

Regular Council - Minutes Monday, April 1, 2019

COUNCIL PRESENT:

Mayor Mulhollem
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
Bob Clark, Planning/Zoning Administrator
Kim P. Batten, Finance Officer/Town Clerk

COUNCIL ABSENT:

GUEST PRESENT:

Susan Hatchell, Landscape Architect, PLLC
Matt Tobolski, Project Designer & Production Mgr.

1. WELCOME/CALL TO ORDER:

a) Invocation

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. Council Member Jackson offered the invocation.

b) Pledge of Allegiance

Mayor Mulhollem led in the Pledge of Allegiance to the US Flag.

2. APPROVAL OF AGENDA:

a) No additions or changes noted.

Moved by: Council Member Wilson
Seconded by: Council Member Jackson

Approved Agenda.

CARRIED UNANIMOUSLY

3. OPEN FORUM/PUBLIC COMMENTS:

(Maximum of 30 minutes allowed, 3 minutes per person)

a) Mr. Neal Brantley of 4796 Covered Bridge Rd., Clayton NC read an article on "Trump Tells the Truth: Sanctions Cause People to Suffer" and shared his thoughts.

4. RECOGNITION/PRESENTATION:

a) Proclamation - Parkinson's Awareness Month

Council Member Wilson shared facts from the Parkinson's Foundation and from his personal experiences. He noted that medication is costly without insurance and symptoms associated with the disease include sleep disorders, depression, and severe tremors which may require surgery. Further, he shared that his oldest brother suffers with Parkinson's as well.

Mayor Mulhollem read a Proclamation and proclaimed the Month of April 2019 as Parkinson's Awareness Month and presented it to Council Member Wilson.

The Parkinson's Awareness Month Proclamation appears as follows:



Proclamation

WHEREAS, Parkinson's disease is a chronic, progressive, neurological disease and is the second most common neurodegenerative disease in the United States; and,

WHEREAS, Parkinson's disease is estimated to affect approximately one million people in the United States and the prevalence will rise to 1.2 million by 2030; and,

WHEREAS, Parkinson's disease is the 14th leading cause of death in the United States according to the Centers for Disease Control and Prevention; and,

WHEREAS, it is estimated that the economic burden of Parkinson's disease is at least \$25 billion annually, including direct and indirect costs, including treatment, social security payments and lost income, to patients and family members; and,

WHEREAS, research suggests the cause of Parkinson's disease is a combination of genetic and environmental factors, but the exact cause and progression of the disease is still unknown; and,

WHEREAS, there is no objective test or biomarker for Parkinson's disease, and there is no cure or drug to slow or halt the progression of the disease; and,

WHEREAS, the symptoms of Parkinson's disease vary from person to person and can include tremors; slowness of movement and rigidity; difficulty with balance, swallowing, chewing, and speaking; cognitive impairment and dementia; mood disorders; and a variety of other non-motor symptoms; and

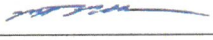
WHEREAS, volunteers, researchers, caregivers, and medical professionals are working to improve the quality of life of persons living with Parkinson's disease and their families; and,

WHEREAS, increased research, education, and community support services such as those provided by the Parkinson's Foundation and other organizations are needed to find more effective treatments and to provide access to quality care to those living with the disease today; and,

NOW, THEREFORE, I, Matthew B. Mulhollem, Mayor of the Town of Archer Lodge in North Carolina, do hereby proclaim the month of April in twenty-nineteen as

