



Regular Council - Minutes Monday, March 2, 2020

COUNCIL PRESENT:

Mayor Mulhollem
Council Member Bruton
Council Member Jackson
Council Member Purvis
Council Member Wilson

STAFF PRESENT:

Mike Gordon, Town Administrator
Julie Maybee, Town Planner
Andy Thomas Jr., Senior Planner
Chip Hewett, Town Attorney
Kim P. Batten, Finance Officer/Town Clerk

COUNCIL ABSENT:

Mayor Pro Tem Castleberry

GUEST PRESENT:

Cindy Camacho, AECOM
Haley Lloyd, AECOM
Girl Scout Troop 1999

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, Archer Lodge, 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) No Public Comments.

4. CONSENT AGENDA:

a) Approval of Minutes:

**21 Oct 2019 Town Council and Planning Board Joint Work
Session Minutes**

b) Budget Amendment (BA 2020 03)

Budget Amendment (BA 2020 03) appears as follows:

Town of Archer Lodge
Budget Amendment

BA 2020 03

Fiscal Year Ending June 30, 2020
Budget Amendment #
Date

BA 2020 03
02-Mar-20

General Fund/Capital Reserve Fund/Park Reserve Fund/Public Safety Reserve Fund

Account	Account Number	Budget	Amendment	Amended Budget
Revenues:				
Gen: 2019 Property Taxes	10-3119-0000	716,000.00	12,000.00	728,000.00
Gen: Penalties and Interest	10-3180-0000	1,300.00	700.00	2,000.00
Gen: Fee in Lieu of Recreation	10-3345-0000	45,000.00	(35,000.00)	10,000.00
Gen: Investment Earnings	10-3831-0000	24,000.00	(7,000.00)	17,000.00
Park Res: Transfer from Gen Fund 10	11-3900-3910	160,000.00	(35,000.00)	125,000.00
Total Increase (Decrease) in Revenues			(64,300.00)	
Expenditures:				
Gen/Gov Body: Town's Anniversary Event (s)	10-4110-3150	10,000.00	500.00	10,500.00
Gen/Admin: Salaries	10-4120-1210	103,300.00	2,000.00	105,300.00
Gen/Admin: FICA Taxes	10-4120-1810	11,000.00	200.00	11,200.00
Gen/Admin: Retirement	10-4120-1820	11,800.00	200.00	12,000.00
Gen/Admin: NC 401-K	10-4120-1840	5,200.00	100.00	5,300.00
Gen/Admin: Contracted Services-Consultant	10-4120-3550	15,000.00	(10,000.00)	5,000.00
Gen/Admin: Equipment Lease	10-4120-4200	4,000.00	1,000.00	5,000.00
Gen/Admin: Small Equipment & Furnishings	10-4120-5000	2,500.00	(500.00)	2,000.00
Gen/Admin: Tax Collection Fees (NC & JoCo)	10-4140-4950	23,000.00	2,000.00	25,000.00
Gen/Pub Bldgs: Communications	10-4190-3340	6,600.00	400.00	7,000.00
Gen/Pub Bldgs: Repairs & Maintenance Buildings	10-4190-3520	8,000.00	1,000.00	9,000.00
Gen/Pub Safety: Contracted Services-AL Fire Dept	10-4300-3500	325,000.00	5,000.00	330,000.00
Gen/Public Works: Installation Street Lights	10-4510-5000	2,500.00	(500.00)	2,000.00
Gen/Public Works: Capital Outlay	10-4510-5100	10,000.00	(8,500.00)	1,500.00
Gen/Plan & Zone: Salaries	10-4910-1210	15,980.00	2,000.00	17,980.00
Gen/Plan & Zone: Salaries (Part-Time)	10-4910-1220	37,070.00	7,000.00	44,070.00
Gen/Plan & Zone: FICA Taxes	10-4910-1810	4,500.00	700.00	5,200.00
Gen/Plan & Zone: Retirement	10-4910-1820	1,600.00	300.00	1,900.00
Gen/Plan & Zone: NC 401-K	10-4910-1840	850.00	200.00	1,050.00
Gen/Plan & Zone: Supplies-Planning/Zoning	10-4910-2000	2,800.00	1,500.00	4,300.00
Gen/Plan & Zone: Training & Meetings	10-4910-3110	1,000.00	1,000.00	2,000.00
Gen/Plan & Zone: Dues & Subscriptions	10-4910-4000	820.00	100.00	920.00
Gen/Interfund Transfers: Transfer to Park Reserve Fund 31	10-9900-0031	160,000.00	(35,000.00)	125,000.00
Park Res: Recreation Development	11-6120-5500	99,000.00	(35,000.00)	64,000.00
Total Increase (Decrease) in Expenditures			\$ (64,300.00)	

Justification for Budget Amendment:
To appropriate or reappropriate unanticipated revenues and expenditures as recorded.

ATTEST:

Kim P. Batten, Town Clerk

Adopted this 2nd day of March 2020

Matthew B. Mulhollen, Mayor

Teresa M. Bruton, Budget Officer

Moved by: Council Member Wilson
Seconded by: Council Member Jackson
Approved Consent Agenda.

CARRIED UNANIMOUSLY

5. **RECOGNITION/PRESENTATION:**

a) **Final Version of the Bicycle and Pedestrian Plan Presentation by AECOM Representative's, Cindy Camacho**

Ms. Cindy Camacho presented AECOM's Final Version of the Archer Lodge Bicycle and Pedestrian Plan and appears as follows:

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Overview

- Plan showcases the Town's strong commitment to bicycle + pedestrian planning improvements
- Funded by NCDOT grant with matching funds from the Town
- Collaborative effort between the Steering Committee, NCDOT, Project Consultant, and the public
- Plan's Purpose:
 - Evaluate existing bike/ped conditions
 - Recommend programmatic and infrastructure projects to improve safety, connectivity, and wellbeing

Community Vision

"The Town of Archer Lodge will be a place where people of all ages and diverse backgrounds have access to bicycle and pedestrian facilities and programs. These programs and facilities will promote exercise and wellbeing, with safe and connected infrastructure that allows residents to celebrate and discover Archer Lodge's rich culture and history. The need for vehicular traffic connectivity will provide a great opportunity to incorporate bicycle- and pedestrian-friendly corridors in Archer Lodge."



