



Work Session - Minutes Monday, March 19, 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, Deputy Clerk

COUNCIL GUEST:

Becky Veazey, President, The MAPS Group
Mike Mulhollem, Co-Chairman, Archer
Lodge Veteran's Memorial Committee
(ALVMC)

MEDIA PRESENT:

None

1 WELCOME/CALL TO ORDER:

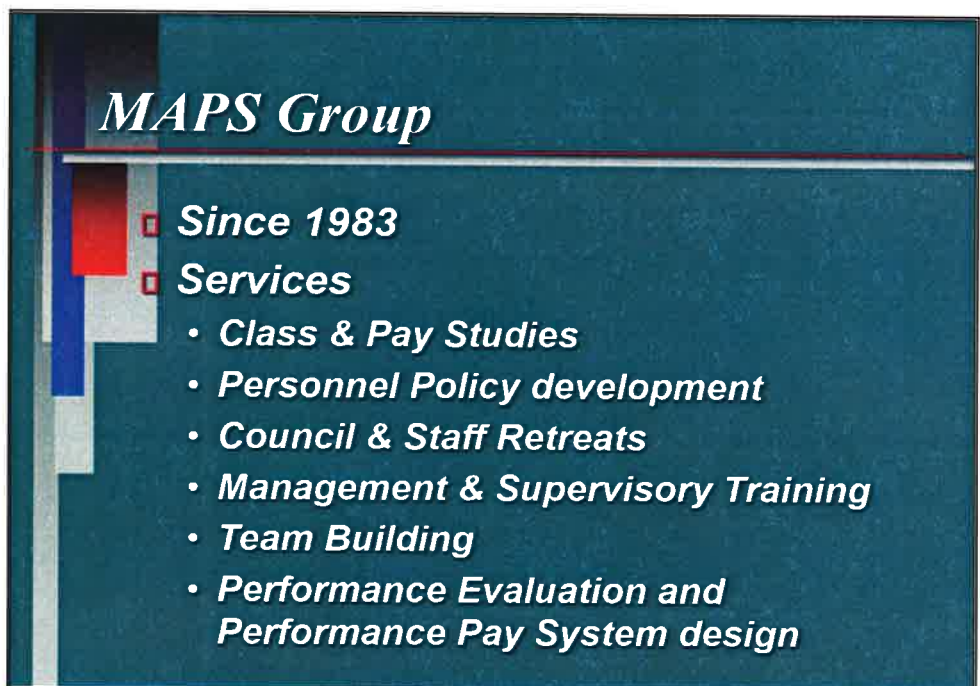
- a) **Mayor Mulhollem called the meeting to order at 6:31 p.m. in the Jeffrey D. Barnes Council Chambers located at 14094 Buffalo Road, Clayton, NC and declared a quorum was present.**
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2 ORDER OF BUSINESS:

- a) **The MAPS Group Personnel Policy and Classification/Pay Study Presentation ~ Becky Veazey, President**

Ms. Veazey shared a presentation regarding the MAPS Group (Management and Personnel Services) which explained their process and the methodology study.

The MAPS Group presentation is as follows:



MAPS Group

Services

- *Assessment Centers*
- *Selection Process Design*
- *Organizational Development*
- *Employee Engagement/Climate Surveys*
- *Personnel Officer Circuit Rider*

Clients Include:

Municipalities

- *Apex*
- *Boone*
- *Clayton*
- *Concord*
- *Forest City*
- *Henderson*
- *Hendersonville*
- *Oak Island*
- *Shallotte*

Counties

- *Alleghany*
- *Avery*
- *Currituck*
- *Harnett*
- *Hyde*
- *Iredell*
- *Mitchell*
- *Nash*
- *Person*
- *Vance*

Clients Include:

Other Agencies

- *NCLM*
- *Institute of Government*
- *Land of Sky Regional Council*
- *Central Carolina Council*
- *Eastern Carolina Council*

Non-Profits

- *Tuckaseegee Water and Sewer Authority*
- *Benson Housing Authority*
- *Wilkesboro Housing Authority*
- *Davidson Water*

Why Have Class & Pay Plan & Update it?

