



Town of Archer Lodge

AGENDA

Regular Council Meeting

Thursday, February 5, 2026 @ 6:30 PM

Jeffrey D. Barnes Council Chambers

NCGS § 143-318.17. Disruptions of official meetings.

A person who willfully interrupts, disturbs, or disrupts an official meeting and who, upon being directed to leave the meeting by the presiding officer, willfully refuses to leave the meeting is guilty of a Class 2 misdemeanor.

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1. WELCOME/CALL TO ORDER:

- 1.a. Invocation
- 1.b. Pledge of Allegiance

2. APPROVAL OF AGENDA:

3. CONSENT AGENDA:

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- 3.a. Approval of Minutes
 - 13 December 2025 Special Meeting Minutes
 - 05 January 2026 Regular Meeting Minutes
 - 07 January 2026 Special Meeting Minutes
 - [Special Meeting - 13 Dec 2025 - Minutes - Pdf](#)
 - [Regular Council - 05 Jan 2026 - Minutes - Pdf](#)
 - [Special Meeting - 07 Jan 2026 - Minutes - Pdf](#)

4. OPEN FORUM/PUBLIC COMMENTS:

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

5. DISCUSSION AND POSSIBLE ACTION ITEMS:

27 - 36

- 5.a. Discussion and Possible Action on Making Appointments to the Planning Board and Board of Adjustment

(One term expiring 12/31/2027; One term expiring 12/31/28)

[Russ Austin 07.24.2025](#)

[Joe G. Creech 07.26.2025](#)

[Spencer Lane 07.28.2025](#)

[Hearbert Locklear 10.08.2025](#)

[Zane Pinckney 12.31.2025](#)

[Teresa Romano 10.05.2025](#)

- 37 5.b. Discussion and Possible Action on a Request for Disposition of Surplus Property Valued at Less than \$1,000
[Surplus Property Disposition 02.02.26](#)

6. CLOSED SESSION § 143-318.11(6):

7. ORGANIZATIONAL ITEMS:

- 7.a. Discussion and Possible Action on Approving the Contract of Employment for Town Administrator
7.b. Discussion and Possible Action of Appointing a Town Administrator
7.c. Administration of Oath of Office to the Town Administrator by Mayor Matthew B. Mulhollem

8. TOWN ATTORNEY'S REPORT:

9. INTERIM TOWN ADMINISTRATOR'S REPORT:

10. ASSISTANT TOWN ADMINISTRATOR/FINANCE OFFICER'S REPORT:

- 38 - 69 10.a. Interim Financial Reports
[December 2025 Interim Financials_GenFnd_CapResFnd_PrkResFnd_PublicSafeResFnd](#)
[December 2025 Interim Fund Balance Reserves for All Funds](#)
[SCIF Grant Information as of 1.29.26](#)
[24REDR Grant Information as of 1.29.26](#)

11. TOWN CLERK'S REPORT:

11.a. Update on NCDOT Pedestrian Safety Grant Program

12. HUMAN RESOURCE OFFICER'S REPORT:

13. TOWN PLANNER'S REPORT:

70 - 71

13.a. Animal Control Reports
[December Animal Control Report](#)

14. PARKS AND RECREATION DIRECTOR'S REPORT:

72 - 74

14.a. Discussion on a Food Truck Permitting Process
[Food Truck Agreement](#)
[Food Truck Operation Agreement Certificate](#)

15. MAYOR'S REPORT:

16. COUNCIL MEMBERS' REMARKS:

17. ADJOURNMENT:



Special Meeting - Minutes Saturday, December 13, 2025

COUNCIL PRESENT:

Mayor Mulhollem
Mayor Pro Tem Castleberry
Council Member Bruton
Council Member Davis
Council Member Echols
Council Member Jackson

STAFF PRESENT:

Mike Gordon, Interim Town Administrator
Cynthia Richardson-Brake, Human Resources Officer
Ben King, Town Clerk

COUNCIL ABSENT:

None

MEDIA PRESENT:

None

Page

1. WELCOME/CALL TO ORDER:

a) Invocation

Mayor Mulhollem called the meeting to order at 8:35 a.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. DISCUSSION AND POSSIBLE ACTION ITEMS:

3 - 8

a) Discussion and Possible Action on a Municipal Agreement between the NCDOT and the Town of Archer Lodge for the Purposes of Widening SR 1700 (Covered Bridge Road) from 0.1 miles West of SR 2685 (Helena Lane) to 0.1 miles East of SR 1003 (Buffalo Road)

Interim Town Administrator Mike Gordon explained to Council that this was brought to the Town by the NCDOT and it was requested that the Town approve the agreement by the end of the year. Council Member Bruton then asked several clarifying questions. Council Member Davis followed by asking several questions and voicing concerns of his. Mr. Gordon and Council Member Bruton answered the questions and discussion concluded.

Moved by Council Member Echols
Seconded by Council Member Bruton

Motion to Approve the Municipal Agreement

CARRIED UNANIMOUSLY

[DOT Municipal Agreement 12.13.2025 - Adopted & Signed](#)

3. CLOSED SESSION § 143-318.11(6):

- a) **Mayor Mulhollem advised Council to enter into Closed Session as permitted by § 143-318.11(a)(6).**

Moved by Mayor Pro Tem Castleberry

Seconded by Council Member Echols

Motion to Enter into Closed Session at 8:50 AM

CARRIED UNANIMOUSLY

- b) **Council Returned to Open Session at 3:21 PM**
-
-

4. ADJOURNMENT:

- a) Having no further business, Mayor Mulhollem called for a motion to adjourn.

Moved by Council Member Echols

Seconded by Council Member Bruton

Motion to Adjourn at 3:21 PM

CARRIED UNANIMOUSLY

Matthew B Mulhollem, Mayor

Ben King, Town Clerk

TRANSPORTATION IMPROVEMENT PROJECT –
MAINTENANCE ONLY
MUNICIPAL AGREEMENT
AGREEMENT ID # 13445

AGREEMENT OVERVIEW

NORTH CAROLINA
JOHNSTON COUNTY

DATE: 11/25/2025

PARTIES TO THE AGREEMENT:

PROJECT NUMBERS:

NORTH CAROLINA DEPARTMENT
OF TRANSPORTATION

TIP #: W-5703E

AND

TOWN OF ARCHER LODGE

The purpose of this Agreement is to identify the maintenance responsibilities of each party to this Agreement, as further defined in this Agreement.

SCOPE OF PROJECT (“Project”): The Project consists of widening SR 1700 (Covered Bridge Road) from 0.1 miles west of SR 2685 (Helena Lane) to 0.1 miles east of SR 1003 (Buffalo Road).

WORK REQUIRING MAINTENANCE: The Project shall include approximately 993 linear feet of sidewalk on the north side of SR 1700 (Covered Bridge Road) from SR 1702 (Archer Lodge Road) to SR 1003 (Buffalo Road).

EFFECTIVE DATES OF AGREEMENT:

START: Upon Full Execution of this Agreement

END: No End Date – Agreement in Place in Perpetuity.

This **Agreement** is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the **Department** and the Town of Archer Lodge, hereinafter referred to as the **Municipality**; and collectively referred to as the **Parties**.

The **Parties** to this Agreement, listed above, intend that this Agreement, together with all attachments, schedules, exhibits, and other documents that both are referenced in this Agreement and refer to this Agreement, represents the entire understanding between the **Parties** with respect to its subject matter and supersedes any previous communication or agreements that may exist.

**TRANSPORTATION IMPROVEMENT PROJECT –
MAINTENANCE ONLY
MUNICIPAL AGREEMENT
AGREEMENT ID # 13445**

I. WHEREAS STATEMENTS

WHEREAS, the **Department** has plans to make certain street and highway constructions and improvements within the **Municipality** under Project W-5703E, in Johnston County; and,

WHEREAS, the **Department** and the **Municipality** have agreed that the municipal limits, as of the date of the awarding of the contract for the construction of the above-mentioned project, are to be used in determining the duties, responsibilities, rights, and legal obligations of the **Parties** hereto for the purposes of this Agreement; and,

WHEREAS, this Agreement is made under the authority granted to the **Department** by the North Carolina General Assembly, including but not limited to, the following applicable legislation: General Statutes of North Carolina (NCGS), Section 136-66.1, Section 136-66.3, Section 160A-296 and 297, Section 136-18, and Section 20-169, to participate in the planning and construction of a Project approved by the Board of Transportation for the safe and efficient utilization of transportation systems for the public good; and,

WHEREAS, the **Parties** to this Agreement have approved the construction of said Project with cost participation and responsibilities for the Project as hereinafter set out.

NOW, THEREFORE, the **Parties** hereto, each in consideration of the promises and undertakings of the other as herein provided, do hereby covenant and agree, each with the other, as follows:

II. SCOPE OF THE PROJECT

The Project consists of The Project consists of widening SR 1700 (Covered Bridge Road) from 0.1 miles west of SR 2685 (Helena Lane) to 0.1 miles east of SR 1003 (Buffalo Road). As part of the Project the Department shall construct approximately 993 linear feet of sidewalk on the north side of SR 1700 (Covered Bridge Road) from SR 1702 (Archer Lodge Road) to SR 1003 (Buffalo Road).

III. PLANNING, RIGHT OF WAY AND UTILITIES

- A. The **Department** shall prepare the environmental and/or planning document, and obtain any environmental permits needed to construct the Project All work shall be done in accordance with departmental standards, specifications, policies and procedures.
- B. The Department shall be responsible for acquiring any needed right of way required for the Project. Acquisition of right of way shall be accomplished in accordance with the policies and procedures set forth in the North Carolina Right of Way Manual.

**TRANSPORTATION IMPROVEMENT PROJECT –
MAINTENANCE ONLY
MUNICIPAL AGREEMENT
AGREEMENT ID # 13445**

- C. Per General Statute 136-27.1, the Department will be responsible for relocating and adjusting municipally-owned (water and sewer) non-betterment utilities in conflict with the Project. The Municipality, without any cost or liability whatsoever to the Department, shall exercise any rights, which it may have under any franchise, to effect all necessary changes, adjustments, and relocations of telephone, telegraph, and electric power lines; underground cables, gas lines, and other pipelines or conduits; or any privately or publicly-owned utilities.

IV. CONSTRUCTION

The **Department** shall construct, or cause to be constructed, the Project in accordance with the plans and specifications of said Project as filed with, and approved by, the **Department**. The **Department** shall administer the construction contract for said Project.

V. MAINTENANCE

Upon completion of the Project:

- A. The **Department** shall be responsible for all traffic operating controls and devices which shall be established, enforced, and installed and maintained in accordance with the North Carolina General Statutes, the latest edition of the Manual on Uniform Traffic Control Devices for Streets and Highways, the latest edition of the “Policy on Street and Driveway Access to North Carolina Highways”, and departmental criteria.
- B. The roadway improvement(s) shall be a part of the State Highway System and owned and maintained by the **Department**.
- C. The **Municipality**, at its own expense, shall be responsible for all liability and maintenance responsibilities for the sidewalk constructed as part of the Project.

VI. ADDITIONAL PROVISIONS

A. AGREEMENT MODIFICATIONS

Any modification to scope, funding, responsibilities, or time frame will be agreed upon by all **Parties** by means of a written Supplemental Agreement.

B. ASSIGNMENT OF RESPONSIBILITIES

The **Department** must approve any assignment or transfer of the responsibilities of the **Municipality** set forth in this Agreement to other parties or entities.

C. AGREEMENT FOR IDENTIFIED PARTIES ONLY

This Agreement is solely for the benefit of the identified **Parties** to the Agreement and is not intended to give any rights, claims, or benefits to third parties or to the public at large.

D. OTHER AGREEMENTS

The **Municipality** is solely responsible for all agreements, contracts, and work orders entered into or issued by the **Municipality** to meet the terms of this Agreement. The **Department** is not responsible for any expenses or obligations incurred for the terms of this Agreement except those specifically eligible for the funds and obligations as approved by the **Department** under the terms of this Agreement.

E. TITLE VI

The other party to this Agreement shall comply with Title VI of the Civil Rights Act of 1964 (Title 49 CFR, Subtitle A, Part 21) and related nondiscrimination authorities. Title VI and related authorities prohibit discrimination on the basis of race, color, national origin, disability, gender, and age in all programs or activities of any recipient of Federal assistance.

F. AUTHORIZATION TO EXECUTE

The **Parties** hereby acknowledge that the individual executing this Agreement has read this Agreement, conferred with legal counsel, fully understands its contents, and is authorized to execute this Agreement and to bind the respective **Parties** to the terms contained herein.

G. DEBARMENT POLICY

It is the policy of the **Department** not to enter into any agreement with parties that have been debarred by any government agency (Federal or State). By execution of this agreement, the **Municipality** certifies that neither it nor its agents or contractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State Agency or **Department** and that it will not enter into agreements with any entity that is debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction.

H. INDEMNIFICATION

The **Municipality** will indemnify and hold harmless the FHWA (if applicable), the **Department** and the State of North Carolina, their respective officers, directors, principals, employees, agents, successors, and assigns from and against any and all claims for damage and/or liability, including those that may be initiated by third parties, in connection with the Project activities performed pursuant to this Agreement including construction of the Project, except for those claims arising out of the errors, omissions, or negligence of the **Department**, its respective officers, directors, principals, employees, agents, successors, and assigns.

**TRANSPORTATION IMPROVEMENT PROJECT –
MAINTENANCE ONLY
MUNICIPAL AGREEMENT
AGREEMENT ID # 13445**

I. AVAILABILITY OF FUNDS

All terms and conditions of this Agreement are dependent upon, and, subject to the allocation of funds for the purpose set forth in the Agreement and the Agreement shall automatically terminate if funds cease to be available.

