



***Minutes of Special Meeting for the Purposes of:
Items 2.a. through 2.e. below***

**Monday, June 17, 2019
Jeffrey D. Barnes Council Chambers**

COUNCIL PRESENT:

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

STAFF PRESENT:

Mike Gordon, Town Administrator
Chip Hewett, Town Attorney
Kim P. Batten, Finance Officer/Town Clerk
Bob Clark, Planning/Zoning Administrator
Julie Maybee, Town Planner

COUNCIL ABSENT:

Council Member Jackson

MEDIA PRESENT:

None

1. WELCOME/CALL TO ORDER:

a) Invocation

Mayor Mulhollem called the meeting to order at 6:33 p.m. in the Jeffrey D. Barnes Council Chambers and declared a quorum present. Mayor Pro Tem Castleberry offered the invocation.

b) Pledge of Allegiance

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

2. DISCUSSION AND POSSIBLE ACTION ITEMS:

a) Discussion and Presentation of Interim Financial Reports for Month ending May 31, 2019

Ms. Batten provided a financial summary for all funds ending May 31, 2019 and noted that the fiscal year was 92% complete. Of the anticipated revenues, 86% have been collected in the General Fund while expenditures were slightly below 83%. For fiscal year 2018-2019, the Capital Reserve Fund revenues were approximately \$33,613 with no expenditures and the Park Reserve Fund revenues were \$191,593 with only one expenditure: The Park Land purchase down payment. The Town Hall Expansion Capital Project was getting close to completion and would be completed by June 30th.

Comparing the year-to-date totals for May 2018 with year-to-date totals for May 2019, revenues exceeded expenditures in both years, but was \$18,541 less in 2019 than in 2018. No further comments or discussion.

b) Discussion and Consideration of Adopting the Annual Budget Ordinance for Fiscal Year ending June 30, 2020

Budget Officer/Council Member Bruton stated that neither Ms. Batten, Mr. Gordon nor herself had received any comments on the budget; therefore, she opened the floor for any questions or comments.

Mayor Mulhollem thanked Staff and Council Member Bruton for their hard work for preparing the FY2019-2020 Annual Budget Ordinance.

Council Member Wilson comments were as follows:

- He felt sure the decrease in the amount budgeted for the Archer Lodge Community Center was due to the purchase of Park Land. Mr. Gordon

confirmed his thought and noted that capital projects at ALCC were complete and they were not needing as much funding.

- He inquired about the Proposed Annual Budget books being updated once the budget is adopted. Ms. Batten explained that if there were no changes to actual figures, then the word "**Proposed**" throughout the Budget books would be removed and the Final Adopted Budget Ordinance would be inserted and returned to Council. Further, she emphasized that if there were changes to the actual budget, then the budget must be updated and balanced before Council can adopt. Once Budget is adopted, then Council's Budget books would be replaced with the Adopted Annual Budget Ordinance for Fiscal Year Ending June 30, 2020 instead of the Proposed version.
- He noted the elimination of phone reimbursements but an increase in salaries for Mayor/Council Members and asked for an explanation of these changes and specifically the Mayor Pro Tem salary. Mr. Gordon explained that the subject had been mentioned at the Budget Planning Session back in February and a few times to him since becoming Town Administrator.
- He shared his concerns regarding the budget process. Explanations were provided as well as Attorney Hewett referencing NCGS § 159, The Local Government Budget and Fiscal Control Act, which details the process. Budget Officer Bruton noted that Council received their Proposed Budget books on May 20, 2019 following her presentation and a timeframe of four weeks was provided for any concerns, questions or comments and none were received.

Discussion continued and Mayor Mulhollem asked for a motion to adopt the Annual Budget Ordinance as presented or were there any changes to be considered before adoption. No changes were considered; therefore, the Adopted Annual Budget Ordinance for Fiscal Year Ending June 30, 2020 appears as follows:

TOWN OF ARCHER LODGE

Annual Budget Ordinance

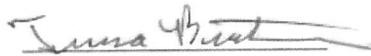
FY 2019~2020

Pursuant to G.S. 159-8 thru G.S. 159-17, be it ordained by the Town Council of the Town of Archer Lodge that: (1) Departmental Expenditures for the Fiscal Year shall not exceed the estimated departmental totals as depicted on the following page, the total being **\$1,391,500**; and (2) Revenues for Fiscal Year 2019~2020 shall equal total Expenditures; and (3) Revenues from the Ad Valorem Property Tax shall be levied in the amount of **\$0.22 per \$100 evaluation**; and (4) Due to 2019 being a Tax Revaluation Year for Johnston County, the Revenue Neutral Tax Rate adjusted for growth would be \$0.18 for the Town of Archer Lodge and is provided for comparison purposes only.

Adopted this 17th day of June 2019



Matthew B. Mulhollem, Mayor



Teresa M. Bruton, Budget Officer

ATTEST:



Kim P. Batten, Town Clerk

Town of Archer Lodge, North Carolina
ANNUAL BUDGET ORDINANCE
For the Fiscal Year July 1, 2019 to June 30, 2020