Goals

- Improve mobility through bicycle and pedestrian networks
- Provide bicycle and pedestrian education
- Promote environmental, public health, and safety benefits of bicycling and walking
- Encourage economic benefits of bicycling and walking
- Connect cultural sites and natural resources

Existing Conditions

- Thorough evaluation:
 - Demographics
 - Land use and development
 - Existing plans/projects
 - Community features
 - Transportation network and infrastructure
- Used to formulate and prioritize the policies and programs recommended in this plan

Proposed Projects/Existing Conditions

- Projects were developed through steering committee and public input
- Infrastructure projects with a priority ranking (high, medium, low)
 - Prioritization as a general guide to implementation
- Policies, ordinances, and programs

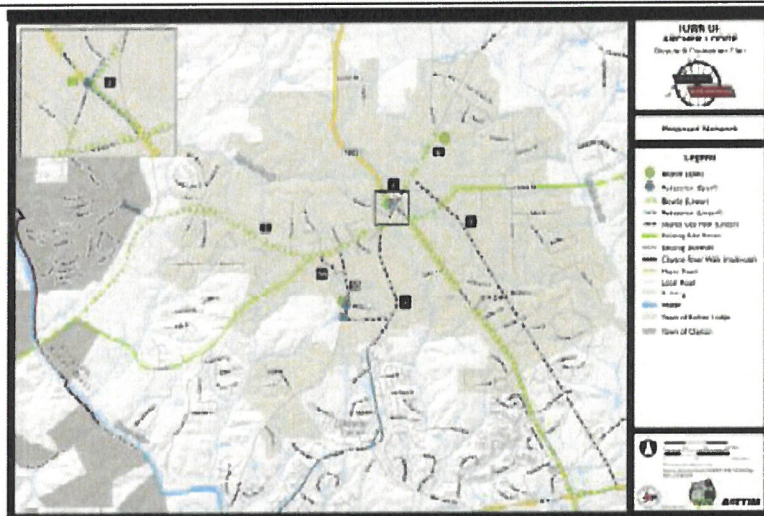
Proposed Network

- Network designed for user experience level - beginner, intermediate, and advanced
- Routes link schools, parks and recreation
- Access to Community Center, Clayton Riverwalk, and neighborhoods

Priority Projects

- Covered Bridge Road
- Buffalo Road
- Duke Energy Easement Greenway
- South Murphrey Road
- South Woodstone/Castleberry Drive

Other Projects: Archer Lodge/Wendell Road





Covered Bridge Road

Signed bike route along Covered Bridge Road.

Covered Bridge Road

- (Long Term) Continue pedestrian and bicycle improvements associated with STIP project W-5704E from project end west to town limits. This is a long-term improvement that is contingent on future NCDOT improvements to the road due to costs
- (Long Term) Coordinate with the Town of Clayton to provide future pedestrian connections to destinations on Pritchard Road



Buffalo Road

Install a bike rack at the community center.



Buffalo Road

Install a crosswalk and a pedestrian hybrid beacon (HAWK) (Intersection of Buffalo Road and Archer Lodge Road).



Buffalo Road

Install a sidewalk (eastern side of Buffalo Road across from community center).

Buffalo Road

- Install a sidewalk (eastern side of Buffalo Road across from community center).
- Install a crosswalk and a pedestrian hybrid beacon (HAWK) (intersection of Buffalo Road and Archer Lodge Road).
- Bike rack at the community center.
- Add a signed bike route along Buffalo Road south of Fletcher Road until it meets NC Highway 42 and connects to the proposed greenway.
- (Long Term) Continue pedestrian improvements associated with STIP project W-5704E to link to existing sidewalks in front of the White Oak Baptist Church and proposed sidewalks as a part of Project 80094 along Buffalo Road.



Duke Energy Greenway

Construct a greenway along the Duke Energy Basement that runs parallel with Buffalo Road.



Duke Energy Greenway

Add a shared-use path connection between the proposed greenway and Buffalo Road along Wyndal Lane.

Duke Energy Greenway

- Construct a greenway along the Duke Energy Easement that runs parallel with Buffalo Road.
- Add a shared-use path connection between the proposed greenway and Buffalo Road along Wyndfall Lane. This will provide connections to existing neighborhoods.



South Murphrey Road

Extend the existing shared-use path on South Murphrey north to Covered Bridge Road.

South Murphrey Road

- Extend the existing shared-use path on South Murphrey north to Covered Bridge Road.



South Woodstone

Construct a multi-use path from South Woodstone Drive to Castleberry Road.

South Woodstone

- Construct a multi-use path from South Woodstone Drive to Castleberry Road.



Castleberry Road

Provide a multi-use connection path along Castleberry Road from Darcy Drive to Archer Lodge Park, including wayfinding signage.

Castleberry Road Shared-use

- Install a bike rack at the park.
- Provide a multi-use connection path along Castleberry Road from Darcy Drive to Archer Lodge Park, including wayfinding signage.
- (Long Term) Install pedestrian crosswalk and a pedestrian hybrid beacon on Castleberry Road between the two future park entrances.
- (Long Term) Continue future park greenway to link to proposed shared-use path on South Murphrey Road.

Archer Lodge/Wendell Road

- Install a bike racks at Archer lodge Middle School.
- Add a signed bike route between Archer Road and Wendell Road, ending at Archer Lodge Middle School.