- ▣ Recruit & Retain Employees***
- ▣ Internal Equity***
- ▣ Equal Pay for Equal Work***
- ▣ Maximize Cost Effectiveness***
- ▣ Defensible System***

Classification & Range Revisions

- ▣ Why Do Studies?***
 - Jobs Change***
 - New Technology; New Regulations***
 - New Services; Reorganizations***
 - Market Changes at different rates for different jobs (not just COLA)***
 - Study updates and adjusts both classification and salary range***

Steps in Class/Pay Study

- | | |
|--------------------------------------|--|
| <i>▣ Identify Need</i> | <i>▣ Salary Survey</i> |
| <i>▣ Employee Orientation</i> | <i>▣ Complete Analysis & Write Report</i> |
| <i>▣ Questionnaires</i> | <i>▣ Report Draft Review</i> |
| <i>▣ Interviews</i> | <i>▣ Finalize Report</i> |
| <i>▣ Analysis</i> | <i>▣ Present to Council/Board</i> |

Methodology: Position Classification - Terminology

- ▣ **Classification**
- ▣ **Position**
- ▣ **Class Specification**
- ▣ **Employee**

These are not classification factors:

- ▣ **Volume of Work**
- ▣ **Length of Service**
- ▣ **Employee Qualifications**
- ▣ **Employee Work Performance**

Classification Factors

- ▣ **Difficulty, Complexity & Variety of Work**
- ▣ **Public Contact**
- ▣ **Education & Experience Requirements**
- ▣ **Work Environment & Hazards**
- ▣ **Physical Effort**
- ▣ **Supervision Given**
- ▣ **Supervision Received**

Compensation System Components

- ▣ ***Class & Range Revisions***
- ▣ ***Annual Market Adjustment***
- ▣ ***Range Movement (Merit / Performance Pay)***
- ▣ ***Longevity Pay***

I. Class and Market Changes

- ▣ ***Jobs change:***
 - ***Reorganizations***
 - ***New services***
 - ***New technology***
 - ***New regulations***
- ▣ ***Market Changes at different rate for different jobs***
- ▣ ***Study updates classifications and market***

II. Annual Market Adjustment

- ▣ ***Cost of Living***
- ▣ ***Includes***
 - ***Consumer Price Index (CPI)***
 - ***Cost of Living in the local area***
- ▣ ***Moves hiring rate and maximum so the plan stays competitive***
- ▣ ***Helps avoid the cost of turnover***
(estimated at 66% to 125% of annual salary by US Chamber of Commerce)

III. Range Movement/ Merit/Performance Pay

▣ Purpose

- *Reward High Performance*
- *Move Salaries Across the Range*

▣ Trend

- *More Local Jurisdictions emphasizing pay for performance*
- *More emphasis on valid performance evaluation, training supervisors, and focusing on improvement, not just judging performance*

IV. Longevity Pay

▣ Rewards & Recognizes Employees Length of Service

- *Lump Sum*
- *Fourth Priority in Pay Plan based on organizational impact*
- *Merit / Performance - versus Seniority*

▣ Trend

- *Set Dollar vs Percentage*

Ms. Veazey handed each Council Member a copy of the study for review. Mayor Mulhollem open the floor for any discussion. Discussion followed and Mayor stated that it would be on a future agenda.

b) Discussion of Current Form of Government and Options

Mayor Mulhollem began the discussion regarding the forms of government and the possibility of a new part-time Administrator/Manager. Mr. Gobble recommended the new position due to the work load, duties, appointments and meetings that he's unable to complete working only one day a week. He added that family obligations over the past year have prevented him working 2 days each week as was budgeted. He further noted that Former Mayor Gordon handled 90% of administrative duties or meetings representing Archer Lodge and since his resignation, these areas aren't being addressed or handled as they should be handled by a Town. He offered insight for the near future and the many projects that will need Town supervision. Discussion followed. Mayor Mulhollem asked Council Members to be prepared for more discussion at the next Council work session, and possibly an action item at the May Regular Council Meeting.

c) Discussion of DRAFT Agreement between the Town of Archer Lodge and the Archer Lodge Veterans Committee regarding the Care/Maintenance of the Archer Lodge Veterans Memorial once on Town Property

