

Budget Planning Retreat - Minutes Saturday, February 23, 2019 Parkside Café, Pine Level, NC

COUNCIL PRESENT:

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

STAFF PRESENT:

Mike Gordon, Town Administrator
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 ABSENT:

Mayor Mulhollem

GUEST PRESENT:

Jeff Holt, Mayor of Pine Level, NC

1. WELCOME ~ MAYOR PRO TEM CASTLEBERRY

- a) Mayor Pro Tem Castleberry welcomed all present to the Annual Budget Planning Retreat at 8:36 a.m. held at Parkside Café in Pine Level, NC. He shared that Mayor Mulhollem was unable to attend due to sickness.

2. WELCOME/INVOCATION ~ MAYOR JEFF HOLT, TOWN OF PINE LEVEL

- a) Mayor Jeff Holt welcomed everyone to the Town of Pine Level and shared his thoughts on the commitment of Archer Lodge becoming a Town. He offered the invocation prior to receiving breakfast and the beginning of the annual Budget Planning Retreat Meeting.

3. BREAKFAST

- a) A buffet breakfast was enjoyed by all.

4. PAST YEAR IN REVIEW ~ C.L. GOBBLE

- a) Mr. Gobble shared a flyer providing accomplishments over past year as appears as follows:

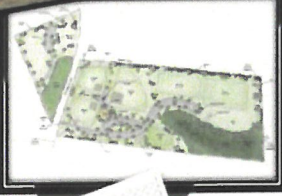
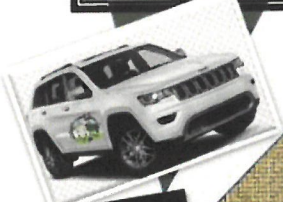
TOWN OF ARCHER LODGE

PLANNING RETREAT

FEBRUARY 23, 2019

Past Year in Review





- Foundation for Veterans Memorial
- DOT Safety Improvements
- Agreement with DOT for Buffalo Road Widening & Curb and Gutter Along with Sidewalks
- Town Hall Expansion
- Financing Applications Approved by L.G. C.
- Received two \$50K State Appropriations for Park Land Acquisition
- Closed on 30 Acres of Land for Future Park Development
- Contracted with Susan Hatchell, Landscape Architect, PLLC for Park Planning and PARTF Application
- Meetings with DOT for Future Improvements to Covered Bridge Road
- Added to the Town Seasonal Banner Program
- New Office Furniture and Chairs for Council Chambers
- Purchased Town Vehicle
- Hired Town Administrator
- IT Support / New Website / New Domain
- Bicycle/Pedestrian Plan is Underway

5. FINANCIALS ~ KIM BATTEN

a) **January 31, 2019 Financials & Year-to-Date Comparison (FY18 compared to FY19)**

Ms. Batten shared the financial summary for all funds ending January 31, 2019. With the fiscal year being 58% complete, the ad valorem taxes were already 86% collected for the fiscal year. Revenues exceeded expenditures during January in the General Fund. In all three funds: General, Capital Reserve and Park Reserve, the investment earnings are doing extremely well since the economy is doing well. The Town Hall Expansion Fund was about 57% completed financially.

Regarding the year-to-date comparison between January 2018 with January 2019, revenues were 61.45% more in 2019 than in 2018 and the expenditures were approximately 70.75% higher in 2019 as well. Ms. Batten noted that in both years, revenues remained above expenditures which was great. No further comments or discussions.

b) **Budget Amendment Review (BA 2019 03)**

Ms. Batten shared the third budget amendment for fiscal year ending June 30, 2019. (BA 2019 03) She noted that the General Fund, Capital Reserve Fund and the Park Reserve Fund had some unanticipated revenues and expenditures,

thus needing to reappropriate expenditures as recorded in the BA 2019 03 below:

Budget Amendment

BA 2019 03

Town of Archer Lodge

Fiscal Year Ending

06/30/19

Budget Amendment

BA 2019 03

Date

04-Mar-19

General Fund/Capital Reserve Fund/Park Reserve Fund

Account	Account Number	Budget	Amendment	Amended Budget
Revenues:				
Gen Fund: 2018 Property Taxes	10-3118-0000	564,000.00	11,000.00	575,000.00
Gen Fund: Penalties and Interest	10-3180-0000	600.00	600.00	1,200.00
Gen Fund: Permits and Fees	10-3340-0000	3,000.00	1,000.00	4,000.00
Gen Fund: Fee in Lieu of Recreation	10-3345-0000	20,000.00	(10,000.00)	10,000.00
Gen Fund: Animal Control Fees	10-3348-0000	100.00	100.00	200.00
Gen Fund: Investment Earnings	10-3831-0000	12,000.00	11,000.00	23,000.00
Cap Res: Investment Earnings	30-3831-0000	5,000.00	4,000.00	9,000.00
Park Res: Investment Earnings	31-3831-0000	2,500.00	2,000.00	4,500.00
Park Res: Transfer from General Fund 10	31-3900-3910	211,000.00	(10,000.00)	201,000.00
Total Increase (Decrease) in Revenues		9,700.00		
Expenditures:				
GovBody: Training & Meetings	10-4110-3110	3,000.00	1,000.00	4,000.00
GovBody: Legal Advertising	10-4110-3700	400.00	2,000.00	2,400.00
Admin: Salaries (Part-Time)	10-4120-1220	1,200.00	12,000.00	13,200.00
Admin: FICA Tax	10-4120-1810	8,560.00	1,000.00	9,560.00
Admin: Training & Meetings	10-4120-3110	3,000.00	2,000.00	5,000.00
Admin: Contracted Services-Administration	10-4120-3550	50,000.00	(15,000.00)	35,000.00
Admin: Vehicle Lease	10-4120-4300	5,100.00	3,500.00	8,600.00
Admin: Capital Outlay	10-4120-5100	4,500.00	(4,500.00)	-
Admin: Tax Collection Fees (NC & JoCo)	10-4140-4950	18,000.00	1,000.00	19,000.00
Public Bldg: Supplies-Buildings	10-4190-2000	1,500.00	600.00	2,100.00
Public Bldg: Capital Outlay	10-4190-5100	25,000.00	(25,000.00)	-
Public Works: Contracted Services	10-4510-3500	25,000.00	(15,000.00)	10,000.00
Public Works: Road Signs/Banners	10-4510-3590	10,500.00	2,000.00	12,500.00
Planning/Zoning: Unemployment	10-4910-1850	10.00	20.00	30.00
Debt: Closing Costs & Bank Fees	10-9110-3000	2,049.00	3,080.00	5,129.00
Transfer to Town Hall Expansion Fund 40	10-9900-0040	-	45,000.00	45,000.00
Cap Res: Transfer to General Fund 10	30-9900-0010	30,000.00	4,000.00	34,000.00
Park Res: Recreation Development	31-6120-5500	213,500.00	(8,000.00)	205,500.00
Total Increase (Decrease) in Expenditures		9,700.00		
		\$ -		
Justification for Budget Amendment:				
To appropriate or reappropriate unanticipated revenues and expenditures as recorded.				
Adopted this 4th day of March 2019				
ATTEST:		Matthew B. Mulhollem, Mayor		
Kim B. Batten, Town Clerk		Teresa M. Bruton, Budget Officer		
				

c) Current Financial Status Presentation

Ms. Batten shared a PowerPoint presentation of the Current Financial Status and appears as follows:

Annual Budget Planning Retreat FY 2019/2020 Sat, Feb 23, 2019



2018 ASSESSED PROPERTY VALUATIONS AS REPORTED TO NCDOR ON TR-2-18

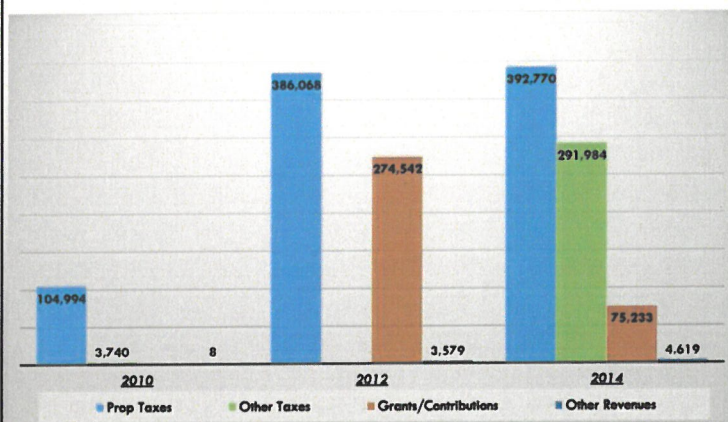
Description of Property	Assessed Valuation as of 1/1/2018
Real Property	\$265,358,894
Deferred Value Farm Land	(8,293,440)
Senior Citizens Exclusion	(2,026,216)
Personal Property	3,969,446
Public Utilities	1,655,636
Motor Vehicles	44,942,553
Total 2018 Assessed Valuation	\$305,606,873