PARKINSON'S AWARENESS MONTH

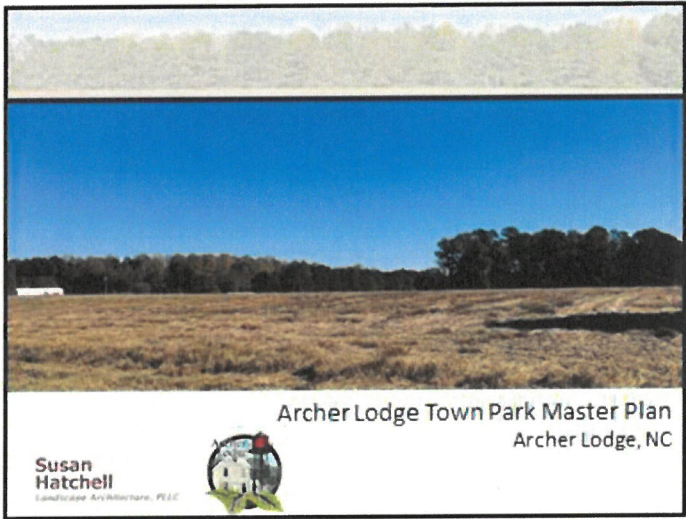
Given under my hand in these free United States in the Town of Archer Lodge, and to which I have caused the Seal of the Town of Archer Lodge to be affixed and have made this proclamation public.


Matthew B. Mulhollem
Mayor



b) **Presentation of the Archer Lodge Town Park Master Plan ~ Susan Hatchell Landscape Architecture, PLLC**

Ms. Susan Hatchell began with opening remarks and her PowerPoint presentation of the Archer Lodge Town Park Draft Master Plan which appears as follows:



Agenda

Tonight we'll review:

- Public Meeting summary
- Master Plan document
- Overall cost
- PARTF site plan map
- PARTF cost estimate
- Actions from the Council and next steps

Susan
Hatchell
Landscape Architecture, PLLC



Public Meeting Summary

- Approximately 40 people in attendance
- Several exercises to get input
 - 88% support the activities and uses shown on the Preliminary Park Master Plan
 - 87% believe the activities and uses address the current recreational needs of their family
 - 77% are in favor of adopting the Master Plan Concept
 - 96% were in favor of seeking a North Carolina PARTF Grant

Top 6 facilities that you feel are most important to the overall community

1. Walking Trails (24%)
2. Ballfields (22%)
3. Soccer fields (13%)
4. Picnic shelters (5%) tied
5. Pickleball courts (5%)
6. Playground (5%)

Top 5 facilities that you would personally enjoy at Archer Lodge Town Park

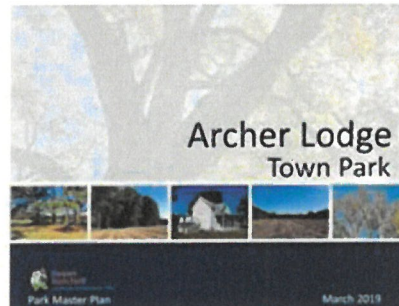
1. Walking Trails (40%)
2. Picnic shelters/areas (13%)
3. Baseball fields (13%)
4. Tennis (6%)
5. Soccer fields (5%)

Susan
Hatchell
Landscape Architecture, PLLC

Archer Lodge Town Park Master Plan

Site Specific Master Plan Document

- Design Process
- Public Input
- Park programming
- Master Plan
- Cost Estimates



Susan
Hatchell
Landscape Architecture, PLLC

Archer Lodge Town Park Master Plan

Park Program

- Baseball Field (300')
- Girls Softball Field (200')
- Little League Field (200')
- Football Field (360' x 160')
- Soccer Field (360' x 220')
- Perimeter Walking Trail
- Open Play and Meadow/Event Lawn
- Playground
- Pickleball Court
- Sand Volleyball Court
- Outdoor Gym
- Restroom/Concessions/Press Box
- Restroom/Shelters and Picnic Areas
- Parking for 210 vehicles

Susan
Hatchell
Landscape Architecture, PLLC



Archer Lodge Town Park Master Plan



Archer Lodge Town Park Master Plan

Eastern Parcel

- 300' Baseball Field
- 200' Girls Softball Field
- 200' Little League Field
- Restroom/Concession Stand/Press Box
- Playground
- Walking Trail (0.4 miles)
- Pickleball Court
- Parking for 100 vehicles