J. COUNTERPARTS AND ELECTRONIC SIGNATURES

- i. This Agreement, and other documents to be delivered pursuant to this Agreement, may be executed in one or more counterparts, each of which will be deemed to be an original copy and all of which, when taken together, will be deemed to constitute one and the same agreement or document and will be effective when counterparts have been signed by each of the **Parties**. An image of a manual signature on this Agreement, or other documents to be delivered pursuant to this Agreement, will constitute an original signature for all purposes. The delivery of copies of this Agreement or other documents to be delivered pursuant to this Agreement, including executed signature pages where required, by electronic transmission will constitute effective delivery of this Agreement or such other document for all purposes.
- ii. The **Parties** hereto further acknowledge and agree that this Agreement may be signed and/or transmitted by email or a PDF document or using electronic signature technology (e.g. DocuSign, Adobe Sign, or other electronic signature technology), and that such signed record shall be valid and as effective to bind the **Party(ies)** so signing as a paper copy bearing a handwritten signature. By selecting "I Agree", "I Accept", or other similar item, button, or icon via use of a keypad, mouse, or other device, as part of the electronic signature technology, the **Parties** consent to be legally bound by the terms and conditions of Agreement and that such act constitutes a signature as if actually signed in writing. The **Parties** also agree that no certification authority or other third-party verification is necessary to validate its electronic signature and that the lack of such certification or third-party verification will not in any way affect the enforceability of its electronic signature. The **Parties** acknowledge and agree that delivery of a copy of this Agreement or any other document contemplated hereby through the electronic signature technology, will have the same effect as physical delivery of the paper document bearing an original written signature.

K. GIFT BAN

By Executive Order 24, issued by Governor Perdue, and NCGS 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e. Administration, Adult Corrections, Commerce, Environmental Quality, Health and Human Services, Information Technology, Military and Veterans Affairs, Natural and Cultural Resources, Public Safety, Revenue, Transportation, and the Office of the Governor).

**TRANSPORTATION IMPROVEMENT PROJECT –
MAINTENANCE ONLY
MUNICIPAL AGREEMENT
AGREEMENT ID # 13445**

SIGNATURE PAGE

IN WITNESS WHEREOF, this Agreement has been executed the day and year heretofore set out, on the part of the **Department** and the **Municipality** by authority duly given.

(DOCUSIGN ONLY)

Signed by:
Michael Gordon
044427DC20854C4...

Authorized Signer: _____
Print Name: Michael Gordon
Title: Interim Administrator
Date Signed: 12/17/2025

If applicable, this Agreement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act:

TOWN OF ARCHER LODGE

FED TAX ID NO: 27-1989634

REMITTANCE ADDRESS:

Town of Archer Lodge

14094 Buffalo Rd, Archer Lodge, NC 27527

DocuSigned by:
Kim P Batten
3A2986720BCB447...

Finance Officer: _____
Print Name: Kim P Batten
Date Signed: 12/17/2025

DEPARTMENT OF TRANSPORTATION

Signed by:
Patrick A. Norman
34F914AC31694A5...

BY: _____
TITLE: Chief Engineer
DATE: 01/13/2026

APPROVED BY BOARD OF TRANSPORTATION ITEM O: 1/8/2026 (DATE)

Initial
PN



**Regular Council - Minutes
Monday, January 5, 2026**

COUNCIL PRESENT:

Mayor Mulhollem
Mayor Pro Tem Castleberry

Council Member Bruton

Council Member Davis
Council Member Echols
Council Member Jackson

STAFF PRESENT:

Mike Gordon, Interim Town Administrator
Marcus Burrell, Town Attorney
Kim Batten, Assistant Town Administrator/Finance Officer
Cynthia Richardson-Brake, Human Resources Officer
Chris Allen, Parks & Recreation Director
Jason Kress, Town Planner
Ben King, Town Clerk

COUNCIL ABSENT:

None

Page

MEDIA PRESENT:

None

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 invited Scouts from Troops 421 and 4212 to lead in the Pledge of Allegiance to the US Flag.

2. APPROVAL OF AGENDA:

a) Mayor Mulhollem recognized Town Attorney Marcus who presented a slate of proposed changes to the agenda. The Mayor then entertained a motion to add Item 6D "Discussion and Possible Action of Directing Staff to Implement Background Checks in Accordance with the New General Statutes" as well as to reorder current items 6D and 6E as "6E" and "6F" respectively, with 6E now reading as "Discussion and Possible Action on a Memorandum of Understanding with the MAPS Group for the Purposes of a Classification and Pay Study and also Updating the Personnel Policy."

Moved by Council Member Jackson
Seconded by Mayor Pro Tem Castleberry

Motion to Add Item 6D "Discussion and Possible Action of Directing Staff to Implement Background Checks in Accordance with the New General Statutes" as well as to Reorder Current Items 6D and 6E as "6E" and "6F" Respectively, with 6E now reading as "Discussion and Possible Action on a Memorandum of Understanding with the MAPS Group for the Purposes of a Classification and Pay Study and also Updating the Personnel Policy."

CARRIED UNANIMOUSLY

Moved by Mayor Pro Tem Castleberry
Seconded by Council Member Jackson
Motion to Approve the Agenda as Amended

CARRIED UNANIMOUSLY

3. CONSENT AGENDA:

**a) Approval of Minutes
01 Dec 2025 Regular Meeting Minutes**

Moved by Council Member Echols
Seconded by Mayor Pro Tem Castleberry
Motion to Approve the Consent Agenda as Presented

CARRIED UNANIMOUSLY

**4. OPEN FORUM/PUBLIC COMMENTS:
(Maximum of 30 minutes allowed; 3 minutes per person)**

a) Mr. Steve Styons of 8233 Covered Bridge Rd. raised concerns regarding speed limits and traffic within Town limits. Mr. Styons offered several remedies and let the Council know that he would like to talk to someone to see what potential solutions exist.

b) Mr. John Buzzelli, Former Council Member, of 214 Barrette Ln. spoke about the relationship between the Archer Lodge Community Center and the Town. Mr. Buzzelli asked the Town to look at an existing contract between the two entities and asked the Town to work towards a solution for the baseball field lights that are broken.

5. ORGANIZATIONAL ITEMS:

a) Administration of Oath of Office to New Planning Board and Board of Adjustment Members by Mayor Mulhollem

- Jonathan Cox
- Eric Mooneyham

Ben King, Town Clerk, informed the Council that Mr. Cox had reached out to staff earlier in the afternoon to express that he did not want to continue in the process of joining the Planning Board and Board of Adjustment. Mr. Mooneyham was absent, resulting in the Mayor moving to the next agenda item with no action taken.

b) Appointment of Board Member and Alternate to the Capitol Area Metropolitan Planning Organization (CAMPO) Executive Board

Following a brief discussion, Council Member Bruton agreed to remain as the Board Member and Council Member Jackson agreed to remain as the Alternate for the Capitol Area Metropolitan Planning Organization Executive Board.

Moved by Council Members Echols
Seconded by Council Member Jackson
Motion to Reappoint Council Member Bruton as the Board Member and Council Member Jackson as the Alternate to the Capitol Area Metropolitan Planning Organization Executive Board

CARRIED UNANIMOUSLY

c) Appointment of Delegate and Alternate to the Central Pines Regional Council Board of Delegates

Following a brief discussion, Mayor Mulhollem agreed to remain as the Delegate and Council Member Jackson agreed to remain as the Alternate for the Central Pines Regional Council Board of Delegates.

Moved by Mayor Pro Tem Castleberry
Seconded by Council Member Davis

Motion to Reappoint Mayor Mulhollem as the Delegate and Council Member Jackson as the Alternate to the Central Pines Regional Council Board of Delegates

CARRIED UNANIMOUSLY

6. DISCUSSION AND POSSIBLE ACTION ITEMS:

7 - 8

a) Discussion and Possible Action on a Resolution, #AL2026-01-05a, Adopting the Cape Fear Regional Hazard Mitigation Plan

Jason Kress, Town Planner, gave Council a summary of the purposes behind the Cape Fear Regional Hazard Mitigation Plan and informed Council that the deadline to adopt the plan was quickly approaching. Several Council Members inquired if the plan would cost the Town any money. Mr. Kress then informed Council that adopting the plan would not cost the Town anything. Marcus Burrell, Town Attorney, then clarified that adopting the plan would open up the Town to funding opportunities in the future should there ever be a natural disaster.

Moved by Council Member Jackson
Seconded by Council Member Echols

Motion to Adopt a Resolution, #AL2026-01-05a, Adopting the Cape Fear Regional Hazard Mitigation Plan

CARRIED UNANIMOUSLY

[AL2026-01-05a Resolution Adopting the Cape Fear Regional Hazard Mitigation Plan- Signed](#)

(Due to the length of the Cape Fear Regional Hazard Mitigation Plan, the document has not been included in the minutes and is instead available for inspection in the Office of the Town Clerk.)

9 - 14

b) Discussion and Possible Action on a Resolution, #AL2026-01-05b, Adopting a Code of Ethics for the Town Council and it's Boards

Ben King, Town Clerk, introduced the code of ethics and informed Council that the Council had originally adopted the same document in 2010 and that no changes were made. Council Member Bruton asked that language be changed to include the Mayor. It was agreed that the last two words of the third sentence of the first paragraph be changed from 'Council Members' to 'Elected Officials.'

Moved by Council Member Jackson
Seconded by Mayor Pro Tem Castleberry

Motion to Adopt a Resolution, #AL2026-01-05b, Adopting a Code of Ethics for the Town Council and it's Boards as Amended

CARRIED UNANIMOUSLY

[AL2026-01-05b Resolution Adopting a Code of Ethics for the Town Council and it's Boards - Signed](#)

c) Discussion and Possible Action on a Resolution, #AL2026-01-05c, Adopting the Rules of Procedure for the Town Council and it's Boards

Mr. King introduced the resolution and explained the reasoning behind the edits made. Following lengthy remarks from Council Member Bruton, it was agreed that this item would be tabled until the next Work Session to allow for more suggestions and comments to be made.

d) Discussion and Possible Action of Directing Staff to Implement Background Checks in Accordance with the New General Statutes

Cynthia Richardson-Brake, Human Resource Officer, presented the topic to Council and informed them of the changes in NC State Statute that require local governments to comply with requirements of SBI background checks for staff who work with children. A lengthy discussion occurred concerning whether the Town should require volunteers to be submitted to the SBI background checks as well. Comments were received from members of the public and staff resulting in a suggestion by Mayor Mulhollem that this item should be tabled until the next Work Session to allow for more research from staff.

e) Discussion and Possible Action on a Memorandum of Understanding with the MAPS Group for the Purposes of a Classification and Pay Study and also Updating the Personnel Policy

Ms. Richardson-Brake introduced the document and explained that the last personnel policy had been completed by the same group 7 years ago. Ms. Richardson-Brake then explained the rationale behind wanting to adopt an updated personnel policy and having a pay study completed. Much discussion ensued revolving around whether the project scope could be limited to not included the pay study portion. Upon the suggestion of Mayor Mulhollem, it was agreed that this item should be tabled until the next Work Session to allow for more research from staff.

f) Discussion and Possible Action on a Budget Amendment (BA 2026 01)

Kim Batten, Assistant Town Administrator/Finance Officer, began by presenting the budget amendment to Council. Council then asked Ms. Batten a wide range of questions, many centering around finding funds to pay for ball field lights at the Archer Lodge Community Center. Council agreed that they were not in favor of moving forward with the budget amendment and asked staff to explore options to pay for the replacement of lights at the Community Center.

7. TOWN ATTORNEY'S REPORT:

- a) Nothing to Report
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8. INTERIM TOWN ADMINISTRATOR'S REPORT:

- a) Nothing to Report
-
-

9. ASSISTANT TOWN ADMINISTRATOR/FINANCE OFFICER'S REPORT:

- a) **Interim Financial Reports**

Kim Batten, Assistant Town Administrator/Finance Officer, summarized financial reports for October and November 2025. Updates on grant balances were also provided. Council Member Davis asked a series of questions regarding the REDR and SCIF grants which were then answered by Ms. Batten.

10. TOWN CLERK'S REPORT:

- a) Nothing to Report
-
-

11. TOWN PLANNER'S REPORT:

a) Animal Control Reports

Jason Kress, Town Planner, informed Council that the animal control reports were included for Council's information and would not be reviewed unless there were any questions.

b) Planning Board Update

Mr. Kress informed Council that there were now two seats vacant on the Planning Board and Board of Adjustment. He then presented several options for Council to choose how to go about filling the two seats. Council requested staff to contact previous applicants to inquire if they were still interested in potentially serving, and informed staff that they would choose from those who are still interested in serving.

12. PARKS AND RECREATION DIRECTOR'S REPORT:

- a) Chris Allen, Parks and Recreation Director, updated Council on several projects that are currently in progress or are set to begin soon at the Town Park. He also informed Council that softball and baseball registration has opened and is doing well.
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13. MAYOR'S REPORT:

- a) Mayor Mulhollem wished everyone a Happy New Year.
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14. COUNCIL MEMBERS' REMARKS:

a) Council Member Jackson

Council Member Jackson thanked residents for coming to speak at public comment and agreed that adjusting speed limits should be a priority of the Council.

b) Council Member Davis

Council Member Davis expressed that he would like to see a representative of Archer Lodge on the Johnston County Fire Commission.

c) Council Member Echols

Council Member Echols wished everyone a Happy New Year and thanked Staff for their work in presenting to Council.

d) Mayor Pro Tem Castleberry

Mayor Pro Tem Castleberry expressed his appreciation to everyone who attended the breakfast at the Archer Lodge Community Center. He then explained that he has been meeting with state and national representatives to advocate for grants and funding opportunities for projects in Archer Lodge.

e) Council Member Bruton

Council Member Bruton wished everyone a Happy New Year.

