



Town of Archer Lodge

AGENDA

Regular Council Meeting

Monday, July 9, 2018 @ 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. DISCUSSION AND POSSIBLE ACTION ITEMS:

- 3
 - 4.a. Discussion and Consideration of the Results received from the Request for Proposals (RFP's) on Installment Financing for the Town Hall Expansion Project which includes Grading for the Archer Lodge Veteran's Memorial (ALVM)
[Finance Comparisons for Town Hall Expansion Loan](#)
 - 4.b. Discussion and Consideration of the Construction Drawings provided by MS Consultants, Inc. for the Town Hall Expansion Project which includes Grading for the Archer Lodge Veteran's Memorial (ALVM)
- 4
 - 4.c. Discussion and Consideration of Adopting a Capital Project Ordinance for the Town Hall Expansion Project which includes the Archer Lodge Veteran's Memorial (Ordinance# AL2018-07-1)
[AL2018-07-1 Capital Project Ordinance - Town Hall Expansion Including Veteran's Memorial Site](#)
 - 4.d. Discussion and Consideration of Cancelling the Work Session scheduled for Monday, July 16, 2018

5. TOWN ATTORNEY'S REPORT:

6. ADMINISTRATIVE CONSULTANT'S REPORT:

7. FINANCIAL/TOWN CLERK'S REPORT:

- 5 - 9 7.a. June 30, 2018 Financials & Year-to-Date Comparisons
 (FY17 & FY18)
 [JUNE 2018 & FYTD](#)
 [JUNE 2018 & FYTD - ALL FUNDS](#)
 [YTD COMP 06.30.18](#)
- 10 - 11 7.b. NC Association of Municipal Clerks Annual Summer Academy
 August 16 - August 18
 [2018 NCAMC Annual Summer Academy - Pinehurst, NC](#)

8. PLANNING/ZONING REPORT:

9. VETERAN'S COMMITTEE REPORT:

10. MAYOR'S REPORT:

11. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

12. ADJOURNMENT:

Archer Lodge Town Hall-Vet Memorial Site Finance Comparison

RATES & TERMS	KS BANK	BB&T	BENCHMARK COMMUNITY BANK
Loan Amount	\$405,000.00	\$405,000.00	\$405,000.00
Interest Rate	3.37% FIXED - Guaranteed for 60 days from date of acceptance with an anticipated closing not to exceed 8/07/18.	3.92% FIXED - Valid for closing no later than 8/13/18	3.99% locked in for 5 year periods throughout the term of the loan. Rate will be reset at the end of each 5 year anniversary. Loan has an interest rate floor at 3.99%
Loan Fee	None	\$900.00	\$1,500.00
Term of Payments	15 Years, payable annually	15 Years, payable annually	15 Years annually, Interest due semi-annually
Loan Secured	Secured by Deed of Trust on the subject property.	Secured by First Lien Security Interest on subject property	A Title Insured, Deed of Trust on the subject property
Borrower's Expenses	Includes Appraisal Fee, Applicable Attorney Fees, Flood Determination Fee, and all necessary Recording Fees	Flood Insurance, if applicable. \$900.00 Remuneration of legal review expenses and underwriting of financing transaction. All applicable taxes, surveys, zoning, appraisals, permits, cost of enironmental studies, title insurance premiums, LGC approval fees, costs of counsel for the Town and any other costs.	Flood determination fee of \$15.00 and Deed of Trust recording fee of \$56.00.
Prepayment of Principal	No prepayment penalty.	Accepted on any date with a 1% prepayment premium.	No prepayment penalty.
Bank Specifications	Bank agrees to the contract specifications set forth in Part B of the Request for Proposal.	Stated interest rate assumes that the Town expects to borrow no more than \$10,000,000 in calendar year 2018 and that the financing qualifies as tax-exempt financing under the Internal Revenue Code.	Provide an annual financial statements to the Bank. Financial statements for the Borrower are to be received within 180 days of the year-end.
Basis of Bank's Bid	Based on gross funding of The Project without consideration of investment earnings.		
Contact Information	Matt Korff, Relationship Mgr. Vice President 2850 Wendell Blvd. P.O. Box 826 Wendell, NC 27591 Bus: 919-365-0771 Fax: 919-365-0774 mkorff@ksbankinc.com	Alison W. Peeler, Senior Vice President 5130 Parkway Plaza Blvd. Charlotte, NC 28217 704-954-1700 704-954-1799 Bus: Fax:	Rick L. Houser, Senior Vice President North Carolina Market Executive 12335 Wake Union Church Rd. #206 Wake Forest, NC 27587 Bus: 919-556-5972 Cell: 919-272-0435 rick.houser@bcbonline.com