Susan Hatchell

Landscape Architecture, PLLC

Archer Lodge Town Park Master Plan

Eastern Parcel

- Football Field 360'x160'
- Soccer Field 360'x220'
- Sand Volleyball Court
- Meadow/Event Lawn
- Restroom/Shelter
- Shelter/Stage
- Walking Trail (0.6 miles)
- Parking for 60 vehicles



Susan Hatchell

Landscape Architecture, PLLC

Archer Lodge Town Park Master Plan

Western Parcel

- Walking Trail (.25 miles)
- Open Lawn
- Restroom/Shelter
- Farmhouse
- Parking for 50 vehicles



Susan Hatchell

Landscape Architecture, PLLC

Archer Lodge Town Park Master Plan

- Estimated costs for park development vary:
 - Materials
 - Labor availability
 - Constructability
 - Bid packages
 - Site specific subsurface and environmental conditions
 - Permitting requirements
 - Weather delays
- Estimated cost for all park development \$4,779,958
- Project budget for first phase \$1,000,000
 - PARTF match \$500,000
 - Archer Lodge match \$500,000

Susan Hatchell
Landscape Architecture, PLLC

PARTF Map



PARTF Cost Estimate



Susan Hatchell
Landscape Architecture, PLLC

Project Elements	Unit	Unit Cost	Total Item Cost
Building Costs			
200' Girls softball field (includes earthwork, drainage, lighting, backstop, fencing, dugout, infield, seeding, and irrigation)	Lump Sum	\$220,000	\$220,000
200' Little League field (includes earthwork, drainage, lighting, backstop, fencing, dugout, infield, seeding, and irrigation)	Lump Sum	\$170,000	\$170,000
Playground (includes earthwork, equipment, surfacing, edging, trash receptacle, and recycling receptacle)	Lump Sum	\$115,000	\$115,000
Accessible crushed screenings walking trail (8' wide, 1/2 mile length)	Lump Sum	\$47,508	\$47,508
6' wide concrete sidewalks	Lump Sum	\$26,000	\$26,000
Gravel entrance drive and parking for 100 cars (includes grading, drainage, directional and ADA signs, concrete parking pad, and wheel stops)	Lump Sum	\$124,000	\$124,000
Vinyl coated chain link fence and park entrance gate and sign	Lump Sum	\$38,000	\$38,000
Water and electric hookups	Lump Sum	\$22,500	\$22,500
Cost to Build			\$813,008
Contingency for the Cost of Building			
Contingency (not to exceed 5% of the cost to build or renovate)	5%		\$40,650
Construction management, site planning, preliminary design, survey and appraisals, or the cost of preparing the application (not to exceed 20% of the cost of the project)	18%		\$146,342
Total Project Cost			\$1,000,000
Total PARTF Grant Request			\$500,000
Total Local Match			\$500,000

PARTF Description and Justification

- First park for the Town of Archer Lodge
- Rapid population growth, young families
- High recreational demand
- Limited existing sports facilities

Susan Hatchell
Landscape Architecture, PLLC

Action Items and Next Steps

Actions from the Town Counciltonight

- Master Plan Document adoption
- Approve moving forward with PARTF application
 - Approve PARTF Maps and Costs

Next Steps

- Meeting minutes from tonight's meeting
- Grant application is due May 1, 2019
- PARTF Items needed
 - Facts and Assurances
 - Matching Funds

Archer Lodge
Town Park

Susan Hatchell
Landscape Architecture, PLLC

March 2019

Susan Hatchell
Landscape Architecture, PLLC

Thank You

Following the presentation by Ms. Hatchell, Mayor Mulhollem opened the floor for Q & A:

- Council Member Bruton suggested:
 - Facilities in Town are over capacity and Town allows the Archer Lodge Community Center to utilize the adjacent property as a soccer field.
 - NCDOT awarded the Town with a Bicycle and Pedestrian Planning Grant Initiative in March 2018. The Town has an agreement with NCDOT to work with AECOM to develop a Bicycle and Pedestrian Master Plan in hopes to connect with the new Town Park property.
 - Ms. Bruton noted grammatical errors on the **DRAFT** and recommended be consistent with the name of the plan.

