Special Meeting - Minutes
for the Purposes of:
Discussion and Consideration of Items 2.a., 2.b., 2.c., 2.d., 2.e., and 3 below
Wednesday, June 8, 2022

COUNCIL PRESENT:
Mayor Mulhollem
Mayor Pro Tem Castleberry
Council Member Bruton
Council Member Purvis (remotely)
Council Member Wilson

STAFF PRESENT:
Mike Gordon, Town Administrator
Marcus Burrell, Town Attorney
Kim P. Batten, Finance Officer/Town Clerk

COUNCIL ABSENT:
Council Member Jackson

MEDIA PRESENT:

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1. WELCOME/CALL TO ORDER:

a) Invocation

Mayor Mulhollem called the special 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. Mayor Pro Tem Castleberry offered the invocation.

b) Pledge of Allegiance

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

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2. DISCUSSION AND POSSIBLE ACTION ITEMS:

a) Discussion and Consideration of Approving a Resolution Adopting the ARPA Grant Accounting Policy (Resolution# AL2022-06-08)

Ms. Batten conveyed that the attached ARPA Grant Accounting Policy, that was created by James Moore & Company, CPA, is mandated by the IRS for the ARPA Grant funds and must be on file due to receiving funds. Mayor Mulhollem opened the floor for discussion. No further discussion.

Mayor Mulhollem called for a motion to adopt Resolution# AL2022-06-08 as presented.

Adopted Resolution# AL2022-06-08 Adopting the ARPA Grant Accounting Policy as presented appears as follows:

RESOLUTION# AL2022-06-08

TOWN OF ARCHER LODGE
RESOLUTION ADOPTING THE ARPA GRANT ACCOUNTING POLICY

WHEREAS, on March 11, 2021, the United States government enacted the American Rescue Plan Act of 2021, herein referred to as ARPA; and

WHEREAS, ARPA provides federal funding to local units of government in response to the COVID-19 pandemic in the form of Coronavirus State and Local Fiscal Recovery Funds (herein referred to as CSLFRF); and

WHEREAS, the Town of Archer Lodge has received a total subaward amount of $1,050,426.75 of ARPA/CSLFRF funds; and

WHEREAS, ARPA requirements include adoption of a grant accounting policy to regulate the accounting of the expenditures of ARPA/CSLFRF funds; and

WHEREAS, on April 4, 2022, the Town Council authorized the hiring of James Moore & Co., P.L. to assist with reporting and compliance requirements set forth under ARPA; and

WHEREAS, an ARPA grant accounting policy entitled "The Town of Archer Lodge, North Carolina American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Fund (CSLFRF) Grant Accounting" is attached to this resolution as Exhibit 1, which is incorporated herein by reference; and

WHEREAS, the Town of Archer Lodge Town Council may amend the grant accounting policy as needed to comply with any and all ARPA requirements; and

WHEREAS, the Town of Archer Lodge Town Council hereby desires to adopt the attached Exhibit 1, entitled "The Town of Archer Lodge, North Carolina American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Fund (CSLFRF) Grant Accounting," as the ARPA grant accounting policy for the Town of Archer Lodge, North Carolina.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Archer Lodge, North Carolina, hereby adopts the attached Exhibit 1, ARPA grant accounting policy entitled "The Town of Archer Lodge, North Carolina American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Fund (CSLFRF) Grant Accounting" and incorporates said Exhibit 1 by reference.

DULY ADOPTED ON THIS 8th DAY OF JUNE 2022, WHILE IN REGULAR SESSION.

Matt Mulhollem (SEAL)
Matthew B. Mulhollem
Mayor

ATTEST:
Kim P. Batten (SEAL)
Kim P. Batten
Town Clerk

TOWN OF ARCHER LODGE
Est. 2009
NORTH CAROLINA

EXHIBIT 1

The Town of Archer Lodge, North Carolina
American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Fund (CSLFRF)
Grant Accounting

Background

On March 11, 2021, the United States government enacted the American Rescue Plan Act of 2021, herein referred to as ARPA, which included provisions to provide federal funding to all local units of government in response to the COVID-19 pandemic in the form of Coronavirus State and Local Fiscal Recovery Funds (CSLFRF).

On May 17, 2021, the United State Treasury (the Treasury) published the interim final rule to provide implementation and practical guidance surrounding the eligible uses of CSLFRF funds, which included 1) supporting public health expenditures and addressing negative economic impacts caused by the COVID-19 pandemic; 2) providing premium pay for essential workers; 3) replacing lost public sector revenue based upon a formula outlined in the interim finale rule; and 4) investing in water, sewer, and broadband infrastructure.

On January 6, 2022, the Treasury issued the Final Rule related to the CSLFRF guidance with an effective date of April 1, 2022. The Final Rule expanded the interim guidance surrounding the eligible direct uses of CSLFRF funds, while also expanding the guidance related to the criteria for replacing lost public sector revenue, which included the provision for a standard allowance of assumed revenue replacement for the lesser of $10 million or a recipient's award amount.

The Town of Archer Lodge, North Carolina (the Government) entered into Agreement 1505-0271, American Rescue Plan Act (ARPA) Coronavirus Local Fiscal Recovery Fund Agreement with the State of North Carolina, Division of Emergency Management (the Division), dated August 10, 2021, as subrecipient of CSLFRF grant funds with a total subaward amount of $1,050,426.75.

Based on the Federal guidance and the terms of ARPA, the first tranche (50%) of the funds was received in 2021. The second half of the funds is to be paid one year later.

Revenue Recognition

CSLFRF revenues shall be recognized in accordance with generally accepted accounting principles. Namely, for Category 1, 2, and 4 usages, revenues will be recognized when the underlying expenditure for reimbursement has occurred.

Based on the award amount of less than $10 million, the Government is eligible under the Final Rule to claim the full award amount in conjunction with the rules for revenue replacement, which presumes that up to $10 million in revenue has been lost due to the public health emergency and recipients are permitted to use that amount (not to exceed the award amount) to fund "government services."