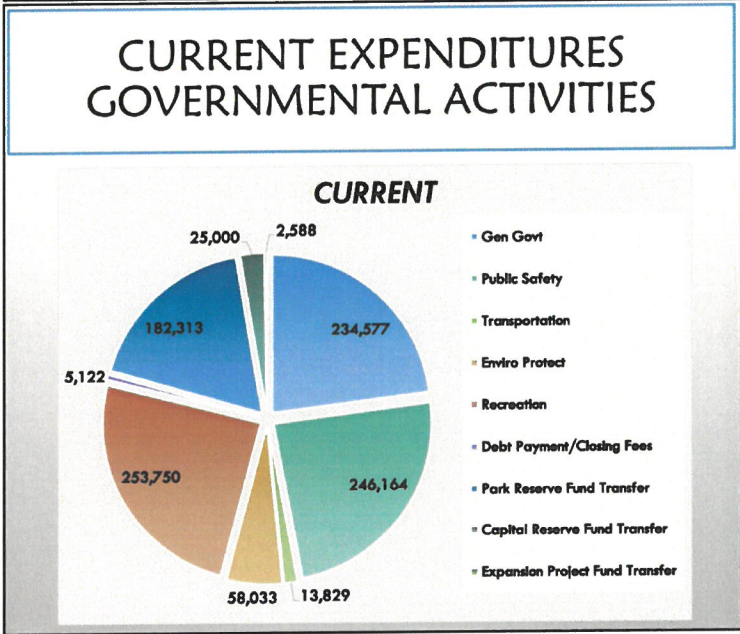
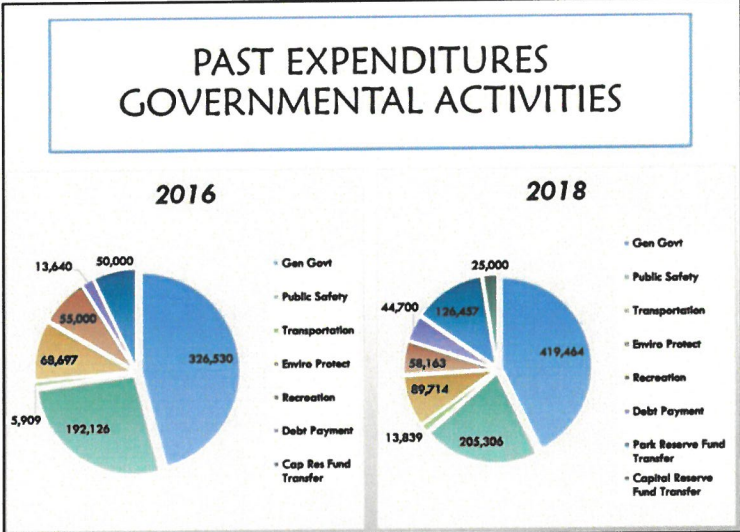
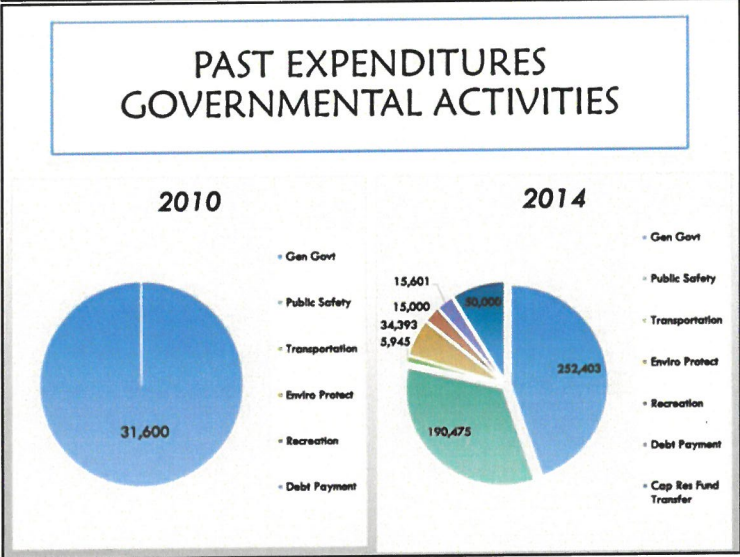
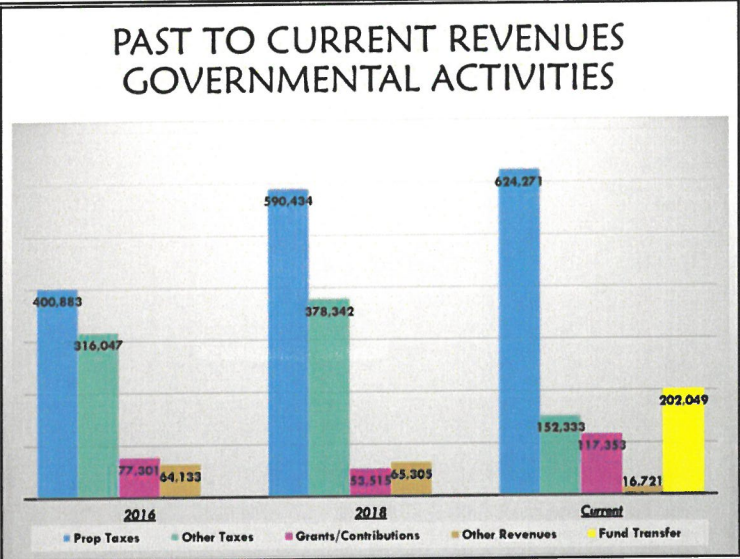


