



Town of Archer Lodge

AGENDA

Regular Council Meeting

Tuesday, September 5, 2017 @ 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. RECOGNITION/PRESENTATION:

- 4.a. ALCC (Archer Lodge Community Center) presentation ~ Dene Castleberry

5. DISCUSSION AND POSSIBLE ACTION ITEMS:

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 - 5.a. Discussion and Consideration of Adopting an Ordinance Authorizing the Sale of Malt Beverages, Unfortified Wine, Fortified Wine, and Mixed Beverages Beginning at 10:00 A.M. on Sundays in the Town of Archer Lodge
[AL2017-09-1 Brunch Ordinance](#)
 - 5.b. Discussion and Consideration of Approving Permanent Town Hall Hours
- 4 - 14
 - 5.c. Discussion and Consideration of Approving the Memorandum of Agreement for Personnel Services between the Town of Archer Lodge, the North Carolina League of Municipalities (NCLM) and the MAPS Group.
[MOA - NCLM & MAPS Group](#)

6. TOWN ATTORNEY'S REPORT:

7. ADMINISTRATIVE CONSULTANT'S REPORT:

8. FINANCIAL/TOWN CLERK'S REPORT:

9. PLANNING/ZONING REPORT:

10. VETERAN'S COMMITTEE REPORT:

11. MAYOR'S REPORT:

11.a. September Work Session Information

15 - 16

11.b. Legislature Directed Grant for \$50,000 to Town of Archer Lodge
[Grant Acknowledgement Letter - Town of Archer Lodge](#)

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11.c. Discussion and Consideration of Approving Budget Amendment BA
 2018 01 - Park Land Grant as discussed in Agenda Item 11.b. above
[BA 2018 01](#)

11.d. Annual Christmas Appreciation

12. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

13. ADJOURNMENT:

**AN ORDINANCE AUTHORIZING THE SALE OF MALT BEVERAGES,
UNFORTIFIED WINE, FORTIFIED WINE, AND MIXED BEVERAGES
BEGINNING AT 10:00 A.M. ON SUNDAYS IN THE
TOWN OF ARCHER LODGE**

WHEREAS, on June 29, 2017, the North Carolina General Assembly enacted Senate Bill 155, entitles “An Act of Make Various Changes to the Alcoholic Beverage Control Commission Laws”; and

WHEREAS, Section 4 of Ratified Senate Bill 155 authorizes city and county governments to adopt an ordinance to allow alcohol sales beginning at 10:00 a.m. on Sundays; and

WHEREAS, Ratified Senate Bill 155 was signed into law by Governor Roy Cooper on the 30th day of June, 2017 and became effective on that date (Session Law 2017, Chapter 87); and

WHEREAS, by enacting Senate Bill 155, North Carolina joins 47 other States in allowing alcohol sales before noon on Sunday;

NOW, THEREFORE, BE IT ORDAINED by the Archer Lodge Town Council that:

Section 1. Pursuant to authority granted to the Town by N.C. Gen. Stat. § 160A-205.3 (Session Law 2017, Chapter 87, Senate Bill 155, Section 4)), the Town of Archer Lodge hereby enacts a new Town Code to read as follows:

**Malt Beverages, Unfortified Wine, Fortified Wine, And
Mixed Beverages on Sunday Mornings.**

The sale of malt beverages, unfortified wine, fortified wine and mixed beverages shall be allowed within the corporate limits of Archer Lodge at any premises licensed pursuant to N.C. Gen. Stat. § 18B-1001 on Sundays beginning at 10:00 a.m.

Section 2. This ordinance shall become effective upon adoption.

DULY ADOPTED, THIS 5th DAY OF SEPTEMBER, 2017

TOWN OF ARCHER LODGE

ATTEST:

Michael A. Gordon, Mayor

Kim P. Batten, Town Clerk

(SEAL)



August 14, 2017

Mayor Mike Gordon
Town of Archer Lodge
14094 Buffalo Road
Clayton, NC 27527

Dear Mayor Gordon:

We are pleased to be able to offer the enclosed Memorandum of Agreement to the Town of Archer Lodge to perform the specified personnel services as described herein.

This contract will be performed through an agreement between the North Carolina League of Municipalities and the MAPS Group. This private consulting firm consists of former and current practicing personnel professionals in the public sector who specialize in personnel administration and general management. They are, or have been, employed in human resources departments at the state and municipal level of government and undertake consulting assignments for the North Carolina League of Municipalities.

I will have overall responsibility for this project to determine that all contractual obligations of this study are successfully met.