15. ADJOURNMENT:

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

Moved by Council Member Jackson

Seconded by Council Member Davis

Motion to Adjourn the Meeting at 9:20 PM

CARRIED UNANIMOUSLY

Matthew B. Mulhollem, Mayor

Ben King, Town Clerk



**TOWN OF ARCHER LODGE
RESOLUTION ADOPTING THE CAPE FEAR
REGIONAL HAZARD MITIGATION PLAN**

WHEREAS, the citizens and property within the Town of Archer Lodge are subject to the effects of natural hazards that pose threats to lives and cause damage to property, and with the knowledge and experience that certain areas of the Town are particularly vulnerable to drought, extreme heat, hailstorm, hurricane and tropical storm, lightning, thunderstorm wind/high wind, tornado, winter storm and freeze, flood, hazardous material incident, and wildfire; and

WHEREAS, the Town desires to seek ways to mitigate the impact of identified hazard risks; and

WHEREAS, the Legislature of the State of North Carolina has in Article 5, Section 160D-501 of Chapter 160D of the North Carolina General Statutes, delegated to local governmental units the responsibility to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry; and

WHEREAS, the Legislature of the State of North Carolina has enacted General Statute Section 166A-19.41 (State emergency assistance funds) which provides that for a state of emergency declared pursuant to G.S. 166A-19.20(a) after the deadline established by the Federal Emergency Management Agency, the eligible entity shall have a hazard mitigation plan approved pursuant to the Stafford Act; and

WHEREAS, Section 322 of the Federal Disaster Mitigation Act of 2000, as amended, states that local governments must develop an All-Hazards Mitigation Plan in order to be eligible to receive future Hazard Mitigation Grant Program Funds and other disaster-related assistance funding and that said Plan must be updated and adopted within a five year cycle; and

WHEREAS, the Town of Archer Lodge has performed a comprehensive review and evaluation of each section of the previously approved Hazard Mitigation Plan and has updated the said plan as required under regulations and at 44 CFR Part 201 and according to guidance issued by the Federal Emergency Management Agency and the North Carolina Division of Emergency Management, and that the plans have been updated in accordance with federal laws including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; the National Flood Insurance Act of 1968, as amended; the National Dam Safety Program Act, as amended; as required under regulations at 44 CFR Part 201, and according to guidance issued by the Federal Emergency Management Agency and the North Carolina Division of Emergency Management; and

WHEREAS, it is the intent of the Town Council of the Town of Archer Lodge to fulfill this obligation in order that the Town will be eligible for federal and state assistance in the event that a state of disaster is declared for a hazard event affecting the Town;

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Archer Lodge, North Carolina, hereby:

1. Adopts the Cape Fear Regional Hazard Mitigation Plan.

2. Vests with the Town of Archer Lodge, NC the responsibility, authority, and the means to:



(a) Inform all concerned parties of this action.

(b) Cooperate with Federal, State and local agencies and private firms which undertake to study, survey, map and identify floodplain areas, and cooperate with neighboring communities with respect to management of adjoining floodplain areas in order to prevent exacerbation of existing hazard impacts.

3. Appoints the Town Administrator or their designee to coordinate with the Emergency Services Director of Johnston County, NC to assure that the Hazard Mitigation Plan is reviewed annually and every five years as specified in the Plan to assure that the Plan is in compliance with all State and Federal regulations and that any needed revisions or amendments to the Plan are developed and presented to the Archer Lodge Town Council for consideration.

4. Agrees to take such other official action as may be reasonably necessary to carry out the objectives of the Hazard Mitigation Plan.

DULY ADOPTED ON THIS 5th DAY OF JANUARY 2026 WHILE IN REGULAR SESSION.

ATTEST:

Ben King
Town Clerk

Matthew B. Mulhollem
Mayor





**TOWN OF ARCHER LODGE
RESOLUTION ADOPTING A CODE OF ETHICS
FOR THE TOWN COUNCIL AND IT'S BOARDS**

WHEREAS, North Carolina General Statute § 160A-86 mandates that governing boards “shall adopt a resolution or policy containing a code of ethics to guide actions by the governing board members in the performance of the member's official duties as a member of that governing board;” and

WHEREAS, we have each taken the oath of office required by the Constitution of North Carolina and have pledged that we will “support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith” and further that we will “faithfully discharge the duties of our office;” and

WHEREAS, government decisions and policy must be made in proper channels of the governmental structure; and

WHEREAS, the public must have confidence in the integrity of its government; and

WHEREAS, as public officials we are charged with upholding the trust of the residents of the Town of Archer Lodge; and

WHEREAS, we as members of the Town Council believe that upholding ethics are important to retaining the trust of the residents of the Town of Archer Lodge;

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of the Town of Archer Lodge adopts the following as its code of ethics:

The stability and proper operation of democratic representative government depends upon the continuing consent of the governed, upon the public confidence in the integrity of the government and upon responsible exercise of the trust conferred by the people. Government decisions and policy must be made and implemented through proper channels and processes of the governmental structure. The purpose of this Code is to establish guidelines for ethical standards of conduct for the Mayor and Members of Council and all references herein to the Town Council shall be understood to include all Elected Officials. This Code should not be considered a substitute for the law.

Council members must be able to act in a manner to maintain their integrity and independence yet must be responsible to the interests and needs of those they represent. Council members serve in an important advocacy capacity in meeting the needs of their citizens and should recognize the legitimacy of this role as well as the intrinsic importance of this position to the proper functioning of representative government. At the same time, Council members must, at times, act in an adjudicatory or administrative capacity and must, when doing so, act in a fair and impartial manner. Council members must know how to distinguish these roles and when each role is appropriate and they must act accordingly. Council members must be aware of their obligation to conform their behavior to standards of ethical conduct that warrant the trust of their constituents. Each Council member must determine appropriate conduct within their own conscience.



I. A Council member shall obey the law.

Council members shall support the Constitution of the United States, the Constitution of North Carolina and the laws enacted by the Congress of the United States and the General Assembly pursuant thereto. Members specifically acknowledge and agree to comply with the requirements of NCGS 14-234 entitled "Public Officers or Employees Benefiting from Public Contracts; Exceptions."

II. A Council member should uphold the integrity and independence of his or her office.

Council members should demonstrate the highest standards of personal integrity, truthfulness, honesty and fortitude in all their public activities in order to inspire public confidence and trust in town government. Council members should participate in establishing, maintaining, and enforcing, and should themselves observe high standards of conduct so that the integrity and independence of their office may be preserved. The provisions of this Code should be construed and applied to further these objectives.

III. A Council member should avoid impropriety and the appearance of impropriety in all his or her activities.

It is essential that town government attract those citizens that are best qualified and willing to serve. Council members have legitimate interests, economic, professional and vocational, of a private nature. Council members should not be denied, and should not deny to other members or citizens, the opportunity to acquire, retain and pursue private interests, economic or otherwise, except when conflicts with their responsibility to the public cannot be avoided. Council members must exercise their best judgment to determine when this is the case. Council members should respect and comply with the law and should conduct themselves at all times in a manner that promotes public confidence in the integrity of the office on the Council and in town government. Council members should not allow family, social, or other relationships to unduly influence their conduct or judgment and should not lend the prestige of the office on the Council to advance the private interests of others; nor should they convey, or permit others to convey, the impression that they are in a special position to influence them. Council members shall not grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen. Any member of the Town Council who has an interest in any official act or action before the Council should publicly disclose on the record of the Council the nature and extent of such interest and should withdraw from any consideration of the matter if excused by the Council pursuant to N.C.G.5. § 160A-75.

IV. A Council member should perform the duties of the office diligently.

While performing the duties of the office prescribed by law, Council members should give precedence to these duties over other activities. In the performance of prescribed duties, the following standards should apply:

A. Legislative responsibilities

1. Council members should actively pursue policy goals they believe to be in



the best interests of their constituents within the parameters of orderly decision-making, rules of the Council and open government.

2. Council members should respect the legitimacy of the goals and interest of other Council members and should respect the rights of others to pursue goals and policies different from their own.

B. Adjudicative Responsibilities

1. Council members should be faithful to the general and local laws pertaining to the office and strive for professional competence in them. They should be unswayed by partisan interests, public clamor, or fear of criticism.
2. Council members should demand and contribute to the maintenance of order and decorum in proceedings before the Council.
3. Council members should be honest, patient, dignified and courteous to those with whom they deal in their official capacity, and should require similar conduct of their staff and others subject to their direction and control.
4. Council members should accord to every person who is legally interested in a proceeding before the Council full right to be heard according to law.
5. Council members should dispose promptly of the business of the town for which they are responsible.

C. Administrative Responsibilities

1. Council members should clearly distinguish legislative, adjudicatory and administrative responsibilities and should refrain from inappropriate interference in the impartial administration of town affairs by town employees. Council members should diligently discharge those administrative responsibilities that are appropriate, should maintain professional competence in the administration of these duties and should facilitate the diligent discharge of the administrative responsibilities of fellow Council members and other town officials.
2. Council members should conserve the resources of the town in their charge. They should employ town equipment, property, funds and personnel only in legally permissible pursuits and in a manner that exemplifies excellent stewardship.
3. Council members should require town employees subject to their direction and control to observe the standards of fidelity and diligence that apply to Council members as well as those appropriate for employees.
4. Council members who become aware of improper conduct by a town employee should promptly inform the mayor, or in the case of a town employee who reports directly to the Council, initiate appropriate disciplinary measures.
5. Council members should not employ or recommend the appointment of unnecessary employees and should exercise the power of employment



only on the basis of merit, avoid favoritism and refrain from illegal discrimination and nepotism. They should not approve compensation of employees beyond the fair value of services rendered.

V. A Council member should conduct the affairs of the Town Council in an open and public manner.

Council members should be aware of the letter and intent of the State's Open Meetings Law and should conduct the affairs of the Council consistent with the letter and spirit of that law, to inspire and maintain public confidence in the integrity and fairness of the town government and the office of Council member. Consistent with this goal of preserving public trust, Council members should be aware of the need for discretion in deliberations where the lack of discretion would pose a threat to the resources of the town, to the reputation of current or potential town employees, to orderly and responsible decision making, to the integrity of other governmental processes or to other legitimate interests of the town.

VI. A Council member should regulate his or her extra governmental activities to minimize the risk of conflict with his or her official duties.

- A. Council members should inform themselves concerning conflict of interest and other appropriate state and federal laws and should scrupulously comply with the provisions of such laws.
- B. Council members should refrain from financial and business dealings that tend to reflect adversely on the Council or on town government or to interfere with the proper performance of official duties.
- C. Council members should manage their personal financial interests to minimize the number of cases in which they must abstain from voting on matters coming before the Council.
- D. Information acquired by Council members in their official capacity should not be used or disclosed in financial dealings or for any other purpose not related to official duties.

VII. A Council member should refrain from political activity inappropriate to his or her office.

- A. Council members have a civic responsibility to support good government by every available means, to continue to inform and educate the citizenry about the affairs and processes of town government, and to make themselves available to citizens of the town so that they may ascertain and respond to the needs of the community. In doing so, Council members may and should join or affiliate with civic organizations whether partisan or non-partisan, may and should attend political meetings, may and should advocate and support the principles or policies of civic or political organizations consistent with the Constitution and laws of the United States and North Carolina.
- B. Candidates for the office of Council member, including incumbents:
 - 1. Should inform themselves concerning the laws of this state with regard to



- campaigns and relevant disclosure requirements and should scrupulously comply with the provisions of such laws;
2. Should not make pledges or promises of conduct in office that they will not or cannot perform or would be illegal if it were performed;
 3. Should not misrepresent their identity, qualifications, present position, or other fact and
 4. Should avoid pledges or promises of conduct in office other than the faithful and impartial performance of the duties of the office.

VIII. A Council member shall attend ethics education training as required by statute.

All members of governing Councils shall receive a minimum of two clock hours of ethics education within 12 months after initial election or appointment to the office, and again within 12 months after each subsequent election or appointment to the office in accordance with NCGS 160A-84. The ethics education shall cover laws and principles that govern conflicts of interest and ethical standards of conduct at the local government level. The ethics education may be provided by various qualified sources, including the NC League of Municipalities and UNC School of Government, or other qualified sources of the Council's choosing. The Clerk to the governing Council shall maintain a record verifying receipt of the ethics education by each member of the Council

BE IT FURTHER RESOLVED THAT:

- A. A violation of this Code of Ethics may subject a Council member to a censure resolution by the Town Council; however, no such censure resolution shall be adopted until the person alleged to have committed the violation has been given notice of the alleged violation and provided with the opportunity to appear before the Council and be heard regarding the allegation.
- B. When a Council member has a question as to the applicability of this Code of Ethics to a particular situation, he or she may apply, orally or in writing, to the Town Attorney for advisory guidance. Upon receipt of a request for advisory guidance and based only upon the information given by the Council member, the Town Attorney should provide advisory guidance to the Council member. In the Town Attorney's discretion, he may retain outside legal counsel to advise him in connection with any request for advisory guidance. In no event will the Town Attorney's advisory guidance excuse a Council member from complying with the Code of Ethics or other applicable law.

This Resolution shall be effective upon adoption.



DULY ADOPTED ON THIS 5th DAY OF JANUARY 2026, WHILE IN REGULAR SESSION.

Matthew B. Mulhollem
Mayor



ATTEST:

Ben King
Town Clerk



**Special Meeting - Minutes
Wednesday, January 7, 2026**

COUNCIL PRESENT:

Mayor Mulhollem
Mayor Pro Tem Castleberry
Council Member Bruton
Council Member Davis
Council Member Echols
Council Member Jackson

STAFF PRESENT:

Mike Gordon, Interim Town Administrator
Cynthia Richardson-Brake, Human Resources Officer

COUNCIL ABSENT:

None

OTHERS PRESENT:

Lee Worsley, Central Pines Regional Council Executive Director

1. WELCOME/CALL TO ORDER:

- a) Mayor Mulhollem called the meeting to order at 6:11 p.m. at Mannings Restaurant located at 406 East Main St. Clayton, NC 27520 and declared a quorum present.

2. CLOSED SESSION § 143-318.11(6):

- a) **Mayor Mulhollem advised Council to enter into Closed Session as permitted by § 143-318.11(a)(6).**

Moved by Council Member Jackson

Seconded by Mayor Pro Tem Castleberry

Motion to Enter into Closed Session at 6:11 PM

CARRIED UNANIMOUSLY

- b) **Council Returned to Open Session at 8:03 PM**

3. ADJOURNMENT:

- a) Having no further business, Mayor Mulhollem adjourned the meeting at 8:03 PM.