The Treasury has indicated that the standard allowance provides an estimate of revenue loss that is based on an extensive analysis of average revenue loss across states and localities, and offers a simple, convenient way to determine revenue loss.

With respect to revenue loss, the Treasury has also clarified that recipients can use CSLFRF funds on government services up to the revenue loss amount, which in this case will be under the standard

EXHIBIT 1

allowance for the full award amount. Government services generally include any service traditionally provided by a government, unless Treasury has stated otherwise. The Treasury's guidance has indicated the following common examples of eligible uses and explicitly prohibited uses related to the provision of government services as follows:

Common Examples	Prohibited Uses
Construction of schools and hospitals Road building and maintenance, and other infrastructure Health services General government administration, staff, and administrative facilities Environmental remediation Provision of police, fire, and other public safety services (including purchase of fire trucks and police vehicles)	Offset a reduction in net tax revenue Deposit into pension funds ("extraordinary" deposits; routine annual contributions are identified to be a permitted use) Debt service and replenishing financial reserves Settlements and judgments

Under these rules, revenue will be recognized (to the extent of eligible expenditures) once the eligible expenditures are identified and reported to the Treasury as the applicable use of the funds.

Expenditure Authorization

For revenues earned and recognized through the revenue replacement criteria, such funds shall be identified for reporting purposes to comply with the standard allowance to use the funds on government services in the following priority order:

- Regular salary and benefits of the Town's employees.
- Other eligible government services expenditures.

Economic Impact of ARPA CSLFRF Funding

Because the use of the CSLFRF funds made available through revenue replacement for planned expenditures will effectively create an unplanned surplus of unrestricted reserves, it has been identified as a priority to still track the Government's usage of the "economic impact" of the CSLFRF funds.

To provide for additional accountability and transparency over the use of the CSLFRF funds and to clearly demonstrate that the funds are not being used to offset a net reduction in tax revenue, the following steps are being taken:

- Creation of a separate accounting fund to track the usage and disposition of the net revenue, or "ARPA economic impact", of the CSLFRF funds.
- Internal commitment of revenues for "ARPA transition". Any expenditures deemed to be made out of ARPA transition funds shall be approved by the Town Council.

Moved by: Council Member Wilson
Seconded by: Mayor Pro Tem Castleberry
Adopted Resolution# AL2022-06-08 Adopting the ARPA Grant Accounting Policy as presented.

CARRIED UNANIMOUSLY

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b) Discussion and Consideration of Adopting Budget Amendment for Fiscal Year Ending June 30, 2022 ~ (BA 2022 04).

Ms. Batten explained that some expenditures in the parks and recreation department needed to be reappropriated. No further discussion.

Mayor Mulhollem called for a motion to adopt Budget Amendment, BA 2022 04, as presented.

Adopted Budget Amendment (BA 2022 04) appears as follows:

BA 2022 04

Town of Archer Lodge
Fiscal Year Ending June 30, 2022

Budget Amendment # BA 2022 04
Date: 08-Jun-22

Gen Fund

Account	Account Number	Budget	Amendment	Amended Budget
Revenues:				
Gen/Miscellaneous Revenues	10-3800-0000	-	100.00	100.00
Total Increase (Decrease) in Revenues			100.00	
Expenditures:				
Gen/Parks & Rec/Salaries (Part-Time)	10-6120-1220	4,000.00	(3,000.00)	1,000.00
Gen/Parks & Rec/Professional Fees	10-6120-1900	5,000.00	3,100.00	8,100.00
Gen/Parks & Rec/Supplies	10-6120-2000	-	10,000.00	10,000.00
Gen/Parks & Rec/Contracted Services - ALCC	10-6120-3500	40,000.00	(10,000.00)	30,000.00
Total Increase (Decrease) in Expenditures			100.00	
			-	

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

Adopted this 8th day of June 2022

ATTEST: Kim P. Batten
Kim P. Batten, Town Clerk

TOWN OF ARCHER LODGE
Est. 2009
NORTH CAROLINA

Matt Mulhollem
Matthew B. Mulhollem, Mayor

Mike Gordon
Mike Gordon, Budget Officer

Moved by: Council Member Wilson
Seconded by: Council Member Purvis
Adopted Budget Amendment for Fiscal Year Ending June 30, 2022 (BA 2022 04) as presented.

CARRIED UNANIMOUSLY

c) Discussion and Consideration of Appointing an Assistant Town Administrator in the Absence of the Town Administrator

Mr. Gordon conveyed that due to unforeseen circumstances that might arise, the Town Council should consider having an Assistant Town Administrator for staff and citizens.

Mayor Mulhollem opened the floor for discussion regarding:

- No salary adjustment.
- The position that is next in command be considered for the duties of assistant administrator.
- Assistant Town Administrator duties may be appointed to a position and not to an individual due to the chance of an employee leaving their position.
- Consensus that the Finance Officer serves as the Assistant Town Administrator.

Mayor Mulhollem confirmed with Ms. Batten if she would be willing to also serve as Assistant Town Administrator and she agreed. No further discussion.

Mayor Mulhollem called for a motion for the Finance Officer to also serve as the Assistant Town Administrator and currently, that would be Ms. Kim P. Batten.

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

Appointed the Position of Finance Officer to also Serve as Assistant Town Administrator during the Absence of the Town Administrator, which currently would be Ms. Kim P. Batten.

CARRIED UNANIMOUSLY

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d) Discussion and Consideration of Approving Two New Positions as Recommended by the Town Administrator and Prepared by the MAPS Group to Incorporate with the Town's Classification and Pay Plan.

- **Human Resources Officer / Town Clerk**
- **Parks Maintenance Specialist**

Mr. Gordon shared that these positions had been discussed with the Town Council recently and are vital roles that need to be considered due to the growth in town and prior to the Town Park opening. Discussion followed.

Mayor Mulhollem called for a motion to approve the two new positions of Human Resources Officer/Town Clerk and Parks Maintenance Specialist.