**TOWN OF ARCHER LODGE
CAPITAL PROJECT ORDINANCE
TOWN HALL EXPANSION**

BE IT ORDAINED by the Town Council of the Town of Archer Lodge, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1. The project authorized by this ordinance is the construction of the Town Hall Expansion including grading for the Archer Lodge Veteran's Memorial Site.

Section 2. The officers of this unit are hereby directed to proceed with the capital project within the terms of the financing resolution and the budget contained herein.

Section 3. The following amounts are appropriated for the project:

Construction	\$ 420,000
Furnishings	30,000
Total	\$ <u>450,000</u>

Section 4. The following Revenues are anticipated to be available to complete this project:

Loan Proceeds	405,000
Transfer from General Fund	45,000
Total	\$ <u>450,000</u>

Section 5: The Finance Officer is hereby directed to maintain within the Capital Project Fund sufficient specific detailed accounting records to satisfy the requirements of the grantor agency, the loan agreements, and the federal regulations. The terms of the installment financing also shall be met.

Section 6. The Finance Officer is directed to report, as needed by Council, on the financial status of each project element in Section 3 and on the total revenues received or claimed.

Section 7. Copies of this capital project ordinance shall be filed with the Finance Officer/Town Clerk for direction in carrying out this project.

DULY ADOPTED THIS, THE 9TH DAY OF JULY 2018.

TOWN OF ARCHER LODGE

ATTEST:

Matthew B. Mulhollem, Mayor

Kim P. Batten, Town Clerk

(SEAL)