If you have any questions, or need clarification on any item contained within our Memorandum of Agreement, please contact me at the League Office.

Sincerely,

Hartwell Wright/kb

Hartwell Wright
Human Resources and Employee Relations Consulting Manager

HW/kb
Enclosures

cc: The MAPS Group
CL Gobble, Town Administrator
Kim Batten, Town Clerk

MEMORANDUM OF AGREEMENT
PERSONNEL SERVICE
TOWN OF ARCHER LODGE

THIS AGREEMENT is made and entered into this ____ day of _____, 2017 by and between the North Carolina League of Municipalities, an unincorporated association, hereinafter called "League", and the Town of Archer Lodge, an incorporated municipality hereinafter called "Town."

WITNESSETH

In consideration of the amounts of money hereinafter agreed to be paid, and in consideration of the other conditions hereinafter agreed to by the Town of Archer Lodge, the League offers to perform the following services:

Scope of Services

The League agrees to provide through its subcontractor The MAPS Group the services described and set forth in Attachment "A", Scope of Services, which is incorporated into and made a part of the Memorandum of Agreement by reference.

Time for Performance

The time for performance will be approximately three (3) months. The contract can begin in October 2017 or at a time mutually agreed upon between The MAPS Group and the Town.

Cost

The fee for the proposed work is three thousand six hundred dollars (\$3,600.00). In addition, the Town will be billed for actual itemized expenses for mileage, meals, printing and supplies (estimated at around \$200.00).

In consideration of the services performed by the League, the Town agrees to abide by and perform the following:

The MAPS Group will bill the Town for one payment of \$1800.00 at the beginning of the study and a final payment of the same amount plus actual itemized expenses and travel time when the study is completed. This cost includes ten (10) copies of the completed study document. The Town agrees to remit payment to The MAPS Group upon receipt of each of the statements referred to above.



Execution

If this Memorandum of Agreement is not executed and returned to the League Office within thirty (30) days from the submission date, the time frame for performance may have to be renegotiated.

If the terms of this contract are acceptable, please sign two (2) copies and return one to the League office.

SUBMITTED BY:

ACCEPTED BY:

NORTH CAROLINA LEAGUE OF
MUNICIPALITIES

TOWN OF ARCHER LODGE

Hartwell Wright/eb

Hartwel Wright
Human Resources and Employee
Relations Consulting Manager

Name

08/14/2017

Submission Date

Title

Date

This instrument has been preaudited in the
manner required by the Local Government Budget
and Fiscal Control Act.

(Signature of Finance Officer)



ATTACHMENT "A"

SCOPE OF SERVICES

PAY AND CLASSIFICATION STUDY

SCOPE OF SERVICES

Objectives of Study

The primary purpose of this study is to conduct a comprehensive pay and classification study for the Town of Archer Lodge to include the following work study objectives:

- To study and evaluate all positions covered by the NCLGERS within the Town for the purpose of determining the proper position classification and salary for each employee.
- To conduct a comprehensive salary survey of appropriate public and private sector organizations to determine that the Town's salaries, benefits and wages are competitive within the applicable job market.
- To prepare or update class specifications for each position class based upon current job duties and requirements, outlining appropriate ADA information.
- To prepare a pay plan for the Town as required to maintain a competitive system of salaries and wages.
- To identify those classes of positions that are "exempt" and "non-exempt" in compliance with the Fair Labor Standards Act (F.L.S.A.) of 1937 as amended in 1948.
- To review and make recommendations concerning the effectiveness of the Town's overall compensation system including compression issues.

Study Work Components

A. Preparation of the Classification and Pay Plan

1. Conduct a comprehensive review of the Town's Personnel system for the purposes of staff orientation and to provide data and information to be used in the preparation of the classification and compensation data and related Personnel components.
2. Conduct a meeting with Town Manager and department heads to discuss the various work components of the study and to explain the study methodology and approach. At this meeting we will also discuss the appropriate labor market for surveying salary data and the project schedule.
3. Conduct orientation sessions with employees to cover the purposes and process of the study. In addition, job questionnaires will be distributed to employees and a time schedule for return of the questionnaires will be established. These meetings help establish realistic expectations with employees and reduce mis-information. The meetings will cover:
 - * purposes of the study;
 - * steps in conducting the study;