Mr. Mike Mulhollem, Co-Chairman of the ALVMC, stated that the Committee reviewed the DRAFT agreement and is proposing that once the Memorial is completed, the Town will assume responsibility for the care and maintenance of the Memorial as well as maintain property and liability insurance on the Memorial. Also, once the Memorial is completed, Mr. Mulhollem added, that the ALVMC will continue brick sales for three years and after the three-year period, the ALVMC would like the Town to handle additional brick sales, if any. Mr. Mulhollem further offered a timeline of the Memorial. Discussion followed. Mayor Mulhollem directed Attorney Hewett to make changes to the Draft Agreement as was discussed and Council will review at a future meeting.

3 GENERAL UPDATES:

a) February 28, 2018 Financials & Year-to-Date Comparison (FY17 & FY18) ~ Kim Batten

Ms. Batten shared the monthly financials for period ending February 28, 2018 and noted that the fiscal year was 67% completed. She also presented a year-to-date comparison of February 2017 with February 2018. Revenues for this period had increased by 9% and expenditures were reduced by the same percentage from 2017 to 2018. She added that franchise taxes had been received from NCDOR for quarter ending December 31, 2017 and would show next month on the March financials. No further discussion.

b) Bike/Pedestrian Grant Update ~ Bob Clark

Mr. Clark announced that the Town had received an official letter from NCDOT awarding the Town of Archer Lodge with the 2018 Bicycle and Pedestrian Planning Grant.

The 2018 NCDOT Bicycle and Pedestrian Planning Grant Initiative Award letter appears as follows:



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

JAMES H. TROGDON, III
SECRETARY

March 14, 2018

Kim Batten
Town of Archer Lodge
14094 Buffalo Rd.
Clayton, NC 27527

Subject: 2018 NCDOT Bicycle and Pedestrian Planning Grant Initiative

Dear Ms. Batten,

Congratulations! The North Carolina Department of Transportation is pleased to announce that the Town of Archer Lodge has been awarded a Bicycle and Pedestrian Planning Grant, as approved by the Board of Transportation.

We will be in touch within the next few weeks with additional information to explain how you will initiate and administer your planning project. This will include certain administrative procedure guidance requesting how you would like to have your plan development process administered – through the selection of a qualified consultant under contract with NCDOT or through your own consultant selection process.

The Municipal Reimbursement Agreement between the municipality and NCDOT will be sent in April or May. Please note that any funds expended prior to executing the Municipal Reimbursement Agreement and Notice to Proceed are not eligible for reimbursement.

This program offers a unique funding opportunity, and we look forward to working with you to create a plan that will improve conditions for walking and bicycling in your community. Should you have any questions, please contact John Vine-Hodge at 919-707-2607 or jvinehodge@ncdot.gov.

Sincerely,

Hanna Cockburn, AICP
Director, Bicycle and Pedestrian Transportation Division

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
DIVISION OF BICYCLE AND PEDESTRIAN
TRANSPORTATION
1552 MAIL SERVICE CENTER
RALEIGH, NC 27699-1552

Telephone: (919) 707-3600
Customer Service: 1-877-368-4968
Website: www.ncdot.gov

Location:
ONE SOUTH WILMINGTON STREET
RALEIGH, NC

NCDOT offered to handle the administration of the Grant Process and Mr. Clark agreed; with of course input from the Town/Staff. By doing so, the Grant may be processed sooner. Discussion followed and Mayor/Council agreed for NCDOT to administer the Grant Process and the item will be placed on the consent agenda at the next Regular Council meeting for official approval.

Repairs needed to Covered Bridge Road was mentioned by Council Member Wilson and he suggested the Town write a letter to NCDOT requesting repairs to Covered Bridge Road. Mr. Clark shared that NCDOT plans to schedule a Public Information Meeting for the initial design phase of the Road Safety Improvements Project in April or May 2018. Discussion followed.

4 ADJOURNMENT:

- a) Having no further business, Mayor Mulhollem adjourned the meeting at 8:11 p.m.

Matthew B. Mulhollem, Mayor



Kim P. Batten, Town Clerk

MARCH 19, 2018

WORK SESSION MEETING