2018 PROPERTY LEVY

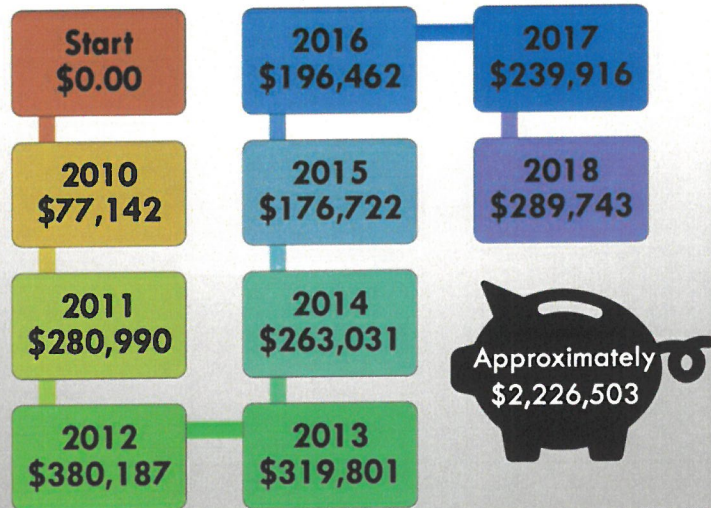
	Assessed Value
Total Estimated Assessed Valuation	\$305,606,873
Tax Rate per \$100 of Assessed Value	\$0.22
Tax Levy	\$672,335
Tax Collection Percentage	98.5%
Estimated Collections	\$662,250
Less:	
Jo Co Commission 2.5% / NC DMV fees	(16,556)
Archer Lodge Fire Dept. (9 Cents / 22 Cents = .4091)	(264,153)
Park Reserve Fund (3 Cents/ 22 Cents = .1364)	(88,072)
Balance Town (10 Cents / 22 Cents = .4545)	\$293,469
1 Cent Property Tax Revenue	\$29,347

PAST REVENUES GOVERNMENTAL ACTIVITIES



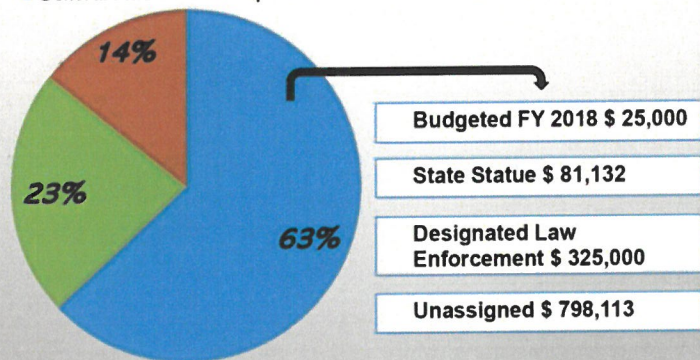


NET INCREASE IN FUND BALANCE EACH YEAR (AKA: SAVINGS)



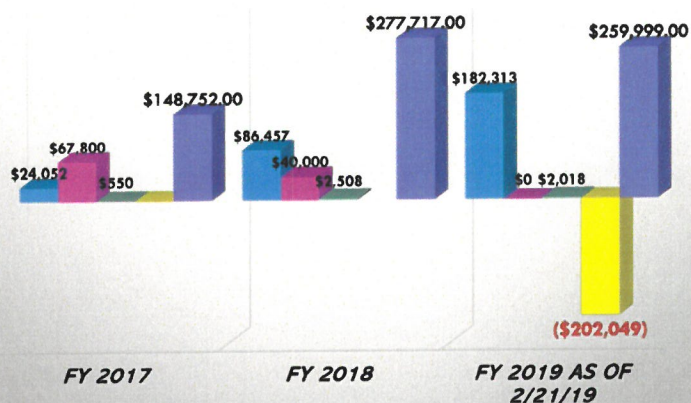
TOWN OF ARCHER LODGE FUND PERCENTAGES AS OF AUDIT ENDING JUNE 30, 2018

General Fund Capital Reserve Fund Park Reserve Fund



PARK RESERVE FUND PROGRESS

03 Tax Rate Transfer Fees-In-Lieu of Rec Interest Revenues Park Land Purchase Fund Total



Park Reserve Fund Information

Date	Description	Estimated Amount	Sub-Total
02/18/19	Current Fund Balance	\$259,999.00	
06/30/19	Fiscal Year Remainder	\$9,000.00	
06/30/19	Estimated Fund Balance		\$268,999.00
08/20/19	Loan Payment	(\$66,000.00)	
06/30/20	Budgeted	\$95,000.00	
06/30/20	Estimated Fund Balance		\$297,999.00
08/20/20	Loan Payment	(\$64,000.00)	
06/30/21	Budgeted	\$95,000.00	
06/30/21	Estimated Fund Balance		\$328,999.00
08/20/21	Loan Payment	(\$62,000.00)	
06/30/22	Budgeted	\$95,000.00	
06/30/22	Estimated Fund Balance		\$361,999.00
08/20/22	Loan Payment	(\$60,000.00)	
06/30/23	Budgeted	\$95,000.00	
06/30/23	Estimated Fund Balance		\$396,999.00



