

Town of Archer Lodge

AGENDA



**Special Meeting for the Purposes of:
Discussion and Consideration of
Items 2.a., 2.b., 2.c., 2.d., and 2.e.
on the Agenda below**

**Wednesday, June 8, 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.

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1. WELCOME/CALL TO ORDER:

- 1.a. Invocation
- 1.b. Pledge of Allegiance

2. DISCUSSION AND POSSIBLE ACTION ITEMS:

- 3 - 5 2.a. Discussion and Consideration of Approving a Resolution Adopting the ARPA Grant Accounting Policy (Resolution# AL2022-06-08)
[AL2022-06-08 Resolution Adopting the ARPA Grant Accounting Policy](#)
- 6 2.b. Discussion and Consideration of Adopting Budget Amendment for Fiscal Year Ending June 30, 2022 ~ (BA 2022 04).
[BA 2022 04](#)
- 2.c. Discussion and Consideration of Appointing an Assistant Town Administrator in the Absence of the Town Administrator
- 7 - 13 2.d. Discussion and Consideration of Approving Two New Positions as Recommended by the Town Administrator and Prepared by the MAPS Group to Incorporate with the Town's Classification and Pay Plan.
 - Human Resources Officer / Town Clerk
 - Parks Maintenance Specialist[HR Officer Town Clerk.Archer Lodge](#)
[Parks Maintenance Specialist.Archer Lodge](#)
[List of Classes and Salary Schedule 2021-2022](#)

- 14 2.e. Discussion and Consideration of Amending the 2022 Regular Town Council Meeting Schedule.
 [2022 Meeting Schedule - Updated 06.06.22](#)

3. PRESENTATION:

- 3.a. Proposed Annual Budget Ordinance Presentation for Fiscal Year Ending June 30, 2023 ~
 Mike Gordon, Budget Officer/Town Administrator
 Kim Batten, Finance Officer/Town Clerk

4. ADJOURNMENT:



TOWN OF ARCHER LODGE
RESOLUTION ADOPTING THE ARPA GRANT ACCOUNTING POLICY

WHEREAS, on March 11, 2021, the United States government enacted the American Rescue Plan Act of 2021, herein referred to as ARPA; and

WHEREAS, ARPA provides federal funding to local units of government in response to the COVID-19 pandemic in the form of Coronavirus State and Local Fiscal Recovery Funds (herein referred to as CSLFRF); and

WHEREAS, the Town of Archer Lodge has received a total subaward amount of \$1,050,426.75 of ARPA/CSLFRF funds; and

WHEREAS, ARPA requirements include adoption of a grant accounting policy to regulate the accounting of the expenditures of ARPA/CSLFRF funds; and

WHEREAS, on April 4, 2022, the Town Council authorized the hiring of James Moore & Co., P.L. to assist with reporting and compliance requirements set forth under ARPA; and

WHEREAS, an ARPA grant accounting policy entitled “The Town of Archer Lodge, North Carolina American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Fund (CSLFRF) Grant Accounting” is attached to this resolution as Exhibit 1, which is incorporated herein by reference; and

WHEREAS, the Town of Archer Lodge Town Council may amend the grant accounting policy as needed to comply with any and all ARPA requirements; and

WHEREAS, the Town of Archer Lodge Town Council hereby desires to adopt the attached Exhibit 1, entitled “The Town of Archer Lodge, North Carolina American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Fund (CSLFRF) Grant Accounting,” as the ARPA grant accounting policy for the Town of Archer Lodge, North Carolina.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Archer Lodge, North Carolina, hereby adopts the attached Exhibit 1, ARPA grant accounting policy entitled “The Town of Archer Lodge, North Carolina American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Fund (CSLFRF) Grant Accounting” and incorporates said Exhibit 1 by reference.

DULY ADOPTED ON THIS 8th DAY OF JUNE 2022, WHILE IN REGULAR SESSION.

_____(SEAL)
Matthew B. Mulhollem
Mayor

ATTEST:

_____(SEAL)
Kim P. Batten
Town Clerk

EXHIBIT 1

The Town of Archer Lodge, North Carolina American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Fund (CSLFRF) Grant Accounting

Background

On March 11, 2021, the United States government enacted the American Rescue Plan Act of 2021, herein referred to as ARPA, which included provisions to provide federal funding to all local units of government in response to the COVID-19 pandemic in the form of Coronavirus State and Local Fiscal Recovery Funds (CSLFRF).