The Approved Human Resources Officer/Town Clerk duties appear as follows:

HUMAN RESOURCES OFFICER/TOWN CLERK

General Statement of Duties

Performs professional and administrative work in managing the human resources systems for the Town; serves in the statutory role of Town Clerk.

Distinguishing Features of the Class

An employee in this class plans, organizes, develops, and implements a variety of human resources management programs designed to help the Town achieve its mission and vision. Work includes developing policies and programs, facilitating the identification and removal of barriers to productivity in the organization, and planning for the implementation of personnel practices with management and employees. Functions performed include compensation and rewards programs, employee relations, training and development, recruitment and selection, benefits administration, performance evaluation programs, and personnel records management. In addition, the employee serves in the statutory role of Town Clerk. Work as Town Clerk includes responsibility for keeping the minutes of the Board meetings and of other advisory board meetings, and for the publication, indexing, filing and safekeeping of all Board proceedings in accordance with general statutes and local ordinances. Work in HR requires an understanding of organization development, human behavior, the laws and regulations affecting the human resources management field, considerable judgment and initiative in the development of programs and policy interpretation and application, and analytical skills and sound judgment in maintaining confidentiality regarding personnel actions. Work as Town Clerk requires understanding of public records, public meetings and records retention laws and regulations as well as ability to meet the administrative needs of the Mayor and Board. Work is performed under the supervision of the Town Administrator and is evaluated by discussion, reports, observation, and feedback from managers and employees.

Duties and Responsibilities

Essential Duties and Tasks

Develops, plans and implements goals and objectives, policies and priorities of the human resources programs designed to help the organization achieve its mission.

Develops, implements, and administers a wide variety of human resources systems designed to hire, train, motivate and retain employees; works with management, department heads, supervisors, and employees in identifying and addressing conflict, communications barriers, teambuilding needs or other problems that negatively impact employee engagement, morale and productivity; facilitates conflict resolution and problem-solving regarding issues that detract management and/or employees from a high level of motivation and productivity; assists with determining appropriate disciplinary and grievance responses; coordinates employee newsletters.

Serves as official custodian of all public records including ordinances, proclamations, resolutions, contracts, agreements, and minute books; maintains Town seal; performs statutory responsibilities; executes legal documents by affixing the proper signatures of Town officials, the Town seal, and attesting to their compliance with general statutes and local ordinances; advertises official meetings; coordinates preparation of Board agendas; attends Board meetings and necessary committee meetings of the Board; prepares minutes of these meetings; processes all ordinances, resolutions, and other actions of the Board; coordinates agenda preparation, publication, and distribution with Town Administrator; arranges for legal notices and press packets; maintains lists of various appointed boards and commissions; tracks document retention requirements; coordinates preservation of documents with the state Department of Archives.

Participates as part of the Town=s management team; develops and recommends HR programs and policies; researches existing and new programs for alternative and innovative proposals; seeks legal advice, as necessary; advises the Town Administrator and Board on human resource

Human Resource Officer/Town Clerk
Page 2

management issues; confers with department heads on policy issues and interpretation; advises employees on HR policy and program matters.

Coordinates the recruitment and selection programs for the town; writes advertisements; screens applications; assists with developing and reviews interview questions; participates in interviews when needed; coaches supervisors and managers in effective and legal hiring practices; maintains records and checks for adverse impact; assists with reviewing screening methods for job-relatedness and effectiveness; coordinates or assists with promotional processes.

Administers the classification and pay system; reviews requests for new positions and allocates to existing classification plan or recommends new classes within the plan structure; recommend market adjustments and other compensation programs and changes.

Conducts training needs assessments and provides or coordinates training for employees and managers; ensures appropriate supervisory skills development; develops and conducts employee orientation and other related programs to orient employees to the culture and values of the organization; coordinates team-building in various departments or in the management team.

Provides internal consultation on performance evaluation program, performance pay program, various incentive and recognition programs; participates in determining if programs achieve objectives and are consistent with organizational vision and values.

Reviews, researches, and recommend various benefits programs; coordinates open enrollment processes; coordinates worker=s compensation programs; ensures cost effectiveness of structure and providers of benefits; plans and provides wellness programs.

Ensures compliance with all federal, state, and local laws, regulations, and guidelines; maintains vigilance on court cases and legislation; researches and implements changes in laws and regulations; coordinates alcohol and substance abuse testing; coordinates HIPAA, ADA, FMLA and other compliance.

Conducts employee exit interviews and evaluates information for needed organizational interventions.

Establishes and maintains a wide variety of records; prepares interpretive reports and recommendations.

Participates in payroll preparation as needed.

Additional Job Duties

Backs up other staff as needed.

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Thorough knowledge of the theory, principles and practices of human resource management, including the functional areas cited, and human behavior.

Thorough knowledge of the laws, principles, court cases, and regulations that apply to HR policies and practices in the public sector.

Considerable knowledge of human resource information systems.

Considerable knowledge of modern and effective supervisory principles and practices including leadership, motivations, communications, discipline, performance management, coaching and evaluation.

Considerable knowledge of the laws and procedures applicable to the work of Town Clerks as defined in the NC General Statutes.

Knowledge of public administration including local government structures and budgeting.

Some knowledge of organization development and organizational psychology including organizational climate and employee engagement development.

Some knowledge of principles of organization and management and statistical concepts and

Human Resource Officer/Town Clerk
Page 3

methods.

Skill in problem-solving, group facilitation, public speaking and collaborative conflict resolution.

Skill in document production, proofing and developing official minutes of Board meetings.

Ability to establish and maintain an effective HR program, and to provide management with costs projections, statistical trends, program accomplishments and recommendations for implementing new programs.

Ability to develop long term plans and goals for the human resources programs.

Ability to analyze facts, programs, organizational issues, and benefits costs and make recommendations and reports in oral and written forms.

Ability to maintain the confidentiality of personnel records and discussions.

Ability to establish and maintain effective working relationship with other officials, department heads, employees, and the general public.

Ability to be innovative and creative in designing new programs, proposing policy changes, and recommending motivational and organizational development to managers.