Matthew B. Mulhollem, Mayor

Ben King, Town Clerk

Town of Archer Lodge

14094 Buffalo Road
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Website: <https://www.archerlodgenc.gov>



Application for Appointment

Please print and submit the application at Town

Hall or email to staff at the address below:

ben.king@archerlodgenc.gov

NOTE: Applicants shall reside in the Archer Lodge Town Limits.

Please indicate below which board you are interested in serving on:

Governing Body/Town Council

Planning Board & Board of Adjustments

1st Time Appointment

Reappointment

Full Name Russ Austin

Address 136 Amsterdam Drive, Archer Lodge, NC 27527

Mobile Phone# (919)427-5634

Landline Phone# None

Email Address wolfpack1984@gmail.com

Work Phone# (919)745-0379

Education Background BA Degree in Political Science/Criminal Justice

Employer Highwoods Properties

Occupation Maintenance Engineer

Do you live in the Archer Lodge Corporate Limits? Yes

How long? 25 Years

Are you a citizen of the United States? Yes

How Long? Lifetime

Have you ever served on the Board checked above? No If yes, when _____

What do you feel are your qualifications for serving and why do you think you would be an asset?

Please see attached statement.

Signature

Date 7/24/2025

I acknowledge receiving, reading & agree to the Archer Lodge Code of Ordinances attached to this application.

Any comments can be written on the back of this page if you need additional space.

Appointed to _____ on _____

Dear Members of the Town Planning Board,

I am writing to express my sincere interest in serving on the Archer Lodge Town Planning Board. As a long-time resident of our community for over 25 years, I have a deep appreciation for the values, challenges, and opportunities that shape the future of Archer Lodge.

Following my 30-year career with the Raleigh Police Department, now retired, I bring with me a strong background in public service, a commitment to fairness, and a grounded understanding of how thoughtful planning can support both safety and sustainable growth. My experiences have strengthened my ability to listen, communicate clearly, remain open-minded, and work collaboratively to reach balanced decisions.

I am deeply engaged in our town and am committed to ensuring that our planning efforts reflect the needs and voices of our residents. I pride myself on being a strong listener and communicator, and I approach every discussion with fairness and a willingness to learn. As our town continues to grow, I believe in the importance of planning that preserves our community's character while also embracing smart, forward-thinking development.

I would be honored to contribute my experience, perspective, and passion for service to the Planning Board and to help guide decisions that will positively impact the future of Archer Lodge.

Thank you for your time and consideration. I welcome the opportunity to further discuss how I can be an asset to the board.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul Hester". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

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ben.king@archerlodgenc.gov

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Governing Body/Town Council

Planning Board & Board of Adjustments

1st Time Appointment

Reappointment

Full Name Joe G. Creech, Jr.

Address 505 Wendell Road, Wendell, NC 27591

Mobile Phone# 919 600-1053 Landline Phone# _____

Email Address jgcjr505@yahoo.com Work Phone# _____

Education Background BS Recreation Resources Administration NCSU 1986

Employer NCDOT Occupation Retired

Do you live in the Archer Lodge Corporate Limits? Yes How long? 26 Years

Are you a citizen of the United States? Yes How Long? 63 Years

Have you ever served on the Board checked above? No If yes, when _____

What do you feel are your qualifications for serving and why do you think you would be an asset?

See Attached

Signature Joe G Creech Jr Date 7-26-2025

I acknowledge receiving, reading & agree to the Archer Lodge Code of Ordinances attached to this application.

Any comments can be written on the back of this page if you need additional space.

Appointed to _____ on _____

I retired in 2021 after working in state government for thirty-five years in the Departments of Transportation and Administration. The bulk of my experience was in DOT's Right-of-Way Branch in the Property Management area. I reviewed work from all fourteen state divisions for various contracts (grass mowing, rodent control, asbestos inspections, and grave removal). I prepared the Board of Transportation and Council of State Agendas as well as presented Board matters to the Governor and Council of State regarding pertinent state-owned properties. I drafted deeds and easements for conveyance as part of my DOT responsibilities. When I worked at DOA, I was charged with locating office space for state agencies which involved site visits to ensure code compliance. My work experience provides familiarity with the type of work that the Planning Board does.

I grew up in Garner, but spent many weekends and summers with my grandparents, Harlene and Maggie Barnes, here in Archer Lodge. My wife and I live in their house where we have resided for over twenty-six years. We raised our family in this house and have seen many changes over our years here. When I was growing up, this was an agricultural community with a much slower pace of life. Now we are surrounded by subdivisions and retail stores. I often wonder what my grandparents would think about the place that Archer Lodge has become. I am not opposed to growth or progress, but I have concerns about growth without proper planning. I want to serve this community by bringing my years of work experience and my love of the rural way of life to the Planning Board.

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Hall or email to staff at the address below:

ben.king@archerlodgenc.gov

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Please indicate below which board you are interested in serving on:

Governing Body/Town Council

Planning Board & Board of Adjustments

_____ **1st Time Appointment**

_____ **Reappointment**

Full Name _____

Address _____

Mobile Phone# _____ Landline Phone# _____

Email Address _____ Work Phone# _____

Education Background _____

Employer _____ Occupation _____

Do you live in the Archer Lodge Corporate Limits? _____ How long? _____

Are you a citizen of the United States? _____ How Long? _____

Have you ever served on the Board checked above? _____ If yes, when _____

What do you feel are your qualifications for serving and why do you think you would be an asset?

Signature Spencer Lane _____ Date _____

I acknowledge receiving, reading & agree to the Archer Lodge Code of Ordinances attached to this application.

Any comments can be written on the back of this page if you need additional space.

Appointed to _____ on _____

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Please indicate below which board you are interested in serving on:

Governing Body/Town Council

Planning Board & Board of Adjustments

1st Time Appointment

Reappointment

Full Name Hearbert Locklear

Address 213 Fawn Lane Archer Lodge, NC 27527

Mobile Phone# (919) 649-6145

Landline Phone# (919) 550-6220

Email Address fairways2under@yahoo.com

Work Phone# _____

Education Background BS in Mathematics & BS in Civil Engineering

Employer KCA Kisinger Campo & Associates

Occupation Senior Structures Engineer

Do you live in the Archer Lodge Corporate Limits? Yes

How long? Since 6/2001

Are you a citizen of the United States? Yes

How Long? 61yrs

Have you ever served on the Board checked above? Yes If yes, when Both but on Planning Board now

What do you feel are your qualifications for serving and why do you think you would be an asset?

Signature Hearbert Locklear

Date 10/8/25

I acknowledge receiving, reading & agree to the Archer Lodge Code of Ordinances attached to this application.

Any comments can be written on the back of this page if you need additional space.

Appointed to _____ on _____

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Application for Appointment

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Hall or email to staff at the address below:

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Governing Body/Town Council

Planning Board & Board of Adjustments

1st Time Appointment

Reappointment

Full Name Shimer Zane Pinckney, Jr.

Address 379 Nashville Drive, Archer Lodge

Mobile Phone# 314-779-6150 Landline Phone# —

Email Address ZanePinckney@gmail.com Work Phone# —

Education Background BS in engineering, MBA ~~to~~

Employer — Occupation retired

Do you live in the Archer Lodge Corporate Limits? yes How long? 6 yrs

Are you a citizen of the United States? yes How Long? since birth

Have you ever served on the Board checked above? NO If yes, when —

What do you feel are your qualifications for serving and why do you think you would be an asset?

I have attached my work resume and leadership style introductory letter.

Signature Z. Pinckney, Jr. Date 12/31/25

I acknowledge receiving, reading & agree to the Archer Lodge Code of Ordinances attached to this application.

Any comments can be written on the back of this page if you need additional space.

Appointed to _____ on _____

Subject: Zane Pinckney, Resume Introduction

Attached you will find a resume identifying my work history and accomplishments. Below I have identified five priorities that are keys to my past and future leadership and successes.

Define Direction Clear direction is imperative for effective leadership. I use many tools to map departmental direction: KPI's, Plant Manager's Scorecard, Sanitation Audits and Scoring, Maintenance Reviews and Scoring, and Budget Variance Reports. Directional clarity is conducive to productive relationships through common goals, both inter-departmental and cross functional.

Develop Personnel I provide constructive feedback, recognize accomplishment, maintain an open line of communication and professionally say, "I care about you." My team performance is thereby improved through individual performance.

Communicate Expectations I clearly articulate the "meaning of success." Communication of clear expectations with Direction and Development encourages commitment, personal development, teamwork, planning and many other positive traits. Clear and open communication greatly improves cross functional performance with inclusion.

Tour, Listen and Communicate I take my open door policy out to the people I work with. I have always been a come in early and leave late manager. I use this time to tour, mostly listen and when needed communicate vision. I never use the information gathered to blindside but to coach and improve my entire team. Again, this creates a "we" as "we solve problems, improve processes and move forward for larger gains."

Technical Expertise I have a strong technical base: engineering education with an MBA, broad plant experience, data driven, green belt, and willing to question my own processes and imagination for break-through improvements. I have performed in various leadership roles in projects ranging up to \$120 million. I have deep experience with union, non-union and self-directed workforces.

Zane Pinckney

S. Zane Pinckney, Jr.

Cell 314-779-6150, zanepinckney@ymail.com

WORK HISTORY

6/21 Retired

2/19 - 6/21

General Manager, Colorado Premium, Greeley Colorado

- Colorado Premium produces 47MM pounds of premium steak and corned beef with \$215MM in sales
- Reduced Recordable Accident rate from 6.4 to 3.3. We had a 180-day stretch with zero recordable
- Achieved "A" rating for BRC
- Improved yield savings exceeding \$3MM+ year over year
- Hired and trained 120 employees (increase from 210 to 330) for new business support

3/18 - 1/19

General Plant Manager, Century Snacks, Insignia Capital Group, LA CA

- Century Snacks produces quality roasted nut and dried fruit mixes with \$160MM+ annual sales
- Continued ZERO LTA since 8/16. Reduced Recordable Accident rate from .9 to .5
- Achieved SQF Audit score of 97%, with ZERO manufacturing related findings
- Drove overtime to lowest percentage in 3+ years
- Drove Direct Labor Dollars per Pound produced to lowest in 3+ years
- Identified \$+1.2MM in process improvement projects directly improving company margin

6/13 - 3/18

General Plant Manager, Tree House, Ann's House of Nuts, Greenville, NC

- Ann's produces 147MM pounds of quality roasted nut and dried fruit mixes with \$550MM+ in sales.
- Ann's has 22 Production/Mixing lines and 5 roasters with over 160,000 ft² in Production
- Ann's has 410,000 ft² in Warehousing, on 4 locations with \$83MM in inventory
- Safety improvements of TIR from 3.5 to 2.5 and LTA from 1.5 to .6.
- First Pass Quality improvements from 97.1% to 99.2%.
- Improved Total Operating Efficiency from <38% to >58% delivering \$4MM+ in increased DL savings annually each year 2014 thru 2016. Reinforced quality/consistency with the previous big gains in 2017.
- Executed \$8MM in mostly infrastructure projects in 2014, we had \$9MM in ROI projects for 2015, \$4MM in ROI projects and \$3MM in infrastructure projects 2016/2017.
- Ann's has 650+ non-union total employees:
 - 470 are Ann's hourly, 60 are Ann's Salary and 120+ are Temporary hourly employees.

10/04 - 6/13

Plant Manager, Anheuser-Busch InBev, Eagle Packaging, St. Louis, MO

- Eagle is a \$35 million facility and had production increases from 6 to 13.7 million pounds in last 4 years.
- Eagle's customer base included the US, Canada, Mexico, South America, Russia, India and China.
- 8 years of zero OSHA recordable accidents and Zero consumer complaints.
- Eagle has contributed \$500,000 to \$1,500,000 in budget savings per year.
- Eagle is a self-directed, 24-hour operational non-union workforce.

9/00 - 10/04

Packaging Manager, Anheuser - Busch, Inc., Williamsburg, VA

- Manage 24 hour operations of 5 bottle lines, 4 can lines and 1 plastic bottle line (10 Million barrels annually).
- Restructured traditional 3 shift operation with separate maintenance /production departments into a Business Unit Operation with combined operations at lower management levels.
- We achieved a 2003 record TRCR of 2.4 for the bottle area.
- Quality improvements resulting in reduced hold beer and reduced consumer complaints were all significant.

12/97 - 9/00

Packaging Manager, Anheuser - Busch, Inc., Newark, NJ

- Manage 24 hour operations of 3 bottle and 4 can lines (7 Million barrels annually).
- Transformed packaging/shipping/maintenance organizational structure to a combined Operations Department.
- In a two-year period, Total OSHA Recordable Accidents reduced by 60 percent,
- Quality improved with an 80 percent reduction in held and re-inspected product
- Packaging efficiency increased from high 60's to mid 80's percent.

3/89 - 12/97

Positions of Increasing Responsibility, Williamsburg VA and Los Angeles Breweries, Anheuser - Busch, Inc.

- Production Supervisor, Plant Engineer, Technical Manager and Bottle Lines Production Manager

EDUCATION

- Masters of Business Administration, Old Dominion University
- B.S., Industrial Engineering and Operations Research, Virginia Tech

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Governing Body/Town Council

Planning Board & Board of Adjustments

1st Time Appointment

Reappointment

Full Name Teresa Jean Romano

Address 2308 Raintree Drive, Archer Lodge, NC 27527

Mobile Phone# 919-796-1683

Landline Phone# 919-553-1240

Email Address teresa.romano@nc.rr.com

Work Phone# 919-205-1959

Education Background AS Degree in Applied Science

Employer MagicMurals.com

Occupation Website Admin/CSR Admin

Do you live in the Archer Lodge Corporate Limits? Yes

How long? 32 Years

Are you a citizen of the United States? Yes

How Long? 61 Years

Have you ever served on the Board checked above? yes If yes, when 2013 - 2021; 2022 til current

What do you feel are your qualifications for serving and why do you think you would be an asset?