Cost Estimates (Short Term)

Project	Cost Estimate
Covered Bridge Road	\$20,000
Buffalo Road	\$270,660
Duke Energy Easement Greenway	\$11,935,000
South Murphrey Road	\$1,895,000
South Woodstone/Castleberry Drive	$\$325,000 + \$610,660 = \$935,660$
Archer Lodge/Wendell Road	\$20,660

Key Action Steps

- Adopt the *Town of Archer Lodge Bicycle and Pedestrian Plan*
- Create a Bicycle and Pedestrian Advisory Committee (BPAC) to meet regularly, implement the plan, and report annually to the Town Commissioners
- Strengthen partnerships with surrounding governments and institutions

Key Action Steps (continued)

- Strategic coordination (NCDOT, MPO, local clubs, etc.)
- Amend town ordinances and policies to include requirements for bicycle facilities and wayfinding signage
- Identify and apply for funding sources

Thank you

cindy.camacho@aecom.com



Following the PowerPoint presentation, discussion followed. Information was shared that these plans are adopted by Resolutions and can be amended at any time with addendums. Mayor Mulhollem thanked Ms. Camacho and AECOM for their services and was looking forward to implementing the plan in the future. No further discussion.

b) Proclamation - Girl Scout Week
Sunday, March 8, 2020 - Saturday, March 14, 2020

Mayor Mulhollem proclaimed Sunday, March 8, 2020 to Saturday, March 14, 2020 as Girl Scout Week by reading the following Girl Scout Week Proclamation:



Moved by: Council Member Jackson
Seconded by: Council Member Purvis

**Proclaimed Girl Scout Week Sunday, March 8, 2020 - Saturday,
March 14, 2020.**

CARRIED UNANIMOUSLY

6. DISCUSSION AND POSSIBLE ACTION ITEMS:

a) Discussion and Consideration of Adopting the Final Version of the Bicycle and Pedestrian Plan as presented by AECOM for the Town of Archer Lodge.

Following AECOM's presentation and the earlier discussion, Mayor Mulhollem recommended that staff review the recommended changes and/or corrections, make amendments, prepare a Resolution to Adopt the

Bicycle and Pedestrian Plan for consideration at the April 6, 2020 Regular Town Council Meeting. No further comments.

b) **Discussion and Consideration of Renewing Urban Archery for 2021 in the Town of Archer Lodge**

Mayor Mulhollem mentioned that the Town had participated many years in the Urban Archery Season and was unaware of any controversy. Other members had no concerns. Mayor ask for a motion to proceed with renewing the application with the NC Wildlife Resources Commission for the Deer Urban Archery Season in Archer Lodge from January 9, 2021 - February 14, 2021. Ms. Batten, Town Clerk, noted that hunters must obtain permission from landowners and not the Town.

The 2021 Deer Urban Archery Season Renewal Form appears as follows:



Deer Urban Archery Season Renewal Form
(January 9 - February 14, 2021)
Please update any contact information that is not correct

January 31, 2020

Town of Archer Lodge
Mayor Matthew Mulhollem
14094 Buffalo Road
Clayton, NC 27527

Name of Representative: Mayor Matthew Mulhollem
Address: 14094 Buffalo Rd
City: Archer Lodge, NC
Email Address: matt.mulhollem@archerlodgenc.gov
Phone Number: 919-359-9727

Zip Code: 27527

Do you wish to participate in the 2021 Deer Urban Archery Season (January 9 - February 14, 2021) **Yes** ☒ **No** ☐

It is Wildlife Management policy to provide a complete list of participating municipalities to the hunting public in the Regulations Digest. Please indicate the phone number and/ or website to be listed in the 2020-2021 Inland Fishing, Hunting, and Trapping Regulations Digest (Please Print)

Phone Number: 919-359-9727

Website: archerlodgenc.gov

Are there any changes to the map submitted with your participation letter? **Yes** ☐ **No** ☒

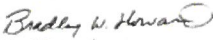
If "Yes", please attached a new map to this form. (No larger than 11"x17")

Please print and sign the name of the representative for the Town of Archer Lodge.
Name of Representative: Matthew B. Mulhollem, Mayor
Signature: 



Thank you for your interest in the management of our state's wildlife resources. Please complete and return this form by mail to:
Shauna Glover, Program Support
Wildlife Management Division
1722 Mail Service Center
Raleigh, NC 27699-1700

Or email: shauna.glover@ncwildlife.org


Brad Howard
Chief, Wildlife Management Division
(919) 707-0050

Applications must be received by April 1, 2020 to be a part of the Deer Urban Archery Season

Mailing Address: Wildlife Management Division • 1722 Mail Service Center, Raleigh, NC 27699-1700
Phone: (919) 707-0050 • **Fax:** (919) 707-0067

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

Approved the 2021 Deer Urban Archery Season Renewal.

CARRIED UNANIMOUSLY

c) **Discussion and Consideration of Adopting a Capital Project Ordinance for the Archer Lodge Town Park (Ordinance# AL2020-03-1)**

Mr. Gordon commented that this item was discussed in detail at the Budget Planning Retreat held on Saturday, February 29, 2020. Mayor Mulhollem opened the floor, but no further discussion.

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ORDINANCE# AL2020-03-1

TOWN OF ARCHER LODGE

CAPITAL PROJECT ORDINANCE

ARCHER LODGE TOWN PARK

BE IT ORDAINED by the Town Council of the Town of Archer Lodge, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1. The project authorized by this ordinance is for a town park.

Section 2. The officers of this unit are hereby directed to proceed with the capital project within the terms of the budget contained herein.

Section 3. The following amounts are appropriated for the project:

Construction	\$	813,008
Design/Engineering	\$	146,342
Contingency	\$	40,650
Total	\$	<u>1,000,000</u>

Section 4. The following funding sources are anticipated to be available to complete this project:

NC PARTF Grant	\$	500,000
Town Funds	\$	500,000
Total	\$	<u>1,000,000</u>

Section 5: The Finance Officer is hereby directed to maintain within the Capital Project Fund specific detailed accounting records to satisfy the requirements of the grantor agency, the grant agreements and any state regulations that may apply.

Section 6. The Finance Officer is directed to report, as needed by Council, on the financial status of each project element in Section 3 and on the total revenues received or claimed.

Section 7. Copies of this capital project ordinance shall be filed with the Finance Officer/Town Clerk for direction in carrying out this project.

DULY ADOPTED THIS, THE 2ND DAY OF MARCH 2020.

TOWN OF ARCHER LODGE


Matthew B. Mulhollem, Mayor
(SEAL)

ATTEST:


Kim P. Batten, Town Clerk



Moved by: Council Member Wilson

Seconded by: Council Member Jackson

Adopted Capital Project Ordinance - Archer Lodge Town Park
(Ordinance# AL2020-03-1).