Physical Requirements

Must be able to perform the basic life operational skills of climbing, stooping, kneeling, crouching, reaching, standing, walking, fingering, grasping, talking, hearing and repetitive motions.

Must be able to perform medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift objects.

Must possess the visual acuity to prepare and analyze data and figures, perform accounting tasks, operate a computer terminal, and do extensive reading.

Desirable Education and Experience

Graduation from a four-year college or university with a major in human resource management, public or business administration, psychology, or related human service field and considerable experience of a progressively responsible nature in human resource management; or an equivalent combination of education and experience. Prefer Master of Public Administration degree.

Special Requirement

Possession of a valid NC driver's license.

Ability to obtain IPMA certification.

Ability to obtain Municipal Clerk certification.

Archer Lodge
2022

The Approved Parks Maintenance Specialist duties appear as follows:

PARKS MAINTENANCE SPECIALIST

General Statement of Duties

Performs a variety of skilled, semi-skilled and manual labor tasks in the maintenance and repair of Town recreational facilities, parks, and grounds; serves as lead worker.

Distinguishing Features of the Class

An employee in this class leads and participates in a variety of skilled, semi-skilled and manual labor tasks related to the maintenance and repair of parks and recreational facilities. The employee leads temporary staff and makes assignments and determines priorities and assures maintenance and repairs meet departmental standards. Work varies by season but includes performing various landscaping and horticultural tasks, performing building maintenance tasks, mowing grass, marking ball fields and operating equipment. The employee also performs unskilled to semi-skilled trades repairs. Work subjects the employee to inside and outside environmental conditions, extremes in temperatures, and hazards associated with equipment operation including fumes, oils, gases and mists. Work is performed under the supervision of the Parks and Recreation Director and is evaluated through regular project updates, direct observation, citizen comments and quality and quantity of work produced.

Duties and Responsibilities

Essential Duties and Tasks

Leads temporary workers and participates in a variety of grounds maintenance and landscape tasks such as cutting grass, mulching, watering, pruning, seeding, fertilizing and trimming and maintaining trails and park areas; applies herbicides and pesticides.

Leads and participates in the dragging, lining and preparation of athletic fields for play; insures field is safe and not too wet, soft or have rocks or holes; mounts bases.

Leads and participates in a variety of building maintenance and cleaning activities for the Parks and Recreation buildings, comfort stations, concession stands, parks facilities and other related structures; performs unskilled to semi-skilled carpentry, painting, masonry and plumbing repairs such as replacing irrigation system heads and fittings, replacing sink parts, replacing and unstopping water and sewer lines, repairing concession stands, etc.; cleans and stocks comfort stations and bathrooms; empties trash cans; repairs graffiti.

Operates a variety of equipment to mow grass and maintain fields; uses chain saws, weed eaters and other light equipment to cut, prune and trim shrubbery and trees; rakes leaves, and removes fallen limbs and trash; operates backhoe to remove stone, snow, or for other purposes; operates tractors to landscape, rake and mow.

Performs equipment repair and maintenance duties on equipment such as tractors, mowers; changes blades and filters, makes belt changes and adjustments; lubricates equipment.

Keeps records and prepares reports on division activities such as jobs and materials, playground checks, service records on equipment and vehicles, and time worked; purchases basic supplies and makes recommendations to Director on larger purchases.

Handles requests for service and complaints concerning facility and grounds operations.

Inspects parks and facilities for safety and makes records for liability purposes; instructs workers and inspects work for adherence to procedures and standards and to assure safe working practices are followed.

Additional Job Duties

Performs related duties as required.

Parks Maintenance Specialist
Page 2

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Considerable knowledge of the methods, tools, and equipment utilized in parks, grounds, and facility maintenance and repair.

Considerable knowledge of the work hazards and applicable safety standards associated with facility and parks maintenance and repair.

Considerable knowledge of the operation of equipment such as tractor, mower, and other equipment operated.

Considerable knowledge of cleaning chemicals and pesticide application and ability to obtain necessary State license.

Some knowledge of turf management and plant installation and maintenance.

Some knowledge of the application of information technology to the work.

Skill in the operation of equipment and tools utilized within the section.

Skill in collaborative conflict resolution.

Skill in unskilled to semi-skilled trades work including carpentry, plumbing, and masonry.

Ability to assign and supervise the work of subordinates and to instruct them in proper work and safety methods and procedures.

Ability to establish and maintain effective working relationships with other employees and subordinates.

Ability to use chemical and pesticides properly and in accordance with State rules and regulations.

Physical Requirement

Must be able to perform the basic life operational functions of stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/up to 10 pounds of force constantly to move objects.

Must possess the visual acuity to operate equipment hand tools, equipment and computer, to maintain records, to analyze data and maps, to perform skilled trades tasks, and to inspect worksites.

Desirable Education and Experience

Graduation from high school and considerable experience in the area of parks and recreations maintenance or closely related fields such as landscaping, horticulture, or maintenance, preferably including some supervisory experience or training; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina commercial driver's license prior to completion of probationary period.

Ability to obtain a Pesticide Applicators license within timeframe set by Town.

Ability to obtain a Playground Maintenance certificate within timeframe set by Town.