TOWN OF ARCHER LODGE
FINANCIAL SUMMARY REPORT
FOR MONTH ENDING
JUNE 30, 2018

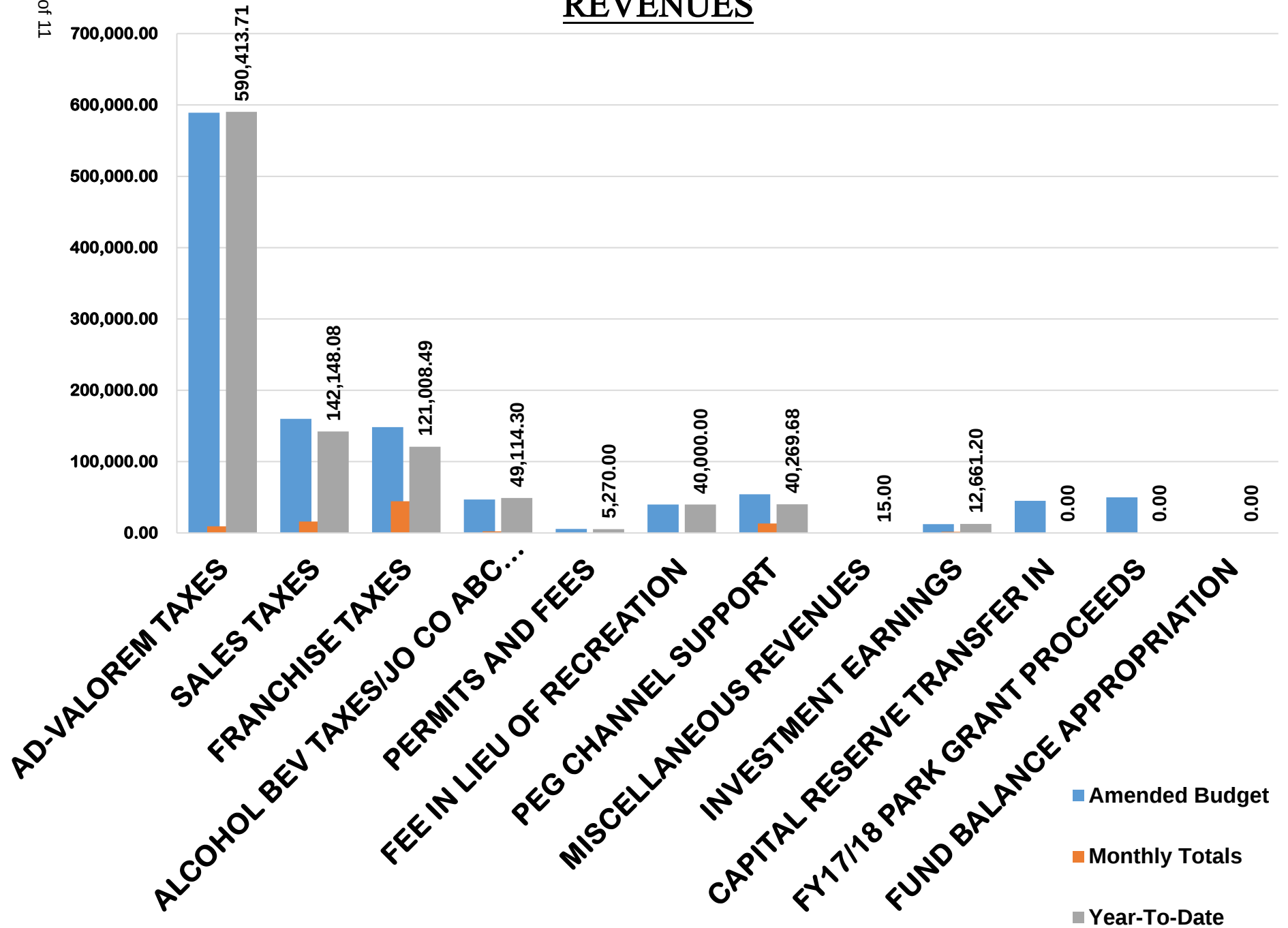
GENERAL FUND				
REVENUES	AMENDED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
AD-VALOREM TAXES	589,189.00	9,387.49	590,413.71	100.21%
SALES TAXES	160,010.00	16,132.98	142,148.08	88.84%
FRANCHISE TAXES	148,500.00	44,368.53	121,008.49	81.49%
ALCOHOL BEV TAXES/JO CO ABC DIST	47,000.00	2,169.12	49,114.30	104.50%
PERMITS AND FEES	5,600.00	225.00	5,270.00	94.11%
FEE IN LIEU OF RECREATION	40,000.00	0.00	40,000.00	100.00%
PEG CHANNEL SUPPORT	54,400.00	13,242.64	40,269.68	74.03%
MISCELLANEOUS REVENUES	150.00	0.01	15.00	10.00%
INVESTMENT EARNINGS	12,500.00	1,635.61	12,661.20	101.29%
CAPITAL RESERVE TRANSFER IN	45,000.00	0.00	0.00	0.00%
FY17/18 PARK GRANT PROCEEDS	50,000.00	0.00	0.00	0.00%
FUND BALANCE APPROPRIATION	0.00	0.00	0.00	#DIV/0!
	1,152,349.00	87,161.38	1,000,900.46	86.86%
EXPENDITURES	AMENDED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
GOVERNING BODY	44,060.00	2,822.50	38,593.85	87.59%
ADMINISTRATION	222,269.00	13,782.49	189,678.42	85.34%
JO CO TAX COLLECTION FEES	17,000.00	281.47	15,367.52	90.40%
LEGAL	15,000.00	2,062.50	12,562.50	83.75%
PROPERTY TAXES	130.00	0.00	95.90	73.77%
PUBLIC BUILDINGS	78,142.00	25,495.39	68,541.58	87.71%
PEG MEDIA PARTNERS	54,400.00	13,242.64	40,269.67	74.03%
PUBLIC SAFETY	233,524.00	3,319.34	201,824.37	86.43%
TRANSPORTATION-PUBLIC WORKS	81,800.00	886.82	13,838.87	16.92%
PLANNING & ZONING	99,323.00	7,449.28	90,310.04	90.93%
CULTURAL & RECREATION	60,000.00	2,500.00	52,500.00	87.50%
DEBT SERVICES	44,701.00	0.00	44,700.00	100.00%
TRANSFER TO CAP RESERVE	25,000.00	0.00	25,000.00	100.00%
TRANSFER TO PARK RESERVE	177,000.00	1,365.89	125,241.86	70.76%
	1,152,349.00	73,208.32	918,524.58	79.71%
Y-T-D GENERAL FUND INCREASE (DECREASE)		13,953.06	82,375.88	

