



Budget Planning Retreat - Minutes Monday, February 19, 2024

COUNCIL PRESENT:

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

STAFF PRESENT:

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

COUNCIL ABSENT:

STAFF ABSENT:

Marcus Burrell, Town Attorney

1. DINNER:

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

2. WELCOME/ CALL TO ORDER:

- a) **Invocation**

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

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- b) **Pledge of Allegiance**

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

3. FINANCIALS ~ KIM BATTEN

- a) **Interim Financial Reports for December 2023**

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

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

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

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

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

b) Interim Financial Reports for January 2024

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

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

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

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

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

4. PRESENTATIONS:

a) Administration Update ~ Bryan Chadwick

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

b) Parks & Recreation Update ~ Chris Allen

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

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

5. BUDGET OFFICER/ TOWN ADMINISTRATOR ~ BRYAN CHADWICK

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

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

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

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

6. ADJOURNMENT:

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



Matthew B. Mulhollem, Mayor



Jenny Martin, Town Clerk