CARRIED UNANIMOUSLY

d) Discussion and Consideration of Approving an Agreement between the Town of Archer Lodge and Susan Hatchell Landscape Architecture, PLLC for the Archer Lodge Town Park (Three-Year PARTF Grant)

Mr. Gordon remarked that this agreement was discussed in detail at the Budget Planning Retreat. As mentioned at the retreat, the park project requires professional services and the next step utilizing the PARTF Grant. With no further discussion, Mayor Mulhollem asked for a motion to approve the agreement as presented.

Approved Agreement appears as follows:

AGREEMENT BETWEEN CLIENT AND LANDSCAPE ARCHITECT

This Agreement, effective as of March 2, 2020, is between Town of Archer Lodge and Susan Hatchell Landscape Architecture, PLLC in Raleigh, NC For the following Project:

Archer Lodge Town Park Phase 1

Necessary work will include the planning, design and construction phase services for Phase 1 of Archer Lodge Town Park in Archer Lodge, NC. Work includes the preparation of construction documents for the following: earthwork, sedimentation and erosion control, new driveway from Castleberry Road, gravel entrance drive and parking lot, stormwater, water extension, site electrical, internal sidewalk connections, 200' little league ballfield (with lighting, irrigation, dugouts, infield, sprigging and fencing), 200' girls softball (with lighting, infield, sprigging, irrigation, dugouts and fencing), one-half mile of walking trail, planting, seeding, trash and recycling receptacles, entrance sign, site fencing and gates.

- Susan Hatchell Landscape Architecture (SHLA) – Project Management, Landscape Architectural Services
- NVS – Civil Engineering
- GeoTechnologies – Geotechnical investigations for planning
- S&ME – septic field investigations

Year 1 (2020): Design and Permitting for all Park Development

Year 2 (2021): Construction of Site Work Package (Site grading, water line, entrance drive and gravel parking lot construction, sidewalks and trails, seeding, perimeter fencing and gates)

Year 3 (2022): Construction of Site Recreational Facilities Package (Two softball fields (with lighting, fencing, dugouts, infield, sprigging, irrigation), playground, planting, entrance sign, waste and recycling receptacles.

Article 1 Landscape Architect's Basic and Additional Services

Year 1 (2020): Design and Permitting

Year 1, Task 1: Kick-off

- 1) Site Review of investigations prepared by others and to be provided for the Design Team include:
 - a) Topographic survey of the site, survey provided by Owner dated March 22, 2019 by Coulter Jewell Thames, PA.
 - b) Geotechnical information will be obtained after final site layout is approved.
 - c) Potential septic tank and field location for future structures will be obtained.
 - d) Testing of the water pressure (by Owner) is required to evaluate if the existing water extension to the park will be sufficient for irrigation and future structures.
- 2) Obtain available topographic, planimetric, digital photo and soils GIS data or other available resources to augment the field topographic survey for the construction plans as needed to supplement for drainage area maps and exhibits required for permitting.
- 3) No wetlands, streams and riparian buffers are within the proposed project limits.
- 4) Prepare base map in AutoCAD format from topographic survey.
- 5) Project kick-off meeting with Town Staff (One (1) meeting in Archer Lodge).
- 6) Determine local and state development guidelines and regulations.
- 7) Prepare and maintain project schedule and project contact list.

Year 1, Task 1 Deliverables: Base Mapping, project schedule, contact list, meeting minutes

Year 1, Task 2: 30% Master Planning/Schematic Design (SD)

- 1) NVS will meet with the district NCDOT office to establish the best driveway location into the site from Castleberry Road.
- 2) Determine septic usage rate with the County, make soils investigations and prepare location of possible septic for park.
- 3) Revise the existing park Master Plan to show updated layout of park development in CADD, based on survey information.
- 4) Meet with NC RRS representative to review preliminary park layout and compliance with PARTF grant requirements.
- 5) Prepare grading concepts for park development.
- 6) Revise layout of parking lot, septic, ballfields, etc.
- 7) Present to town staff for approval (One (1) meeting – SHLA, NVS)
- 8) The Design Team will prepare 30% SDs which will include a Cover Sheet, Existing Conditions Plan, Site Demolition and Clearing Plan, and Site Layout Plan.
- 9) Prepare preliminary cost estimate.
- 10) Conduct regular Design Team meetings in Raleigh.
- 11) NVS will coordinate with the Town of Archer Lodge the preliminary designs for water and on-site utilities through one staff meeting. (One (1) meeting in Archer Lodge – NVS)
- 12) A preliminary phasing plan will be prepared.
- 13) Preliminary Review Meeting with Town Staff to review plans (One (1) meeting in Archer Lodge – SHLA, NVS)
- 14) Prepare preliminary permitting and regulatory approval plan identifying key requirements, including governing codes, ordinances, and regulatory reviews needed to comply with all federal, state and local regulations.

Year 1, Task 2 Deliverables: 30% Schematic Design PDF Review set, 30% preliminary cost estimate, project schedule, updates to include general time frame for the overall project, design phases, milestones, anticipated construction for two construction packages.

Year 1, Task 3: 50% Construction Drawings (CD)

- 1) Incorporate 30% SD plan comments into a 50% CD set to include the following sheets: Cover Sheet, Existing Conditions Plan, Site Demolition and Clearing Plan and details, Site Layout Plan and details, Grading and Storm Drainage Plan and details, Park Entrance Drive Permit drawings, Sedimentation and Erosion Control Plans and Details, Ballfield Layout Plans and Details, Ballfield Lighting Plans and Details, Ballfield Irrigation Plans and Details, Playground Layout Plans and Details, Water Line Extension Plan and Details, Grading and Storm Drainage Plans, Utility Plans and Details, Stormwater Plans and Details.
- 2) Prepare stormwater management calculations and design plans to address water quantity and water quality modeling as required by the Authority Having Jurisdiction (AHJ). The plans will address detention/retention system, implementation of best management practices (Stormwater BMP's) to address requirements limiting nitrogen runoff. The stormwater BMPs required for the project will be based on the differences between the amounts of existing impervious versus the proposed impervious. If required, a number of stormwater BMP's will be considered for this project and incorporated into the design if feasible. Appropriate calculations, details, and drawings will be provided.
- 3) Preliminary utility plan addressing the connection of the potable water, fire services, and sanitary sewer services. It is assumed that potable water is readily available to the site.
- 4) NVS will incorporate the findings of an environmental soil scientist into the preliminary plans and adjust as necessary to avoid and preserve suitable septic soils for later use. In