I have grown up in the area and seen some of the drastic changes. I have an understanding of what the citizens of Archer Lodge wants and what is best for the Town of Archer Lodge. I have a vested interest in the growth of Archer Lodge and keeping the small town character that we all love. I like the idea of keeping the directional growth of extra curricular activities for the community children instead of having to invest in a police force. I have a clear vision of what the path forward needs to be and the patience it takes to get there without destroying the progress forward we have made for the Town.

Signature

Date 10/5/25

I acknowledge receiving, reading & agree to the Archer Lodge Code of Ordinances attached to this application.

Any comments can be written on the back of this page if you need additional space.

Appointed to _____ on _____



TOWN OF ARCHER LODGE

REQUEST FOR DISPOSTION OF SURPLUS PROPERTY VALUED AT LESS THAN \$1,000

Identifying # (if applicable)	DESCRIPTION	ACTION REQUESTED	Date Property Sold/Disposed/Donated	Amount of Proceeds (if applicable)
TOAL/0004	1-CyberPower Surge Protector – Model# CP1500AVRLCD Intelligent LCD UPS 1500VA 900W Mini-Tower	Dispose		
TOAL/0007	1-Dell Computer – Service Tag: 8H8RQD2	Dispose		
TOAL/0037	1-Model# CP1500AVRLCDA	Dispose		
TOAL/0038	1-Model# CP1500AVRLCDA	Dispose		
TOAL/0043	1-Dell Co Vostro 3470 Computer	Dispose		
TOAL/0048	1-Dell Co Vostro 3470 Computer	Dispose		
TOAL/0061	1- Sceptre Monitor Model# E248W-19203RT 1-24” LED 75Hz HDMI	Dispose		
TOAL/0071	1-Dell Computer Service Tag: 2WLK2N3	Dispose		

Property listed above has been reviewed for accuracy.

Property Review completed by: _____ Ben King, Town Clerk Date: 12/16/2025

Action Requested by: _____ Mike Gordon, Interim Town Administrator Date: 12/16/2025

MIKE GORDON, INTERIM TOWN ADMINISTRATOR

DATE

MATTHEW B. MULHOLLEM, MAYOR

DATE

*RESOLUTION# AL2016-11-14a - Authorizing Mayor to Declare Surplus Property for the Town of Archer Lodge

Town of Archer Lodge
Statement of Revenue and Expenditures - Abbreviated

01/29/2026
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Revenue Account Range: 10-0000-0000 to 32-9999-9999

Include Non-Anticipated: Yes

Year To Date As Of: 12/31/25

Expend Account Range: 10-0000-0000 to 32-9999-9999

Include Non-Budget: No

Print Zero YTD Activity: No

Prior Year: Thru 12/31/24

Revenue Account	Description	Prior Yr Rev	Anticipated	YTD Rev	Excess/Deficit	% Real
10-3119-0000	2019 Property Taxes	7.30	0.00	0.00	0.00	0
10-3121-0000	2021 Property Taxes	2.20	0.00	43.66	43.66	0
10-3123-0000	2023 Property Taxes	187.68	0.00	0.00	0.00	0
10-3124-0000	2024 Property Taxes	877,071.45	0.00	384.33	384.33	0
10-3124-0120	2024 Vehicle Taxes	105,249.02	0.00	0.00	0.00	0
10-3125-0000	2025 Property Taxes	0.00	1,850,000.00	1,356,122.85	493,877.15-	73
10-3125-0120	2025 Vehicle Taxes	0.00	202,000.00	118,376.78	83,623.22-	59
10-3180-0000	Penalties and Interest	1,194.68	3,000.00	1,630.92	1,369.08-	54
10-3239-0000	Article 39 1% Sales Tax	66,420.43	185,000.00	77,163.12	107,836.88-	42
10-3240-0000	Article 40 1/2% Sales Tax	46,563.83	130,000.00	50,922.66	79,077.34-	39
10-3242-0000	Article 42 1/2% Sales Tax	35,196.37	95,000.00	40,777.25	54,222.75-	43
10-3244-0000	Article 44 1/2% Sales Tax	1.41	0.00	0.60	0.60	0
10-3244-0524	Article 44 NCGS 105-524 Sales Tax	8,582.96	22,000.00	9,104.12	12,895.88-	41
10-3322-0000	Alcohol Beverage Tax	0.00	23,000.00	0.00	23,000.00-	0
10-3324-0000	Electric Franchise Tax	42,278.45	150,000.00	40,924.20	109,075.80-	27
10-3325-0000	Telecommunications Franchise	4,959.76	16,000.00	4,928.21	11,071.79-	31
10-3337-0000	ABC Profits Johnston Co.	4,752.36	19,000.00	4,752.36	14,247.64-	25
10-3340-0000	Permits and Fees	3,000.00	5,000.00	8,690.00	3,690.00	174
10-3345-0000	Fee in Lieu of Recreation	0.00	54,000.00	0.00	54,000.00-	0
10-3348-0000	Animal Control Fees	0.00	500.00	200.00	300.00-	40
10-3350-0000	Parks & Recreation Fees	32,310.00	75,000.00	25,710.00	49,290.00-	34
10-3351-0000	Parks & Recreation Rentals	6,813.50	15,000.00	4,980.00	10,020.00-	33
10-3361-0000	Cable TV Franchise Fees	2,508.70	8,500.00	2,002.31	6,497.69-	24
10-3461-0000	PEG Channel Support	20,833.32	82,200.00	18,867.93	63,332.07-	23

Town of Archer Lodge
Statement of Revenue and Expenditures

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Revenue Account	Description	Prior Yr Rev	Anticipated	YTD Rev	Excess/Deficit	% Real
10-3492-0000	Jo Co Tourism Authority Grant	5,000.00	0.00	0.00	0.00	0
10-3800-0000	Miscellaneous Revenues	7,643.50	5,000.00	10.00	4,990.00-	0
10-3810-0000	MuscoVision Shared Revenues	0.00	0.00	39.78	39.78	0
10-3830-0000	Veterans Brick Revenues	530.00	500.00	0.00	500.00-	0
10-3831-0000	Investment Earnings	25,029.89	40,000.00	19,216.21	20,783.79-	48
10-3834-0000	Insurance Proceeds	0.00	0.00	5,231.29-	5,231.29-	0
10-3900-3931	Transfer from Park Reserve Fund 31	56,000.00	54,000.00	54,000.00	0.00	100
10-3900-3932	Transfer from Public Safety Res Fnd 32	0.00	345,000.00	0.00	345,000.00-	0
General Fund Revenue Totals		1,352,136.81	3,379,700.00	1,833,616.00	1,546,084.00-	54

Town of Archer Lodge
Statement of Revenue and Expenditures

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Expenditure Account	Description	Prior Yr Expd	Budgeted	YTD Expended	Unexpended	% Expd
10-4110-0000	Governing Body:	0.00	0.00	0.00	0.00	0
10-4110-1210	Salaries	7,550.00	16,000.00	7,950.00	8,050.00	50
10-4110-1810	FICA Tax	577.58	1,300.00	608.18	691.82	47
10-4110-1850	Unemployment	0.00	100.00	0.00	100.00	0
10-4110-2000	Supplies-Gov Body	1,706.93	2,000.00	2,189.34	189.34-	109
10-4110-2500	Election Expenses	0.00	5,000.00	0.00	5,000.00	0
10-4110-2600	Bereavement/Illness Expenses	9.99	500.00	157.24	342.76	31
10-4110-3000	Gasoline	0.00	300.00	0.00	300.00	0
10-4110-3050	Vehicle Maintenance	0.00	500.00	0.00	500.00	0
10-4110-3100	Travel	0.00	500.00	0.00	500.00	0
10-4110-3110	Training & Meetings	1,760.90	3,000.00	3,117.18	117.18-	104
10-4110-3160	Town's Annual Events	0.00	4,000.00	0.00	4,000.00	0
10-4110-3200	Annual Planning Session	0.00	1,000.00	0.00	1,000.00	0
10-4110-3500	Contracted Services	1,556.60	3,100.00	2,037.73	1,062.27	66
10-4110-3700	Legal Advertising	236.00	2,000.00	174.99	1,825.01	9
10-4110-4000	Dues and Subscriptions	9,802.16	16,250.00	10,511.93	5,738.07	65
10-4110-4550	Insurance Workers Compensation	42.00	50.00	42.00	8.00	84
10-4110-5000	Small Equipment & Furnishings	0.00	2,000.00	1,867.44	132.56	93
	4110 Governing Body:	23,242.16	57,600.00	28,656.03	28,943.97	50

Town of Archer Lodge
Statement of Revenue and Expenditures

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Expenditure Account	Description	Prior Yr Expd	Budgeted	YTD Expended	Unexpended	% Expd
10-4120-0000	Administration:	0.00	0.00	0.00	0.00	0
10-4120-1210	Salaries	127,690.67	251,500.00	104,250.11	147,249.89	41
10-4120-1220	Salaries (Part-Time)	0.00	10,500.00	28,247.04	17,747.04-	269
10-4120-1810	FICA Taxes	9,892.09	21,000.00	10,165.72	10,834.28	48
10-4120-1820	Retirement	17,582.98	36,800.00	15,095.53	21,704.47	41
10-4120-1830	Medical/Dental/Vision	13,012.32	29,200.00	9,223.61	19,976.39	32
10-4120-1840	NC 401-K	10,215.34	15,600.00	6,436.42	9,163.58	41
10-4120-1860	Employee Assistance Program (EAP)	0.00	50.00	0.00	50.00	0
10-4120-1880	Short Term Disability	235.20	600.00	454.04	145.96	76
10-4120-1890	Life Insurance	637.53	1,500.00	190.15	1,309.85	13
10-4120-1900	Professional Fees	0.00	20,000.00	5,000.00	15,000.00	25
10-4120-2000	Supplies-Admin	876.62	3,000.00	1,254.84	1,745.16	42
10-4120-2250	Bank Service Charges	0.00	100.00	177.38	77.38-	177
10-4120-2700	Codification	0.00	6,000.00	5,494.30	505.70	92
10-4120-3000	Gasoline	16.05	300.00	176.26	123.74	59
10-4120-3050	Vehicle Maintenance	304.89	500.00	63.98	436.02	13
10-4120-3100	Travel	0.00	500.00	312.92	187.08	63
10-4120-3110	Training & Meetings	122.50	5,000.00	1,214.13	3,785.87	24
10-4120-3250	Postage	613.71	500.00	332.23	167.77	66
10-4120-3360	Social Media Services	4,397.40	10,300.00	9,347.27	952.73	91
10-4120-3500	Contracted Services	1,883.10	6,100.00	3,440.36	2,659.64	56
10-4120-3600	Contracted Services-Software	9,849.74	10,750.00	10,222.48	527.52	95
10-4120-4000	Dues & Subscriptions	2,050.17	5,700.00	2,569.27	3,130.73	45
10-4120-4200	Equipment Lease	940.47	3,400.00	1,316.95	2,083.05	39
10-4120-4500	Insurance Property & Liability	4,928.56	8,000.00	5,948.74	2,051.26	74
10-4120-4550	Insurance Workers Compensation	338.66	400.00	362.60	37.40	91
10-4120-5000	Small Equipment & Furnishings	470.58	4,000.00	2,886.97	1,113.03	72

Town of Archer Lodge
Statement of Revenue and Expenditures

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
	4120 Administration:	206,058.58	451,300.00	224,183.30	227,116.70	50

Town of Archer Lodge
Statement of Revenue and Expenditures

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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-4140-0000	Tax Collections Fees:	0.00	0.00	0.00	0.00	0
10-4140-4950	Tax Collection Fees (NC & JoCo)	24,392.09	53,000.00	36,150.30	16,849.70	68
	4140 Tax Collections Fees:	24,392.09	53,000.00	36,150.30	16,849.70	68

Town of Archer Lodge
Statement of Revenue and Expenditures

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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-4150-0000	Legal:	0.00	0.00	0.00	0.00	0
10-4150-1920	Legal - Attorney Fees	3,700.00	18,000.00	9,687.50	8,312.50	54
	4150 Legal:	3,700.00	18,000.00	9,687.50	8,312.50	54

Town of Archer Lodge
Statement of Revenue and Expenditures

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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-4170-0000	Property Tax:	0.00	0.00	0.00	0.00	0
10-4170-1000	Personal Property Tax	1.04	100.00	471.86	371.86-	472
	4170 Property Tax:	1.04	100.00	471.86	371.86-	472

Town of Archer Lodge
Statement of Revenue and Expenditures

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Expenditure Account	Description	Prior Yr Expd	Budgeted	YTD Expended	Unexpended	% Expd
10-4190-0000	Public Buildings:	0.00	0.00	0.00	0.00	0
10-4190-1900	Professional Fees	0.00	10,000.00	0.00	10,000.00	0
10-4190-2000	Supplies-Buildings	1,249.16	5,000.00	1,318.54	3,681.46	26
10-4190-3300	Solid Waste/Garbage	2,767.80	6,500.00	3,706.19	2,793.81	57
10-4190-3310	Water & Sewer	517.00	3,900.00	3,305.15	594.85	85
10-4190-3320	LP Gas	625.57	3,000.00	1,069.26	1,930.74	36
10-4190-3330	Electric	5,639.30	31,000.00	9,804.49	21,195.51	32
10-4190-3340	Communications	16,128.54	45,000.00	21,362.34	23,637.66	47
10-4190-3500	Contracted Services	9,886.10	35,500.00	11,524.33	23,975.67	32
10-4190-3520	Repairs & Maintenance Buildings	2,350.53	8,000.00	3,802.68	4,197.32	48
10-4190-3530	Storm Water Repairs	0.00	1,000.00	0.00	1,000.00	0
10-4190-4500	Insurance Property & Liability	6,482.33	12,000.00	4,797.37	7,202.63	40
10-4190-5000	Small Equipment & Furnishings	11,517.80	5,000.00	2,576.98	2,423.02	52
10-4190-5200	Veterans Memorial	1,085.36	4,000.00	260.00	3,740.00	6
10-4190-5900	Building Permits	370.00	5,000.00	0.00	5,000.00	0
	4190 Public Buildings:	58,619.49	174,900.00	63,527.33	111,372.67	36