- * study methodology;
 - * what the study will and will not cover;
 - * distribution and review of how to complete questionnaires; and
 - * answer any questions
4. Survey existing employee positions. This task will involve a review of the completed questionnaires, desk audits with representative employees in each class, and conferences with each department head to review and verify information presented on the questionnaires and in the audits. The purpose of this task is to determine that The MAPS group obtains comprehensive, factual, and accurate data and information. This task also resolves any conflicting information or data.
 5. Following the review and field audit of existing employee positions, class specifications (often called job descriptions) will be prepared. These class specifications will be written to comply with OSHA and ADA regulations. The MAPS Group will use the following factors to classify jobs:
 - * Difficulty, complexity, and variety of work
 - * Education and experience requirements of the job
 - * Nature and extent of public contact
 - * Physical effort and hazards; and
 - * Supervision given and received.
- B. Development of the Pay Plan**
1. A survey of salary plans will be performed utilizing public sector jurisdictions and other organizations for the purpose of recommending wage and salary schedules that are competitive and sufficient to attract and retain qualified employees. The identification of competitive organizations will be made by the Town in consultation with The MAPS Group. The salary survey will request hiring and maximum salaries for each position surveyed.
 2. A comprehensive analysis of the salary survey will be prepared.
 3. Following analyses of all inputs considered previously in Study Components A and B, all classes of positions will be allocated to the recommended salary schedule.

C. Preparation of the Employee Allocation List

1. Following completion of the classification plan and compensation schedule, an allocation list will be prepared showing employees by name, present classification, proposed classification, present salary grade, proposed salary grade, recommended salary, and proposed increase amount (if applicable).
2. Costs for implementation options of the plan will be provided. Up to three options will be provided with graphs illustrating impact of each option on salary compression as well as costs. Options will be designed specifically to address compression if needed and desired.

If more than three options are needed, there will be an additional charge of \$250 per additional option.

FLSA Status

As part of this study, the MAPS Group will identify and recommend positions that the Town may consider Exempt from the Wage and Hour Provisions of the Fair Labor Standards Act.

Personnel Policy

The MAPS Group will review and make recommendations for updating the Town's personnel policy to be consistent with modern and effective human resource management and current laws and regulations. The personnel policy is reviewed for policy versus procedural language and is recommended to meet a balance of providing guidance without including unnecessarily restrictive or detailed procedures. If needed, a new policy will be provided.

Communication with the Town

During the study, MAPS principals will be available to Town management to clarify any steps, current stage of the study, or other issues related to the study by phone, Email or FAX. In addition, while MAPS principals are on site for orientation and/or interviews, personal consultations are available as necessary to the study. A draft of the study will be sent to management for review and MAPS will make one visit to discuss management reactions to the study prior to finalizing it. After the draft review, the MAPS Group will make a presentation to the Town Council and then return once more to respond to discussion and questions. Any additional trips will require additional fees.

Involvement of Town Staff

Town staff members will be required to complete position description questionnaires for each job, prepare organization charts, participate in interviews if selected (all department directors will be interviewed), provide current employee data including copies of current salary plan and employee information by department with name, current classification, current grade and step (if applicable) date of hire, date of entry to current position, and current annual salary. These last components are needed for calculating the costs of implementation options.

Results of the Study

The study will result in the publication and delivery to the Town of ten (10) copies of the report to include the classification plan, class specifications, compensation plan, and implementation costs. The MAPS representative will formally present the study to the Town Council/Board and be available to respond to questions.

Plan Maintenance

Once the study is complete and implemented, the MAPS Group will provide assistance to Town staff on maintenance of the plan including the classification of new or revised positions, market revisions to the pay plan and other assistance as needed. The MAPS Group will provide telephone consultation and will classify new or revised positions as needed for up to five years following the study for \$200 per position. Additional work may be performed on a maintenance contract.

In addition, the MAPS Group will provide the Town with a linked spreadsheet that will allow for market adjustments (cost of living increases) to automatically update the salary schedule and class listings and provide the Town with a digital copy of all class specifications.

Project Staff

The project manager will be Rebecca L. Veazey. Additional team members will be subject to approval by the Town.