Archer Lodge
2022

The Approved 2021-2022 List of Classes and Salary Schedule for the Two New Positions appear as follows:

Town of Archer Lodge
List of Classes Arranged by Grade
2021-2022

GRADE	CLASSIFICATION	FLSA STATUS	HIRING RATE	MAXIMUM
14			31,483	47,225
15			33,057	49,586
16	Parks Maintenance Specialist		34,710	52,065
17	Deputy Town Clerk		36,446	54,669
18			38,268	57,402
19			40,181	60,272
20			42,190	63,285
21			44,300	66,450
22			46,515	69,773
23			48,841	73,262
24			51,283	76,925
25			53,847	80,771
26	Parks and Recreation Director	E	56,539	84,809
27	Town Planner	E	59,366	89,049
	HR Officer/Town Clerk	E		
28	Finance Officer/Town Clerk	E	62,334	93,501
29			65,451	98,177
30			68,724	103,086
31			72,160	108,240
32			75,768	113,652
33	Town Administrator	E	79,556	119,334
34			83,534	125,301
35			87,711	131,567

E = Exempt from the Wage and Hour Provisions of the Fair Labor Standards Act (FLSA)

Town of Archer Lodge
Salary Schedule
2021-2022

GRADE	HIRING RATE	MINIMUM	MID POINT	MAXIMUM	GRADE
10	25,901	27,196	32,377	38,852	10
11	27,196	28,556	33,995	40,794	11
12	28,556	29,984	35,695	42,834	12
13	29,984	31,483	37,480	44,976	13
14	31,483	33,057	39,354	47,225	14
15	33,057	34,710	41,322	49,586	15
16	34,710	36,446	43,388	52,065	16
17	36,446	38,268	45,558	54,669	17
18	38,268	40,181	47,835	57,402	18
19	40,181	42,190	50,227	60,272	19
20	42,190	44,300	52,738	63,285	20
21	44,300	46,515	55,375	66,450	21
22	46,515	48,841	58,144	69,773	22
23	48,841	51,283	61,052	73,262	23
24	51,283	53,847	64,104	76,925	24
25	53,847	56,539	67,309	80,771	25
26	56,539	59,366	70,674	84,809	26
27	59,366	62,334	74,208	89,049	27
28	62,334	65,451	77,918	93,501	28
29	65,451	68,724	81,814	98,177	29
30	68,724	72,160	85,905	103,086	30
31	72,160	75,768	90,200	108,240	31
32	75,768	79,556	94,710	113,652	32
33	79,556	83,534	99,445	119,334	33
34	83,534	87,711	104,418	125,301	34
35	87,711	92,097	109,639	131,567	35
36	92,097	96,702	115,122	138,146	36
37	96,702	101,537	120,878	145,053	37
38	101,537	106,614	126,922	152,306	38
39	106,614	111,945	133,268	159,921	39
40	111,945	117,542	139,932	167,918	40
41	117,542	123,419	146,928	176,313	41

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

Approved the Human Resources Officer/Town Clerk and the Parks Maintenance Specialist Job Descriptions along with the 2021-2022 Town's Classification and Pay Plan as Recommended by the Town Administrator and Prepared by the MAPS Group.

CARRIED UNANIMOUSLY

e) Discussion and Consideration of Amending the 2022 Regular Town Council Meeting Schedule.

Ms. Batten conveyed that the Monday, June 6, 2022 Regular Town Council Meeting was cancelled due to not having a quorum. Attorney Burrell confirmed, according to Ms. Batten, that the Town Council must Adopt a Revised 2022 Regular Town Council Meeting Schedule which shows the change of the Regular Town Council Meeting scheduled for Monday, June 20, 2022. Mayor Mulhollem opened the floor for discussion. Discussion followed.

Mayor Mulhollem called for a motion to adopt the revised Town Council meeting schedule as shown.

The Amended 2022 Regular Town Council Meeting Schedule appears as follows:

~ REVISED ~ ~ REVISED ~

TOWN OF ARCHER LODGE

2022 Town Council Meetings

TOWN OF ARCHER LODGE 2022 CALENDAR TOWN COUNCIL MEETINGS			
MONTH	REGULAR MEETING	WORK SESSION	BUDGET RETREAT
January	~~Monday, Jan 3~~		
January	Tuesday, Jan 18		
February	Monday, Feb 7		Monday, Feb 21
March	Monday, Mar 7		Monday, Mar 21
April	Monday, Apr 4	Monday, Apr 18	
May	Monday, May 2	~~Monday, May 16~~	
June	~~Monday, Jun 6~~		
June	Monday, Jun 20		
July	Monday, Jul 11		
August	Monday, Aug 1		
September	Tuesday, Sep 6	Monday, Sep 19	
October	Monday, Oct 3	Monday, Oct 17	
November	Monday, Nov 7		
December	Monday, Dec 5		

Regular Council Meetings are held the first Monday of the month.
Work Sessions, when scheduled, are held the third Monday of the month.
Annual Budget Retreat meeting is held in February.
Meetings begin at 6:30 p.m. and held
in the Jeffrey D. Barnes Council Chambers located at
Archer Lodge Town Hall
14094 Buffalo Road, Archer Lodge, NC,
unless otherwise noted.

In accordance with NC GS 143-318.10, this is an official meeting of the Archer Lodge Town Council and it is open to the public.
www.archerlodgenc.gov

~ REVISED ~ ~ REVISED ~

Mayor Mulhollem called for 3-minute break before continuing to Item 3 on the Agenda.

Moved by: Council Member Wilson
Seconded by: Mayor Pro Tem Castleberry
Amended the 2022 Regular Town Council Meeting Schedule as presented.

CARRIED UNANIMOUSLY

3. PRESENTATION:

a) Proposed Annual Budget Ordinance Presentation for Fiscal Year Ending June 30, 2023 ~

Mike Gordon, Budget Officer/Town Administrator
Kim Batten, Finance Officer/Town Clerk

Mr. Gordon commended Ms. Batten for her preparation of the budget. He began the presentation by reading the 2022-2023 Fiscal Year Annual Budget Message which appears as follows:

TOWN OF ARCHER LODGE
14094 Buffalo Road
Archer Lodge, NC 27527
Main: 919-359-9727
Fax: 919-359-3333

Mayor:
Matthew B. Mulhollem

Council Members:
Clyde B. Castleberry
Mayor Pro Tem
Teresa M. Bruton
J. Mark Jackson
James L. (Jim) Purvis, III
Mark B. Wilson

Annual Budget Message
2022-2023 Fiscal Year Budget

To: Honorable Mayor and Members of the Archer Lodge Town Council
Archer Lodge, North Carolina

From: Mike Gordon, Budget Officer/Town Administrator

Date: June 8, 2022

Following this budget message for your review and consideration, you will find the proposed Annual Budget for fiscal year 2022-2023 for the Town of Archer Lodge in the amount of $3,509,125. This amount includes considerations from the following funds:
1) General Fund, 2) Capital Reserve Fund, 3) Park Reserve Fund, and 4) Public Safety Reserve Fund.