Town of Archer Lodge
 Statement of Revenue and Expenditures

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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-4200-0000	Video Programming:	0.00	0.00	0.00	0.00	0
10-4200-3500	PEG Media Partners - EWT	0.00	82,200.00	18,867.93	63,332.07	23
	4200 Video Programming:	0.00	82,200.00	18,867.93	63,332.07	23

Town of Archer Lodge
Statement of Revenue and Expenditures

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Expenditure Account	Description	Prior Yr Expd	Budgeted	YTD Expended	Unexpended	% Expd
10-4300-0000	Public Safety:	0.00	0.00	0.00	0.00	0
10-4300-2000	Supplies-Animal Control	0.00	500.00	0.00	500.00	0
10-4300-3110	Training & Meetings-Animal Control	0.00	500.00	0.00	500.00	0
10-4300-3500	Contracted Services-Fire Department	62,272.17	780,100.00	536,135.90	243,964.10	69
10-4300-3525	Contracted Services-Police Protection	0.00	345,000.00	0.00	345,000.00	0
10-4300-3550	Contracted Services-Animal Control	1,820.92	12,000.00	6,000.00	6,000.00	50
	4300 Public Safety:	64,093.09	1,138,100.00	542,135.90	595,964.10	48

Town of Archer Lodge
 Statement of Revenue and Expenditures

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-4510-0000	Public Works:	0.00	0.00	0.00	0.00	0
10-4510-2000	Supplies-Public Works	0.00	1,000.00	0.00	1,000.00	0
10-4510-3330	Street Lights	1,853.95	11,600.00	3,150.89	8,449.11	27
10-4510-3520	Repairs & Maintenance- Streets/Sidewalks	0.00	1,000.00	0.00	1,000.00	0
10-4510-3590	Road Signs/Banners	702.36	12,000.00	575.00	11,425.00	5
10-4510-5000	Installation Street Lights	0.00	3,000.00	0.00	3,000.00	0
	4510 Public Works:	2,556.31	28,600.00	3,725.89	24,874.11	13

Town of Archer Lodge
Statement of Revenue and Expenditures

01/29/2026
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Expenditure Account	Description	Prior Yr Expd	Budgeted	YTD Expended	Unexpended	% Expd
10-4910-0000	Planning/Zoning/Development:	0.00	0.00	0.00	0.00	0
10-4910-1210	Salaries	62,225.58	125,500.00	57,989.23	67,510.77	46
10-4910-1220	Salaries (Part-Time)	0.00	7,350.00	8,407.66	1,057.66-	114
10-4910-1230	Salaries Planning Board	0.00	2,250.00	250.00	2,000.00	11
10-4910-1250	Salaries Board of Adjustment	0.00	1,750.00	150.00	1,600.00	9
10-4910-1810	FICA Taxes	4,804.81	11,000.00	5,121.57	5,878.43	47
10-4910-1820	Retirement	8,568.56	18,400.00	8,396.76	10,003.24	46
10-4910-1830	Medical/Dental/Vision	8,132.64	18,100.00	7,200.73	10,899.27	40
10-4910-1840	NC 401-K	4,978.03	7,800.00	3,569.79	4,230.21	46
10-4910-1850	Unemployment	0.00	200.00	0.00	200.00	0
10-4910-1860	Employee Assistance Program (EAP)	0.00	25.00	0.00	25.00	0
10-4910-1880	Short Term Disability	147.00	350.00	303.39	46.61	87
10-4910-1890	Life Insurance	318.13	800.00	151.84	648.16	19
10-4910-2000	Supplies-Planning/Zoning	277.41	2,000.00	445.28	1,554.72	22
10-4910-3000	Gasoline	78.59	300.00	50.00	250.00	17
10-4910-3050	Vehicle Maintenance	0.00	300.00	0.00	300.00	0
10-4910-3100	Travel	0.00	500.00	332.42	167.58	66
10-4910-3110	Training & Meetings	2,380.23	6,000.00	1,226.48	4,773.52	20
10-4910-3250	Postage	0.00	300.00	15.90	284.10	5
10-4910-3500	Contracted Services	3,884.57	53,750.00	11,576.98	42,173.02	22
10-4910-3600	Contracted Services-Software	3,179.42	3,500.00	3,429.65	70.35	98
10-4910-3650	Code Enforcement Services	0.00	1,000.00	600.00	400.00	60
10-4910-4000	Dues & Subscriptions	175.00	1,505.00	133.25	1,371.75	9
10-4910-4550	Insurance Workers Compensation	192.92	200.00	183.89	16.11	92
10-4910-4900	Registering Documents	0.00	100.00	0.00	100.00	0
10-4910-5000	Small Equipment & Furnishings	100.84	2,000.00	2,200.61	200.61-	110
	4910 Planning/Zoning/Development:	99,443.73	264,980.00	111,735.43	153,244.57	42

Town of Archer Lodge
Statement of Revenue and Expenditures

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Expenditure Account	Description	Prior Yr Expd	Budgeted	YTD Expended	Unexpended	% Expd
10-6120-0000	Parks & Recreation:	0.00	0.00	0.00	0.00	0
10-6120-1210	Salaries	101,691.58	229,500.00	122,000.07	107,499.93	53
10-6120-1215	Overtime-FLSA	0.00	5,000.00	0.00	5,000.00	0
10-6120-1220	Salaries (Part-Time)	12,334.00	33,150.00	14,972.31	18,177.69	45
10-6120-1810	FICA Taxes	8,762.36	21,900.00	10,500.01	11,399.99	48
10-6120-1820	Retirement	13,996.02	33,600.00	17,665.63	15,934.37	53
10-6120-1830	Medical/Dental/Vision	11,385.72	35,600.00	13,029.08	22,570.92	37
10-6120-1840	NC 401-K	8,131.35	14,200.00	7,486.27	6,713.73	53
10-6120-1850	Unemployment	0.00	300.00	0.00	300.00	0
10-6120-1860	Employee Assistance Program (EAP)	0.00	50.00	0.00	50.00	0
10-6120-1880	Short Term Disability	275.80	700.00	633.01	66.99	90
10-6120-1890	Life Insurance	576.50	1,400.00	293.16	1,106.84	21
10-6120-1900	Professional Fees	3,990.00	0.00	160.00	160.00-	0
10-6120-2000	Supplies-Parks & Rec	532.76	3,500.00	2,493.62	1,006.38	71
10-6120-2050	Program Materials & Supplies-Parks & Rec	19,396.59	70,000.00	21,939.52	48,060.48	31
10-6120-2080	Uniforms	188.50	1,500.00	230.29	1,269.71	15
10-6120-3000	Gasoline	2,129.25	5,000.00	2,256.91	2,743.09	45
10-6120-3050	Vehicle Maintenance	102.84	1,000.00	418.85	581.15	42
10-6120-3100	Travel	686.08	1,500.00	1,097.96	402.04	73
10-6120-3110	Training & Meetings	3,886.79	9,000.00	5,460.72	3,539.28	61
10-6120-3250	Postage	422.50	100.00	0.00	100.00	0
10-6120-3500	Contracted Services	26,266.95	52,000.00	21,586.85	30,413.15	42
10-6120-3520	Repairs & Maintenance Equipment	3,488.73	5,000.00	1,049.67	3,950.33	21
10-6120-3600	Contracted Services-Software	1,344.54	1,600.00	1,448.16	151.84	91
10-6120-4000	Dues & Subscriptions	390.00	1,400.00	307.25	1,092.75	22
10-6120-4200	Equipment Lease	0.00	19,100.00	14,322.75	4,777.25	75
10-6120-4500	Insurance Property & Liability	1,530.62	5,500.00	2,354.91	3,145.09	43

Town of Archer Lodge
 Statement of Revenue and Expenditures

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-6120-4550	Insurance Workers Compensation	4,648.92	4,000.00	3,500.61	499.39	88
10-6120-5000	Small Equipment & Furnishings	3,694.90	6,000.00	4,083.85	1,916.15	68
10-6120-5100	Capital Outlay	52,050.81	0.00	8,800.00	8,800.00-	0
	6120 Parks & Recreation:	281,904.11	561,600.00	278,091.46	283,508.54	50

Town of Archer Lodge
Statement of Revenue and Expenditures

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Expenditure Account	Description	Prior Yr Expd	Budgeted	YTD Expended	Unexpended	% Expd
10-9110-0000	Debt Service & Fees:	0.00	0.00	0.00	0.00	0
10-9110-0500	Principal-HR Software Module (SBITA)	6,750.00	6,900.00	6,750.00	150.00	98
10-9110-0600	Principal-P&R Software Module (SBITA)	0.00	4,650.00	0.00	4,650.00	0
10-9110-1000	Principal Payments-Town Hall	0.00	33,335.00	0.00	33,335.00	0
10-9110-1100	Principal Payments-Park Land	50,000.00	50,000.00	50,000.00	0.00	100
10-9110-1200	Principal Payments-Expansion Town Hall	27,000.00	27,000.00	27,000.00	0.00	100
10-9110-2000	Interest Payments-Town Hall	0.00	2,275.00	0.00	2,275.00	0
10-9110-2100	Interest Payments-Park Land	6,000.00	4,000.00	4,000.00	0.00	100
10-9110-2200	Interest Payments-Expansion Town Hall	9,116.45	8,190.00	8,186.60	3.40	100
	9110 Debt Service & Fees:	98,866.45	136,350.00	95,936.60	40,413.40	70

Town of Archer Lodge
Statement of Revenue and Expenditures

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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
10-9900-0000	Interfund Transfers:	0.00	0.00	0.00	0.00	0
10-9900-0030	Transfer to Capital Reserve Fund 30	0.00	50,000.00	50,000.00	0.00	100
10-9900-0031	Transfer to Park Reserve Fund 31	57,773.03	190,000.00	93,295.45	96,704.55	49
10-9900-0032	Transfer to Public Safety Reserve Fnd 32	0.00	70,000.00	70,000.00	0.00	100
	9900 Interfund Transfers:	57,773.03	310,000.00	213,295.45	96,704.55	69

Town of Archer Lodge
Statement of Revenue and Expenditures

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Expenditure Account	Description	Prior Yr Expd	Budgeted	YTD Expended	Unexpended	% Expd
10-9990-0000	Transfer to Fund Balance	0.00	116,720.00	0.00	116,720.00	0
	9990 Transfer to Fund Balance	0.00	116,720.00	0.00	116,720.00	0
	General Fund Expenditure Totals	920,650.08	3,393,450.00	1,626,464.98	1,766,985.02	48

10 General Fund	Prior	YTD
Revenues:	1,352,136.81	1,833,616.00
Expenditures:	920,650.08	1,626,464.98
Net Income:	431,486.73	207,151.02

Town of Archer Lodge
Statement of Revenue and Expenditures

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Revenue Account	Description	Prior Yr Rev	Anticipated	YTD Rev	Excess/Deficit	% Real
30-3831-0000	Investment Earnings	615.28	1,000.00	1,399.66	399.66	140
30-3900-3910	Transfer from General Fund 10	0.00	50,000.00	50,000.00	0.00	100
Capital Reserve Fund Revenue Totals		615.28	51,000.00	51,399.66	399.66	100

Town of Archer Lodge
Statement of Revenue and Expenditures

Expenditure Account	Description	Prior Yr Expd	Budgeted	YTD Expended	Unexpended	% Expd
30-9990-0000	Transfer to Fund Balance	0.00	51,000.00	0.00	51,000.00	0
9990 Transfer to Fund Balance		0.00	51,000.00	0.00	51,000.00	0
Capital Reserve Fund Expenditure Totals		0.00	51,000.00	0.00	51,000.00	0

30 Capital Reserve Fund	Prior	YTD
Revenues:	615.28	51,399.66
Expenditures:	0.00	0.00
Net Income:	615.28	51,399.66

Town of Archer Lodge
Statement of Revenue and Expenditures

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<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
31-3831-0000	Investment Earnings	1,329.77	2,000.00	1,893.08	106.92-	95
31-3900-3910	Transfer from General Fund 10	57,773.03	190,000.00	93,295.45	96,704.55-	49
31-3900-3941	Transfer from Archer Lodge Twn Prk Fn 41	8,090.51	0.00	0.00	0.00	0
	Park Reserve Fund Revenue Totals	67,193.31	192,000.00	95,188.53	96,811.47-	49

Town of Archer Lodge
 Statement of Revenue and Expenditures

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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
31-9900-0010	Transfer to General Fund 10	56,000.00	54,000.00	54,000.00	0.00	100
	9900 Total	56,000.00	54,000.00	54,000.00	0.00	100

Town of Archer Lodge
 Statement of Revenue and Expenditures

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
31-9990-0000	Transfer to Fund Balance	0.00	138,000.00	0.00	138,000.00	0
	9990 Transfer to Fund Balance	0.00	138,000.00	0.00	138,000.00	0
	Park Reserve Fund Expenditure Totals	56,000.00	192,000.00	54,000.00	138,000.00	28

31 Park Reserve Fund	<u>Prior</u>	<u>YTD</u>
Revenues:	67,193.31	95,188.53
Expenditures:	56,000.00	54,000.00
Net Income:	11,193.31	41,188.53

Town of Archer Lodge
 Statement of Revenue and Expenditures

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
32-3831-0000	Investment Earnings	9,557.39	12,000.00	9,301.53	2,698.47-	78
32-3900-3910	Transfer from General Fund 10	0.00	70,000.00	70,000.00	0.00	100
32-3990-0000	Fund Balance Appropriated	0.00	263,000.00	0.00	263,000.00-	0
Public Safety Reserve Fund Revenue Totals		9,557.39	345,000.00	79,301.53	265,698.47-	22

Town of Archer Lodge
Statement of Revenue and Expenditures

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<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
32-9900-0010	Transfer to General Fund 10	0.00	345,000.00	0.00	345,000.00	0
	9900 Total	0.00	345,000.00	0.00	345,000.00	0

Town of Archer Lodge
Statement of Revenue and Expenditures

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
	Public Safety Reserve F Expenditure Tot	0.00	345,000.00	0.00	345,000.00	0