On May 17, 2021, the United State Treasury (the Treasury) published the interim final rule to provide implementation and practical guidance surrounding the eligible uses of CSLFRF funds, which included 1) supporting public health expenditures and addressing negative economic impacts caused by the COVID-19 pandemic; 2) providing premium pay for essential workers; 3) replacing lost public sector revenue based upon a formula outlined in the interim finale rule; and 4) investing in water, sewer, and broadband infrastructure.

On January 6, 2022, the Treasury issued the Final Rule related to the CSLFRF guidance with an effective date of April 1, 2022. The Final Rule expanded the interim guidance surrounding the eligible direct uses of CSLFRF funds, while also expanding the guidance related to the criteria for replacing lost public sector revenue, which included the provision for a standard allowance of assumed revenue replacement for the lesser of \$10 million or a recipient's award amount.

The Town of Archer Lodge, North Carolina (the Government) entered into Agreement 1505-0271, American Rescue Plan Act (ARPA) Coronavirus Local Fiscal Recovery Fund Agreement with the State of North Carolina, Division of Emergency Management (the Division), dated August 10, 2021, as subrecipient of CSLFRF grant funds with a total subaward amount of \$1,050,426.75.

Based on the Federal guidance and the terms of ARPA, the first tranche (50%) of the funds was received in 2021. The second half of the funds is to be paid one year later.

Revenue Recognition

CSLFRF revenues shall be recognized in accordance with generally accepted accounting principles. Namely, for Category 1, 2, and 4 usages, revenues will be recognized when the underlying expenditure for reimbursement has occurred.

Based on the award amount of less than \$10 million, the Government is eligible under the Final Rule to claim the full award amount in conjunction with the rules for revenue replacement, which presumes that up to \$10 million in revenue has been lost due to the public health emergency and recipients are permitted to use that amount (not to exceed the award amount) to fund "government services."

The Treasury has indicated that the standard allowance provides an estimate of revenue loss that is based on an extensive analysis of average revenue loss across states and localities, and offers a simple, convenient way to determine revenue loss.

With respect to revenue loss, the Treasury has also clarified that recipients can use CSLFRF funds on government services up to the revenue loss amount, which in this case will be under the standard

EXHIBIT 1

allowance for the full award amount. Government services generally include any service traditionally provided by a government, unless Treasury has stated otherwise. The Treasury's guidance has indicated the following common examples of eligible uses and explicitly prohibited uses related to the provision of government services as follows:

Common Examples	Prohibited Uses
Construction of schools and hospitals	Offset a reduction in net tax revenue
Road building and maintenance, and other infrastructure	Deposit into pension funds ("extraordinary" deposits; routine annual contributions are identified to be a permitted use)
Health services	Debt service and replenishing financial reserves
General government administration, staff, and administrative facilities	Settlements and judgments
Environmental remediation	
Provision of police, fire, and other public safety services (including purchase of fire trucks and police vehicles)	

Under these rules, revenue will be recognized (to the extent of eligible expenditures) once the eligible expenditures are identified and reported to the Treasury as the applicable use of the funds.

Expenditure Authorization

For revenues earned and recognized through the revenue replacement criteria, such funds shall be identified for reporting purposes to comply with the standard allowance to use the funds on government services in the following priority order:

- Regular salary and benefits of the Town's employees.
- Other eligible government services expenditures.

Economic Impact of ARPA CSLFRF Funding

Because the use of the CSLFRF funds made available through revenue replacement for planned expenditures will effectively create an unplanned surplus of unrestricted reserves, it has been identified as a priority to still track the Government's usage of the "economic impact" of the CSLFRF funds.

To provide for additional accountability and transparency over the use of the CSLFRF funds and to clearly demonstrate that the funds are not being used to offset a net reduction in tax revenue, the following steps are being taken:

- Creation of a separate accounting fund to track the usage and disposition of the net revenue, or "ARPA economic impact", of the CSLFRF funds.
- Internal commitment of revenues for "ARPA transition". Any expenditures deemed to be made out of ARPA transition funds shall be approved by the Town Council.