- addition, the need for additional fire hydrants will be evaluated with regards to the location of the fire lines for future structures and Fire Department Connections.
- 5) Coordination with Duke Energy for electrical service and site lighting.
 - 6) Obtain ballfield lighting plans from ballfield lighting manufacturer.
 - 7) Obtain ballfield irrigation plans from irrigation manufacturer.
 - 8) Prepare stormwater management plan and calculations.
 - 9) Prepare plans for sidewalks, one-half mile crushed screening trail, ballfield and perimeter fencing, entrance gates, sign and playground.
 - 10) Prepare 50% CD Specifications and cost estimates.
 - 11) Conduct regular Design Team meetings in Raleigh.
 - 12) Coordinate and anticipate constructability, construction phasing and scheduling issues.
 - 13) Review Meeting with Town Staff to review plans (One (1) meeting in Archer Lodge – SHLA, NVS)

Year 1, Task 3 Deliverables: 50% CD Review Set (PDF), 50% Specifications, Stormwater Management Plan and Calculations

Year 1, Task 4: Permitting/Site Plan Approvals

- 1) Apply for and obtain approval from district NCDOT for driveway permit into the site. Apply for and obtain permit from Johnston County for the appropriate stormwater, erosion control, and waterline extension permits.
- 2) Anticipated permits needed include: Zoning Permit (Town of Archer Lodge), Sedimentation and Erosion Control, Utility, Septic, Stormwater and Water (Johnston County)
- 3) Assist the environmental soil scientist with permitting any future septic fields.
- 4) Provide responses and modifications to regulatory comments and refine drawings to secure approvals. Final document submission shall include all necessary information to facilitate timely completion of all permitting agency applications and reviews prior to advertisement of project for construction.
- 5) Meet and confer with regulatory agencies, local building officials and pertinent governmental agencies all associated utility companies to determine their requirements and to help identify all related costs associated with and anticipated to be assigned to the project.
- 6) All permit and review fees are the responsibility of Archer Lodge.

Year 1, Task 4 Deliverables: Necessary permit drawing sets and other materials to secure required permits and approvals listed above.

Year 1, Task 5: 100% Construction Drawing and Specification Phase

- 1) 50% CD set comments and permitting comments will be incorporated into a 100% CD submittal.
- 2) Continued coordination with all team members.
- 3) Conduct regular Design Team meetings in Raleigh.
- 4) Review draft 100% drawings and discuss plans, value engineering if necessary, construction phasing, construction alternates, and proposed construction schedule with the Town at a design meeting (one (1) meeting in Archer Lodge – SHLA, NVS).
- 5) 100% CD drawing set to include:
 - a) Cover Sheet, Existing Conditions Plan, Site Demolition and Clearing Plan and details, Site Layout Plan and details, Grading and Storm Drainage Plan and details, Park Entrance Driveway, Sedimentation and Erosion Control Plans and Details, Ballfield Layout Plans and Details, Ballfield Lighting Plans and Details, Ballfield Irrigation Plans and Details, Playground Layout Plans and Details, Water Line Extension Plan and Details, Grading and

- Storm Drainage Plans, Utility Plans and Details, Stormwater Plans and Details.
- 6) Continued coordination with NC RRS staff.
- 7) Draft 100% CD Drawing set to be submitted to Town staff for review. (PDF)
- 8) The Consultant will prepare a final 100% CD set based on review comments.
- 9) Final 100% CD set will include up to two (2) bid phases (Site Grading Package and Recreational Facilities Package. The Site Grading Package will be bid in 2021, the Site Recreational Facilities Package will be bid in 2022.
- 10) Preparation of 100% specifications. (including front end documents)
- 11) Preparation of 100% cost estimate. (shall reflect any design revisions and possible alternates) and be updated and reconciled to confirm adjustments in program or scope necessary to meet project budget restrictions)
- 12) Final 100% CD Drawing set to be submitted to Town Staff.

Year 1, Task 5 Deliverables: Project schedule, updates, reports, Draft 100% CD review set (PDF), 100% CD Final Set of Contract Documents for bidding, 2 hard copy sets (11" x 17") and two (2) project manuals, PDF digital bid sets (24" x 36" PDF plans and 8 x 11" PDF project manual) (includes front end documents and technical specifications) on disc, and appropriately sized for emailing, final cost estimate.

YEAR 2 (2021): Site Work Package Bidding and Construction

Year 2, Task 1: Bidding

- 1) SHLA will assist the Town with Bidding of the Site Work Package:
 - a) Prepare bid advertisement to be placed by the Town.
 - b) Coordinate pre-bid meeting. (location to be determined by Town)
 - c) Provide document clarifications, respond to bidder questions and issue addenda as required.
 - d) Review bid proposals after Bid opening by the Town. (SHLA will attend Bid Opening)
- 2) Certify the bid tabulation and recommend construction award when bids are received.
- 3) Prepare and coordinate Notice to Proceed.
- 4) Plan sets will be available digitally and will be provided to plan rooms, and the Town. Hard copy plan set distribution will be by the Town if requested by General Contractors.
- 5) Assist Owner in contract negotiations and preparation of a General Construction Contract.

Year 2, Task 1 Deliverables: Pre-bid agenda and meeting minutes, Certified Bid Tab, Notice to Proceed, updated schedule

Year 2, Task 2: Construction Administration

- 1) Provide construction administration and observation including:
 - a) Preconstruction conference
 - b) Regular biweekly scheduled site observation and meetings (up to 12 meetings during a six-month construction period)
 - c) Submittals and shop drawing review
 - d) Review and process contractor pay applications
 - e) Preparation of change orders and construction change directives and requests for information.
 - f) Conduct substantial completion meeting and punch list (one meeting in Archer Lodge).
 - g) Final inspection and necessary follow-up for completion of work (one meeting in Archer Lodge).