32 Public Safety Reserve Fund	<u>Prior</u>	<u>YTD</u>
Revenues:	9,557.39	79,301.53
Expenditures:	0.00	0.00
Net Income:	9,557.39	79,301.53

Grand Totals	<u>Prior</u>	<u>YTD</u>
Revenues:	1,429,502.79	2,059,505.72
Expenditures:	976,650.08	1,680,464.98
Net Income:	452,852.71	379,040.74

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Liabilities & Fund Balance

98-3000-0030	Reserve for Capital Reserve Fund 30	80,909.10
98-3000-0031	Reserve for Park Reserve Fund 31	173,194.67
98-3000-0032	Reserve for Public Safety Reserve Fnd 32	537,682.35
98-3000-0043	Reserve for St Cap & Infra (SCIF) Fnd 43	125,026.77
98-3000-0044	Reserve for Reg Econ Dev (24REDR) Fnd 44	<u>1,065,269.43</u>
	Total Liabilities	1,982,082.32
98-3000-0010	Reserve for General Fund 10	<u>1,558,577.56</u>
	Total	1,558,577.56
	Revenue	0.00
	Less Expenses	<u>0.00</u>
	Net	0.00
	Total Fund Balance	<u>1,558,577.56</u>
	Total Liabilities & Fund Balance	<u>3,540,659.88</u>

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DATE	CHECK #	PAYEE	PO #	ACCT CODE	DESCRIPTION	CHECK AMOUNT LESS TAX	DEPOSIT	RUNNING BALANCE	
04/27/22		State of NC			State Capital & Infrastructure Fund (SCIF) Directed Grant Funds		850,000.00	850,000.00	
04/30/22		KS Bank		43-3831-0000	Investment Earnings		13.97	850,013.97	
05/31/22		KS Bank		43-3831-0000	Investment Earnings		144.38	850,158.35	
06/30/22		KS Bank		43-3831-0000	Investment Earnings		157.22	850,315.57	
07/31/22		KS Bank		43-3831-0000	Investment Earnings		252.77	850,568.34	
08/31/22		KS Bank		43-3831-0000	Investment Earnings		252.84	850,821.18	
09/15/22	2050	N.W. Poole Well/Pump	23-00019	43-6120-3550	Well Install	8,673.00		842,148.18	
09/30/22		KS Bank		43-3831-0000	Investment Earnings		244.01	842,392.19	
10/31/22		KS Bank		43-3831-0000	Investment Earnings		250.41	842,642.60	
11/03/22	2098	David Brantley & Sons	23-00078	43-6120-3550	Septic Install/Pump Install	29,980.00		812,662.60	
11/30/22		KS Bank		43-3831-0000	Investment Earnings		327.86	812,990.46	
12/30/22		KS Bank		43-3831-0000	Investment Earnings		768.44	813,758.90	
01/31/23		KS Bank		43-3831-0000	Investment Earnings		1,036.71	814,795.61	
02/28/23		KS Bank		43-3831-0000	Investment Earnings		937.57	815,733.18	
03/31/23		KS Bank		43-3831-0000	Investment Earnings		1,039.23	816,772.41	
04/06/23	2260	Susan Hatchell Landscape	23-00245	43-6120-3500	Town Park/Westside Parcel Designs	1,300.00		815,472.41	
04/28/23		KS Bank		43-3831-0000	Investment Earnings		1,005.64	816,478.05	
05/03/23	2288	Susan Hatchell Landscape	23-00245	43-6120-3500	Town Park/Westside Parcel Designs	1,710.00		814,768.05	
05/17/23	2306	JM Daniels Construction	23-00117	43-6120-3550	Phase 2 - Asphalt Paving & Concrete	199,533.73		615,234.32	
05/17/23	2308	NV 5 Engineers & Consultants	23-00246	43-6120-3500	Civil Design of Western Park Parcel	10,000.00		605,234.32	
05/31/23		KS Bank		43-3831-0000	Investment Earnings		909.04	606,143.36	
06/08/23	2331	Susan Hatchell Landscape	23-00245	43-6120-3500	Town Park/Westside Parcel Designs	1,720.00		604,423.36	
06/15/23	2342	NV 5 Engineers & Consultants	23-00269	43-6120-3500	Nat Resources Field Investigate & Regulations/West Prk Parcel	2,370.00		602,053.36	
06/21/23	2344	Agri Supply Co	23-00327	43-6120-3500	6,100 Gallon Vertical White Irrigation Tank	8,089.99		593,963.37	
06/30/23		KS Bank		43-3831-0000	Investment Earnings		740.79	594,704.16	
07/13/23	2371	Susan Hatchell Landscape	23-00245	43-6120-3500	Town Park/Westside Parcel Designs	1,720.00		592,984.16	
07/19/23	2393	NV 5 Engineers & Consultants	23-00269	43-6120-3500	Nat Resources Field Investigate & Regulations/West Prk Parcel	360.00		592,624.16	
07/19/23	2395	Soil Services PLLC	23-00319	43-6120-3500	Detailed Soil/Site Evaluation of Western Park Parcel	900.00		591,724.16	
07/31/23		KS Bank		43-3831-0000	Investment Earnings		869.17	592,593.33	
08/09/23	2409	Susan Hatchell Landscape	23-00245	43-6120-3500	Town Park/Westside Parcel Designs	1,462.00		591,131.33	
08/10/23	2435	SiteOne Landscape Supply	23-00301	43-6120-3500	Irrigation GT Pump/Materials	17,380.00		573,751.33	
08/17/23	2453	NV 5 Engineers & Consultants	23-00269	43-6120-3500	Natural Resources Regulations/Western Park Parcel	180.00		573,571.33	
08/18/23		KS Bank		43-3831-0000	Investment Earnings		797.43	574,368.76	
08/31/23		KS Bank		43-3831-0000	Investment Earnings		432.74	574,801.50	
09/29/23		KS Bank		43-3831-0000	Investment Earnings		1,181.10	575,982.60	
10/05/23	2531	Susan Hatchell Landscape	23-00245	43-6120-3500	Town Park/Westside Parcel Designs	688.00		575,294.60	Interest
		Susan Hatchell Landscape	24-00135	43-6120-3500	Town Park/Westside Parcel Designs	390.00		574,904.60	
10/26/23	2572	NV 5 Engineers & Consultants	23-00269	43-6120-3500	Natural Resources Regulations/Western Park Parcel	437.50		574,467.10	
10/31/23		KS Bank		43-3831-0000	Investment Earnings		1,220.80	575,687.90	26,622.28
11/08/23	2599	G&G Builders	23-00274	43-6120-3500	Town Park/Restroom Facility	47,147.76		528,540.14	
11/08/23	2606	Susan Hatchell Landscape	24-00212	43-6120-3500	Town Park/Westside Parcel Designs	2,437.50		526,102.64	
11/21/23	2620	NV 5 Engineers & Consultants	23-00246	43-6120-3500	Civil Design of Western Park Parcel	6,220.00		519,882.64	
11/22/23	2630	JM Daniels Construction	23-00117	43-6120-3550	Phase 2 - Asphalt Paving & Concrete	12,003.27		507,879.37	
11/30/23		KS Bank		43-3831-0000	Investment Earnings		1,093.15	508,972.52	
12/14/23	2669	N.W. Poole Well/Pump	23-00019	43-6120-3550	Well Pump Install	16,737.00		492,235.52	
12/14/23	2671	Susan Hatchell Landscape	24-00265	43-6120-3500	Town Park/Westside Parcel Designs	1,137.50		491,098.02	

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DATE	CHECK #	PAYEE	PO #	ACCT CODE	DESCRIPTION	CHECK AMOUNT LESS TAX	DEPOSIT	RUNNING BALANCE
12/20/23	2673	Landscape Technology Inc	23-00334	43-6120-3500	Irrigation GT Pump Delivery/Labor	4,500.00		486,598.02
12/20/23	2676	NV 5 Engineers & Consultants	23-00246	43-6120-3500	Civil Design of Western Park Parcel	2,635.00		483,963.02
12/29/23		KS Bank		43-3831-0000	Investment Earnings		1,052.80	485,015.82
01/11/24	2711	Susan Hatchell Landscape	24-00294	43-6120-3500	Town Park/Westside Parcel Designs	812.50		484,203.32
01/19/24	2720	NV 5 Engineers & Consultants	23-00246	43-6120-3500	Civil Design of Western Park Parcel	165.00		484,038.32
			23-00269	43-6120-3500	Natural Resources Regulations/Western Park Parcel	1,642.94		482,395.38
01/29/24	2721	3D Electric	24-00272	43-6120-3500	Electrical Services at Well/Irrigation System-Grain Bin	4,450.00		477,945.38
01/31/24		KS Bank		43-3831-0000	Investment Earnings		1,026.74	478,972.12
02/08/24	2761	G&G Builders	23-00274	43-6120-3500	Town Park/Restroom Facility Completion	49,380.24		429,591.88
				43-6120-3550	Town Park/Restroom Facility Completion	22,534.00		407,057.88
02/15/24	2776	NV 5 Engineers & Consultants	23-00269	43-6120-3500	Natural Resources Regulations/Western Park Parcel	2,009.56		405,048.32
02/15/24	2777	Susan Hatchell Landscape	24-00360	43-6120-3500	Town Park/Westside Parcel Designs	1,625.00		403,423.32
02/19/24	2525	Landscape Technology Inc	24-00106	43-6120-3500	Sod Install on Two Fields (reclassified from Gen Fund)	40,000.00		363,423.32
02/19/24	2529	SiteOne Landscape Supply	24-00107	43-6120-3550	Sod & Freight (reclassified from Gen Fund)	13,975.00		349,448.32
02/29/24		KS Bank		43-3831-0000	Investment Earnings		802.32	350,250.64
03/14/24	2816	NV 5 Engineers & Consultants	23-00246	43-6120-3500	Civil Design of Western Park Parcel/Permit App Fees	5,690.00		344,560.64
03/22/24	2832	GrowPro LLC	24-00385	43-6120-3550	Landscape/Town Park	16,500.00		328,060.64
03/29/24		KS Bank		43-3831-0000	Investment Earnings		714.33	328,774.97
04/01/24	2842	3D Electric	24-00374	43-6120-3500	Electrical Services Network Services for Ballfield Cameras at Town Park	23,800.00		304,974.97
		3D Electric	24-00375	43-6120-3500	Electrical Services Ballfields/Flagpole Lights at Town Park	16,486.00		288,488.97
04/25/24	2898	GrowPro LLC	24-00385	43-6120-3550	Landscape/Town Park	8,110.99		280,377.98
04/30/24		KS Bank		43-3831-0000	Investment Earnings		589.45	280,967.43
05/09/24	2911	3D Electric	24-00374	43-6120-3500	Electrical Services Network Services for Ballfield Cameras at Town Park	1,930.00		279,037.43
05/09/24	2925	Susan Hatchell Landscape	24-00413	43-6120-3500	Westside Parcel Construc Drawings/Specs/Bidding/Construc Admin	1,855.00		277,182.43
05/31/24		KS Bank		43-3831-0000	Investment Earnings		590.61	277,773.04
06/12/24	2974	Soil Services PLLC	24-00502	43-6120-3500	Sewer Construction Authorization Permit Packet for Jo Co	2,000.00		275,773.04
06/12/24	2976	Susan Hatchell Landscape	24-00413	43-6120-3500	Westside Parcel Construc Drawings/Specs/Bidding/Construc Admin	745.00		275,028.04
06/30/24		KS Bank		43-3831-0000	Investment Earnings		567.19	275,595.23
07/31/24		KS Bank		43-3831-0000	Investment Earnings		585.17	276,180.40
08/01/24	3060	Susan Hatchell Landscape	24-00413	43-6120-3500	Westside Parcel Construc Drawings/Specs/Bidding/Construc Admin	260.00		275,920.40
08/30/24		KS Bank		43-3831-0000	Investment Earnings		585.86	276,506.26
09/05/24	3112	Susan Hatchell Landscape	24-00413	43-6120-3500	Westside Parcel Construc Drawings/Specs/Bidding/Construc Admin	495.00		276,011.26
09/12/24	3126	Wildlands Holdings III, LLC	25-00112	43-6120-3500	Nitrogen Offset Credits 260.01 lbs (mandated by NC General Assembly)	6,500.25		269,511.01
09/30/24		KS Bank		43-3831-0000	Investment Earnings		514.52	270,025.53
10/31/24		KS Bank		43-3831-0000	Investment Earnings		458.67	270,484.20
11/29/24		KS Bank		43-3831-0000	Investment Earnings		444.64	270,928.84
12/09/24	3264	Susan Hatchell Landscape	24-00413	43-6120-3500	Westside Parcel Construc Drawings/Specs/Bidding/Construc Admin	618.00		270,310.84
12/31/24		KS Bank		43-3831-0000	Investment Earnings		460.20	270,771.04
01/23/25	3317	NV 5 Engineers & Consultants	24-00470	43-6120-3500	Geotech Investigation/Westside Park Parcel	7,500.00		263,271.04
01/31/25		KS Bank		43-3831-0000	Investment Earnings		460.54	263,731.58
02/28/25		KS Bank		43-3831-0000	Investment Earnings		404.52	264,136.10
03/13/25	3411	Susan Hatchell Landscape	24-00413	43-6120-3500	Westside Parcel Construc Drawings/Specs/Bidding/Construc Admin	1,480.00		262,656.10
03/31/25		KS Bank		43-3831-0000	Investment Earnings		448.54	263,104.64
04/10/25	3441	Enpuricon, Inc	25-00350	43-6120-3500	Asbestos Inspection/Abatement - Farm House	9,780.00		253,324.64
04/30/25		KS Bank		43-3831-0000	Investment Earnings		430.53	253,755.17
05/30/25		KS Bank		43-3831-0000	Investment Earnings		431.03	254,186.20
06/30/25		KS Bank		43-3831-0000	Investment Earnings		417.84	254,604.04