DEBT SCHEDULE

	FY19	FY20	FY21	FY22	FY23
Town Hall	\$44,000	\$43,000	\$42,000	\$40,000	\$39,000
Expansion	\$0	\$34,000	\$40,000	\$39,000	\$38,000
Land	\$0	\$66,000	\$64,000	\$62,000	\$60,000
Total Loan Payments	\$44,000	\$143,000	\$146,000	\$141,000	\$137,000







**COMING TOGETHER
IS A BEGINNING.**

**KEEPING TOGETHER
IS PROGRESS.**

**WORKING TOGETHER IS
SUCCESS.**

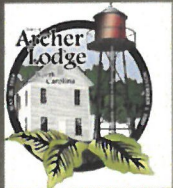
6. PLANNING/ZONING REPORT ~ BOB CLARK

a) Mr. Clark shared the following:

1. Technical Review Committee will meet Wednesday, March 6, 2019 on Bittle Creek Subdivision
2. Comprehensive Land Use Plan will need updating in the future
3. Park Plan and the Site-Specific Plan will need updating for the PARTF Grant Application
4. AECOM and the Archer Lodge Steering Committee are working on the Bicycle/Pedestrian Plan

In addition, Mr. Clark provided a short presentation and appears as follows:

Town of Archer Lodge



Annual Planning Session
February 23, 2019

- Bob Clark, AICP, Planning and Zoning Administrator
- Andy Thomas, Senior Planner
- Danny Eudy, Code Enforcement Officer

Mission

- THE PLANNING, ZONING, CODES ADMINISTRATION DEPARTMENT'S MISSION IS TO SERVE THE CITIZENS, APPOINTED BOARDS AND ELECTED OFFICIALS OF THE TOWN OF ARCHER LODGE WITH PLANNING AND CODES SUPPORT TO COMPLEMENT THE TOWN'S VISION AND COMPREHENSIVE AND SPECIAL TOPIC PLANS.

Planning Board

- Training
- Bi-Monthly meetings
- Administrative Support (Joyce - Is Great!)
- Attorney Support
- Technical Review Committee (Subdivisions)

Review of Plans

- 2030 Comprehensive Land Use Plan (adopted 2015)
 - A complete update is recommended in rapid growth areas every 5 years
- Comprehensive Parks and Recreation Plan (2015)
 - Good for up to 10 years (PARTF)
 - Site Specific New Park Master Plan (underway)
- Bicycle and Pedestrian Master Plan (underway)

Review Status of Ordinances

- Zoning and Subdivision Ordinance Adopted November 2013
 - Amended Some Subdivision Development Standards in 2017
 - New Administrative Procedures put in place (2018)
 - Some updates of the zoning regulations needed to address 2015-2018 statute changes
 - Any significant zoning map or classifications should be done after updating the Comprehensive Plan is updated

Review of Ordinances

- Nuisance Abatement Ordinances (2016-17)
- Junk Vehicles (2017)

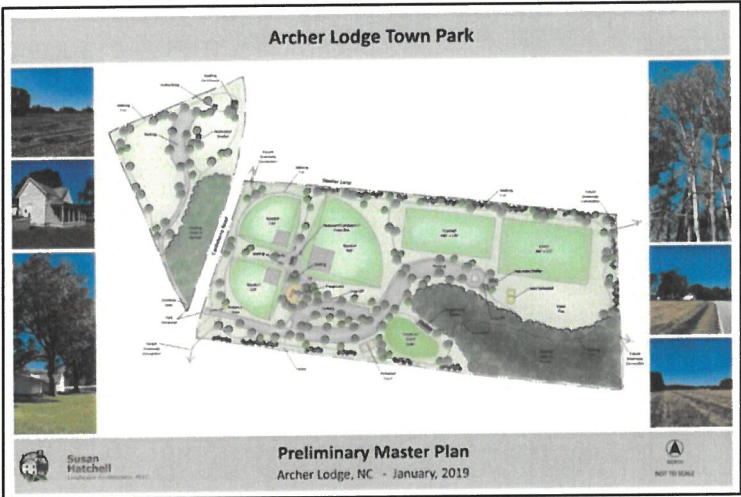
Town of Archer Lodge



7. **BREAK**

8. **PARK LAND DEVELOPMENT ~ C.L. GOBBLE & MIKE GORDON**

- a) Mr. Gobble and Mr. Gordon shared the Archer Lodge Town Park Preliminary Master Plan Drawing prepared by Susan Hatchell Landscape Architecture, PLLC, appears below:



Mr. Gobble stressed to the Town Council that their focus should be on future park development and not additional land purchases. The Local Government Commission may not approve additional debt for land purchases unless additional revenue sources increase.