Town of Archer Lodge
Fiscal Year Ending June 30, 2022



Budget Amendment # BA 2022 04

Date: 08-Jun-22

Gen Fund

Account	Account Number	Budget	Amendment	Amended Budget
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Revenues:

Gen/Miscellaneous Revenues	10-3800-0000	-	100.00	100.00
Total Increase (Decrease) in Revenues			100.00	

Expenditures:

Gen/Parks & Rec/Salaries (Part-Time)	10-6120-1220	4,000.00	(3,000.00)	1,000.00
Gen/Parks & Rec/Professional Fees	10-6120-1900	5,000.00	3,100.00	8,100.00
Gen/Parks & Rec/Supplies	10-6120-2000	-	10,000.00	10,000.00
Gen/Parks & Rec/Contracted Services - ALCC	10-6120-3500	40,000.00	(10,000.00)	30,000.00
Total Increase (Decrease) in Expenditures			100.00	

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Justification for Budget Amendment:

To appropriate or reappropriate unanticipated revenues and expenditures as recorded.

Adopted this 8th day of June 2022

ATTEST:

Kim P. Batten, Town Clerk

Matthew B. Mulhollem, Mayor

Mike Gordon, Budget Officer

HUMAN RESOURCES OFFICER/TOWN CLERK

General Statement of Duties

Performs professional and administrative work in managing the human resources systems for the Town; serves in the statutory role of Town Clerk.

Distinguishing Features of the Class

An employee in this class plans, organizes, develops, and implements a variety of human resources management programs designed to help the Town achieve its mission and vision. Work includes developing policies and programs, facilitating the identification and removal of barriers to productivity in the organization, and planning for the implementation of personnel practices with management and employees. Functions performed include compensation and rewards programs, employee relations, training and development, recruitment and selection, benefits administration, performance evaluation programs, and personnel records management. In addition, the employee serves in the statutory role of Town Clerk. Work as Town Clerk includes responsibility for keeping the minutes of the Board meetings and of other advisory board meetings, and for the publication, indexing, filing and safekeeping of all Board proceedings in accordance with general statutes and local ordinances. Work in HR requires an understanding of organization development, human behavior, the laws and regulations affecting the human resources management field, considerable judgment and initiative in the development of programs and policy interpretation and application, and analytical skills and sound judgment in maintaining confidentiality regarding personnel actions. Work as Town Clerk requires understanding of public records, public meetings and records retention laws and regulations as well as ability to meet the administrative needs of the Mayor and Board. Work is performed under the supervision of the Town Administrator and is evaluated by discussion, reports, observation, and feedback from managers and employees.

Duties and Responsibilities

Essential Duties and Tasks

Develops, plans and implements goals and objectives, policies and priorities of the human resources programs designed to help the organization achieve its mission.

Develops, implements, and administers a wide variety of human resources systems designed to hire, train, motivate and retain employees; works with management, department heads, supervisors, and employees in identifying and addressing conflict, communications barriers, teambuilding needs or other problems that negatively impact employee engagement, morale and productivity; facilitates conflict resolution and problem-solving regarding issues that detract management and/or employees from a high level of motivation and productivity; assists with determining appropriate disciplinary and grievance responses; coordinates employee newsletters.

Serves as official custodian of all public records including ordinances, proclamations, resolutions, contracts, agreements, and minute books; maintains Town seal; performs statutory responsibilities; executes legal documents by affixing the proper signatures of Town officials, the Town seal, and attesting to their compliance with general statutes and local ordinances; advertises official meetings; coordinates preparation of Board agendas; attends Board meetings and necessary committee meetings of the Board; prepares minutes of these meetings; processes all ordinances, resolutions, and other actions of the Board; coordinates agenda preparation, publication, and distribution with Town Administrator; arranges for legal notices and press packets; maintains lists of various appointed boards and commissions; tracks document retention requirements; coordinates preservation of documents with the state Department of Archives.