Kim P. Batten
FINANCE OFFICER

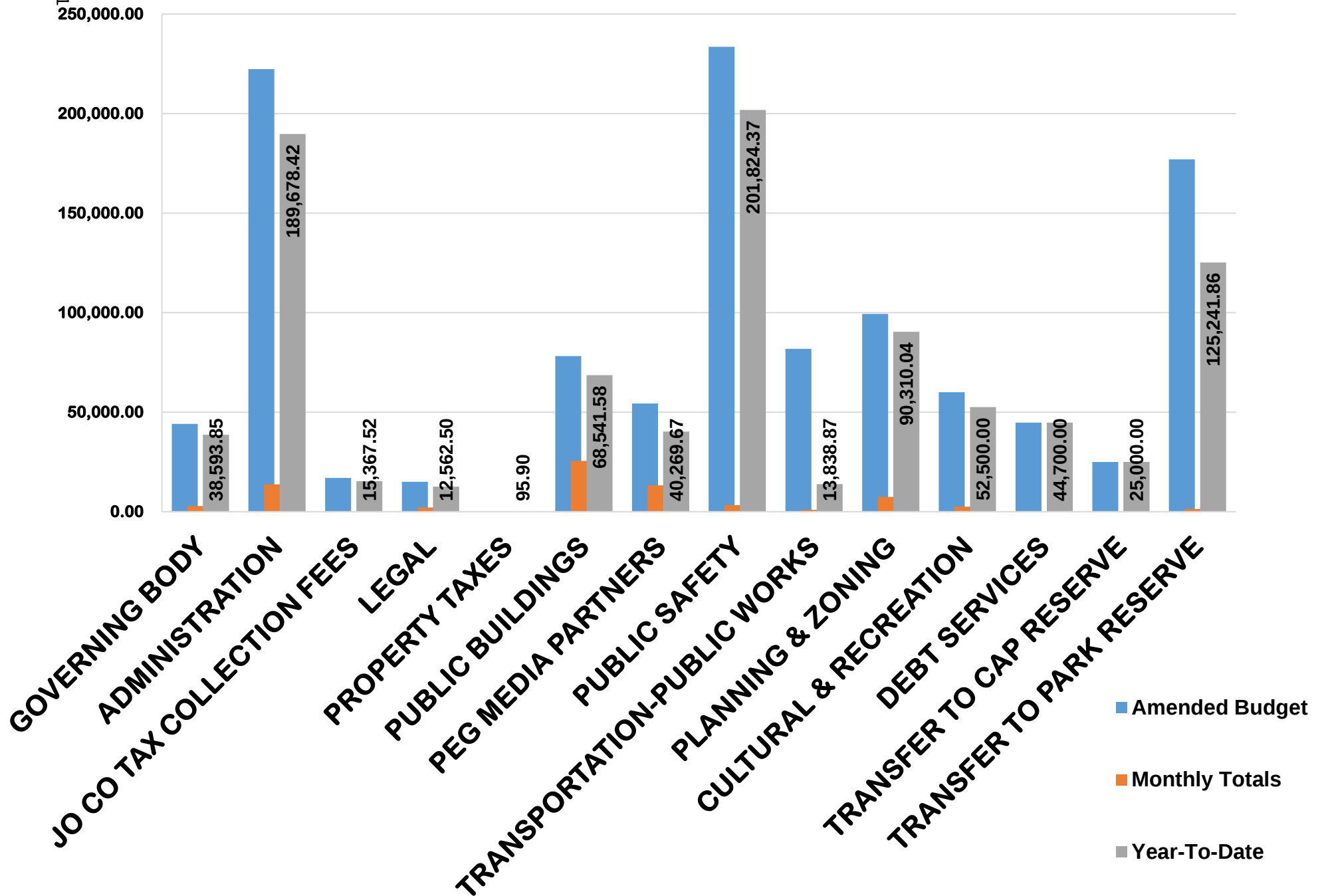
Kim P. Batten

100% Complete
FY18

FY 2018 BUDGET VS. ACTUAL REVENUES



FY 2018 BUDGET VS. ACTUAL EXPENDITURES





**TOWN OF ARCHER LODGE
FINANCIAL SUMMARY REPORT
FOR MONTH ENDING
JUNE 30, 2018**

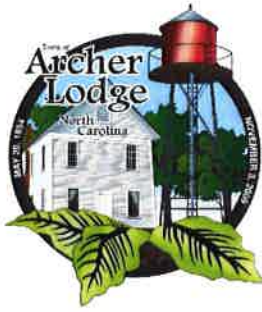
GENERAL FUND 10				
REVENUES	AMENDED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
AD-VALOREM TAXES	589,189.00	9,387.49	590,413.71	100.21%
SALES TAXES	160,010.00	16,132.98	142,148.08	88.84%
FRANCHISE TAXES	148,500.00	44,368.53	121,008.49	81.49%
ALCOHOL BEV TAXES/JO CO ABC DIST	47,000.00	2,169.12	49,114.30	104.50%
PERMITS AND FEES	5,600.00	225.00	5,270.00	94.11%
FEE IN LIEU OF RECREATION	40,000.00	0.00	40,000.00	100.00%
PEG CHANNEL SUPPORT	54,400.00	13,242.64	40,269.68	74.03%
MISCELLANEOUS REVENUES	150.00	0.01	15.00	10.00%
INVESTMENT EARNINGS	12,500.00	1,635.61	12,661.20	101.29%
CAPITAL RESERVE TRANSFER IN	45,000.00	0.00	0.00	0.00%
FY17/18 PARK GRANT PROCEEDS	50,000.00	0.00	0.00	0.00%