Following several Budget Planning Sessions/Discussions held back on 21 February 2022, 21 March 2022 and continued at the Regular Council meeting on 4 April 2022, Ms. Batten, Finance Officer, along with myself examined comments and notations mentioned during this budgeting process. Ms. Batten's approach for our budget workshops has truly assisted the Town Council and staff in understanding the process, the budget worksheets, and delving into the computations of budgeting. Also, it provides many discussions for each department which changes, and considerations are notated. Following several drafts, meetings, and conversations, I feel certain that the proposed budget best represents the current suggestions from the Town Council and the current needs for the citizens of the Town of Archer Lodge and keeps the current tax rate of $0.22/$100.

As in the past the budget messages, tables best represent an overview of projected revenues and anticipated expenditures for the four funds for fiscal year ending June 30, 2023.

The following tables below represent the **General Fund 10**:

General Fund 10 Revenue Sources:	Prior Year (FY 2020-2021) Actual Revenues	Current Year (FY 2021-2022) Revenues as Amended	Proposed Projected Revenues (FY 2022-2023)
Ad Valorem Taxes	$ 869,422.00	$ 889,450.00	$ 901,000.00
Unrestricted Intergovernmental	$ 486,462.00	$ 454,300.00	$ 465,500.00
Restricted Intergovernmental	$ 52,901.00	$ 52,250.00	$ 51,500.00
Permits and Fees	$ 48,810.00	$ 21,100.00	$ 85,500.00
Investment Earnings	$ 4,281.00	$ 4,000.00	$ 4,500.00
Miscellaneous	$ 265.00	$ -	$ -
Transfer From Other Funds	$ 65,099.00	$ 183,750.00	$ 351,600.00
Funds from Grants (ARPA & JoCo Open Space)	$ -	$ 1,900,427.00	$ 608,900.00
Fund Balance Appropriated	$ -	$ 82,145.00	$ 546,025.00
Total Revenues / Estimated Resources	**$ 1,527,240.00**	**$ 3,587,422.00**	**$ 3,014,525.00**

General Fund 10 Expenditures:	Prior Year (FY 2020-2021) Actual Expenditures	Current Year (FY 2021-2022) Expenditures as Amended	Proposed Anticipated Expenditures (FY 2022-2023)
General Government	$ 402,049.00	$ 536,115.00	$ 573,515.00
Public Safety	$ 350,100.00	$ 395,250.00	$ 567,200.00
Transportation	$ 18,787.00	$ 52,600.00	$ 28,500.00
Economic & Physical Development (P/Z)	$ 138,048.00	$ 182,295.00	$ 236,930.00
Cultural and Recreation	$ 85,381.00	$ 194,750.00	$ 233,940.00
Debt Service	$ 145,062.00	$ 140,985.00	$ 136,940.00
Capital Outlay			$ 460,000.00
Transfer To Other Funds	$ 255,445.00	$ 2,085,427.00	$ 777,500.00
Total Estimated/Appropriated	**$ 1,394,872.00**	**$ 3,587,422.00**	**$ 3,014,525.00**

QUICK POINTS OF THE GENERAL FUND:

- Annual Events: Shredding Event/Food Truck (Fall), Outdoor Entertainment/Band (Fall) & Park Grand Opening (Spring)
- Property/Liability Insurance (15%) and Workers Comp Insurance (374%) increases
- Council Chambers Furnishings
- New Hires: ASAP – Human Resources Officer / Town Clerk
  Oct '22 – Parks & Recreation Director

QUICK POINTS OF THE GENERAL FUND (continued):

- New Hires: Jan '23 – Town Administrator (Full-Time)
  Jan '23 – Parks Maintenance Specialist (Full-Time)
- Current Staff: 3% COLA
  2% 401K Increase and No Merit Increase in Jan '23
- Mayor/Town Council: $50/month increase
- Planning Board/
  Board of Adjustment Members: $50/meeting (increased $10)
- Parking Lot at the Corner of Town Property – Archer Lodge Rd/Buffalo Rd
- Concrete Parking Pad at the Veterans Memorial
- Law Enforcement Consideration = 7 days a week / 12 daylight hours a day
- All Utilities in Public Buildings increased due to estimates used for new park and park maintenance building/office/picnic shelter/restrooms
- New Park Professional Fees – Design/Engineering Services (phase 2, phase 3, etc.)
- Parks & Rec Department – small equipment for office and park maintenance equipment
- Parks & Rec Department – Ford F250 Truck, Hauling Trailer, Zero Turn Mower, Continue Lease on Reel Mower (currently ALCC's)
- New Park – Enwood Picnic Shelter Only (81% funded by Jo Co Open Space Grant)
- Tax Rate – Remains at $0.22

The following table below represents the **Capital Reserve Fund 30**:

Capital Reserve Fund 30:	Proposed Estimated Revenues (FY 2022-2023)	Proposed Estimated Expenditures (FY 2022-2023)
Investment Earnings	$ 1,000.00	$ -
Transfer from General Fund 10	$ 25,000.00	$ -
Fund Balance Appropriated	$ 65,600.00	$ -
Transfer to General Fund 10	$ -	$ 91,600.00
Revenue Totals = Expenditure Totals	**$ 91,600.00**	**$ 91,600.00**

QUICK POINTS OF THE CAPITAL RESERVE FUND:

- Continue Annual Transfer of $25,000
- Utilize Capital Reserve Funds for purchasing Capital (truck, trailer, mower, balance left owing on picnic shelter) listed in the General Fund for the Parks & Rec Dept as mentioned above

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The following table below represents the **Park Reserve Fund 31**:

Park Reserve Fund 31:	**Proposed Estimated Revenues (FY 2022-2023)**	**Proposed Estimated Expenditures (FY 2022-2023)**
Investment Earnings	$ 1,000.00	$ -
Transfer from General Fund 10	$ 202,000.00	$ -
Transfer to General Fund 10	$ -	$ 60,000.00
Transfer to Archer Lodge Town Prk Fnd 41	$ -	$ 143,000.00
Revenue Totals = Expenditure Totals	**$ 203,000.00**	**$ 203,000.00**

QUICK POINTS OF THE PARK RESERVE FUND:

- Transfer from General Fund consists of:
  Three Cents Property Taxes Estimate = $124,000
  Fee in Lieu of Rec – 52 Lots @ $1,500 = $ 78,000
- Transfer to General Fund – Loan Payment on Park Land $60,000
- Transfer to Archer Lodge Town Park – Town's Portion on PARTF Grant (amount was entered to balance fund)

The following table below represents the **Public Safety Reserve Fund 32**:

Public Safety Reserve Fund 32:	**Proposed Estimated Revenues (FY 2022-2023)**	**Proposed Estimated Expenditures (FY 2022-2023)**
Investment Earnings	$ 1,000.00	$ -
Transfer from General Fund 10	$ 25,000.00	$ -
Fund Balance Appropriated	$ 174,000.00	$ -
Transfer to General Fund 10	$ -	$ 200,000.00
Revenue Totals = Expenditure Totals	**$ 200,000.00**	**$ 200,000.00**

QUICK POINTS OF THE PUBLIC SAFETY RESERVE FUND:

- Continue Annual Transfer of $25,000
- Utilize Public Safety Reserve Funds for the General Fund Public Safety / Law Enforcement Consideration = 7 days a week / 12 daylight hours a day

The following table below summarizes the **Proposed Annual Budget for Fiscal Year Ending June 30, 2023:**

Total Proposed Annual Budget for All Funds (FY 2022-2023)	Total Proposed Estimated Revenues for All Funds	Total Proposed Estimated Expenditures for All Funds
Revenue Totals = Expenditure Totals	$ 3,509,125.00	$ 3,509,125.00

Below you'll find a table that represents the Ad Valorem Tax Revenues projected in the budget however with a conservative figure.

Date	Type	Net Assessed Value	Provided By	Levy $0.22 / $100
12/31/2021	Motor Vehicles	$ 56,210,926	Jo Co Tax Office	$ 123,664
08/31/2021	Public Service Companies	$ 2,455,476	NC Dept of Rev	$ 5,402
05/20/2022	Real and Personal Property	$ 360,672,457	Jo Co Tax Office	$ 793,480
07/01/2021	TOTAL	$419,338,859		$ 922,586
PROPOSED	AD VALOREM	TAXES	CONSERVATIVE	$ 899,000

The final table and an important one is the Town's **Debt Service**:

LOAN	LENDER	BALANCE BEFORE PAYMENT	PAYMENT DUE	FY 2021-2022	BALANCE AFTER PAYMENT
Town Hall	BB&T Gov't	$ 166,667	03/22/23	$ 39,017	$ 133,333
Park Loan	M/M G. Smith	$ 250,000	08/20/22	$ 60,000	$ 200,000
Town Hall Expansion	KS Bank	$ 324,000	09/10/22	$ 37,919	$ 297,000
TOTAL		$ 740,667		$136,936	$ 630,333

In closing, the proposed budget in the General Fund for fiscal year ending June 30, 2023 shows a decrease of <$572,897> over the current year's amended budget of $3,587,422 as pictured below:

Current Year (FY 2021-2022) Revenues as Amended	Proposed Projected Revenues (FY 2022-2023)
$ 3,587,422.00	$ 3,014,525.00

However, the current fiscal year revenues as amended includes the following:

1. SCIF Grant Received - $850,000
2. ARPA (2nd Half) Not Received in FY22 but expected in FY23 - $525,500

By removing those two amounts from the current fiscal year amended total, a more accurate comparison of the current year (FY22) with the proposed fiscal year (FY23) exists. The adjusted total for FY22 would be $2,211,922 to compare with the proposed budget total for FY23 of $3,014,525. The proposed budget for fiscal year ending June 30, 2023 is roughly 36.29% higher than the adjusted total as explained. This proposed budget has $460,000 in capital improvements as well as the salaries and benefits of three full-time (1 - Administration Department & 2 - Parks & Rec Department) human capital improvements which is phased in throughout the fiscal year.

Due to my announced resignation as of December 31, 2022, this will be my last budget message as your Town Administrator/Budget Officer, and I know the proposed budget before you this evening is the Town of Archer Lodge's highest ever. Nothing was left out of this budget, as you can see. If it was mentioned at the budget discussions or to Ms. Batten or me, it's in there. In the beginning of exploratory, the community/citizens, at the time, wanted to incorporate and we did. They wanted a park and we got land and we're moving dirt. As you review this budget, I strongly remind you to remember the movie, ***Field of Dreams***, and as Kevin Costner said, **"If you build it, they will come,"** and by the amounts in this budget, we are building for sure and planning ahead, because population is up and will continue to grow. The fields that we once knew as younger boys and girls are few and far between in the Archer Lodge town limits and those that can make Archer Lodge a better community in the next 10 – 20 years are in these Council Chambers and that's you Mayor/Council.

Many thanks to our Finance Officer and staff for their dedication and service during the last year but especially during the entire COVID pandemic. They endured trials and maintained continuous workflow without interruptions and are very dedicated to the Town of Archer Lodge. Lastly, thanks to Mayor and Council for their support during my tenure. My only hope is that I leave Archer Lodge a better place to live and play because it will forever be, **MY HOME!**

Respectfully submitted,

Mike Gordon
Budget Officer/Town Administrator

The Proposed Annual Budget Ordinance for Fiscal Year July 1, 2022 to June 30, 2023 appears as follows:

Town of Archer Lodge, North Carolina

ANNUAL BUDGET ORDINANCE

Fiscal Year July 1, 2022 to June 30, 2023

BE IT ORDAINDED by the Town Council of the Town of Archer Lodge, Johnston County, North Carolina, pursuant to §159-7 thru §159-17, that: (1) the sum of estimated net revenues and appropriated fund balance in each fund shall be equal to expenditures in each fund for Fiscal Year 2022~2023; and (2) departmental expenditures for the fiscal year shall not exceed the estimated departmental totals as depicted below and on the following pages: General Fund 10 = $3,014,525; Capital Reserve Fund 30 = $91,600; Park Reserve Fund 31= $203,000; and Public Safety Reserve Fund 32 = $200,000; all funds totaling a **Budget Ordinance of $3,509,125**; and (3) Revenues from the Ad Valorem Property Tax shall be levied in the amount of **$0.22 per $100 evaluation** consisting of $0.09 North Side Fire District Tax (appropriated in Public Safety for the North Side Fire & Rescue), $0.03 Park Reserve Fund 31 Designation and General Fund 10 receiving the balance of $0.10.