Participates as part of the Town's management team; develops and recommends HR programs and policies; researches existing and new programs for alternative and innovative proposals; seeks legal advice, as necessary; advises the Town Administrator and Board on human resource

management issues; confers with department heads on policy issues and interpretation; advises employees on HR policy and program matters.

Coordinates the recruitment and selection programs for the town; writes advertisements; screens applications; assists with developing and reviews interview questions; participates in interviews when needed; coaches supervisors and managers in effective and legal hiring practices; maintains records and checks for adverse impact; assists with reviewing screening methods for job-relatedness and effectiveness; coordinates or assists with promotional processes.

Administers the classification and pay system; reviews requests for new positions and allocates to existing classification plan or recommends new classes within the plan structure; recommend market adjustments and other compensation programs and changes.

Conducts training needs assessments and provides or coordinates training for employees and managers; ensures appropriate supervisory skills development; develops and conducts employee orientation and other related programs to orient employees to the culture and values of the organization; coordinates team-building in various departments or in the management team.

Provides internal consultation on performance evaluation program, performance pay program, various incentive and recognition programs; participates in determining if programs achieve objectives and are consistent with organizational vision and values.

Reviews, researches, and recommend various benefits programs; coordinates open enrollment processes; coordinates worker=s compensation programs; ensures cost effectiveness of structure and providers of benefits; plans and provides wellness programs.

Ensures compliance with all federal, state, and local laws, regulations, and guidelines; maintains vigilance on court cases and legislation; researches and implements changes in laws and regulations; coordinates alcohol and substance abuse testing; coordinates HIPAA, ADA, FMLA and other compliance.

Conducts employee exit interviews and evaluates information for needed organizational interventions.

Establishes and maintains a wide variety of records; prepares interpretive reports and recommendations.

Participates in payroll preparation as needed.

Additional Job Duties

Backs up other staff as needed.

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Thorough knowledge of the theory, principles and practices of human resource management, including the functional areas cited, and human behavior.

Thorough knowledge of the laws, principles, court cases, and regulations that apply to HR policies and practices in the public sector.

Considerable knowledge of human resource information systems.

Considerable knowledge of modern and effective supervisory principles and practices including leadership, motivations, communications, discipline, performance management, coaching and evaluation.

Considerable knowledge of the laws and procedures applicable to the work of Town Clerks as defined in the NC General Statutes.

Knowledge of public administration including local government structures and budgeting.

Some knowledge of organization development and organizational psychology including organizational climate and employee engagement development.

Some knowledge of principles of organization and management and statistical concepts and

methods.

- Skill in problem-solving, group facilitation, public speaking and collaborative conflict resolution.

- Skill in document production, proofing and developing official minutes of Board meetings.

- Ability to establish and maintain an effective HR program, and to provide management with costs projections, statistical trends, program accomplishments and recommendations for implementing new programs.

- Ability to develop long term plans and goals for the human resources programs.

- Ability to analyze facts, programs, organizational issues, and benefits costs and make recommendations and reports in oral and written forms.

- Ability to maintain the confidentiality of personnel records and discussions.

- Ability to establish and maintain effective working relationship with other officials, department heads, employees, and the general public.

- Ability to be innovative and creative in designing new programs, proposing policy changes, and recommending motivational and organizational development to managers.

Physical Requirements

- Must be able to perform the basic life operational skills of climbing, stooping, kneeling, crouching, reaching, standing, walking, fingering, grasping, talking, hearing and repetitive motions.

- Must be able to perform medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift objects.

- Must possess the visual acuity to prepare and analyze data and figures, perform accounting tasks, operate a computer terminal, and do extensive reading.

Desirable Education and Experience

- Graduation from a four-year college or university with a major in human resource management, public or business administration, psychology, or related human service field and considerable experience of a progressively responsible nature in human resource management; or an equivalent combination of education and experience. Prefer Master of Public Administration degree.

Special Requirement

- Possession of a valid NC driver's license.

- Ability to obtain IPMA certification.

- Ability to obtain Municipal Clerk certification.

Archer Lodge
2022

PARKS MAINTENANCE SPECIALIST

General Statement of Duties

Performs a variety of skilled, semi-skilled and manual labor tasks in the maintenance and repair of Town recreational facilities, parks, and grounds; serves as lead worker.

