



Town of Archer Lodge

AGENDA

Regular Council Meeting

Tuesday, September 6, 2022 @ 6:30 PM

Jeffrey D. Barnes Council Chambers

NCGS § 143-318.17. Disruptions of official meetings.

A person who willfully interrupts, disturbs, or disrupts an official meeting and who, upon being directed to leave the meeting by the presiding officer, willfully refuses to leave the meeting is guilty of a Class 2 misdemeanor.

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. Welcome Jenny Martin, Archer Lodge's new Human Resources Officer/Town Clerk
- 4.b. Jenny Martin will be sworn in by Mayor Matt Mulhollem as the new Human Resources Officer/Town Clerk for the Town of Archer Lodge

5. DISCUSSION AND POSSIBLE ACTION ITEMS:

- 5.a. Discussion and Consideration of Naming the New Town Park
- 5.b. Discussion and Consideration of Possible Legal Actions for Unpaid Animal Citations ~ Attorney Burrell

6. TOWN ATTORNEY'S REPORT:

7. TOWN ADMINSTRATOR'S REPORT:

8. FINANCIAL/TOWN CLERK'S REPORT:

- 3 - 8
- 8.a. NCAMC Summer Conference Details
 - 8.b. Interim Financial Reports for July 2022
 - [JULY 2022 - ALL FUNDS](#)
 - [JULY 2022 - YTD COMP](#)
 - [JULY 31, 2022 - PARK PROJECT PART FUND 41](#)
 - [JULY 31, 2022 - ARPA FUND 42](#)
 - [JULY 31, 2022 - SCIF FUND 43](#)

9. HUMAN RESOURCES OFFICER'S REPORT

10. PLANNING/ZONING REPORT:

- 10.a. Planning | Zoning | Projects | Updates
- 10.b. Code Enforcement

11. MAYOR'S REPORT:

12. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

13. ADJOURNMENT:



TOWN OF ARCHER LODGE FINANCIAL SUMMARY REPORT FOR MONTH ENDING JULY 31, 2022

GENERAL FUND 10				
<i>REVENUES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
AD-VALOREM & MOTOR VEHICLE TAXES	1,116,500.00	10,919.36	10,919.36	0.98%
SALES TAXES	284,000.00	0.00	0.00	0.00%
FRANCHISE TAXES	142,500.00	0.00	0.00	0.00%
ALCOHOL BEV TAXES/JO CO ABC DIST	39,000.00	0.00	0.00	0.00%
PERMITS AND FEES	7,500.00	200.00	200.00	2.67%
FEE IN LIEU OF RECREATION	78,000.00	0.00	0.00	0.00%
AMERICAN RESCUE PLAN ACT GRANT (ARPA)	525,500.00	0.00	0.00	0.00%
JO CO OPEN SPACE/COMMUNITY GRANT	83,400.00	0.00	0.00	
PEG CHANNEL SUPPORT	51,500.00	0.00	0.00	0.00%
MISCELLANEOUS REVENUES	0.00	0.00	0.00	#DIV/0!
INVESTMENT EARNINGS	4,500.00	1,802.99	1,802.99	40.07%
TRANSFER IN FROM CAP RES FUND 30	0.00	0.00	0.00	#DIV/0!
TRANSFER IN FROM PARK RES FUND 31	60,000.00	0.00	0.00	0.00%
TRANSFER IN FROM PUBLIC SAFE RES FUND 32	200,000.00	0.00	0.00	0.00%
FUND BALANCE APPROPRIATION	40,000.00	0.00	0.00	0.00%
TOTALS	2,632,400.00	12,922.35	12,922.35	0.49%
<i>EXPENDITURES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
GOVERNING BODY	55,105.00	6,667.00	6,667.00	12.10%
ADMINISTRATION	326,485.00	33,813.73	33,813.73	10.36%
JO CO TAX COLLECTION FEES	30,000.00	373.97	373.97	1.25%
LEGAL	18,000.00	0.00	0.00	0.00%
PROPERTY TAXES	100.00	0.00	0.00	0.00%
PUBLIC BUILDINGS	83,600.00	5,763.71	5,763.71	6.89%
PEG MEDIA PARTNERS	51,500.00	0.00	0.00	0.00%
PUBLIC SAFETY	571,700.00	0.00	0.00	0.00%
TRANSPORTATION-PUBLIC WORKS	28,500.00	0.00	0.00	0.00%
PLANNING & ZONING	236,030.00	12,200.71	12,200.71	5.17%
CULTURAL & RECREATION	408,940.00	8,012.16	8,012.16	1.96%
DEBT SERVICES	136,940.00	0.00	0.00	0.00%
TRANSFER TO CAP RESERVE	0.00	0.00	0.00	#DIV/0!
TRANSFER TO PARK RESERVE	160,000.00	1,438.39	1,438.39	0.90%
TRANSFER TO PUBLIC SAFETY RESERVE	0.00	0.00	0.00	#DIV/0!
TRANSFER TO AM RESCUE PLAN (ARPA)	525,500.00	0.00	0.00	0.00%
TRANSFER TO STATE INFRASTRUCTURE (SCIF)	0.00	0.00	0.00	#DIV/0!
TOTALS	2,632,400.00	68,269.67	68,269.67	2.59%
Y-T-D GENERAL FUND INCREASE (DECREASE)		(55,347.32)	(55,347.32)	