Revenues and Expenditures

	<u>Amount</u>
General Fund Revenues:	
Ad-Valorem Property Taxes	\$ 812,300
State Sales Tax Distributions	181,010
Unrestricted Intergovernmental Revenues	204,000
Restricted Intergovernmental Revenues (PEG Media)	53,000
Permits and Fees	6,000
Fee in Lieu of Recreation	45,000
Investment Earnings	24,000
Miscellaneous Revenues	190
Total Revenues	\$ 1,325,500
General Fund Expenditures:	
General Government	
Governing Body	\$ 53,900
Administration	253,853
Tax Collections	23,000
Legal	13,000
Property Tax	100
Public Buildings	49,550
PEG Media Partners	53,000
Public Safety	
Law Enforcement	2,500
Animal Control	4,000
Archer Lodge Fire Department	325,000
Transportation - Public Works	
Streets	92,500
Planning and Zoning	123,860
Parks and Recreation	45,000
Debt Service	
Principal and Interest	142,237
Total Expenditures	1,181,500
Revenues Over (Under) Expenditures	144,000
Interfund Transfers:	
General Fund Balance Appropriation	-
Transfer in from Park Reserve Fund	66,000
Interfund Transfers to Cap Res Fund, Park Res Fund & Public Safety Res Fund	(210,000)
Total Other Financing Sources (Uses):	(144,000)
Total Revenues Over (Under) Expenditures and Other Financing Sources (Uses)	\$ -

Moved by: Council Member Locklear
Seconded by: Mayor Pro Tem Castleberry

Adopted the Annual Budget Ordinance for Fiscal Year ending June 30, 2020.

Carried 3 to 1 (Wilson Opposed)

c) Discussion and Consideration of Approving a Budget Amendment for the newly established Public Safety Reserve Fund 32 (BA 2019 06)

Mayor Mulhollem opened the floor for discussion. Council Member Wilson inquired if the funds going into the Public Safety Reserve Fund where the same funds that were previously in the Law Enforcement Designation. Ms. Batten mentioned the Approved Ordinance# AL2019-06-1, which addressed funding sources, and confirmed those monies would be in the new fund. No further discussion.

Approved Budget Amendment (BA 2019 06) appears as follows:

Budget Amendment		BA 2019 06		
Town of Archer Lodge				
Fiscal Year Ending		06/30/19		
Budget Amendment		BA 2019 06		
Date		17-Jun-19		
General Fund/Public Safety Reserve Fund				
Account	Account Number	Budget	Amendment	Amended Budget
Revenues:				
Fund Balance Appropriated	10-3990-0000	23,245.00	275,000.00	298,245.00
Transfer from General Fund 10	32-3900-3910	-	300,000.00	300,000.00
Total Increase (Decrease) in Revenues			575,000.00	
Expenditures:				
Transfer to Public Safety Reserve Fund 32	10-9900-0032	25,000.00	275,000.00	300,000.00
Public Safety Development	32-4300-5500	-	300,000.00	300,000.00
Total Increase (Decrease) in Expenditures			\$ 575,000.00	
			\$ -	
Justification for Budget Amendment:				
To establish Public Safety Reserve Fund 32 and appropriate revenues and expenditures as approved in Ordinance# AL2019-06-1				
Adopted this 17th day of June 2019				
ATTEST:				
				
Kim P. Batten, Town Clerk		Matthew B. Mulhollem, Mayor		
				
		Teresa M. Bruton, Budget Officer		
				

Moved by: Council Member Wilson

Seconded by: Council Member Locklear

Approved Budget Amendment for the newly established Public Safety Reserve Fund 32 (BA 2019 06).

CARRIED UNANIMOUSLY

d) Discussion of a Nuisance Ordinance

Mr. Gordon presented Mayor/Council with a **CONCEPT DRAFT** Ordinance regarding Domestic Fowl. He suggested everyone review and follow-up with staff, if changes were needed.

Discussion followed regarding:

- Terminology of major versus minor subdivisions
- Targeting certain locations or Town wide
- Complaint driven
- Amending Ordinances, if necessary
- Revisions to the **CONCEPT DRAFT** were provided

Mr. Gordon stated that staff will make noted changes and DRAFT Ordinance will be discussed again.

e) **Discussion of the Town's 10th Year Anniversary Celebration/Event(s)**

10th Year Anniversary ideas and suggestions were provided as follows:

- Recommended not to interfere with the Archer Lodge Veterans Memorial Dedication Event scheduled for Sunday, November 10, 2019.
- Proclamation for the 10th Year Anniversary at the 2019 November or December Regular Town Council Meeting, and at the December Annual Appreciation Event.
- Organize an Annual Festival that features rural farming or like the Harvest Festival in Clayton
- Recognize those that were involved in the Incorporation process
- Have a special event every-other month
- Recognize the first Governing Body and Planning Board
- Have a formal recognition gathering and/or an event making it fun for the entire Town
- Recognition should include officials, staff, individuals in neighboring towns, individuals on committees and groups
- Display a copy of the original Petition and possibly the original Charter
- Giving keepsakes of the Town to the recognized individuals.
Examples: water tower replicas, license plates, bumper stickers, oval decals, cups, magnets
- 10th Year Anniversary Banner and Pins
- Welcome sign or Logo on water tower if Johnston County would allow
- Freelance writer doing an article on the Town
- Prepare a timeline of the history of Archer Lodge and Masonic Lodge, featuring major accomplishments
- Getting addresses changed to Archer Lodge, NC with Archer Lodge zip code

Mayor Mulhollem encouraged everyone to gather contact information of persons involved in the incorporation of the Town as meetings will soon begin with this exciting endeavor.

3. ADJOURNMENT:

- a) **In closing Council Member Wilson noted that on June 6, 2019 his Grandson Eric Heiner received his Eagle Scout Award for the Archer Lodge Veterans Memorial Sign. Congratulations were offered by Mayor/Council. No further business.**

Moved by: Council Member Locklear
Seconded by: Council Member Bruton
Adjourned meeting at 8:14 p.m.

CARRIED UNANIMOUSLY



Matthew B. Mulhollem, Mayor



Kim P. Batten, Town Clerk