The Town Park Cost Estimates provided by Susan Hatchell Landscape Architecture, PLLC appear below along with Park Phasing Options for Consideration:

Archer Lodge Town Park - Cost Estimate - DRAFT				
Town of Archer Lodge, North Carolina				
February 18, 2019				
Item	Quantity	Unit	Unit Price	Total Price
A Earthwork				
Clearing and Grubbing	0.6	AC	\$8,500.00	\$5,100
Earthwork	20,000.0	CY	\$14.00	\$280,000
Topsoil: Stripping	1,000.0	CY	\$2.00	\$2,000
Fine Grading	10,000.0	SY	\$1.00	\$10,000
Topsoil: Spreading	5,000.0	CY	\$2.50	\$12,500
				\$309,600
B Storm Drainage				
Lump Sum	1	LS	\$115,000.00	\$115,000
				\$115,000
C Erosion Control				
Inspect, Maintain, Repair, and Remove Temporary Sediment and Erosion Control Measures	1	LS	\$9,000.00	\$9,000
Temporary Silt Fence	5,000	LF	\$3.50	\$17,500
Temporary Silt Fence Outlet	6	EA	\$300.00	\$1,800
Temporary Diversion Ditch	1,200	LF	\$10.00	\$12,000
Excelsior Matting C-700 (Ditches)	3,000	SY	\$8.00	\$24,000
Class A Riprap	3	CY	\$140.00	\$420
Class B Riprap	90	CY	\$140.00	\$12,600
Concrete wash pit	2	EA	\$600.00	\$1,200
Construction entrance (gravel)	2	EA	\$2,500.00	\$5,000
Sediment basins	3	EA	\$1,500.00	\$4,500
Compost Sock -6"	1,000	LF	\$12.00	\$12,000
Tree protection fence	500	LF	\$3.50	\$1,750
				\$101,770
D Site Utilities				
Septic System	3	EA	\$10,000.00	\$30,000
Water	1	LS	\$60,000.00	\$60,000
				\$90,000
E Paving for Roads and Parking				
Turn lane on Castleberry Rd.	1	LS	\$180,000.00	\$180,000
Asphalt Parking	13,450	SY	\$40.00	\$538,000
Traffic signs	1	LS	\$1,000.00	\$1,000
Striping for crosswalks and parking areas	3,900	EA	\$1.50	\$5,850
Wheel stops	215	EA	\$55.00	\$11,825
				\$556,675
F Walks, Trails, Sidewalks, and Pads for Picnic Shelter				
Concrete	3,000	SY	\$43.00	\$129,000
Boardwalk	25	LF	\$400.00	\$10,000
Asphalt trail (8' wide)	6,396	SY	\$28.00	\$179,088
				\$308,298
G 360' x 160' Football Field (1)				
Bleacher	2	EA	\$5,000.00	\$10,000
Bleacher Pad	2	EA	\$3,000.00	\$6,000
Benches	2	EA	\$800.00	\$1,600
Sprigging	69,000	SF	\$0.25	\$17,250
Irrigation	1	LS	\$25,000.00	\$25,000
Lighting	1	LS	\$125,000.00	\$125,000
Goal posts	2	EA	\$6,000.00	\$12,000
				\$196,850

