



Budget Planning Retreat - Minutes Saturday, February 25, 2017

COUNCIL PRESENT:

Mayor Gordon
Mayor Pro Tem Mulhollem
Council Member Bruton
Council Member Castleberry
Council Member Jackson
Council Member Wilson

STAFF PRESENT:

C.L. Gobble, Administrative Consultant
Chip Hewett, Town Attorney
Kim P. Batten, Finance Manager/Town Clerk
Bob Clark, Planning/Zoning Administrator

1. WELCOME/INVOCATION/MEAL

Mayor Gordon welcomed all present at 8:45 a.m. and Mayor Pro Tem Mulhollem led the Invocation prior to receiving breakfast and the beginning of the annual Budget Planning Retreat Meeting.

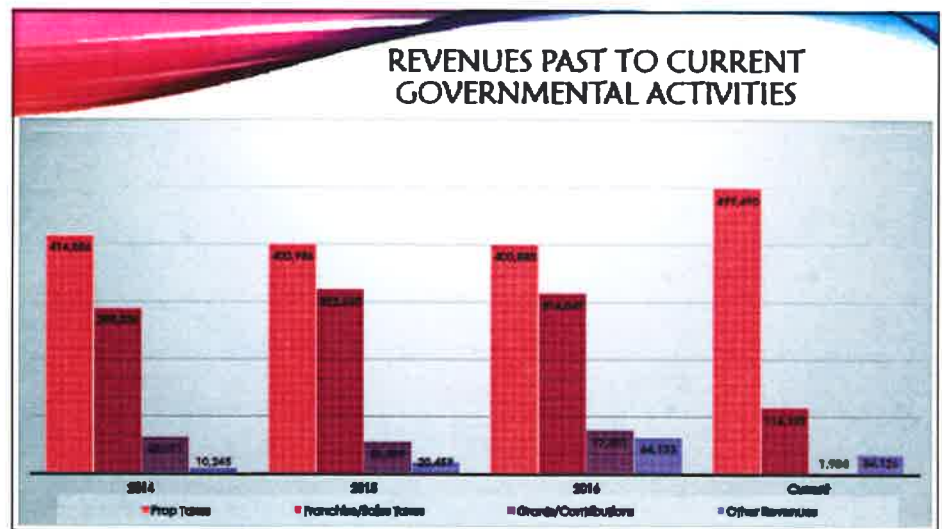
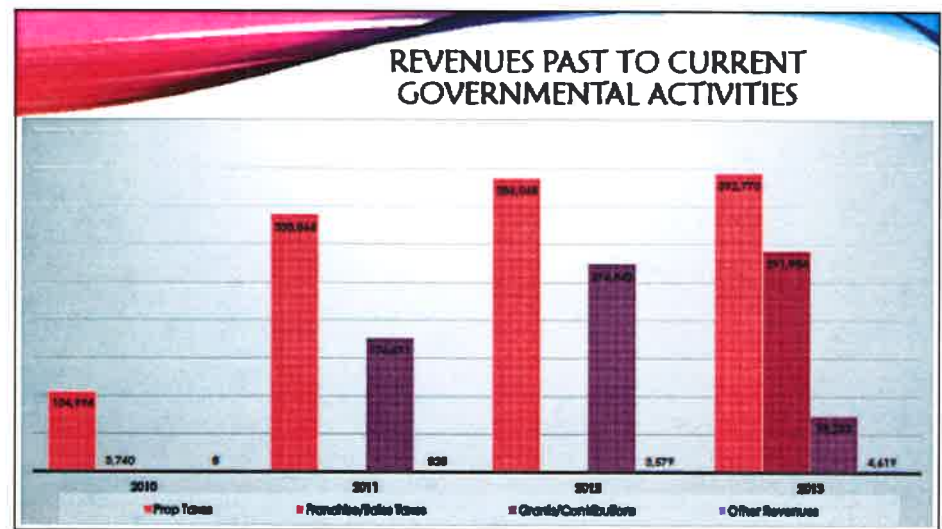
2. MAYOR GORDON'S COMMENTS