JULY 31, 2022

CAPITAL RESERVE FUND 30

<i>REVENUES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
INVESTMENT EARNINGS	1,000.00	519.38	519.38	51.94%
TRANSFER FROM GEN FUND 10	0.00	0.00	0.00	#DIV/0!
FUND BALANCE APPROPRIATED	0.00	0.00	0.00	#DIV/0!
TOTALS	1,000.00	519.38	519.38	51.94%
<i>EXPENDITURES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
TRANSFER TO GEN FUND 10	0.00	0.00	0.00	#DIV/0!
TRANSFER TO FUND BALANCE	1,000.00	0.00	0.00	0.00%
TOTALS	1,000.00	0.00	0.00	0.00%
Y-T-D CAP RESERVE FUND INCREASE (DECREASE)		519.38	519.38	

PARK RESERVE FUND 31

<i>REVENUES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
INVESTMENT EARNINGS	1,000.00	296.06	296.06	29.61%
TRANSFER FROM GEN FUND 10	160,000.00	1,438.39	1,438.39	0.90%
FUND BALANCE APPROPRIATED	0.00	0.00	0.00	#DIV/0!
TOTALS	161,000.00	1,734.45	1,734.45	1.08%
<i>EXPENDITURES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
RECREATION DEVELOPMENT	0.00	0.00	0.00	#DIV/0!
TRANSFER TO GEN FUND 10	60,000.00	0.00	0.00	0.00%
TRANSFER TO AL TOWN PRK FND 41	101,000.00	0.00	0.00	0.00%
TOTALS	161,000.00	0.00	0.00	0.00%
Y-T-D PARK RESERVE FUND INCREASE (DECREASE)		1,734.45	1,734.45	

PUBLIC SAFETY RESERVE FUND 32

<i>REVENUES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % COLLECTED
INVESTMENT EARNINGS	1,000.00	488.81	488.81	48.88%
TRANSFER FROM GEN FUND 10	0.00	0.00	0.00	#DIV/0!
FUND BALANCE APPROPRIATED	199,000.00	0.00	0.00	0.00%
				#DIV/0!
TOTALS	200,000.00	488.81	488.81	0.24%
<i>EXPENDITURES</i>	ADOPTED BUDGET	MONTH ACTIVITY	ACTUAL TO DATE	Y-T-D % SPENT
PUBLIC SAFETY DEVELOPMENT	0.00	0.00	0.00	#DIV/0!
TRANSFER TO GEN FUND 10	200,000.00	0.00	0.00	0.00%
TOTALS	200,000.00	0.00	0.00	0.00%
Y-T-D PUB SAFE RES FUND INCREASE (DECREASE)		488.81	488.81	