Distinguishing Features of the Class

An employee in this class leads and participates in a variety of skilled, semi-skilled and manual labor tasks related to the maintenance and repair of parks and recreational facilities. The employee leads temporary staff and makes assignments and determines priorities and assures maintenance and repairs meet departmental standards. Work varies by season but includes performing various landscaping and horticultural tasks, performing building maintenance tasks, mowing grass, marking ball fields and operating equipment. The employee also performs unskilled to semi-skilled trades repairs. Work subjects the employee to inside and outside environmental conditions, extremes in temperatures, and hazards associated with equipment operation including fumes, oils, gases and mists. Work is performed under the supervision of the Parks and Recreation Director and is evaluated through regular project updates, direct observation, citizen comments and quality and quantity of work produced.

Duties and Responsibilities

Essential Duties and Tasks

Leads temporary workers and participates in a variety of grounds maintenance and landscape tasks such as cutting grass, mulching, watering, pruning, seeding, fertilizing and trimming and maintaining trails and park areas; applies herbicides and pesticides.

Leads and participates in the dragging, lining and preparation of athletic fields for play; insures field is safe and not too wet, soft or have rocks or holes; mounts bases.

Leads and participates in a variety of building maintenance and cleaning activities for the Parks and Recreation buildings, comfort stations, concession stands, parks facilities and other related structures; performs unskilled to semi-skilled carpentry, painting, masonry and plumbing repairs such as replacing irrigation system heads and fittings, replacing sink parts, replacing and unstopping water and sewer lines, repairing concession stands, etc.; cleans and stocks comfort stations and bathrooms; empties trash cans; repairs graffiti.

Operates a variety of equipment to mow grass and maintain fields; uses chain saws, weed eaters and other light equipment to cut, prune and trim shrubbery and trees; rakes leaves, and removes fallen limbs and trash; operates backhoe to remove stone, snow, or for other purposes; operates tractors to landscape, rake and mow.

Performs equipment repair and maintenance duties on equipment such as tractors, mowers; changes blades and filters, makes belt changes and adjustments; lubricates equipment.

Keeps records and prepares reports on division activities such as jobs and materials, playground checks, service records on equipment and vehicles, and time worked; purchases basic supplies and makes recommendations to Director on larger purchases.

Handles requests for service and complaints concerning facility and grounds operations.

Inspects parks and facilities for safety and makes records for liability purposes; instructs workers and inspects work for adherence to procedures and standards and to assure safe working practices are followed.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Considerable knowledge of the methods, tools, and equipment utilized in parks, grounds, and facility maintenance and repair.

Considerable knowledge of the work hazards and applicable safety standards associated with facility and parks maintenance and repair.

Considerable knowledge of the operation of equipment such as tractor, mower, and other equipment operated.

Considerable knowledge of cleaning chemicals and pesticide application and ability to obtain necessary State license.

Some knowledge of turf management and plant installation and maintenance.

Some knowledge of the application of information technology to the work.

Skill in the operation of equipment and tools utilized within the section.

Skill in collaborative conflict resolution.

Skill in unskilled to semi-skilled trades work including carpentry, plumbing, and masonry.

Ability to assign and supervise the work of subordinates and to instruct them in proper work and safety methods and procedures.

Ability to establish and maintain effective working relationships with other employees and subordinates.

Ability to use chemical and pesticides properly and in accordance with State rules and regulations.

Physical Requirement

Must be able to perform the basic life operational functions of stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/up to 10 pounds of force constantly to move objects.

Must possess the visual acuity to operate equipment hand tools, equipment and computer, to maintain records, to analyze data and maps, to perform skilled trades tasks, and to inspect worksites.

Desirable Education and Experience

Graduation from high school and considerable experience in the area of parks and recreations maintenance or closely related fields such as landscaping, horticulture, or maintenance, preferably including some supervisory experience or training; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina commercial driver's license prior to completion of probationary period.

Ability to obtain a Pesticide Applicators license within timeframe set by Town.

Ability to obtain a Playground Maintenance certificate within timeframe set by Town.

