



Budget Planning Retreat - Minutes Monday, February 21, 2022

COUNCIL PRESENT:

Mayor Mulhollem
Mayor Pro Tem Castleberry
Council Member Jackson
Council Member Purvis

STAFF PRESENT:

Mike Gordon, Town Administrator
Julie Maybee, Town Planner
Kim P. Batten, Finance Officer/Town Clerk
Joyce Lawhorn, Deputy Clerk

COUNCIL ABSENT:

Council Member Bruton
Council Member Wilson

MEDIA PRESENT:

None

1. DINNER:

- a) **Dinner was served at 5:45 p.m.**
-
-

2. WELCOME ~ MAYOR MULHOLLEM

- a) **Mayor Mulhollem called the Budget Planning Retreat to order at 6:39 p.m. in the Jeffrey D. Barnes Council Chambers located at 14094 Buffalo Road, Archer Lodge, NC and declared a quorum present. He thanked Staff for planning the dinner.**
-
-

3. INVOCATION & PLEDGE OF ALLEGIANCE:

- a) **Council Member Jackson offered the invocation.**
- b) **Mayor Mulhollem led in the Pledge of Allegiance to the US Flag.**
-
-

4. FINANCIALS ~ KIM BATTEN

- a) **Interim Financial Reports for January 2022**

Ms. Batten provided an overview of the January 31, 2022 financials. She noted that the projected revenues in the General Fund were roughly 58% collected and the expenditures were approximately 53% of those anticipated thus creating a net gain for the month at almost \$44,000 and for the year-to-date at almost \$139,500.

Regarding the other funds, Ms. Batten stated that each had received their share of investment earnings and the Park Reserve Fund received the three-cent transfer from the General Fund in the amount of \$17,743 with a year-to-date transfer amount of \$103,236.

There was no activity in the Town Park PARTF Project Fund, Ms. Batten noted, during the month of January 2022.

Ms. Batten further stated that investment earnings in the amount of \$67.00 was the only activity in the ARPA Fund during January 2022.

In comparing January 2022 with January 2021, Ms. Batten noted that revenues and expenditures were higher this fiscal year with an increase of roughly \$11,200 and \$10,800 respectively. No further comments followed.

5. **BUDGET OFFICER / TOWN ADMINISTRATOR ~ MIKE GORDON**

a) **FY2022/2023 Budget Workshop - General Fund**

Mr. Gordon discussed the Archer Lodge Town Park Project as follows:

- A formal Groundbreaking Bid was held on February 8, 2022.
- Seven quotes submitted and the top bidders ranged from \$1.2MM - \$1.3MM and the lowest bid was just below \$500K.
- Staff and the lowest bid contractor, JM Daniels Construction Company of Clayton, NC, will be meeting tomorrow, Tuesday, February 22nd, at Town Hall with Susan Hatchell Landscape Architect who will attend remotely to discuss specifics.
- Also tomorrow, staff will be meet remotely with Ms. Hatchell to discuss the ballfield package (fences, lighting, irrigation, playground, sodding, etc.) and they are hoping for additional grant monies to help in the costs.
- Bids will be presented to Council at the Monday, March 7, 2022, Town Council Meeting.
- Once the bid is approved by Council, there is a possibility that the Town could begin phase 2.
- Ms. Batten noted that hopefully there will be more grant funds for this project.
- Ms. Batten expressed great appreciation on behalf of the Town for the assistance provided by NC Representative Donna White in getting another grant valued at \$850K that will allow capital improvements toward park facilities and land.

Ms. Batten organized teams of two to discuss/edit/review the Budget/Revenue Preparation Worksheets for FY2022-2023 for their assigned departments. The teams worked together for a period of time reviewing the prior year and current year-to-date expenditures by estimating a reasonable dollar amount for each line item in their departments for the proposed FY2022-2023 budget.

The assigned teams and their departments appear as follows:

1) Mayor Pro Tem Castleberry and Ms. Batten:

Departments:

1. Govern Body Expenditures
2. Tax Collections Expenditures
3. Video Program/PEG Media Expenditures
4. Public Works/Transportation Expenditures
5. Interfund Transfers

2) Council Member Purvis and Mr. Gordon:

Departments:

1. Administration Expenditures
2. Legal Expenditures
3. Property Tax Expenditures
4. Parks and Recreation Expenditures

3) Council Member Jackson and Ms. Lawhorn:

Departments:

1. Public Buildings Expenditures
2. Parks and Recreation Expenditures
3. Debt Service/Fees Expenditures

4) Mayor Mulhollem and Ms. Maybee:

Departments:

1. Public Safety Expenditures
2. Planning/Zoning Expenditures

b) Budget Brainstorming/Ideas

Ms. Batten asked for budget ideas which appear as follows:

- Beautification recognition to award individuals for cleaning up areas in the Town.
- Recognition of the Exploratory Committee members who were the Founding Fathers of the Town.
- Recommended putting together a timeline of the history of incorporation of the Town that can be available for future generations and on the town's website.
- Discussed the Personnel Policy, Classification and Pay Plan that was prepared in May 2018 for the Town by The Maps Group, Becky Veazey, President. Ms. Batten informed that she updates the salaries in the study by adding any approved COLA annually as was recommended by Ms. Veazey.
- Discussed maintenance of the ballfields, a building for maintenance/office, a secure location for field equipment, and the purchase of equipment and a vehicle that will be needed for the park.

Ms. Maybee asked Council if they would like to plan a workshop to discuss the possibility of an ETJ, Contracted Services and Sewer Feasibility. It was noted that a workshop for these topics will be scheduled at the March 7, 2022 Regular Town Council Meeting.

Ms. Batten informed that another Budget Retreat meeting is needed to discuss revenues, to present any new items, and finalize workshop. It was noted that another budget retreat meeting in March will be scheduled at the March 7, 2022, Regular Town Council Meeting. No further discussion.

6. ADJOURNMENT ~ MAYOR MULHOLLEM

a) Having no further business, Mayor Mulhollem adjourned meeting at 8:52 p.m.



Matthew B. Mulhollem



Kim P. Batten, Town Clerk

