



Work Session - Minutes Monday, April 16, 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
Joyce Lawhorn, Admin. Spec./Deputy Clerk

COUNCIL ABSENT:

MEDIA PRESENT:

None

1 WELCOME/CALL TO ORDER:

- a) **Mayor Mulhollem called the meeting to order at 6:32 p.m. in the Jeffrey D. Barnes Council Chambers located at 14094 Buffalo Road, Clayton NC and declared a quorum present.**
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2 ORDER OF BUSINESS:

- a) **Website Design & Host Services with Evo Studios, Inc.
(aka: EvoGov) ~ Kim Batten & Joyce Lawhorn**

Ms. Batten shared that she and Ms. Lawhorn had done an extensive website vendor research which began last November 2017 as displayed in the spreadsheets on the Agenda. As a result, EvoGov seemed to offer more for less among other website vendors. She expressed appreciation and gratitude for Mr. Andy Holland, who designed the current website and maintained all the town's social media accounts. She mentioned that Mr. Holland and Ms. Lawhorn have been working together on the Town's Bluehost Website since she started with Archer Lodge in August 2017, which has been cost effective for the Town. Recently Mr. Holland relinquished the social media accounts over to Ms. Lawhorn to manage. Following a question from Mayor Pro Tem Castleberry about Mr. Holland's services, Ms. Batten confirmed that the Town will continue to utilize his services until the new website is completed.

Ms. Lawhorn shared an overview of items that were important factors during their research:

- Smooth Migration
- Good Technical Support and Training
- Accommodate Third Party Vendors (iCompass, Municode, etc.)
- Website Redesign within Four Years
- Responsive Website for Desktop and Mobile Devices
- ADA Compliant
- Secure
- Design Costs & Hosting Costs
- Translation to Spanish
- Implementation Schedule
- Banner Alert System
- Unlimited Storage

Ms. Lawhorn emphasized that the current website has served the Town well, but doesn't meet governmental requirements.

In addition, Ms. Batten mentioned that she will be considering changing the domain of the new website to ArcherLodgeNC.gov and if approved, the new domain will be a trusted site and subject to DotGov.Gov domain requirements. She stated that costs associated with Website Development and Hosting ranged from \$5,000 to as much as \$56,000. EvoGov's proposal was very reasonable.

Discussion followed. Having no rejections, Mayor Mulhollem directed Ms. Batten to place Evo Studios, Inc. (aka: EcoGov) contract and proposal under the Consent Agenda for the May 7, 2017 Regular Council meeting.

b) Landscape & Cleaning Proposals ~ CL Gobble

Mr. C. L. Gobble updated Council on the proposals received for Landscape Management Services and Cleaning Services

- **Landscape Management Services** - Two proposals received: ProTurf Landscapes, Inc., the current landscape company, and RDR Land Design, LLC, the designer of the Archer Lodge Veteran's Memorial

Mr. Gobble noted that ALCC will now be responsible for landscape services inside the fenced area (soccer field) located next to Town Hall, and the Town will be responsible for landscaping services outside of the fenced area. Because of this change, ProTurf Landscapes, Inc. revised their earlier proposal; therefore, Mr. Gobble recommended to retain ProTurf Landscapes, Inc. for Landscape Management Services for the next two-year period. Discussion followed.

- **Cleaning Services** - Four proposals received: CL Maintenance Services, LLC; iSparkle Clean; Pony Xpress Commercial Clean, LLC; and OV1 Services, Inc.

Mr. Gobble stated that the current cleaning company no longer wishes to provide these services after June 30th. He contacted some references listed on a proposal and hasn't heard from these yet. Mr. Gobble anticipates having a recommendation at the next meeting. Discussion followed.

Ms. Batten suggested placing both service contracts on the agenda for the Regular Town Council Meeting on Monday, May 7, 2018 for discussion and possible action. Mayor and Town Council agreed.

c) Budget Amendment (BA 2018 03) Explanation - Kim Batten

Ms. Batten explained BA 2018 03 (Budget Amendment). She stated that it was to appropriate or reappropriate unanticipated revenues and expenditures of \$121,600 as recorded in the amendment. A few questions followed and Mayor Mulhollem directed Ms. Batten to place BA 2018 03 under the consent agenda at the Regular Council meeting on Monday, May 7, 2018.