Susan Hatchell
Landscape Architecture, PLLC

Page 1 of 4

Archer Lodge Town Park - Cost Estimate - DRAFT				
Town of Archer Lodge, North Carolina				
February 18, 2019				
Item	Quantity	Unit	Unit Price	Total Price
H 360' X 220' Soccer Field (1)				
Bleacher	2	EA	\$5,000.00	\$10,000
Bleacher Pad	2	EA	\$600.00	\$1,200
Benches	2	EA	\$800.00	\$1,600
Sprigging	91,000	SF	\$0.25	\$22,750
Irrigation	1	LS	\$35,000.00	\$35,000
Lighting	1	LS	\$125,000.00	\$125,000
Goal posts	2	EA	\$3,000.00	\$6,000
				\$201,550
I 200' Baseball Fields (2)				
Infield prep	2	LS	\$15,000.00	\$30,000
Fencing, gates, and backstop	2	LS	\$36,000.00	\$72,000
Bleacher	4	EA	\$5,000.00	\$20,000
Bleacher Pad	4	EA	\$600.00	\$2,400
Benches	4	EA	\$800.00	\$3,200
Sprigging	72,000	SF	\$0.25	\$18,000
Irrigation	2	LS	\$20,000.00	\$40,000
Lighting	2	LS	\$125,000.00	\$250,000
				\$435,600
J 300' Baseball Field (1)				
Infield prep	1	LS	\$20,000.00	\$20,000
Fencing, gates, and backstop	1	LS	\$45,000.00	\$45,000
Bleacher	2	EA	\$5,000.00	\$10,000
Bleacher Pad	2	EA	\$600.00	\$1,200
Benches	2	EA	\$800.00	\$1,600
Sprigging	75,000	SF	\$0.25	\$18,750
Irrigation	1	LS	\$25,000.00	\$25,000
Lighting	1	LS	\$150,000.00	\$150,000
				\$280,350
K Sports Courts				
Pickleball Court (includes surfacing, fencing and nets)	1	LS	\$30,000.00	\$30,000
Sand Volleyball Court (includes sand and nets)	1	LS	\$10,000.00	\$10,000
				\$40,000
L Park Buildings				
Restroom/Concession/Press Box	1	LS	\$150,000.00	\$150,000
Picnic Shelter (Large)	1	LS	\$90,000.00	\$90,000
Picnic Shelter/Restroom	2	LS	\$200,000.00	\$400,000
Repurpose Existing Farm House as Office	1	LS	\$50,000.00	\$50,000
				\$690,000
M Site Amenities				
Playground (including edging, equipment, fencing, gates, surfacing)	1	LS	\$150,000.00	\$150,000
Outdoor Fitness Stations	1	LS	\$80,000.00	\$80,000
Benches	15	EA	\$800.00	\$12,000
Picnic Table	32	EA	\$1,200.00	\$38,400
Picnic Table (ADA)	8	EA	\$1,500.00	\$12,000
Trash Receptacle	8	EA	\$500.00	\$4,000
Recycling Receptacle	8	EA	\$500.00	\$4,000
Grill (Small)	3	EA	\$500.00	\$1,500
Grill (Large)	1	EA	\$1,000.00	\$1,000
Kiosk	2	EA	\$2,000.00	\$4,000
Dumpster and Dumpster Pad	1	LS	\$12,000.00	\$12,000
Dog Waste Station	2	EA	\$500.00	\$1,000
Susan Hatchell				
Landscape Architecture, PLLC				
		Page 2 of 4		

Archer Lodge Town Park - Cost Estimate - DRAFT				
Town of Archer Lodge, North Carolina				
February 18, 2019				
Item	Quantity	Unit	Unit Price	Total Price
Entrance Gate	2	EA	\$6,000.00	\$12,000
Bike Racks	3	EA	\$500.00	\$1,500
Split Rail Fencing	3,700	LF	\$7.00	\$25,900
Park Entrance Sign	1	LS	\$5,000.00	\$5,000
				\$364,360
N Planting				
Canopy Tree	75	EA	\$525.00	\$39,375
Understory Tree	40	EA	\$325.00	\$13,000
Screening Planting	1	LS	\$80,000.00	\$80,000
Seeding	61,500	SY	\$0.25	\$15,375
Mulch - triple shredded hardwood	40	CY	\$35.00	\$1,400
				\$140,150
O Site Electrical				
Parking lot lighting	20	EA	\$3,000.00	\$60,000
Lighting for shelters	1	LS	\$10,000.00	\$10,000
Miscellaneous	1	LS	\$10,000.00	\$10,000
				\$80,000
Construction Subtotal:				\$3,916,141
Design Fees (includes survey, geotechnical and design)	15.00%		\$587,421	
General requirements, contractor overhead and fee, performance bond and insurance	8.00%		\$313,291	
5% Contingency	5.00%		\$195,807	
	total		\$1,096,519	\$5,012,660
Construction Total:				\$5,012,660
Susan Hatchell				
Landscape Architecture, PLLC				
		Page 3 of 4		

Susan Hatchell
Landscape Architecture, PLLC

711 West North Street
Raleigh, NC 27603
Tel: 919.838.9600
Fax: 919.838.9700
e-mail: susan@susanhatchell.com

Possible Phasing Options

Option 1 - \$475,000

Work would include:

- Perimeter split rail fence and entrance gate (fence would not extend through the woods)
- Earthwork, sedimentation and erosion control and stormwater for large 300' ballfield and one large multipurpose field (located in area of master plan showing two smaller ball fields), seeding
- Backstop and 1st and 3rd baseline fencing only
- Gravel parking and wheel stops for 50 cars, concrete pad for ADA parking
- Small playground with surfacing and edging
- Concrete
- ¼ mile crushed screenings trail - 6' wide

*PARTF recreational facilities (ballfield, multipurpose field, playground and trails)

Option 2 - \$620,000

Work would include:

- Perimeter split rail fence and entrance gate (fence would not extend through the woods)
- Earthwork, sedimentation and erosion control and stormwater for large 300' ballfield and one large multipurpose field (located in area of master plan showing two smaller ball fields), grading for the rest of the site including 2 additional multipurpose fields, seeding
- Backstop and 1st and 3rd baseline fencing only
- Gravel parking and wheel stops for 50 cars, concrete pad for ADA parking
- Concrete sidewalks
- ¼ mile crushed screenings trail - 6' wide

*PARTF recreational facilities (ballfield, multipurpose fields and trails)

Also, Mr. Gobble and Mr. Gordon explained the process for submitting the PARTF Grant Application and provided a **DRAFT PARTF Grant Application schedule working with Susan Hatchell Landscape Architecture, PLLC as well as the PARTF Grant Application information.**