There were no further comments or questions.

5. **DISCUSSION AND POSSIBLE ACTION ITEMS:**

a) **Discussion and Consideration of Approving and Adopting the Archer Lodge Town Park Master Plan**

Mayor Mulhollem opened the floor for discussion. There was no discussion.

Moved by: Mayor Pro Tem Castleberry

Seconded by: Council Member Jackson

Approved and Adopted the Archer Lodge Town Park Master Plan to include the suggestions and corrections as stated by Council Member Bruton.

CARRIED UNANIMOUSLY

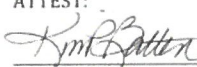
b) **Discussion and Consideration of Amending the Capital Improvement Plan (CIP) to include Funding Sources for Phase I - Archer Lodge Park**

Mayor Mulhollem opened the floor for discussion. There was no discussion.

The Amended Capital Improvement Plan Including Funding Sources for Phase I - Archer Lodge Park appears as follows:

Town of Archer Lodge					
CAPITAL IMPROVEMENT PLAN					
ITEM	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24
Street Improvements/Paving		80,000		80,000	
Archer Lodge Welcome Signs (5)	4,000	4,000	4,000	4,000	4,000
Phase I - Archer Lodge Park	100,000	700,000	200,000		
FUNDING SOURCES	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24
General Fund (Fund Balance)		40,000	100,000		
Capital Reserve Fund		100,000			
Park Reserve Fund	50,000	210,000			
PART Grant	50,000	350,000	100,000		
TOTALS	100,000	700,000	200,000	0	0
ITEM	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24
Park Equipment-Maintenance		50,000			
Phase II - Archer Lodge Park					250,000
Buffalo Rd-Sidewalks/Gutter	20,000				
Bike/Ped Grant	44,000				
Transportation Plan				40,000	
Street Lights (Additional) 5@5200/yr	1,000	1,000	1,000	1,000	1,000
Decorative Sidewalk Lighting (Buffalo Rd)	25,000				
Land Use Plan	20,000	20,000			
Sewer Planning	25,000				
Buffalo Rd. Street Scapes (Trees & Lights)		15,000	15,000		
Development Regulations Update				15,000	15,000

Duly Amended on the 1st Day of April 2019
while in Regular Session.

ATTEST:

Kim P. Batten
Town Clerk



Matthew B. Mulhollem
Mayor

Moved by: Council Member Jackson
Seconded by: Council Member Locklear
Amended the Capital Improvement Plan (CIP) to Include Funding Sources for Phase I - Archer Lodge Park.

CARRIED UNANIMOUSLY

c) **Discussion and Consideration of Approving the Sources of the Applicant's Matching Funds for the 2018-19 NC PARTF Grant Application**

Mayor Mulhollem opened the floor for discussion. There was no discussion.

The Approved Sources of the Applicant's Matching Funds for the 2018-19 NC PARTF Grant Application appears as follows:

Sources of the Applicant's Matching Funds

Use the format below to show the sources of your matching funds. Please indicate if these funds are currently available or are the funds yet to be approved. If funds are yet to be approved, list the date for approval.

Applicant: Town of Archer Lodge Project's Title: Archer Lodge Town Park

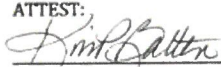
Sources of the Applicants Matching Funds

Type of Matching Funds	Amount of Funds	Funding Source	Availability
Cash – Park Reserve Fund	\$ 260,000	Town's Budget or	In Hand
Cash - Capital Reserve Fund	\$ 100,000	Capital Improvement	
Cash - General Fund	\$ 140,000	Plan (CIP)	
Total Matching Funds	\$ 500,000		

*PARTF allows other state and federal funding to be used as local match.

Duly Approved on the 1st Day of April 2019
while in Regular Session.