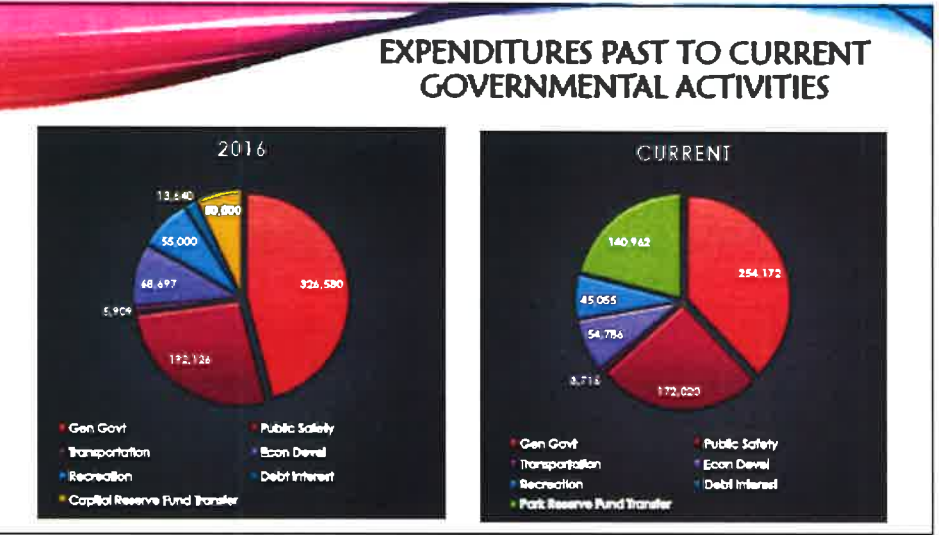
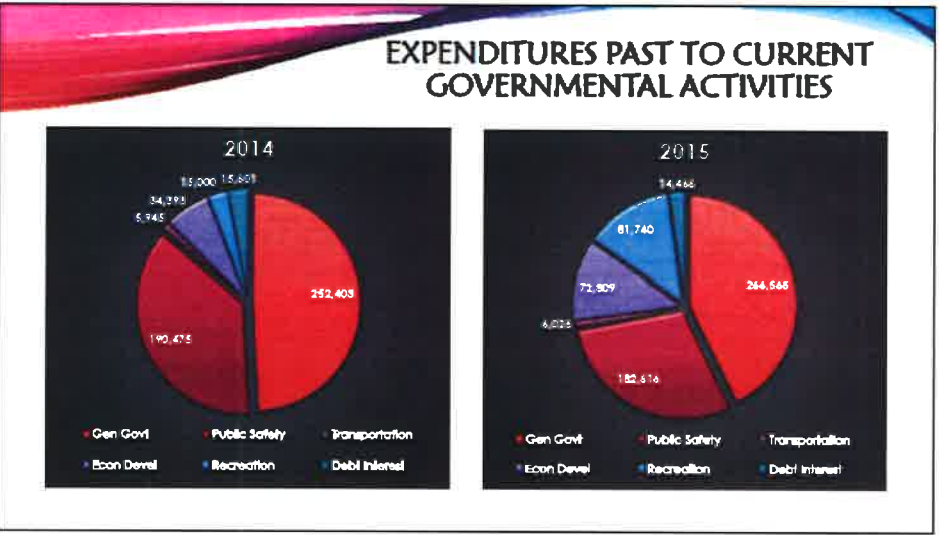
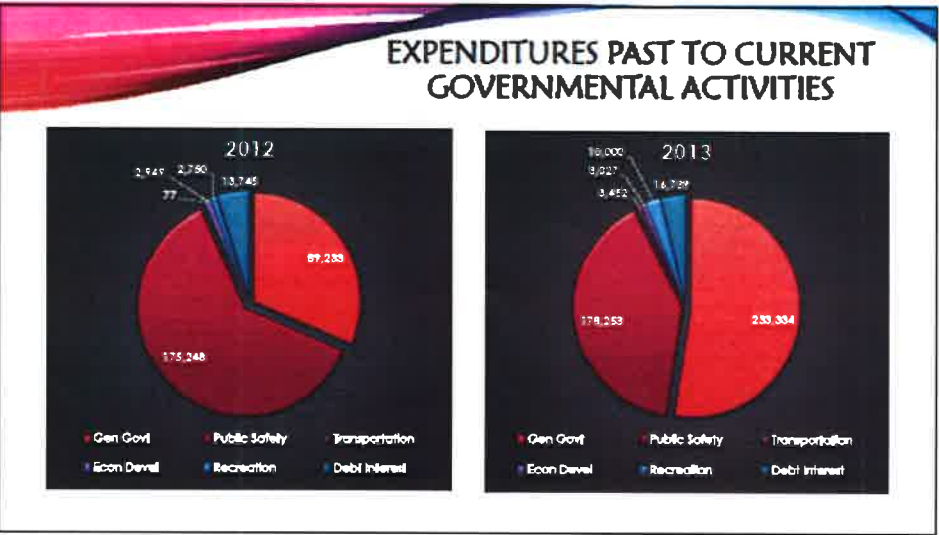
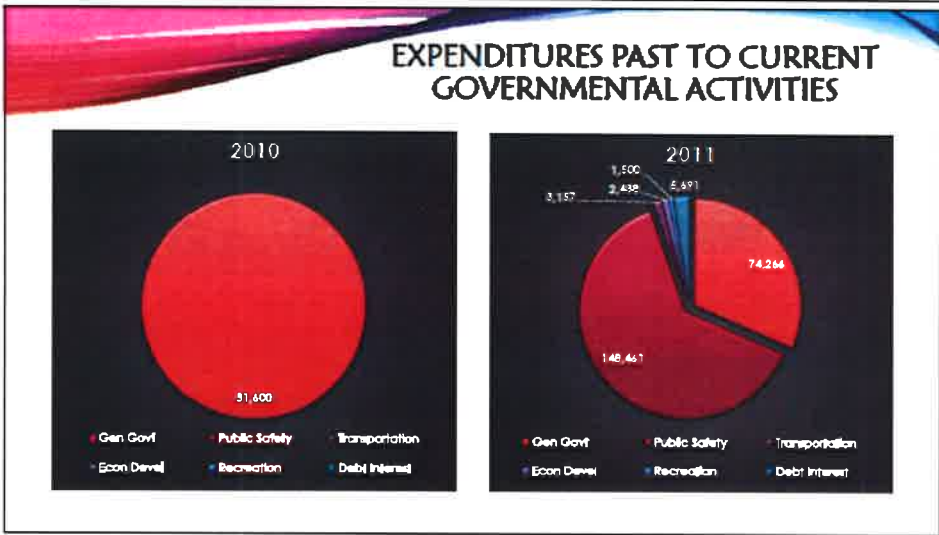
Mayor Gordon along with C.L. Gobble presented the Town of Archer Lodge Accomplishments/Successes over the past year and discussion followed. The Town of Archer Lodge Accomplishments/Successes is as follows:

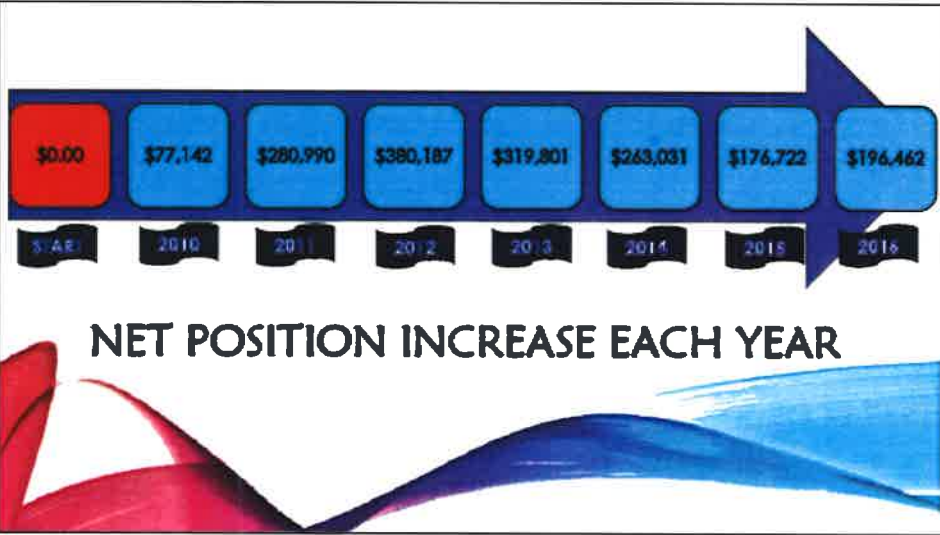
<i>Town of Archer Lodge</i> Accomplishments Successes	
Additional Town Hall Parking	Utilization of The Conservation Fund-Park Land Acquisition
Added a Storage Building	Ms. Batten - Clerk Certification completed
New Animal Control Officer, Amber Butler	Ms. Batten - Municipal Administration Course completion in April 2017
Request for Proposals-Auditing Services	Dedication of Jeffrey D. Barnes Council Chambers
New Auditing Firm, May & Place, PA	ALCC - Rec Fees for In-Town & Out-of-Town participants
Excellent Audit Report FY2016	Veteran's Memorial became a 501-c (3)
Increased Ad Valorem Revenues	Adopting Nuisance Abatement Ordinance (Junk Cars, Noxious Weeds, Open Burning)
Increased Admin & Planning Hours	Adopting Text Amendments for Zoning & Subdivision Ordinances
Invested in NC Cash Management Trust	Expanded Recreation for Soccer by Fencing Town Property
Diversified Investments in 3 Accounts	ABC Issue Resolved in Town Limits
Set up Park Reserve Fund	Bike/Ped Grant Application
Codification with Munlcode Progressing	SEAS Study/Archer Lodge ("Hot Spot")
Request for Proposal-Banking Services	State Funding for Roads/Intersections Improvements
Increased Banking Services with KS Bank and Closed Accounts with First Citizens	Incentive Package - Voluntary Annexation
Added iCompass, Clerk's Software	New Procedure for Subdivision Review
Added Agenda Notes, Council iPads	Appointed Teresa Bruton to replace Council Member, Carlton Vinson
VC3 - Converted Emails to Office 365 & Converting Files to Cloud Storage	Appointing a Planning Board Member for Teresa Bruton's replacement
VC3- Off-Site Server for Financial Software	Upgraded Alarm System/Upgraded to HD Security Cameras & Added 2 Parking Lot Cameras