Kim P. Batten

FINANCE OFFICER

WITH ARPA AND SCIF



TOWN OF ARCHER LODGE FINANCIAL SUMMARY REPORT FISCAL YEAR COMPARISON FOR PERIOD ENDING JULY 31

GENERAL FUND				
REVENUES		Jul-22	Jul-21	DIFFERENCE
	AD-VAL & MOTOR VEHICLE TAXES	10,919.36	11,412.09	(492.73)
	SALES TAXES	0.00	0.00	0.00
	FRANCHISE TAXES	0.00	0.00	0.00
	ALCOHOL BEV TAXES/JO CO ABC DIST	0.00	0.00	0.00
	PERMITS AND FEES	200.00	400.00	(200.00)
	FEE IN LIEU OF RECREATION	0.00	0.00	0.00
	ARPA GRANT & SCIF GRANT	0.00	0.00	0.00
	JO CO OPEN SPACE/COMMUNITY GRANT	0.00	0.00	0.00
	PEG CHANNEL SUPPORT	0.00	0.00	0.00
	MISCELLANEOUS REVENUES	0.00	0.00	0.00
	INVESTMENT EARNINGS	1,802.99	356.96	1,446.03
	TRANSFER IN FROM CAPITAL RES FND 30	0.00	0.00	0.00
	TRANSFER IN FROM PARK RESERVE FND 31	0.00	0.00	0.00
	TRANSFER IN FROM PUBLIC SAFE RES FND 32	0.00	0.00	0.00
	FUND BALANCE APPROPRIATED	0.00	0.00	0.00
Y-T-D INCREASE (DECREASE)		12,922.35	12,169.05	753.30
EXPENDITURES		Jul-22	Jul-21	DIFFERENCE
	GOVERNING BODY	6,667.00	7,107.54	(440.54)
	ADMINISTRATION	33,813.73	50,462.81	(16,649.08)
	JO CO TAX COLLECTION FEES	373.97	399.79	(25.82)
	LEGAL	0.00	0.00	0.00
	PROPERTY TAXES	0.00	0.00	0.00
	PUBLIC BUILDINGS	5,763.71	3,242.57	2,521.14
	PEG MEDIA PARTNERS	0.00	0.00	0.00
	PUBLIC SAFETY	0.00	0.00	0.00
	TRANSPORTATION-PUBLIC WORKS	0.00	440.08	(440.08)
	PLANNING & ZONING	12,200.71	9,094.07	3,106.64
	CULTURAL & RECREATION	8,012.16	4,500.00	3,512.16
	DEBT SERVICES	0.00	0.00	0.00
	TRANSFER TO CAP RESERVE	0.00	25,000.00	(25,000.00)
	TRANSFER TO PARK RESERVE	1,438.39	1,502.08	(63.69)
	TRANSFER TO PUBLIC SAFETY RESERVE	0.00	25,000.00	(25,000.00)
	TRANSFER TO ARPA & SCIF FUNDS	0.00	0.00	0.00
		68,269.67	126,748.94	(58,479.27)
Y-T-D INCREASE (DECREASE)		(55,347.32)	(114,579.89)	59,232.57

Kim P. Batten

FINANCE OFFICER

Statement of Revenue and Expenditures - Operating

Revenue Account Range: 41-0000-0000 to 42-0000-0000

Include Non-Anticipated: Yes

Year To Date As Of: 07/31/22

Expend Account Range: 41-0000-0000 to 42-0000-0000

Include Non-Budget: No

Current Period: 07/01/22 to 07/31/22

Print Zero YTD Activity: No

Prior Year: 07/01/21 to 07/31/21

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
41-3482-0000	NC PARTF Grant - NCDNCR	\$0.00	\$438,162.50	\$0.00	\$0.00	-\$438,162.50	0%
41-3900-3931	Transfer from Park Reserve Fund 31	\$5,087.50	\$101,676.55	\$0.00	\$0.00	-\$101,676.55	0%
Archer Lodge Town Park Fund Revenue Total		\$5,087.50	\$539,839.05	\$0.00	\$0.00	-\$539,839.05	0%

<u>Expend Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Curr Expd</u>	<u>YTD Expd</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
41-6120-3500	Contracted Services-Design/Engineering	\$5,087.50	\$6,032.00	\$0.00	\$0.00	\$0.00	\$6,032.00	0%
41-6120-3550	Contracted Services-Construction	\$0.00	\$264,428.30	\$0.00	\$0.00	\$0.00	\$264,428.30	0%
41-6120-3600	Contingency	\$0.00	\$40,650.00	\$0.00	\$0.00	\$0.00	\$40,650.00	0%
Archer Lodge Town Park Fund Expend Total		\$5,087.50	\$311,110.30	\$0.00	\$0.00	\$0.00	\$311,110.30	0%

