



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.**
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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

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- finished their work projects.
 - The furnishings for Planning/Zoning office and the Conference room are near completion.
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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, 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. TJCOC'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 TJCOC 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

**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?

"We need to continue coordinating development and growth with critical services and EMS capabilities."

**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

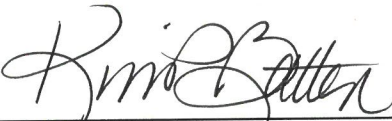
In closing, Council Member Wilson mentioned that the Archer Lodge Veterans Memorial Sign has been completed and was his Grandson's Eagle Scout project.

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