3. **FINANCE MANAGER, MS. BATTEN'S COMMENTS**

Ms. Batten shared a powerpoint presentation with the town's Financial Overview from FY2010 - Present and discussion followed.
The Financial Overview Powerpoint is as follows:







OTHER ARCHER LODGE FINANCIAL HIGHLIGHTS

Capital Assets Include:

- Land
- Buildings
- Equipment
- Parking Lot Expansion

Long-Term Debt Include:

- Town Hall \$366,666

THE CONSERVATION FUND

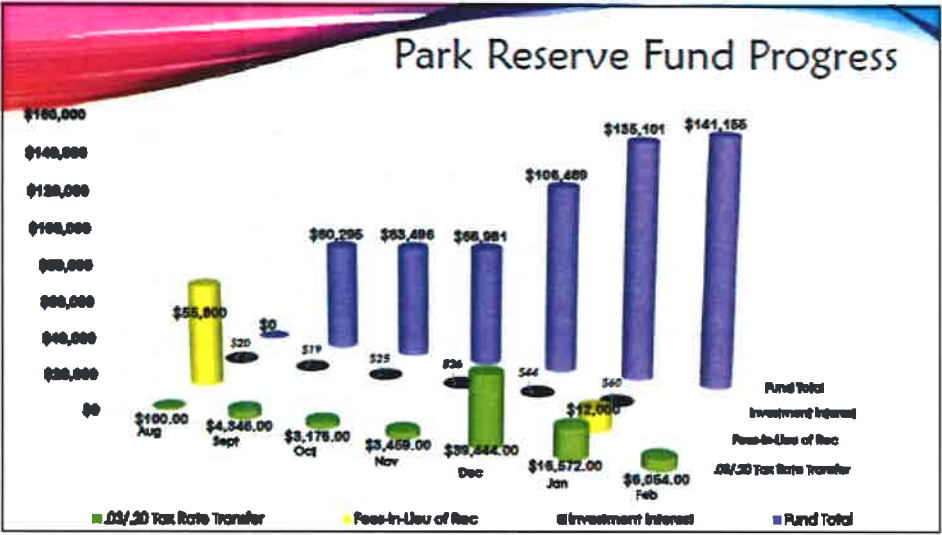


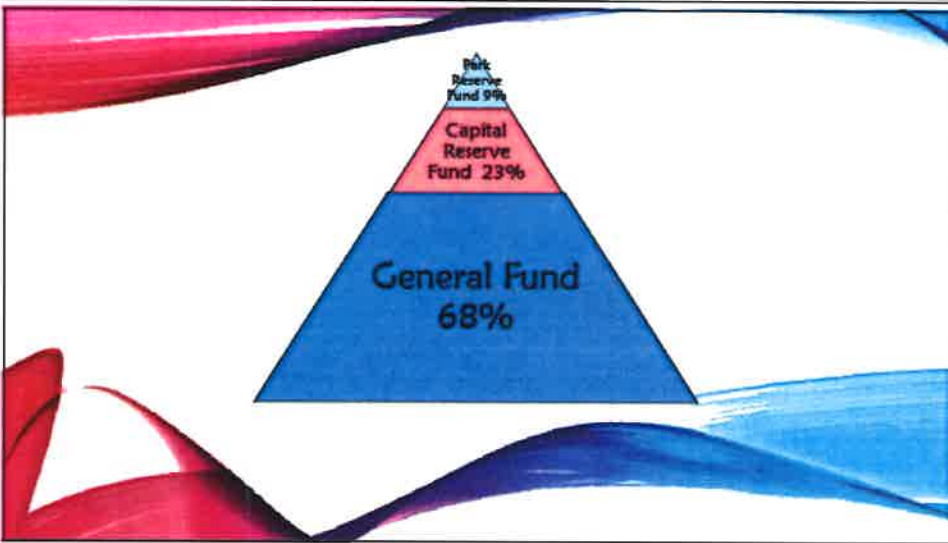



CONSERVATION ACQUISITION

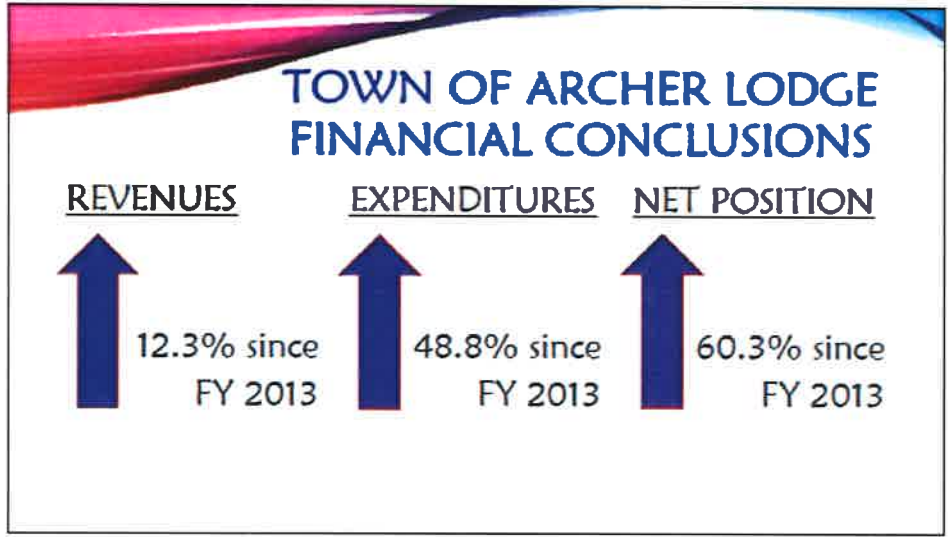
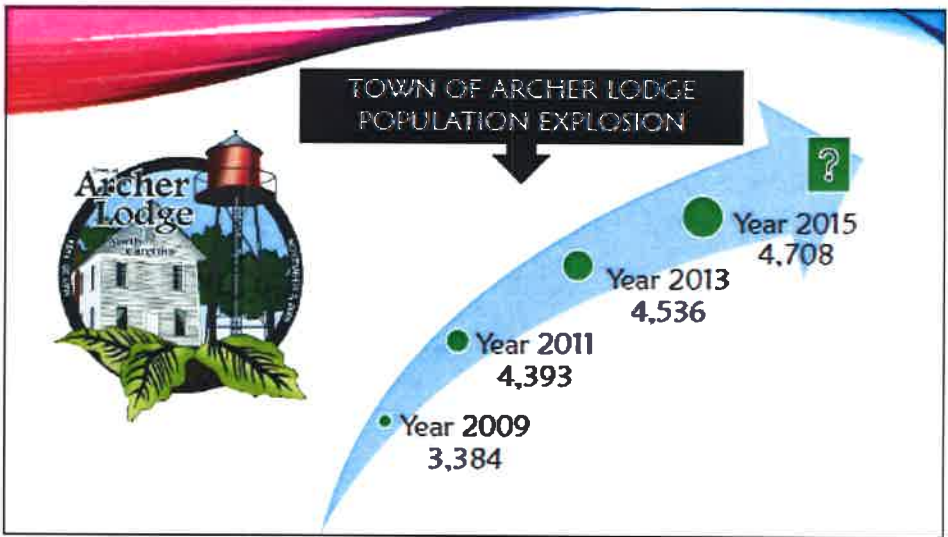
Land, Water & Wildlife Protection