Matthew B. Mulhollem
Mayor

ATTEST:

Kim P. Batten
Town Clerk

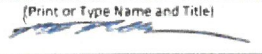


Moved by: Council Member Locklear
Seconded by: Mayor Pro Tem Castleberry
Approved the Sources of the Applicant's Matching Funds for the 2018-19 NC PARTF Grant Application.
CARRIED UNANIMOUSLY

d) **Discussion and Consideration of Adopting the NC Parks and Recreation Trust Fund (PARTF): 2018-19 Basic Facts and Assurances**

Mayor Mulhollem opened the floor for discussion. There was no discussion.

The Adopted NC PARTF 2018-19 Basic Facts and Assurances appears as follows:

N.C. Parks and Recreation Trust Fund (PARTF): 2018-19 Basic Facts and Assurances	
Local Government Name: Town of Archer Lodge	County: Johnston
Federal Employer I.D. Number: 27-1985634	
Local Government Contact Person for the Grant: Name: Mr. Mike Gordon or Ms. Kim Batten Title: Town Administrator Finance Officer/Town Clerk Organization: Town of Archer Lodge Mailing Address: 14094 Buffalo Road City/State/Zip: Clayton, NC 27527 Telephone: 919-359-9727 E-mail: mike.gordon@archerlodgenc.gov or kim.batten@archerlodgenc.gov (must be an employee of the sponsoring local government)	Local Government Name: Mr. Mike Gordon Title: Town Administrator Mailing Address: 14094 Buffalo Road City/State/Zip: Clayton, NC 27527 Telephone: 919-359-9727 E-mail: mike.gordon@archerlodgenc.gov
Chief Elected Official: Name: Mr. Matthew B. Mulhollem Title: Mayor Mailing Address: 14094 Buffalo Road City/State/Zip: Clayton, NC 27527 Site Control (check all that apply): ☒ Owned by local government ☐ To be obtained with this land acquisition project ☐ Leased by applicant for 25 years or more ☐ Easement ☐ Owned by school board	Type of project: ☐ Land Acquisition Only ☒ Development Only (construction or renovation) ☐ Land Acquisition and Development Costs rounded to nearest dollar: PARTF funds requested: \$ 500,000.00 Local government's matching funds: \$ 500,000.00 Total cost of project: \$ 1,000,000.00
Recreation Resources Service (RRS) regional consultant: Jenn Beedle-Munley	
Project Title: Archer Lodge Town Park	
Brief description of the proposed project: Phase I of Town's First Park on Town owned property.	
Approval by local governing board I hereby certify the information contained in the attached application is true and correct and the required dollar-for-dollar matching funds will be available during the project period. This application for PARTF funding has been voted on and approved by the local governing board on the date noted here. April 1, 2019 Date Adopted by the local governing board	Chief Elected Official: Matthew B. Mulhollem, Mayor (Print or Type Name and Title)  (Signature) If two local governments are applying together, this form must be completed and signed by each local government. One applicant must be identified by adding "primary sponsor" in the "Local Government Name" section.
This form must be complete in its entirety for your application to be considered	

Moved by: Council Member Teresa Bruton
Seconded by: Council Member Wilson
Adopted the Basic Facts and Assurances as presented to be included in the NC PARTF Application.

CARRIED UNANIMOUSLY

e) Discussion and Consideration of Approving the Submission of the 2018-19 NC Parks and Recreation Trust Fund (PARTF) Grant Application

Mayor Mulhollem opened the floor for discussion. There was no discussion.
Moved by: Council Member Wilson
Seconded by: Council Member Jackson
Approved the Submission of the 2018-19 NC Parks and Recreation Trust Fund (PARTF) Grant Application for an amount of \$500,000 combined with matching funds of \$500,000 from the Town of Archer Lodge to fund the First Archer Lodge Town Owned Park.

CARRIED UNANIMOUSLY

6. TOWN ATTORNEY'S REPORT:

a) No report.