The proposed BA 2018 03 appears as follows:

BA 2018 03

Town of Archer Lodge

Budget Amendment

Fiscal Year Ending

06/30/18

Budget Amendment

Date

BA 2018 03

07-May-18

General Fund/Capital Reserve Fund/Park Reserve Fund

Account	Account Number	Budget	Amendment	Amended Budget
Revenues:				
2017 Property Taxes	10-3117-0000	485,000.00	10,500.00	495,500.00
Penalties and Interest	10-3180-0000	500.00	100.00	600.00
Permits and Fees	10-3340-0000	2,000.00	1,000.00	3,000.00
Fee in Lieu of Recreation	10-3345-0000	20,000.00	20,000.00	40,000.00
Transfer from General Fund 10	31-3900-3910	87,000.00	90,000.00	177,000.00
		-	-	-
Total Increase (Decrease) in Revenues		121,600.00		
Expenditures:				
Gov Body - Supplies	10-4110-2000	2,000.00	1,500.00	3,500.00
Gov Body - Training & Meetings	10-4110-3110	2,150.00	1,350.00	3,500.00
Admin - Supplies (Town Hall)	10-4120-2000	1,250.00	250.00	1,500.00
Admin - Supplies	10-4120-2100	2,150.00	850.00	3,000.00
Social Media Services	10-4120-3360	5,200.00	800.00	6,000.00
Tax Collection Fees (NC & JoCo)	10-4140-4950	16,000.00	1,000.00	17,000.00
LP Gas	10-4190-3320	1,250.00	250.00	1,500.00
Storm Water Repairs	10-4190-3530	2,000.00	600.00	2,600.00
Contracted Services-AL Fire Department	10-4300-3500	200,000.00	4,000.00	204,000.00
Transfer to Park Reserve Fund 31	10-9900-0031	156,000.00	21,000.00	177,000.00
Recreation Development - Park Res Fund	31-6120-5500	88,700.00	90,000.00	178,700.00
		-	-	-
Total Increase (Decrease) in Expenditures		\$ 121,600.00		
		\$ -		
Justification for Budget Amendment:				
To appropriate or reappropriate unanticipated revenues and expenditures as recorded.				
Adopted this 7th day of May 2018				
ATTEST:		Matthew B. Mulhollem, Mayor		
Kim P. Batten, Town Clerk		Teresa M. Bruton, Budget Officer		

d) The MAPS Group Personnel Policy and Classification and Pay Study (Continued Discussion)

Since Ms. Becky Veazey, President of The MAPS Group, was not in attendance, Mr. Gobble began the discussion and stated that Council Member Wilson had submitted Questions/Issues regarding the Classification and Pay Plan and Personnel Policy Study she had presented at the Council Work Session held on Monday, March 19, 2018. Email reminders to submit their questions, along with the Questions/Issues from Council Member Wilson, were sent to Council, but Mr. Gobble shared that there were no others submitted to Ms. Veazey. Mr. Gobble provided Council a copy of her email response to Council Member Wilson's Questions/Issues. Mayor Mulhollem reminded Council that The MAPS Group Study clearly demonstrates a future ("blueprint") for Archer Lodge and offers insight for our current situation and current employees. Discussion followed. Ms. Batten added that Ms. Veazey plans to attend the Regular Council meeting on Monday, May 7, 2018 for any further questions. Mayor Mulhollem directed Ms. Batten to add this item to the agenda for the May 7th Regular Council meeting.

3 GENERAL UPDATES:

**a) March 31, 2018 Financials & Year-to-Date Comparison
(FY17 & FY18) ~ Kim Batten**

Ms. Batten shared the monthly financials for period ending March 31, 2018 for the General Fund, Capital Reserve Fund and the Park Reserve Fund. She stated that FY2018 was 75% completed and budget planning for FY2019 had begun. She presented a year-to-date comparison of March 2017 with March 2018. Revenues for this 12-month period had increased by approximately 14% and expenditures had reduced by approximately 8.09%. Ms. Batten explained that the Park Reserve Fund increased due to the Fees In lieu of Recreation for 40 lots that Mr. Clark had collected during March 2018. No further discussion.

4 ADJOURNMENT:

Having no further business, Mayor Mulhollem adjourned the meeting at 8:19 p.m.



Matthew B. Mulhollem, Mayor



Kim P. Batten, Town Clerk