- ✦ **GENERAL FUND:**
RESTRICTED BY STATUTE - AT LEAST 8 % (LGC)
ASSIGNED PUBLIC SAFETY - \$50,000/YEAR (\$250,000)
UNASSIGNED - 69 %
- ✦ **CAPITAL RESERVE FUND:**
RESTRICTED FOR CAPITAL PROJECTS
- ✦ **PARK RESERVE FUND:**
RESTRICTED FOR PARK PROJECTS





4. **PLANNING/ZONING, MR. CLARK'S COMMENTS**

Mr. Clark commented on several topics which included the following and discussion followed:
Southeast Area Study (SEAS) Recommendations for Archer Lodge to better public safety
Bike/Pedestrian Plan for Archer Lodge
Review of Archer Lodge map with currently approved subdivision and possible connector streets

5. **BREAK**

6. **MR. CLARK COMMENTS ~ CONTINUATION**

Following break, Mr. Clark continued his remarks with policy options such as working with developers by providing adopted policies that enhance growth. Also, he noted the continuing efforts of preparing a Nuisance Ordinance for adoption for the Town of Archer Lodge.

7. **ADMINISTRATIVE CONSULTANT, MR. GOBBLE'S COMMENTS**

Prior to Mr. Gobble's comments, Mr. Hewett, Town Attorney, briefly reminded the Governing Body that all closed sessions were confidential. He casually noted that an unnamed municipality revealed information from a closed session and suffered consequences.

Mr. Gobble discussed the future needs for Archer Lodge and those items appear below and discussion followed:

Sewer Development - Engineering Alternatives Analysis (EAA) possibility

Update the personnel policy to include a pay study

Pursue additional staff

Update the Capital Improvement Plan (CIP)

Update Land Use Plan

Review Planning Board Ordinance and establish better communication between Governing Body & Planning Board Members

Offer Planning Board training opportunities

8. **MAYOR GORDON - ADDITIONAL COMMENTS**

Mayor Gordon offered additional comments regarding better communications as well as planning for improvements based on quality and not quantity. Discussion followed.

9. **MEAL**

10. **COUNCIL MEMBERS' COMMENTS**

Council Member Wilson commented on the following items and discussion followed: 1) Change ALCC's method of receiving funds from the Town on a fiscal year basis and 2) Dedication Date for the Archer Lodge Veteran's Memorial is set for November 11, 2018.

Council Member Castleberry commented on the following items and discussion followed: 1) Cemetery concerns/interests in Archer Lodge; 2) Business Recognition in Archer Lodge at Regular Council meeting; 3) Johnston County Economic Development Board offer grant possibilities for putting people to work and 4) Moving forward with an Administrative Assistant position and Town Hall expansion.

Council Member Bruton commented on the following items and discussion followed: 1) Keep charm in Archer Lodge with rural design and 2) Zoning District categories such as "Conditional/Spot Zoning."

Council Member Jackson commented on getting incentive items in place to expand Archer Lodge tax base by voluntary annexation.

Mayor Pro Tem Mulhollem commented on the following items and discussion followed: 1) Appropriate funds for a conceptual Town Hall expansion design; 2) Consider a part-time Administrative Assistant position and transition to full-time because it saves funds, gives time to identify duties and create a job description; 3) Consider high standards for zoning development; 4) Better communications/training for Planning Board; 5) Consider joint session between the Governing Body and Planning Board and 6) Switching out street lights to LED

Mayor Gordon closed the planning session with the following remarks: 1) Town Council to consider team building sessions with the Planning Board and 2) Duke energy will be contacted regarding the street lights.

11. ADJOURNMENT

No further comments. Planning session ended prior to 3:00 pm.



Michael A. Gordon, Mayor



Kim P. Batten, Town Clerk