VITA
REBECCA L. VEAZEY

BORN: Durham County, North Carolina

EDUCATION:

Southern High School, Durham, N. C.
B. A. Speech and Education - University of North Carolina at Chapel Hill
M. P. A. - University of North Carolina at Chapel Hill
Municipal Administration Course, Institute of Government
Group Facilitation and Consultation Course, Institute of Government

CAREER PROGRESSION:

President, The MAPS Group (Management and Personnel Services) - a consulting group providing personnel, organization development, training, and management services for local governments, 1995 to present
Principal, the MAPS Group
Human Resources Director, Durham County
Director of Personnel, Town of Cary (Cary's first Personnel Director)
Personnel Officer, Town of Chapel Hill
Training Specialist, Town of Greensboro

PROFESSIONAL ACTIVITIES:

International Personnel Management Association (IPMA). Lifetime Achievement Award 2010. Active in N. C. Chapter including serving as Treasurer, on program committee for state chapter for three years, on Regional program committee one year, and chairperson of Finance Strategic Planning Committee.
Organization of Municipal Personnel Officers (OMPO), Life Member Award, Board Member, President, and Immediate Past President.
North Carolina League of Municipalities, Board of Directors, 1985-1987.
American Society for Training and Development, Triangle Chapter member.
Facilitation and Organization Development Group, (FODG) founding member
Systems Thinking in Government Group

COMMUNITY AND OTHER ACTIVITIES:

U. N. C. General Alumni Association, Board of Directors
U. N. C. Master of Public Administration Alumni Association, Past President
Local Government Employees Federal Credit Union, founding member, Loan Committee Chairperson, and member of the Board of Directors
United Way Campaign Chair, Durham County and Town of Cary

EXPERIENCE:

Conducting classification and pay studies for municipalities, counties, councils of governments, housing authorities, and other non-profit organizations.

Facilitating/leading the development and implementation of performance management and performance pay programs as both an internal and external consultant.

Experience (continued)

Serving as facilitator at strategic planning and team building retreats for staffs, boards, and elected officials. Also, providing on-going developmental facilitation to assist an organization with team building; organization development; planned change; development of mission, vision, and values; development of compensation philosophies; leadership development; or other issues.

Developing and conducting management and supervisory training on a variety of topics including leadership, coaching and feedback, conducting performance reviews, principles of supervision, communications skills, motivation techniques, legal issues in supervision, hiring the right person, effective grievance and disciplinary actions administration, conflict resolution, facilitation skills, and a number of other topics. This includes designing and updating materials and teaching and coordinating the School of Government's comprehensive Effective Supervisory Management Program since 2002.

Administering assessment instruments and providing interpretation and feedback or training; instruments include EQ-I (Emotional Intelligence Quotient), Myers Briggs, Human Patterns, Styles of Management Inventory, Johari Window (Personnel Relations Inventory), Leadership Profile System, Ego State Assessment, FIRO B, etc.

Developing and conducting assessment centers and serving as an on assessor for the purpose of selection, promotion, succession planning, and professional development.

Conducting recruitment and selection processes focused on assessing management excellence in candidates.

Establishing and revising policies and programs on a variety of personnel topics including writing personnel policies, establishing recruitment and selection procedures, developing performance review forms and procedures, and problem-solving employee relations issues and grievances.

Speaking on a variety of personnel and management topics at the School of Government, NCLM Convention, IPMA (international and state conferences), Area Health Education Centers, parks and recreation conferences, and for other groups.

Teaching personnel administration course to students in the MPA Program at UNC-G and in a six weeks seminar at NCSU, and teaching a seminar on facilitation skills to students in the MPA Program at UNC.

Teaching or assisting with teaching Ground Rules for Effective Groups, facilitation, Mental Models Model I and II, and related principles and concepts to public sector and other groups.

CLIENTS ON CONSULTANT PROJECTS:

Municipalities:

Apex
Atlantic Beach
Banner Elk
Benson
Blowing Rock
Boone
Brevard
Butner
Carrboro
Carthage
Charlotte
Claremont
Clayton
Clinton
Concord
Creedmoor
Emerald Isle
Fletcher
Forest City
Franklin
Garner
Gibsonville
Harrisburg
Henderson
Hendersonville
Hertford
Holly Springs
Hudson
Kill Devil Hills
Laurel Park
Lowell
Morrisville
Mount Pleasant
Nags Head
Oak Island
Ocean Isle Beach
Pinehurst
Pittsboro
Red Springs
Reidsville
Selma
Shallotte
Shelby
Smithfield
Spindale
Sylva
Tarboro
Wallace
Weaverville

Weldon
Wendell
Williamston

Counties:

Alleghany
Anson
Avery
Columbus
Currituck
Dare
Harnett
Hyde
Iredell
Mitchell
Nash
Orange
Perquimans
Person
Rowan
Rutherford
Tyrrell
Vance
Wake County Sheriff=s Office
Wilkes

Councils of Government:

Albemarle Commission
Centralina Council of Governments
Isothermal Planning and Development
Kerr Tar Council of Governments
Land of Sky
Triangle J Council of Governments
Western Piedmont COG

Housing Authorities:

Benson
Mount Airy
North Wilkesboro

Other Nonprofit/Governmental Agencies:

Contentnea Metropolitan Sewerage District
Davidson Water
Institute/School of Government
North Carolina League of Municipalities
Raleigh Durham International Airport
Tuckaseigee Water and Sewer Authority



**North Carolina Department of Natural and Cultural Resources
Budget and Finance Office**

Governor Roy Cooper

Secretary Susi H. Hamilton

August 28, 2017

Kim Batten
14094 Buffalo Road
Clayton, NC 27527

Dear Kim Batten:

Session Law 2017-57, Appropriation Act 2017 provides a nonrecurring special appropriation - legislatively directed grant to Town of Archers Lodge for park land purchase through the North Carolina Department of Natural and Cultural Resources (DNCR) in the amount of \$50,000.

General Statutes § 143C-6-21-23, Use of State funds by non-State entities, requires any agency awarding funds to enter into a contract with the recipient/organization. Before we can prepare a contract for your appropriation, we must have the following information from your local government:

1. A Microsoft Office Word version of the scope of work and a description of the project to be covered by these funds. The language of the scope and description should coincide with the stated purpose was written in the legislation. The information contained in the Scope of Work should be specific with deliverables and outcomes.
2. A Microsoft Office Word version of a line-item budget and budget narrative for these funds. Please note that expenditures of State funds are now subject to Cost Principles. For reference, see the Federal Office of Management and Budget (OMB) Circular A-87.

Please submit the above items by email to strategy.policy@ncdcr.gov.

The projected schedule for the awarding of these funds is as follows:

1. Certification of the State's annual budget by the Office of the State Budget and Management (OSBM). OSBM is currently finalizing this process for DNCR.
2. Receipt of the above-requested items.
3. Preparation of the grant contract by this agency. The contract incorporates the information requested above.
4. A second emailing to you containing a Request for Payment of Appropriation Form*, an Iran Divestment Form*, and a PDF of the completed grant contract. These documents must be properly signed, notarized and returned by mail to this office, along with additional

MAILING ADDRESS:
4601 Mail Service Center
Raleigh, NC 27699-4601

Telephone: (919) 807-7250
Fax: (919) 733-1564

LOCATION:
109 East Jones Street
Raleigh, NC

documentation as required by law. This mailing will also advise you of reporting requirements required by law.

5. The Budget and Finance Office will review of all documents received from you. At such time as those documents are deemed complete, we will authorize payment of the appropriation.

For starred “*” items, templates will be provided.

Please know that we will move through this process as quickly as possible. We understand your desire to receive your appropriation and want to work with you in every possible way. If you have questions, I can be contacted by email (see below) or phone (919-807-7277).

My contact and mailing information is below:

Email: strategy.policy@ncdcr.gov

US Mail: Joshua Davis
Business and Finance Office
Dept. of Natural and Cultural Resources
4605 Mail Service Center
Raleigh, NC 27699-4601

Fed Ex: Joshua Davis
Business and Finance Office
Dept. of Natural and Cultural Resources
109 East Jones Street
Raleigh, NC 27601

We look forward to working with you.

Sincerely,

Joshua Davis
Strategy and Policy Advisor

BA 2018 01

Town of Archer Lodge
Budget Amendment
Fiscal Year Ending

June 30, 2018

Budget Amendment
Date

BA 2018 01
05-Sep-17

General Fund/ Park Land Reserve Fund

Account	Account Number	Budget	Amendment	Amended Budget
Revenues:				
Park Land Grant Proceeds-NCDNCR FY17/18	10-3480-0000	-	50,000.00	50,000.00
Transfer from General Fund	31-3900-3910	-	50,000.00	50,000.00
		-	-	-
Total Increase (Decrease) in Revenues			100,000.00	
Expenditures:				
Transfer to Park Reserve Fund 31	10-9900-0031	106,000.00	50,000.00	156,000.00
Recreation Development	31-6120-5500	-	50,000.00	50,000.00
				-
Total Increase (Decrease) in Expenditures			\$ 100,000.00	
			\$ -	

Justification for Budget Amendment:

Session Law 2017-57, Appropriation Act 2017 provides a nonrecurring special appropriation - legislatively directed grant to Town of Archer Lodge for park land purchase through the North Carolina Department of Natural and Cultural Resources (DNCR) in the amount of \$50,000.

Adopted this 5th day of September 2017

ATTEST:

Michael A. Gordon, Mayor

Kim P. Batten, Town Clerk

Matthew B. Mulhollem, Budget Officer