FUND BALANCE APPROPRIATION	0.00	0.00	0.00	#DIV/0!
TOTALS	1,152,349.00	87,161.38	1,000,900.46	86.86%
EXPENDITURES	AMENDED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
GOVERNING BODY	44,060.00	2,822.50	38,593.85	87.59%
ADMINISTRATION	222,269.00	13,782.49	189,678.42	85.34%
JO CO TAX COLLECTION FEES	17,000.00	281.47	15,367.52	90.40%
LEGAL	15,000.00	2,062.50	12,562.50	83.75%
PROPERTY TAXES	130.00	0.00	95.90	73.77%
PUBLIC BUILDINGS	78,142.00	25,495.39	68,541.58	87.71%
PEG MEDIA PARTNERS	54,400.00	13,242.64	40,269.67	74.03%
PUBLIC SAFETY	233,524.00	3,319.34	201,824.37	86.43%
TRANSPORTATION-PUBLIC WORKS	81,800.00	886.82	13,838.87	16.92%
PLANNING & ZONING	99,323.00	7,449.28	90,310.04	90.93%
CULTURAL & RECREATION	60,000.00	2,500.00	52,500.00	87.50%
DEBT SERVICES	44,701.00	0.00	44,700.00	100.00%
TRANSFER TO CAP RESERVE	25,000.00	0.00	25,000.00	100.00%
TRANSFER TO PARK RESERVE	177,000.00	1,365.89	125,241.86	70.76%
TOTALS	1,152,349.00	73,208.32	918,524.58	79.71%
Y-T-D GENERAL FUND INCREASE (DECREASE)		13,953.06	82,375.88	

