry
Council Member Bruton

Council Member Jackson

Council Member Purvis

STAFF PRESENT:

Kim P. Batten, Assist. Town Admin./Finance
Officer

Marcus Burrell, Town Attorney

Jason Kress, Town Planner

Jenny Martin, Human Resources Officer/Town
Clerk

COUNCIL ABSENT:

Council Member Wilson

STAFF ABSENT:

Bryan Chadwick, Town Administrator

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1 WELCOME/CALL TO ORDER:

a) Invocation

Mayor Mulhollem called the meeting to order at 6:30 p.m. in the Jeffrey D. Barnes Council Chambers located at 14094 Buffalo Road, Archer Lodge 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 DISCUSSION OF TOWN COUNCIL VACANT SEAT:

- a) Mayor Mulhollem reminded everyone that this agenda item was removed from the Monday, October 7, 2024, Regular Council Meeting Agenda due to the absence of Council Member Bruton. He expressed appreciation for the number of applicants that applied for the vacant seat before opening the floor for discussion.**

Ms. Batten shared various options for Council to use to cast their vote.

Attorney Burrell explained the options for voting and the strict procedures required for appointing a person in an elected official seat. Discussion throughout the session.

It was the consensus of the Council to use a voting ballot and select one candidate from a list of all the candidates. They agreed to add the election of a Council Member to the Monday, November 4, 2024, Regular Town Council Agenda.

3 ASSISTANT TOWN ADMINISTRATOR/FINANCE OFFICER'S REPORT:

a) Interim Financial Reports for September 2024

Ms. Batten shared an interim summary for all funds ending September 30, 2024. She shared that we are around 9.5% collected for the fiscal year. Ms. Batten shared that expenditures are less than 25%.

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

Regarding the Park Reserve Fund, Ms. Batten mentioned that the only activity for the month is the investment earnings as well as the \$0.02 transfer from the taxes.

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

When comparing revenues in September 2023 with September 2024 in the General Fund, Ms. Batten mentioned that we were around \$109,000 lower this year. When comparing expenditures between the two years, Ms. Batten shared that we were about \$26,000 less in expenditures this year.

4 STAFF GOALS:

a) Town Planner ~ Jason Kress

Mr. Kress shared and discussed the following Planning and Zoning Goals for 2025:

1. **Education**
 - a. Complete Certified Zoning Official certification.
 - b. Continue seeking out and taking relevant courses to further my education in the Planning field.
2. **Community Engagement**
 - a. Seek out methods and processes to increase community involvement in our plans and vision for the Town as we continue to grow.
3. **Economic Development/Growth Study**
 - a. Research similar municipalities that have been/are on a similar trajectory and how they managed growth. Take best practices and synthesize them into an actionable plan.
 - b. Research Economic Development strategies to find the best options for the Town.
 - c. Look at the Town of Carrboro, as they were in a similar spot to the Town of Archer Lodge, and get some ideas on how they were able to grow.
4. **Farmland Protections**
 - a. Programs for Voluntary Agricultural Districts
 - b. Conservations Easements
 - c. Make connections with the North Carolina State Farmlink
 - d. Johnston County is currently at the biggest risk for losing the most farmland in the state if things continue on their current trajectory.

Mr. Kress discussed the importance of the Town having an identity instead of just being a location that people drive through to get to another highway. Discussion followed.

Mr. Kress asked Council to contact him with any questions or concerns.

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b) Assistant Town Administrator/Finance Officer ~ Kim Batten

Ms. Batten shared that her goal as a Finance Officer is to increase the General Fund Balance.

She provided the charts attached below and gave an explanation of the General Fund Balance, Capital Reserve Fund, the Public Safety Reserve Fund, Grant Funds and Project Funds. Ms. Batten expressed the risks of coming up short in each fund and how it affects the Town. Discussion followed.

Ms. Batten shared information on the upcoming Part-Time Executive Assistant position that is to be filled prior to the retirement of Deputy Town Clerk, Joyce Lawhorn, who will be retiring in December 2024. She shared that Staff cross-trains several of their job tasks, and expressed the need to have a person in place at Town Hall that would be able carry on her duties as a Financial Officer if for any reason she couldn't work.

[Financial Charts](#)

c) Parks & Recreation Director ~ Chris Allen

Mr. Allen shared and discussed his 2025 Goals for the Parks & Recreation Department as follows:

- 1. Enhance Community Engagement**
 - Host regular community events and workshops to gather feedback.
 - Develop partnerships with local schools, businesses, and organizations.
- 2. Improve Facility Maintenance and Safety**
 - Conduct a comprehensive assessment of all parks and facilities.
 - Create a regular maintenance schedule to ensure safety and cleanliness.
- 3. Expand Program Offerings**
 - Introduce new recreational programs tailored to various age groups and interests.
 - Offer seasonal activities, such as summer camps and holiday events.
- 4. Increase Accessibility**
 - Ensure all facilities and programs are accessible to people with disabilities.
 - Develop inclusive programming that caters to diverse community needs.
- 5. Promote Environmental Sustainability**
 - Implement green practices in park maintenance (e.g., recycling, native planting).
 - Organize community clean-up days and educational workshops on conservation.
- 6. Improve Communication and Marketing**
 - Develop a user-friendly website and active social media presence to promote events and programs.
 - Create a quarterly newsletter to keep the community informed.
- 7. Build a Strong Volunteer Program**
 - Recruit and train volunteers for events, maintenance, and program support.
 - Recognize and celebrate volunteer contributions to the community.
- 8. Evaluate and Adjust Programming**
 - Implement a system for regular program evaluation and feedback collection.
 - Use feedback to adapt and improve offerings based on community needs.
- 9. Foster Health and Wellness**
 - Promote physical activity through fitness classes and outdoor activities.
 - Collaborate with health organizations to provide wellness resources.