General Fund 10

General Fund 10 Revenues:		Amount
Ad-Valorem Property Taxes	$	901,000
State Sales Tax Distributions		284,000
Unrestricted Intergovernmental Revenues		181,500
Restricted Intergovernmental Revenues		51,500
Permits and Fees		7,500
Fee in Lieu of Recreation		78,000
Investment Earnings		4,500
Grants Funding (ARPA & Jo Co Open Space)		608,900
Transfers in from Capital Reserve, Park Reserve & Public Safety Reserve Funds		351,600
General fund Balance Appropriated		546,025
Total Revenues	$	3,014,525

General Fund 10 Expenditures:		
General Government	$	858,515
Public Safety		567,200
Transporation/Streets - Public Works		28,500
Planning and Zoning		236,930
Parks and Recreation		408,940
Debt Service		136,940
Interfund Transfers to Cap Res Fund, Park Res Fund & Public Safety Res Fund		777,500
Total Expenditures	$	3,014,525
Revenues Over (Under) Expenditures		-

Town of Archer Lodge, North Carolina
ANNUAL BUDGET ORDINANCE
Fiscal Year July 1, 2022 to June 30, 2023

Capital Reserve Fund 30

	Amount
Capital Reserve Fund 30 Revenues:	
Investment Earnings	1,000
Total Revenues	$ 1,000
Capital Reserve Fund 30 Expenditures:	
N/A	
Total Expenditures	$ -
Revenues Over (Under) Expenditures	$ 1,000
Interfund Transfers:	
Capital Reserve Fund Balance Appropriation	$ 65,600
Transfer from General Fund 10	$ 25,000
Transfer to General Fund 10	$ (91,600)
Total Other Financing Sources (Uses):	$ (1,000)
Total Revenues Over (Under) Expenditures and Other Financing Sources (Uses)	$ -

PROPOSED

Town of Archer Lodge, North Carolina
ANNUAL BUDGET ORDINANCE
Fiscal Year July 1, 2022 to June 30, 2023

Park Reserve Fund 31

			Amount
Park Reserve Fund 31 Revenues:			
Investment Earnings			1,000
Total Revenues		$	1,000
Park Reserve Fund 31 Expenditures:			
Recreation Development			-
Total Expenditures		$	-
Revenues Over (Under) Expenditures		$	1,000
Interfund Transfers:			
Transfer from General Fund 10	$0.03 Tax/Fees-in-Lieu	$	202,000
Transfer to General Fund 10	Loan Payment	$	(60,000)
Transfer to Archer Lodge Town Park Fund 41		$	(143,000)
Total Other Financing Sources (Uses):		$	(1,000)
Total Revenues Over (Under) Expenditures and Other Financing Sources (Uses)		$	-

PROPOSED

Town of Archer Lodge, North Carolina
ANNUAL BUDGET ORDINANCE
Fiscal Year July 1, 2022 to June 30, 2023

Public Safety Reserve Fund 32

	Amount
Public Safety Reserve Fund 32 Revenues:	
Investment Earnings	$ 1,000
Total Revenues	$ 1,000
Public Safety Reserve Fund 32 Expenditures:	
Public Safety Development	-
Total Expenditures	$ -
Revenues Over (Under) Expenditures	$ 1,000
Interfund Transfers:	
Public Safety Reserve Fund Balance Appropriation	$ 174,000
Transfer from General Fund 10	$ 25,000
Transfer to General Fund 10	$ (200,000)
Total Other Financing Sources (Uses):	$ (1,000)
Total Revenues Over (Under) Expenditures and Other Financing Sources (Uses)	$ -

PROPOSED

DULY ADOPTED THIS _____ DAY OF JUNE 2022

TOWN OF ARCHER LODGE

Matthew B. Mulhollem, Mayor

ATTEST:

Michael A. Gordon, Budget Officer

Kim P. Batten, Town Clerk

Ms. Batten presented the Town Council with a copy of the Proposed Annual Budget books for Fiscal Year Ending June 30, 2023. Mr. Gordon asked Council to review the proposed budget that had been provided and please contact Staff with any questions or concerns. He conveyed that this proposed budget is different than past budgets and informed the Council that Staff will provide various scenarios to assist in removing items from the proposed budget in hopes to make it more "appealing."

Ms. Batten added a remark for terminology clarification. She noted that when you see the word "Fund Balance Appropriated" that is another word for "our piggy bank, savings" for that particular fund.

Mayor Mulhollem thanked Ms. Batten and Mr. Gordon for their preparation on the budget. He reiterated Mr. Gordon's suggestions for the Council to review the budget due to it having many new items and large projects. In addition, he stated that the Town Council should be prepared to discuss on Monday, June 20, 2022, at the Regular Town Council Meeting. Discussion followed.

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4. ADJOURNMENT:

a) Having no further business, Mayor Mulhollem asked for a motion to adjourn meeting.

Moved by: Mayor Pro Tem Castleberry
Seconded by: Council Member Bruton
Adjourned meeting at 8:04 p.m.

CARRIED UNANIMOUSLY

Matthew B. Mulhollem, Mayor

Kim P. Batten, Town Clerk

TOWN OF ARCHER LODGE

NORTH CAROLINA

Est. 2009