Year 2, Task 2 Deliverables: Pre-construction agenda and meeting minutes, CA Documentation

YEAR 3 (2022): Site Recreational Facilities Package Bidding and Construction

Year 3, Task 1: Bidding

- 6) SHLA will assist the Town with Bidding of the Site Amenities Package:
 - a) Prepare bid advertisement to be placed by the Town.
 - b) Coordinate pre-bid meeting (location to be determined by Town).
 - c) Provide document clarifications, respond to bidder questions and issue addenda as required.
 - d) Review bid proposals after Bid opening by the Town (SHLA will attend Bid Opening).
- 7) Certify the bid tabulation and recommend construction award when bids are received.
- 8) Prepare and coordinate Notice to Proceed
- 9) Plan sets will be available digitally and will be provided to plan rooms, and the Town. Hard copy plan set distribution will be by the Town if requested by General Contractors.
- 10) Assist Owner in contract negotiations and preparation of a General Construction Contract.

Year 3, Task 1 Deliverables: Pre-bid agenda and meeting minutes, Certified Bid Tab, Notice to Proceed, Updated schedule

Year 3, Task 2: Construction Administration

- 2) Provide construction administration and observation including:
 - a) Preconstruction conference
 - b) Regular biweekly scheduled site observation and meetings (up to 12 meetings during a six-month construction period)
 - c) Submittals and shop drawing review
 - d) Review and process contractor pay applications
 - e) Preparation of change orders and construction change directives and requests for information.
 - f) Conduct substantial completion meeting and punch list. (one (1) meeting in Archer Lodge)
 - g) Final inspection and necessary follow up for completion of work. (one (1) meeting in Archer Lodge)

Year 3, Task 2 Deliverables: Pre-construction agenda and meeting minutes, CA Documentation

B. Additional Services beyond Landscape Architect's Basic Services may be provided if confirmed in writing.

The following is a list of services that are NOT included in the Basic Services listed above:

- Redesign of Site Recreational Facilities Package after initial design.
- As built survey to adjust base mapping to reflect changes made after Site Work Package is complete.
- Additional design based on changes to funding due to grants or other funding changes.
- Presentations or attendance at Council Meetings.
- Surveys, elevations, and locations of underground or above ground utilities, facilities, or plants.
- Land acquisition services and/or legal services.
- Design and Permitting of off-site Utility, off-site Road and Sidewalk improvements.

- Traffic and signal impact analysis or design.
- Road widening design and permitting shall be considered separate from the tasks listed above.
- Hydrant Flow and Pressure Tests.
- Construction stakeout services and As-built surveys.
- Phase 1 and Phase 2 environmental assessments.
- Environmental engineering - such as identification or mitigation of wetlands, streams, Stream buffers, FEMA floodways, flood plain, etc.
- Administration of outside consultant's contracts for wetlands, environmental, surveying, geotechnical services during construction, or coordination of their work.
- Reviews, presentations, and revisions not listed above.
- Public participation processes and public meetings.
- Design or permitting of Additional Park entrances.
- ADA certification of sidewalks and/or trails.
- Preparation of Site Lighting Plans.
- LEED design and calculations.
- Fast track scheduling that would require overtime pay.
- Preparation of Mylar plans, sections, elevations, renderings or sketches.
- Landscape maintenance plans.
- Cultural resources/archeological investigations.
- Non-standard systems such as solar, photovoltaic, geothermal, rainwater catchment, or electric vehicle charging stations.
- Additional bid alternates beyond 3 per bid phase.
- Multiple copies of plans for reviews other than those listed above.
- Bid set printing other than listed above.
- Express review meetings with local code officials.
- Redesign or value engineering of the project after bidding.
- Services not specifically listed in the above Scope of Services.

C. Excluded Services are not a part of Basic or Additional Services and are the responsibility of others. Excluded Services include, but are not limited to, the following:

- Subsurface conditions
- Soil issues (including suitability for plant material, soil content, level of compaction);
- Lot line location or surveying services
- Hazardous waste identification or removal
- Wetland, stream or buffer delineation or mitigation
- Above or subsurface utility relocations
- Architectural design
- Retaining wall design or structural engineering

D. Landscape Architect agrees to provide its professional services in accordance with generally accepted standards of its profession.

Article 2 Client's Responsibilities

A. Client agrees to provide Landscape Architect with all information, surveys, reports, and professional recommendations and any other related items requested by Landscape Architect in order to provide its professional services. Landscape Architect may rely on the accuracy and completeness of these items.

B. Client shall furnish the services of the following consultants if their services are deemed to be necessary: surveyors, environmental specialists, structural engineers.

- C. Client agrees to advise Landscape Architect of any known or suspected contaminants at the Project site. Client shall be solely responsible for all subsurface soil conditions.
- D. Client will pay for all necessary permits from authorities with jurisdiction over the Project.
- E. Client agrees to provide the items described in Article 2.A and to render decisions in a timely manner so as not to delay the orderly and sequential progress of Landscape Architect's services.
- F. Susan M. Hatchell, FASLA will serve as Project Manager for Susan Hatchell Landscape Architecture, PLLC. Mike Gordon will serve as Project Manager for the Town of Archer Lodge.

Article 3 Estimated Schedule and Project Budget

- A. Landscape Architect shall render its services as expeditiously as is consistent with professional skill and care. During the course of the Project, anticipated and unanticipated events may impact any Project schedule.
- B. As of the date of this Agreement, Client's Project and construction budget has not been established. Client agrees to promptly notify Landscape Architect if Client's schedule or budget changes. Client acknowledges that significant changes to the Project or construction schedule or budget or to the Project's scope may require Additional Services of Landscape Architect.
- C. Schedule: Three-year period with specific dates to be determined.

Article 4 Compensation and Payments

- A. Client agrees to pay Landscape Architect as follows:

1. Basic Services:

A. Basic Services Fee

Year 1: Design, Investigations and Permitting	\$101,750
Year 2: Construction Phasing, Site Work Package Bidding & Construction Phase Services	\$19,440
Year 3: Site Recreational Facilities Package Bidding & Construction Phase Services	\$10,670

Total: \$131,860
(Includes mileage and incidental printing, scanning and postage)

2. Additional Services:

- A. Additional Meetings \$800 each

Standard Hourly Rates and Direct Expenses are as follows:

SHLA, PLLC Professional Hourly Fees:

Landscape Architect	\$130
Landscape Project Mgr.	\$100
CAD/Designer	\$90
NVS	
Senior Project Manager	\$175

Senior Engineer \$155

B. Reimbursable Expenses for Additional Services include, but are not limited to: reproduction, postage, and handling of documents; long distance and facsimile charges; authorized travel; and Client requested renderings and models.