Both appear 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)	Completed by April 12, 2019

Landscape Architecture • Site Planning • Park Design
1 of 2

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

Task 7: Grant Packaging Final grant assembly, packaging and delivery	Completed by May 1, 2019
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Landscape Architecture • Site Planning • Park Design
2 of 2

Submitting Your Application

- There are two methods to submit your PARTF application.
 1. Paper only (checklist on page 6).
 2. Digital and paper (checklist on page 7).
 - One complete paper copy of the application and accompanying digital PDF copies, submitted on a flash drive.
 - The paper copy is the official copy of the application.
- Only application packets postmarked or received by May 1, 2019 will be accepted at one of the official drop off locations noted on the following link: [PARTF drop off locations](#)
- Audits and Inspections: PARTF staff will conduct periodic site inspections of each PARTF project to inspect the progress as well as the financial records. All PARTF grantees must maintain accounting records for the project that are supported by documentation such as invoices and contracts.
- Completing the PARTF Project: A local government has three years to complete a PARTF project, as specified in the contract.

If You Receive a Grant

- When to Start: To receive PARTF grant funds, a grantee must sign a contract before beginning a PARTF project. There are two exceptions. Some planning costs (page 12) can be incurred before applying. Also, the DPR can approve a waiver allowing an applicant to acquire land before a grant is approved (page 17).
- Signing the Contract: A grantee signs a contract that describes the project and the conditions for receiving a PARTF grant. This is a legally binding agreement between the local government and the State of North Carolina.
- Project Costs submitted in the application will be part of the contract and serve as the budget for the project (page 12).
- Reimbursements: PARTF grants are paid as reimbursements of documented expenses. Grantees may submit bills for reimbursement on a quarterly basis. The PARTF program will reimburse grantees for up to 50 percent of their expenditures for the project.

Discussion followed.

9. TOWN ATTORNEY REMARKS ~ CHIP HEWETT

a) Attorney Hewett reviewed the following:

- Closed Sessions - § 143-318.11
- Quasi-Judicial Hearing Procedural Guidelines
- Conduct of Public Hearings - § 160A-81

10. LUNCH

a) Council Member Jackson offered the blessing.

11. OTHER TOPICS OF DISCUSSION

a) Council Member Jackson discussed the following ideas for the Town:

- Develop tools to encourage commercial growth in Town
- Start an Adopt-A-Highway and Streams programs
- Plan for Town's 10-Year Anniversary
- Provide Wi-Fi in town, especially for kids
- Have an online payment system for fees and permits
- Address firearm control within the Town

b) Council Member Wilson shared the following:

- TJCOG Reps would be coming to Archer Lodge to hold a meeting
- More funds are needed to complete the Archer Lodge Veterans Memorial Site

c) Mayor Pro Tem Castleberry mentioned the following:

- Recognize people and organizations that contributed to the incorporation of the Town of Archer Lodge

-
- Welcome businesses that can operate with septic systems to Town to increase revenues
 - Promote businesses in Town which will entice community involvement
-

d) Mr. Gordon mentioned the following:

- that he plans to investigate how to get an Archer Lodge, NC zip code for citizens instead of a Clayton or a Wendell zip code
 - the Johnston County Municipal Election is in November 2019 and the Mayor seat along with three Council seats will be up for election or re-election.
-

e) Council Member Locklear along with Council Member Bruton suggested:

- recognizing the Archer Lodge Veterans Committee and anyone involved with the Memorial once completed
-

f) Ms. Batten shared:

- revitalizing the few businesses in town
-

g) Mr. Clark recommended:

- getting an easement from property owners regarding the ditch behind Town Hall
 - the Town promote participation in the upcoming 2020 US Census
-

h) Mr. Gordon, Mr. Gobble and Mr. Clark handed out copies of Ordinances regarding the following:

- Loud and disturbing noise (Johnston County, NC Code of Ordinances, Article II - Noise, Sec 12-32)
- Discharge of firearms (Johnston County, NC Code of Ordinances, Chapter 16 - Offenses and Miscellaneous Provisions, Sec 16-3)
- Domestic fowl (Concept Draft)

Mr. Gobble suggested that all review the handouts and provide feedback. Mr. Clark mentioned receiving complaints on fowl and odors being a nuisance and recommended looking into an ordinance to control both. Mr. Gordon reiterated reviewing the handouts and ask everyone to communicate any complaints they receive with staff, so they can be addressed in the planning stages of the ordinances to eliminate having to amend once approved. Discussion followed.

12. ADJOURNMENT

a) No further comments.

Moved by: Council Member Wilson

Seconded by: Council Member Jackson

Adjourned Budget Planning Retreat at 2:52 p.m.

CARRIED UNANIMOUSLY



Matthew B. Mulhollem, Mayor



Kim P. Batten, Town Clerk