41 Archer Lodge Town Park Fund

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenue:	\$5,087.50	\$0.00	\$0.00
Expended:	\$5,087.50	\$0.00	\$0.00
Net Income:	\$0.00	\$0.00	\$0.00

Grand Totals

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenue:	\$5,087.50	\$0.00	\$0.00
Expended:	\$5,087.50	\$0.00	\$0.00
Net Income:	\$0.00	\$0.00	\$0.00

Archer Lodge Town Park PARTF Project Fund 41

Statement of Revenue and Expenditures - Operating

Revenue Account Range: 42-0000-0000 to 43-0000-0000

Include Non-Anticipated: Yes

Year To Date As Of: 07/31/22

Expend Account Range: 42-0000-0000 to 43-0000-0000

Include Non-Budget: No

Current Period: 07/01/22 to 07/31/22

Print Zero YTD Activity: No

Prior Year: 07/01/21 to 07/31/21

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
42-3831-0000	Investment Earnings	\$0.00	\$0.00	\$147.30	\$147.30	\$147.30	0%
42-3900-3910	Transfer from General Fund 10	\$0.00	\$525,213.62	\$0.00	\$0.00	-\$525,213.62	0%
American Rescue Plan Act(ARPA) Gran Revenue Total		\$0.00	\$525,213.62	\$147.30	\$147.30	-\$525,066.32	0%

<u>Expend Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Curr Expd</u>	<u>YTD Expd</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
42-4120-1900	Professional Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
42-4190-5100	Capital Outlay	\$0.00	\$400,000.00	\$0.00	\$0.00	\$0.00	\$400,000.00	0%
42-6120-3500	Contracted Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
42-6120-3550	Contracted Services-Construction	\$0.00	\$402,916.70	\$0.00	\$0.00	\$0.00	\$402,916.70	0%
American Rescue Plan Act(ARPA) Gran Expend Total		\$0.00	\$802,916.70	\$0.00	\$0.00	\$0.00	\$802,916.70	0%

42 American Rescue Plan Act(ARPA) Gran		<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenue:		\$0.00	\$147.30	\$147.30
Expended:		\$0.00	\$0.00	\$0.00
Net Income:		\$0.00	\$147.30	\$147.30

Grand Totals

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenue:	\$0.00	\$147.30	\$147.30
Expended:	\$0.00	\$0.00	\$0.00
Net Income:	\$0.00	\$147.30	\$147.30

Archer Lodge ARPA Fund 42

Town of Archer Lodge

9/1/2022

11:43 AM

Statement of Revenue and Expenditures - Operating

Revenue Account Range: 43-0000-0000 to 44-0000-0000

Include Non-Anticipated: Yes

Year To Date As Of: 07/31/22

Expend Account Range: 43-0000-0000 to 44-0000-0000

Include Non-Budget: No

Current Period: 07/01/22 to 07/31/22

Print Zero YTD Activity: No

Prior Year: 07/01/21 to 07/31/21

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
43-3831-0000	Investment Earnings	\$0.00	\$0.00	\$252.77	\$252.77	\$252.77	0%
43-3900-3910	Transfer from General Fund 10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
State Cap & Infrastruct Fnd (SCIF) Revenue Total		\$0.00	\$0.00	\$252.77	\$252.77	\$252.77	0%

<u>Expend Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Curr Expd</u>	<u>YTD Expd</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
43-6120-3500	Contracted Services	\$0.00	\$300,000.00	\$0.00	\$0.00	\$0.00	\$300,000.00	0%
43-6120-3550	Contracted Services-Construction	\$0.00	\$550,250.00	\$0.00	\$0.00	\$24,713.00	\$525,537.00	4%
State Cap & Infrastruct Fnd (SCIF) Expend Total		\$0.00	\$850,250.00	\$0.00	\$0.00	\$24,713.00	\$825,537.00	3%

43	State Cap & Infrastruct Fnd (SCIF)		<u>Prior</u>	<u>Current</u>	<u>YTD</u>
		Revenue:	\$0.00	\$252.77	\$252.77
		Expended:	\$0.00	\$0.00	\$0.00
		Net Income:	\$0.00	\$252.77	\$252.77

Grand Totals

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
Revenue:	\$0.00	\$252.77	\$252.77
Expended:	\$0.00	\$0.00	\$24,713.00
Net Income:	\$0.00	\$252.77	-\$24,460.23

Archer Lodge SCIF Fund 43