C. Landscape Architect shall bill Client for Basic and Additional Services and Reimbursable Expenses once a month. All payments are due Landscape Architect upon receipt of invoice.

Susan Hatchell, FASLA, PLA, LEED AP
Susan Hatchell Landscape Architecture, PLLC

Susan M. Hatchell

Dated February 5, 2020
NC Landscape Architect No. 528

Name MATTHEW B. MULLHOLLEN
Title MAYOR

Dated 3/2/2020



Kim Patton
Town Clerk / Finance Officer

Moved by: Council Member Jackson
Seconded by: Council Member Bruton

Approved Agreement between the Town of Archer Lodge and Susan Hatchell Landscape Architecture, PLLC for the Archer Lodge Town Park (Three-Year PART F Grant).

CARRIED UNANIMOUSLY

e) **Discussion and Consideration of Adopting the Proposed Ordinance - Regulating Firearms within the Town of Archer Lodge**

Mayor Mulhollem shared that there had been much discussion and consideration on the Proposed Ordinance - Regulating Firearms within the Town of Archer Lodge

- Public Hearing was held on January 6, 2020 at the Regular Town Council Meeting
- Item was tabled until the March 2, 2020 Regular Town Council Meeting to provide Council research time in considering ~~striking Section 3-50—Carrying concealed handguns in town-owned buildings~~ from the proposed ordinance and re-numbering ~~Section 3-51—Discharge of firearms~~ to Section 3-50 - Discharge of firearms.

Mayor Mulhollem opened the floor and much discussion followed.

Mayor Mulhollem ask for a motion to adopt the proposed ordinance regulating firearms within the Town of Archer Lodge by ~~striking Section 3-50—Carrying concealed handgun in town-owned buildings~~ from the proposed ordinance and re-numbering ~~Section 3-51—Discharge of firearms~~ to Section 3-50 - Discharge of firearms.

In addition, Attorney Hewett advised to change the following:

- Page 2 - Section 2. This ordinance shall become effective after a second reading on April 6, 2020.
- Page 3 - **DULY ADOPTED, THIS 2ND DAY OF MARCH 2020.**
- Ordinance Adopted 3 to 1 and will become effective April 6, 2020 due to not having the 2/3 majority vote.

Mayor Mulhollem ask that this adopted ordinance be included under the Consent Agenda for the April 6, 2020 Regular Town Council Meeting.

Adopted Concept Draft Ordinance #1 with Changes Noted (newly Ordinance# AL2020-03-2) appears as follows:

Concept Draft Ordinance #1
ORDINANCE# AL2020-03-2

AN ORDINANCE REGULATING FIREARMS WITHIN THE TOWN OF ARCHER LODGE

Council Direction Requested:

Question: To allow or not allow legal concealed handguns in Town buildings and/or property?

Changes/modifications to Johnston County's Code of Ordinance on subject matter in Chapter 16, Secs. 16-2 through 16-3 highlighted in yellow.

Section 1. Pursuant to authority granted by N.C. Gen. Stat. § 160A-189, the Town of Archer Lodge hereby amends the Code of Ordinances, Town of Archer Lodge, North Carolina, Chapter 3, as follows:

~~Add to Chapter 3, Sections 3-50 and 3-51 as written below:~~

~~**Sec. 3-50. Carrying concealed handgun in town-owned buildings**~~

~~No person shall carry a concealed handgun on or within any town-owned building. An appropriate notice of such prohibition shall be posted in a conspicuous place in each town-owned building notifying persons of the prohibition against carrying a concealed handgun in town-owned buildings. This section shall not apply to law enforcement or other government personnel acting within the scope of their employment.~~

~~State law reference—Authority to post concealed weapons signs, G.S. 14-415.22.~~

~~**Sec. 3-51. Sec. 3-50 - Discharge of firearms.**~~

(a) **Application** The provisions of this section shall apply to all properties located within the corporate limits of the Town of Archer Lodge.

(b) **Definition.** For purposes of this section, firearm is defined as a handgun, shotgun, rifle or any device which expels a projectile by action of an explosion.

(c) **Violations.** It shall be unlawful for any person to:

- (1) Discharge a firearm in the town carelessly and heedlessly, so as to endanger any person or property.
- (2) Discharge a firearm that results in a projectile crossing the property line of another person without the permission of the owner, or
- (3) Discharge a firearm while under the influence of alcohol or a controlled substance (under the influence: determination by the investigating officer that the person is intoxicated by alcohol or a narcotic to the point where physical and mental faculties are appreciably diminished).

(d) **Discharge on Public Streets, Highways.** It shall be unlawful for any person to discharge any firearm on, from, or across the traveled portion of any public street, or highway.

(e) **Prohibited times of discharge.** The discharge of firearms from two hours after sunset to one hour before sunrise is prohibited. ~~by Article II, Subsection 12-32(6) of the Johnston County Code of Ordinances.~~

(f) **Miscellaneous Exceptions.** The following exceptions are permissible under this section:

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- (1) Law enforcement officers or members of the armed forces acting in the line of duty;
- (2) The shooting or killing of any dangerous or destructive animal or reptile when necessary to protect life or property;
- (3) All legal hunting activities pursuant to the North Carolina Department of Agriculture, the North Carolina Wildlife Commission and G.S. Chapter 113, subchapter IV, as it is from time to time amended or pursuant to lawfully issued state or federal hunting or wildlife removal permits;
- (4) The use of firearms for defense of persons or property as allowed under state law;
- (5) Nonprofit special events such as turkey shoots conducted with a valid local town permit issued by the town administrator or their designee;
- (6) Indoor firing/shooting ranges with an applicable zoning permit(s) issued by the town; and
- (7) A bonafide training facility acting in the course of providing firearms proficiency training and certification to law enforcement agencies, private security agencies, employers of armored-car personnel (e.g. Brinks, Loomis, and similar companies), and similar legitimate businesses that require such certification. A "bonafide training facility" is one that is: (a) properly authorized to provide such training and certification to North Carolina or federal law enforcement agencies, and (b) obtains an applicable zoning permit(s) issued by the town.
- (g) **Penalties.** A violation of this ~~article~~ ~~section~~ by any person is a misdemeanor and shall subject the offender to a fine of \$100.00 and/or imprisonment for up to 30 days. A second or subsequent violation by the same person within one year shall subject such person to a fine of up to \$300.00 but not less than \$100.00 and/or imprisonment for up to 30 days.