10. Secure Funding and Resources

- Explore grants, sponsorships, and fundraising opportunities to support initiatives.
- Develop a budget that aligns with the department's goals and priorities.

Discussion followed.

Mr. Allen shared that he would send a copy of his goals to the Council.

5 ADJOURNMENT:

- a) With no further business, Mayor Mulhollem called for a motion to adjourned the meeting.

Moved by Council Member Jackson

Seconded by Mayor Pro Tem Castleberry

Approved to adjourn the meeting at 7:59 p.m.

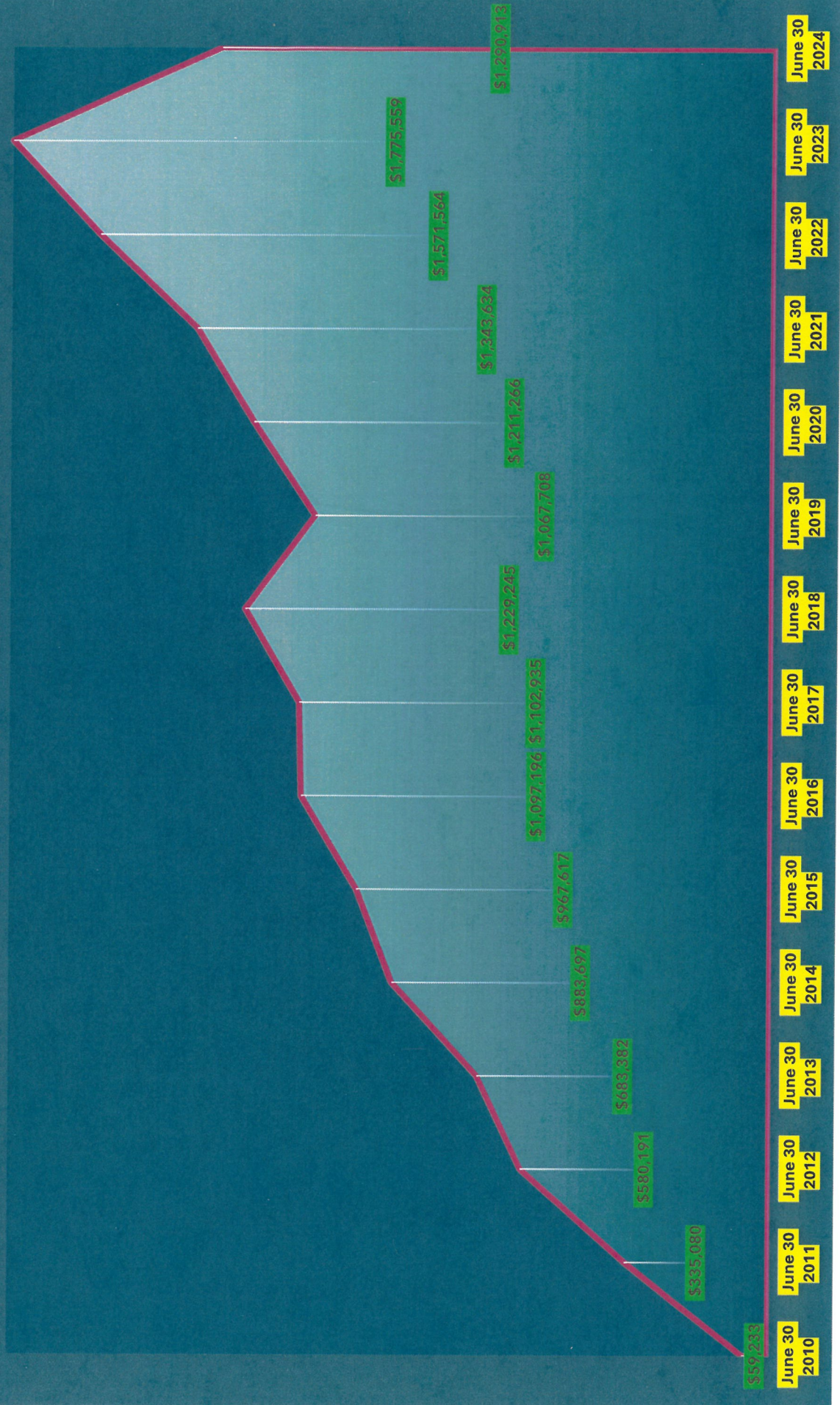
CARRIED UNANIMOUSLY


Matthew B. Mulhollem, Mayor


Jenny Martin, Town Clerk



GENERAL FUND TOTAL FUND BALANCE



Capital Reserve Fund, Park Reserve Fund & Public Safety Reserve Fund Balances