CAPITAL RESERVE FUND 30				
REVENUES	AMENDED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
INVESTMENT EARNINGS	5,000.00	608.83	4,826.13	96.52%
TRANSFER FROM GEN FUND 10	25,000.00	0.00	25,000.00	100.00%
FUND BALANCE APPROPRIATED	16,500.00	0.00	0.00	0.00%
TOTALS	46,500.00	608.83	29,826.13	64.14%
EXPENDITURES	AMENDED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
TRANSFER TO GEN FUND 10	46,500.00	0.00	0.00	0.00%
TOTALS	46,500.00	0.00	0.00	0.00%
Y-T-D CAP RESERVE FUND INCREASE (DECREASE)		608.83	29,826.13	

PARK RESERVE FUND 31				
REVENUES	AMENDED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
INVESTMENT EARNINGS	2,500.00	380.57	2,508.20	100.33%
TRANSFER FROM GEN FUND 10	177,000.00	1,365.89	125,241.86	70.76%
TOTALS	179,500.00	1,746.46	127,750.06	71.17%
EXPENDITURES	AMENDED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
RECREATION DEVELOPMENT	179,500.00	0.00	0.00	0.00%
TRANSFER TO GEN FUND 10	0.00	0.00	0.00	0.00%
TOTALS	179,500.00	0.00	0.00	0.00%
Y-T-D PARK RESERVE FUND INCREASE (DECREASE)		1,746.46	127,750.06	

Kim P. Batten

FINANCE OFFICER



TOWN OF ARCHER LODGE
FINANCIAL SUMMARY REPORT
FISCAL YEAR COMPARISON FOR
PERIOD ENDING JUNE 30

GENERAL FUND				
REVENUES		Jun-18	Jun-17	DIFFERENCE
	AD-VALOREM TAXES	590,413.71	553,556.00	36,857.71
	SALES TAXES	142,148.08	127,436.00	14,712.08
	FRANCHISE TAXES	121,008.49	156,375.00	(35,366.51)
	ALCOHOL BEV TAXES/JO CO ABC DIST	49,114.30	48,423.00	691.30
	PERMITS AND FEES	5,270.00	8,715.00	(3,445.00)
	FEE IN LIEU OF RECREATION	40,000.00	12,000.00	28,000.00
	PEG CHANNEL SUPPORT	40,269.68	55,172.00	(14,902.32)
	MISCELLANEOUS REVENUES	15.00	1,910.00	(1,895.00)
	INVESTMENT EARNINGS	12,661.20	5,129.00	7,532.20
	CAPITAL RESERVE TRANSFER IN	0.00	0.00	0.00
	FY17/18 PARK GRANT PROCEEDS	0.00	0.00	0.00
	FUND BALANCE APPROPRIATION	0.00	0.00	0.00
		1,000,900.46	968,716.00	32,184.46
EXPENDITURES		Jun-18	Jun-17	DIFFERENCE
	GOVERNING BODY	38,593.85	29,747.00	8,846.85
	ADMINISTRATION	189,678.42	172,952.00	16,726.42
	JO CO TAX COLLECTION FEES	15,367.52	14,163.00	1,204.52
	LEGAL	12,562.50	10,712.00	1,850.50
	PROPERTY TAXES	95.90	112.00	(16.10)
	PUBLIC BUILDINGS	68,541.58	93,339.00	(24,797.42)
	PEG MEDIA PARTNERS	40,269.67	55,172.00	(14,902.33)
	PUBLIC SAFETY	201,824.37	190,344.00	11,480.37
	TRANSPORTATION-PUBLIC WORKS	13,838.87	6,979.00	6,859.87
	PLANNING & ZONING	90,310.04	86,613.00	3,697.04
	CULTURAL & RECREATION	52,500.00	58,805.00	(6,305.00)
	DEBT SERVICES	44,700.00	45,837.00	(1,137.00)
	TRANSFER TO CAP RESERVE	25,000.00	50,000.00	(25,000.00)
	TRANSFER TO PARK RESERVE	125,241.86	148,202.00	(22,960.14)
		918,524.58	962,977.00	(44,452.42)
Y-T-D INCREASE (DECREASE)		82,375.88	5,739.00	76,636.88