State law reference—Authority to regulate, discharge, or prohibit the discharge of firearms. G.S. 160A-189.

Section 2. This ordinance shall become effective **after a second reading on April 6, 2020.**

DULY ADOPTED, THIS **2ND DAY OF MARCH 2020.**

TOWN OF ARCHER LODGE

(SEAL)

Matthew B. Mulhollem
Mayor

ATTEST:

Kim P. Batten
Town Clerk

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Moved by: Council Member Bruton
Seconded by: Council Member Purvis

Adopted Concept Draft Ordinance #1 - Ordinance Regulating Firearms within the Town of Archer Lodge with following changes:

- ~~striking the section currently identified as Section 3-50 Carrying concealed handgun in town-owned buildings~~
- re-numbering Section 3-51 - Discharge of firearms to Section 3-50 Discharge of firearms
- Page 2, Section 2. This ordinance shall become effective after a second reading on April 6, 2020
- DULY ADOPTED, THIS 2ND DAY OF MARCH 2020.

Carried 3 to 1 (Wilson opposed)

7. TOWN ATTORNEY'S REPORT:

- a) Attorney Hewett shared that he is communicating with Ms. Maybee regarding the new Chapter 160D since January 2021 is the deadline for completion.

8. TOWN ADMINISTRATOR'S REPORT:

- a) Mr. Gordon mentioned the following:
- Will meet soon with Mr. Jim Thames regarding the Sewer Feasibility Study

- **Reminded the newly Elected Officials to take Ethics Training webinar as soon as possible**
-

9. PLANNING/ZONING REPORT:

a) Development Activity

Ms. Maybee reported the following:

- Woodfin Final Plat was approved for 20 lots with homes ranging from \$300,000+.
 - Johnston County Stormwater Meeting on March 4, 2020.
 - 5-Year Update Hazard Mitigation Plan Meeting on March 17, 2020.
-

b) Projects

Ms. Maybee reported the following:

- She thanked Andy Thomas and Bob Clark for their hard work on the Bicycle and Pedestrian Plan.
 - Regarding the Bicycle and Pedestrian Plan presented at this meeting, Ms. Maybee anticipates making the revisions and email to Council before the April 6th Town Council Meeting and include the language for the Shared Use Path along Buffalo Road and Covered Bridge Road.
 - Plan to share the revised final draft with Cindy Camacho, AECOM for review and have a Resolution in place for adopting the plan at the April 6th Town Council Meeting.
 - Thanked Staff for continually updating the Planning and Zoning Website page.
 - Working with Johnston County GIS regarding the Town Permitting Software and developing a permit form that will be multi-purpose.
 - Plans to have some text amendments and administrative procedures on the Agenda for the March 18th Planning Board Meeting.
 - Thanked Andy Thomas for his help with the Preliminary Plat Certificates and Staff is continuing to review them and work with Johnston County to assure that it is current with them and keeping in mind what will be needed in the new 160D Ordinance.
 - No updates on the NCDOT Project W-5704E Covered Bridge Road Widening.
-

c) Code Enforcement

Ms. Maybee reported the following:

- Considering preparing a Code Enforcement Report to share with Council.
- Continuing to follow-up with current code violations and working with property owners.

Discussion followed.

d) CAMPO Update

Ms. Maybee shared that the next CAMPO meeting will be on March 5th and she planned to attend. Council Member Bruton questioned if the Town would be represented at the Greenville NCAMPO Conference and Ms. Maybee was unsure but would advise later. No further comments.

10. MAYOR'S REPORT:

- a) Mayor Mulhollem shared that the Budget Planning Retreat on Saturday, February 29th held at Town Hall was very productive and thanked Council and Staff for their attendance and participation. He also thanked Staff for their preparation for the meeting. He**

encouraged everyone to share any budget items for consideration with Staff.

11. COUNCIL MEMBERS' REMARKS:

(non-agenda items)

- a) Council Member Wilson shared that he had participated in a television interview with WARZ TV 34 regarding the Clayton Area Parkinson's Group and will do a follow-up segment for the caregivers. He noted that they discussed including the Veterans Memorial Site for an interview later.

Also, Mr. Wilson inquired about the Town's flashing Radar Speed Detector Sign on the side of Buffalo Road, near Town Hall. Mr. Gordon informed that it is operational and mobile. The Town purchased the public safety device to deter speeding traffic during heavy recreation times and it has software that gathers data useful for Law Enforcement or NCDOT should they need that information.

-
- b) Council Member Jackson shared that some of the kids in the community are looking forward to having a Mardi Gras event as mentioned by another Council Member.

-
- c) Council Member Purvis shared that in February he and Mr. Gordon attended a very informative and educational NCLM Workshop, in Greenville, NC, for Newly Elected Officials. Mayor Mulhollem thanked both for attending.

-
- d) Council Member Bruton reiterated the Mayor in saying that it was good having the Budget Planning Retreat at Town Hall and thanked Staff for coordinating it. She also thanked Ms. Maybee for quickly making the changes to the Bicycle and Pedestrian Plan that were discussed at the Budget Planning Retreat.

Ms. Bruton shared that while placing an online order she noticed that the newly changed Archer Lodge address automatically populated when entering the zip code which delighted her.

12. ADJOURNMENT:

- a) **Having no further business.**

Moved by: Council Member Jackson

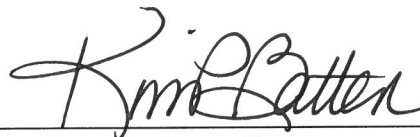
Seconded by: Council Member Bruton

Adjourned meeting at 8:08 p.m.

CARRIED UNANIMOUSLY



Matthew B. Mulhollem, Mayor



Kim P. Batten, Town Clerk

