



Work Session - Minutes Monday, October 15, 2018

COUNCIL PRESENT:

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

STAFF PRESENT:

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

COUNCIL ABSENT:

MEDIA PRESENT:

None

1 WELCOME/CALL TO ORDER:

- a) Mayor Mulhollem called the meeting to order at 6:30 p.m. in the Jeffrey D. Barnes Council Chambers located at 14094 Buffalo Road, Clayton, NC and declared a quorum present.

2 ORDER OF BUSINESS:

- a) **National League of Cities (NLC) Service Line Warranty Program
~ Mark Wilson**

Council Member Wilson shared information available to homeowners from the National League of Cities (NLC) regarding a Service Line Warranty Program that covers the following: 1) Water lines; 2) Septic lines; and 3) Interior Plumbing lines. NLC is seeking an endorsement from the Town about their program with no cost to the town and the town would receive a royalty for each policy sold. Discussion followed.

Mayor Mulhollem commented that more details or clarity of the program was needed. Council Member Wilson stated that he would follow-up with NLC regarding septic tanks and would share at another meeting.

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- b) **DRAFT PARTF Schedule by Susan Hatchell
Landscape Architecture, PLLC ~ CL Gobble**

C.L. Gobble discussed the **DRAFT** PARTF Schedule provided by Susan Hatchell Landscape Architecture, PLLC which appears below:

DRAFT Archer Lodge PARTF Schedule
September 27, 2018

Task 1: Project Kick off Site Visit and Analysis One Meeting	Completed by October 19, 2018
Task 2: Site Master Plan Concept Site concept Site Analysis Environmental Review Preliminary Cost Estimate One Meeting to review	Completed by November 16, 2018
Task 3: Public Input Session One session to present concept to the public Conduct and prepare minutes	Completed by February 8, 2019
Task 4: Prepare Site Master Plan Document Rendered site plan Colored plan for PARTF Site Master Plan Document Cost Estimate and Vicinity Map One meeting	Completed by March 8, 2019
Task 5: Present to Parks Board and Council Present to Park Board Present to Council (Minutes by others)	Completed by March 29, 2019
Task 6: Preparation of PARTF Application By SHLA: Checklist Description and Justification Project Costs Systemwide Plan (previously completed) Recreation Needs Survey (previously completed) Site Plan and Vicinity Map Environmental Review Scoring System Site Specific Master Plan Documentation (public involvement) By TOAL: Applicant's Basic Facts and Assurances Sources of Matching Funds Attorney's Proof of Site Control Legal Description of Land Presentations to two or more civic groups Capital Improvement Plan for Parks Local Board Minutes showing adoption of the planning documents AND Local Minutes showing adoption of the PARTF Application	Completed by April 12, 2019
Task 7: Grant Packaging Final grant assembly, packaging and delivery	Completed by May 1, 2019

He shared that Susan Hatchell toured the newly purchased land and wishes to meet with Council and Staff to discuss potential ideas of what each envision. In addition, he noted that the Town's Capital Improvement Plan (CIP) needed updating to coincide with the PARTF application due next Spring. Discussion followed with two tentative dates to meet with Ms. Hatchell. Council's first choice was Tuesday, November 20, 2018 and their second choice was Thursday, November 15, 2018. Mr. Gobble will contact Ms. Hatchell to confirm a date and will notify Council.

Lastly, Mr. Gobble stated that the Town Hall Expansion project is on schedule.

3 **GENERAL UPDATES:**

a) **September 30, 2018 Financials & Year-to-Date Comparison (FY18 & FY19) ~ Kim Batten**

Ms. Batten provided Council with a financial summary for month ending September 30, 2018 for all funds. She mentioned that fiscal year 2019 was 25% completed and revenues remain slow but expenditures are constant.

Regarding the fiscal year comparison, Ms. Batten shared that revenues were higher than September 2017. She noted that expenditures in 2018 had increased due to: 1) increased amounts paid to ALVFD for the fire district taxes; 2) the contribution to ALCC's fall projects and 3) payments to the Local Government Commission for two applications to approve financial installments.

No further discussion.

b) Discuss Rescheduling Site Visit to Newly Purchased Property

Due to having no updates from Ms. Hatchell regarding the park land, Mayor Mulhollem mentioned that the visitation to the park land prior to tonight's meeting was cancelled. Discussion followed. Mayor Mulhollem suggested that Council view the property on their own but in advance of meeting with Ms. Hatchell and he would be available on Mondays, Wednesdays, or weekends.

4 ADJOURNMENT:

a) Having no further business, Mayor Mulhollem adjourned the meeting at 7:39 p.m.



Matthew B. Mulhollem, Mayor



Kim P. Batten, Town Clerk