Kim P. Batten
FINANCE OFFICER

Kim P. Batten

↓
NOT
FINAL

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FINAL
PER AUDIT



May 18, 2018

Dear Clerks of North Carolina:

The UNC School of Government, in cooperation with the North Carolina Association of Municipal Clerks (NCAMC) and the North Carolina League of Municipalities, is pleased to announce the schedule for its 2018 Summer Municipal Clerks Academies, which will take place August 16-18, 2018, at the Pinehurst Resort in Pinehurst, North Carolina. The theme of this year's Academies is *"Spicing Up Local Government."*

Academy I on Thursday, August 16, will feature sessions taught by Eugene Lofton, a Diversity & Inclusion Specialist with Merck & Co. The focus will be on the increasing diversity of the modern workforce and the particular challenges and opportunities this development presents to local governments and their employees. Mr. Lofton will consider what it means to have a genuinely diverse workplace and provide strategies for maximizing the benefits that diversity can offer local governments.

Academy II on Friday, August 17, and Saturday, August 18, will include sessions on property disposal rules, e-Notary requirements, the potential advantages and pitfalls of local governments' use of social media, an exciting open meetings law scavenger hunt, the 2018 legislative update, and more. As you can see, we will have something for everybody!

The International Institute of Municipal Clerks (IIMC) has designated the UNC School of Government as an approved provider of educational programs for clerks. Clerks who successfully complete one or both Academies can earn credit towards the education requirements necessary to be certified by the IIMC as a Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC). Additionally, participants who have obtained the designation of North Carolina Certified Municipal Clerk (NCCMC) will receive credit towards recertification.

Participants must successfully complete all sessions on Thursday, August 16, to receive certification points for Academy I. Those who do will be eligible for certification points as follows:

- 3.0 points towards the IIMC CMC or MMC certification (1 point for every 2 hours);
- 6.0 hours towards the NCCMC recertification.

Participants who successfully complete all sessions on Friday, August 17, and Saturday, August 18, will be eligible to receive the following certification points for Academy II:

- 3.75 points towards the IIMC CMC or MMC certification (1 point for every 2 hours);
- 7.5 hours towards the NCCMC recertification.

No credit will be awarded for partial attendance at Academy I or Academy II.

In the spirit of conservation, we encourage you to register online, by clicking on Register Today! at the bottom of this page. From this website you should be able to access the registration process, program information with details about each session, agenda, special activities, driving directions, and information about hotel accommodations. If you are unable to register online or have any difficulty with the registration process, please contact Athena Banks at (919) 715-2908 or events@nclm.org, and she will be happy to assist you. If you have any questions about Academy sessions, please contact Trey Allen at the School of Government at (919) 843-9019.

We are pleased to offer municipal clerks this opportunity to satisfy their education requirements. We look forward to seeing you at this year's Summer Academies!

Sincerely,

Trey Allen

Assistant Professor of Public Law and Government
Clerks' Institute Director for North Carolina
UNC School of Government

Elaine F. Hunt, MMC, NCCMC
NCAMC President

"For Such a Time as This"

Details

When

Thursday, August 16, 2018 - Saturday, August 18, 2018

Where

Pinehurst Resort - The Carolina Hotel
80 Carolina Vista Drive
Pinehurst, NC 28374
844-330-1669

Planner

[NCAMC Summer Annual Academy Staff](#)