7. TOWN ADMIN & ADMIN CONSULTANT'S REPORT:

- a) **Mr. Gobble offered congratulations on the progression of the new Town Park and PARTF Grant application.**

Mr. Gordon reported the following:

- Regarding the Town Hall expansion area, wiring and cabling has been completed.
 - Regarding the phone system, there are some technical problems that need addressing.
 - Regarding LightWire, Inc. and Neuwave Audio Visual Solutions, staff was extremely pleased with their services in upgrading Town Hall with modern technology.
 - Regarding the Conference Room, stored furniture is in place and a tabletop connectivity box outlet will soon be installed.
 - Electricity is available at the park land storage building.
-

8. PLANNING/ZONING REPORT:

- a) **Bob Clark discussed the following:**

- Bicycle and Pedestrian Public Input Meeting with Cindy Camacho, AICP, Senior Project Manager with AECOM, will be held Wednesday, May 8, 2019 at the Archer Lodge Community Center.
- Planning Board will hear from upcoming Bittle Creek Subdivision, located on Buffalo Road, and Vinson Park Subdivision, located on Castleberry Road near the Town Park land at their next meeting.

Mr. Clark congratulated Town Council and Susan Hatchell for pursuing the PARTF Grant Application.

9. VETERAN'S COMMITTEE REPORT:

- a) **Mike Mulhollem shared the following:**

- The AL Veterans Memorial Committee addressed the Johnston County Board of Commissioners at their April 1, 2019 meeting to ask for a donation towards the Archer Lodge Veterans Memorial. The ALVMC anticipates a response by July 2019 once their budget is adopted.
- The ALVMC has raised approximately \$92,000 and will probably need approximately \$34,000 more to complete the project, which means more Biscuit Sales to come.

Mayor Mulhollem commended the Veterans Committee for all their hard work raising money for the Veterans Memorial Site.

10. MAYOR'S REPORT:

- a) **Mayor Mulhollem reminded everyone of the Johnston County Town Hall Day, Thursday, May 2, 2019 at the Clayton Council Chambers and advised everyone to let Ms. Batten know if they plan to attend.**
-

11. COUNCIL MEMBERS' REMARKS:
(non-agenda items)

- a) **Council Member Wilson shared that he, along with other ALVMC members, had the pleasure of attending the Johnston County Board**

of Commissioner's meeting on April 1st and mentioned the large attendance. He commended Mr. and Ms. Mike Mulhollem for all their hard work in the community.

b) Council Member Mark Jackson mentioned the following:

- Council needs to address firearms in subdivisions.
 - NC Rural Day that he attended on March 26, 2019 discussed topics such as Regional Water, Education, Expanding Broadband Wireless Communications in Rural Areas and Economic Development.
 - Broadband development is critical for school and college students.
 - State Budget may be addressing Medicaid expansion and suggested all to encourage their Legislators to look at these items responsibly.
 - Volunteering at Archer Lodge Middle School, he learned that the school doesn't have enough Chrome Books for all the students. He suggested the Town assist the school with these items in the future.
 - Support local businesses
-

c) Mayor Pro Tem Castleberry stated that the Johnston County Economic Development Board meets in April 2019 at the Johnston County Airport which is a busy place. Also, the Jo Co Economic Development has a new website.

He offered many thanks to the Veterans Committee for all their efforts for the Archer Lodge Veterans Memorial Site.

d) Council Member Bruton reminded everyone on a two-year cycle with the NC Ethics Commission, the Statement of Economic Interest Disclosure form must be submitted by April 15, 2019. Lastly, she noted that she will be attending the NCAMPO 2019 Conference in Charlotte from April 24-26, 2019 as a representative for Archer Lodge.

12. ADJOURNMENT:

a) No further discussion.

Moved by: Council Member Wilson

Seconded by: Council Member Jackson

Adjourned meeting at 7:35 p.m.

CARRIED UNANIMOUSLY



Matthew B. Mulhollem, Mayor



Kim P. Batten, Town Clerk