Town of Archer Lodge
List of Classes Arranged by Grade
2021-2022

GRADE	CLASSIFICATION	FLSA STATUS	HIRING RATE	MAXIMUM
14			31,483	47,225
15			33,057	49,586
16	Parks Maintenance Specialist		34,710	52,065
17	Deputy Town Clerk		36,446	54,669
18			38,268	57,402
19			40,181	60,272
20			42,190	63,285
21			44,300	66,450
22			46,515	69,773
23			48,841	73,262
24			51,283	76,925
25			53,847	80,771
26	Parks and Recreation Director	E	56,539	84,809
27	Town Planner	E	59,366	89,049
	HR Officer/Town Clerk	E		
28	Finance Officer/Town Clerk	E	62,334	93,501
29			65,451	98,177
30			68,724	103,086
31			72,160	108,240
32			75,768	113,652
33	Town Administrator	E	79,556	119,334
34			83,534	125,301
35			87,711	131,567

E = Exempt from the Wage and Hour Provisions
of the Fair Labor Standards Act (FLSA)

**Town of Archer Lodge
Salary Schedule
2021-2022**

GRADE	HIRING RATE	MINIMUM	MID POINT	MAXIMUM	GRADE
10	25,901	27,196	32,377	38,852	10
11	27,196	28,556	33,995	40,794	11
12	28,556	29,984	35,695	42,834	12
13	29,984	31,483	37,480	44,976	13
14	31,483	33,057	39,354	47,225	14
15	33,057	34,710	41,322	49,586	15
16	34,710	36,446	43,388	52,065	16
17	36,446	38,268	45,558	54,669	17
18	38,268	40,181	47,835	57,402	18
19	40,181	42,190	50,227	60,272	19
20	42,190	44,300	52,738	63,285	20
21	44,300	46,515	55,375	66,450	21
22	46,515	48,841	58,144	69,773	22
23	48,841	51,283	61,052	73,262	23
24	51,283	53,847	64,104	76,925	24
25	53,847	56,539	67,309	80,771	25
26	56,539	59,366	70,674	84,809	26
27	59,366	62,334	74,208	89,049	27
28	62,334	65,451	77,918	93,501	28
29	65,451	68,724	81,814	98,177	29
30	68,724	72,160	85,905	103,086	30
31	72,160	75,768	90,200	108,240	31
32	75,768	79,556	94,710	113,652	32
33	79,556	83,534	99,445	119,334	33
34	83,534	87,711	104,418	125,301	34
35	87,711	92,097	109,639	131,567	35
36	92,097	96,702	115,122	138,146	36
37	96,702	101,537	120,878	145,053	37
38	101,537	106,614	126,922	152,306	38
39	106,614	111,945	133,268	159,921	39
40	111,945	117,542	139,932	167,918	40
41	117,542	123,419	146,928	176,313	41

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TOWN OF ARCHER LODGE

2022 Town Council Meetings

TOWN OF ARCHER LODGE			
2022 CALENDAR			
TOWN COUNCIL MEETINGS			
MONTH	REGULAR MEETING	WORK SESSION	BUDGET RETREAT
January	Monday, Jan 3		
January	Tuesday, Jan 18		
February	Monday, Feb 7		Monday, Feb 21
March	Monday, Mar 7		Monday, Mar 21
April	Monday, Apr 4	Monday, Apr 18	
May	Monday, May 2	Monday, May 16	
June	Monday, Jun 6		
June	Monday, Jun 20		
July	Monday, Jul 11		
August	Monday, Aug 1		
September	Tuesday, Sep 6	Monday, Sep 19	
October	Monday, Oct 3	Monday, Oct 17	
November	Monday, Nov 7		
December	Monday, Dec 5		

Regular Council Meetings are held the first Monday of the month.
Work Sessions, when scheduled, are held the third Monday of the month.

Annual Budget Retreat meeting is held in February.

Meetings begin at 6:30 p.m. and held
in the Jeffrey D. Barnes Council Chambers located at
Archer Lodge Town Hall
14094 Buffalo Road, Archer Lodge, NC,
unless otherwise noted.

*In accordance with NC GS 143-318.10, this is an official meeting of the
Archer Lodge Town Council and it is open to the public.*

www.archerlodgenc.gov

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