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07/10/25	3556	JM Daniels Construction	25-00446	43-6120-3550	Town Park Farm House Demolition	19,000.00		235,604.04
07/10/25	3559	Susan Hatchell Landscape	24-00413	43-6120-3500	Westside Parcel Construc Drawings/Specs/Bidding/Construc Admin	2,375.00		233,229.04
07/29/25	3591	NV 5 Engineers & Consultants	23-00246	43-6120-3500	Civil Design of Western Park Parcel/Construction Admin/Permit App	210.00		233,019.04
07/31/25		KS Bank		43-3831-0000	Investment Earnings		406.68	233,425.72
08/14/25	3624	Susan Hatchell Landscape	24-00413	43-6120-3500	Westside Parcel Construc Drawings/Specs/Bidding/Construc Admin	1,680.00		231,745.72
08/21/25	3635	NV 5 Engineers & Consultants	23-00246	43-6120-3500	Civil Design of Western Park Parcel/Construction Admin/Permit App Fees	825.00		230,920.72
08/29/25		KS Bank		43-3831-0000	Investment Earnings		394.57	231,315.29
09/25/25	3656	NCDEQ- DMELR Stormwater Program	26-00098	43-6120-3550	Annual Renewal Fee for Stormwater Permit NCG01/NCG25 COC	127.00		231,188.29
09/30/25		KS Bank		43-3831-0000	Investment Earnings		380.25	231,568.54
10/02/25	3671	Geo-Hydro Engineers	26-00016	43-6120-3500	Westside Subgrade Evals, Field Density & Concrete/Pavement Testing	2,540.25		229,028.29
10/02/25	3673	GrowPro LLC	26-00034	43-6120-3500	Landscape/Town Park	1,375.05		227,653.24
10/02/25	3673	GrowPro LLC	26-00034	43-6120-3550	Landscape/Town Park	5,014.70		222,638.54
10/02/25	3678	NV 5 Engineers & Consultants	23-00246	43-6120-3500	Civil Design of Western Park Parcel/Construction Admin/Permit App Fees	797.50		221,841.04
10/02/25	3680	Susan Hatchell Landscape	24-00413	43-6120-3500	Westside Parcel Construc Drawings/Specs/Bidding/Construc Admin	2,852.00		218,989.04
10/02/25	3680	Susan Hatchell Landscape	24-00413	43-6120-3550	Westside Parcel Construc Drawings/Specs/Bidding/Construc Admin	470.00		218,519.04
10/08/25	3688	Jo Co Public Utilities	25-00373	43-6120-3550	Westside Parcel Water App/System Development/Meter Connection Fees	39,472.50		179,046.54
10/09/25	3701	VISA-Duke Energy Progress	26-00142	43-6120-3550	Westside Parcel Electric Pole Relocation Requested	2,415.70		176,630.84
10/16/25	3706	Carolina Custom Curbing	26-00106	43-6120-3550	Landscape/Town Park	2,474.00		174,156.84
10/16/25	3707	Geo-Hydro Engineers	26-00016	43-6120-3500	Westside Subgrade Evals, Field Density & Concrete/Pavement Testing	403.75		173,753.09
10/16/25	3714	NV 5 Engineers & Consultants	23-00246	43-6120-3500	Civil Design of Western Park Parcel/Construction Admin/Permit App Fees	632.50		173,120.59
10/16/25	3716	Tobacco Road Fencing LLC	26-00152	43-6120-3550	Town Park Fencing/Dog Park	15,384.00		157,736.59
10/23/25	3717	Carolina Custom Curbing	26-00106	43-6120-3550	Landscape/Town Park	1,693.00		156,043.59
10/31/25		KS Bank		43-3831-0000	Investment Earnings		299.68	156,343.27
11/06/25	3740	Susan Hatchell Landscape	24-00413	43-6120-3550	Westside Parcel Construc Drawings/Specs/Bidding/Construc Admin	1,425.00		154,918.27
11/06/25	3740	Susan Hatchell Landscape	26-00151	43-6120-3550	Pickleball Courts Phase 2/Construc Drawings/Specs/Bidding/CAdmin	1,100.00		153,818.27
11/13/25	3751	Ron Webb, Architect	26-00184	43-6120-3550	Designs for Parks & Rec Maintenance Bldg-Westside Park Parcel	1,000.00		152,818.27
11/20/25	3753	Carolina Custom Curbing	26-00106	43-6120-3550	Landscape/Town Park	638.25		152,180.02
11/20/25	3756	Geo-Hydro Engineers	26-00016	43-6120-3500	Westside Subgrade Evals, Field Density & Concrete/Pavement Testing	347.50		151,832.52
11/20/25	3758	GrowPro LLC	26-00167	43-6120-3550	Landscape/Town Park	391.08		151,441.44
11/20/25	3762	NV 5 Engineers & Consultants	23-00246	43-6120-3500	Civil Design of Western Park Parcel/Construction Admin/Permit App Fees	2,505.00		148,936.44
11/28/25		KS Bank		43-3831-0000	Investment Earnings		251.83	149,188.27
12/04/25	3785	Susan Hatchell Landscape	24-00413	43-6120-3550	Westside Parcel Construc Drawings/Specs/Bidding/Construc Admin	1,425.00		147,763.27
12/04/25	3786	Tobacco Road Fencing LLC	26-00152	43-6120-3550	Town Park Fencing/Dog Park	10,000.00		137,763.27
12/10/25	3797	NV 5 Engineers & Consultants	23-00246	43-6120-3500	Civil Design of Western Park Parcel/Construction Admin/Permit App Fees	1,390.00		136,373.27
12/23/25	3808	David Brantley & Sons	26-00078	43-6120-3550	Westside Parcel Septic System & Installation	11,575.00		124,798.27
12/31/25		KS Bank		43-3831-0000	Investment Earnings		228.50	125,026.77
01/15/26	3832	Ron Webb, Architect	26-00184	43-6120-3550	Designs for Parks & Rec Maintenance Bldg-Westside Park Parcel	1,000.00		122,126.77
01/15/26	3833	Susan Hatchell Landscape	24-00413	43-6120-3550	Westside Parcel Construc Drawings/Specs/Bidding/Construc Admin	600.00		124,426.77
			26-00151	43-6120-3550	Pickleball Courts Phase 2/Construc Drawings/Specs/Bidding/CAdmin	1,300.00		123,126.77
01/22/26	3842	NV 5 Engineers & Consultants	23-00246	43-6120-3500	Civil Design of Western Park Parcel/Construction Admin/Permit App Fees	165.00		136,208.27
			26-00183	43-6120-3550	Westside Parcel Public Utility Easement Plat	4,875.00		119,923.27
								125,026.77
								122,126.77
						\$ 759,535.51	\$ 876,622.28	
					Encumbered Amount as of 1.29.26	\$ 66,692.82		
					Amount Left to Encumber	\$ 50,393.95		

24REDR-CONTRACT#10482

as of 1/29/26

DATE	CHECK #	PAYEE	PO #	ACCT CODE	DESCRIPTION	CHECK AMOUNT LESS TAX	DEPOSIT	RUNNING BALANCE	
02/26/24		State of NC			Regional Economic Development Reserver Directed Grant Funds		2,365,000.00	2,365,000.00	
02/29/24		KS Bank		44-3831-0000	Investment Earnings		155.50	2,365,155.50	
03/29/24		KS Bank		44-3831-0000	Investment Earnings		4,600.72	2,369,756.22	
04/30/24		KS Bank		44-3831-0000	Investment Earnings		1,794.70	2,371,550.92	
04/30/24		NCCMT		44-3831-0000	Investment Earnings		5,424.36	2,376,975.28	
05/09/24	2925	Susan Hatchell Landscape	24-00457	44-4190-3500	Town Parking Plaza Design	2,212.00		2,374,763.28	
05/30/24	2947	And Other Works	24-00539	44-4190-3500	Town Park Restroom Bldg II-Design, ConstrucDocument/Admin/Bid	1,750.00		2,373,013.28	
05/31/24		KS Bank		44-3831-0000	Investment Earnings		10.42	2,373,023.70	
05/31/24		NCCMT		44-3831-0000	Investment Earnings		10,521.13	2,383,544.83	
06/12/24	2976	Susan Hatchell Landscape	24-00457	44-4190-3500	Town Parking Plaza Design	728.00		2,382,816.83	
06/28/24		KS Bank		44-3831-0000	Investment Earnings		4.64	2,382,821.47	
06/28/24		NCCMT		44-3831-0000	Investment Earnings		10,211.22	2,393,032.69	
07/03/24	3001	Susan Hatchell Landscape	24-00457	44-4190-3500	Town Parking Plaza Design	220.00		2,392,812.69	
07/03/24	3004	And Other Works	24-00539	44-4190-3500	Town Park Restroom Bldg II-Design, ConstrucDocument/Admin/Bid	1,090.00		2,391,722.69	
07/31/24		KS Bank		44-3831-0000	Investment Earnings		1.38	2,391,724.07	
07/31/24		NCCMT		44-3831-0000	Investment Earnings		10,610.78	2,402,334.85	
07/31/24		KS Bank		44-4190-3500	Bank Service Charge	10.00		2,402,324.85	
08/12/24		KS Bank		44-4190-3500	Refunded Bank Service Charge		10.00	2,402,334.85	
08/30/24		KS Bank		44-3831-0000	Investment Earnings		1.20	2,402,336.05	
08/31/24		NCCMT		44-3831-0000	Investment Earnings		10,650.07	2,412,986.12	
09/05/24	3104	And Other Works	24-00539	44-4190-3500	Town Park Restroom Bldg II-Design, ConstrucDocument/Admin/Bid	1,520.00		2,411,466.12	
09/30/24		KS Bank		44-3831-0000	Investment Earnings		18.69	2,411,484.81	
09/30/24		NCCMT		44-3831-0000	Investment Earnings		10,013.13	2,421,497.94	
10/03/24	3142	And Other Works	24-00539	44-4190-3500	Town Park Restroom Bldg II-Design, ConstrucDocument/Admin/Bid	3,105.00		2,418,392.94	
10/10/24	3164	NV5 Engineers & Consultants	24-00567	44-4190-3500	Park Phase II - Extend Water Service Design to Restroom Bldg II	2,250.00		2,416,142.94	
10/31/24		KS Bank		44-3831-0000	Investment Earnings		11.86	2,416,154.80	
10/31/24		NCCMT		44-3831-0000	Investment Earnings		9,755.24	2,425,910.04	
11/29/24		KS Bank		44-3831-0000	Investment Earnings		10.09	2,425,920.13	
11/30/24		NCCMT		44-3831-0000	Investment Earnings		9,129.05	2,435,049.18	
12/09/24	3256V/3367	And Other Works	24-00539	44-4190-3500	Town Park Restroom Bldg II-Design, ConstrucDocument/Admin/Bid	772.50		2,434,276.68	
12/31/24		KS Bank		44-3831-0000	Investment Earnings		10.45	2,434,287.13	
12/31/24		NCCMT		44-3831-0000	Investment Earnings		9,216.89	2,443,504.02	
01/23/25	3317	NV5 Engineers & Consultants	25-00092	44-4190-3500	Geotech Investigation/Topographic Survey-Parking Parcel	10,000.00		2,433,504.02	
01/23/25	3314	And Other Works	24-00539	44-4190-3500	Town Park Restroom Bldg II-Design, ConstrucDocument/Admin/Bid	2,575.00		2,430,929.02	
01/23/25	3314	And Other Works	24-00539	44-4190-3500	Town Park Restroom Bldg II-Design, ConstrucDocument/Admin/Bid	772.50		2,430,156.52	
01/31/25		KS Bank		44-3831-0000	Investment Earnings		12.68	2,430,169.20	Interest
01/31/25		NCCMT		44-3831-0000	Investment Earnings		8,880.29	2,439,049.49	
02/11/25	3342	And Other Works	24-00539	44-4190-3500	Town Park Restroom Bldg II-Design, ConstrucDocument/Admin/Bid	3,787.16		2,435,262.33	
02/28/25		KS Bank		44-3831-0000	Investment Earnings		11.86	2,435,274.19	180,900.65
02/28/25		NCCMT		44-3831-0000	Investment Earnings		7,954.21	2,443,228.40	
03/13/25	3390	And Other Works	24-00539	44-4190-3500	Town Park Restroom Bldg II-Design, ConstrucDocument/Admin/Bid	1,237.50		2,441,990.90	
03/13/25	3406	NV5 Engineers & Consultants	24-00567	44-4190-3500	Park Phase II - Extend Water Service Design to Restroom Bldg II	750.00		2,441,240.90	
03/31/25		KS Bank		44-3831-0000	Investment Earnings		10.86	2,441,251.76	
03/31/25		NCCMT		44-3831-0000	Investment Earnings		8,759.06	2,450,010.82	
04/10/25	3435	And Other Works	24-00539	44-4190-3500	Town Park Restroom Bldg II-Design, ConstrucDocument/Admin/Bid	1,804.40		2,448,206.42	
04/28/25	3468	Vortex Construction Co	25-00351	44-4190-3500	Town Park Restroom Bldg II Construction	24,937.50		2,423,268.92	
04/30/25		KS Bank		44-3831-0000	Investment Earnings		9.08	2,423,278.00	

24REDR-CONTRACT#10482

as of 1/29/26

DATE	CHECK #	PAYEE	PO #	ACCT CODE	DESCRIPTION	CHECK AMOUNT LESS TAX	DEPOSIT	RUNNING BALANCE	
04/30/25		NCCMT		44-3831-0000	Investment Earnings		8,489.02	2,431,767.02	
05/21/25	3473	And Other Works	24-00539	44-4190-3500	Town Park Restroom Bldg II-Design, ConstrucDocument/Admin/Bid	840.55		2,430,926.47	
05/29/25	3492	Vortex Construction Co	25-00351	44-4190-3500	Town Park Restroom Bldg II Construction	56,287.50		2,374,638.97	
05/30/25		KS Bank		44-3831-0000	Investment Earnings		4.45	2,374,643.42	
05/31/25		NCCMT		44-3831-0000	Investment Earnings		8,754.88	2,383,398.30	
06/05/25	3495	And Other Works	24-00539	44-4190-3500	Town Park Restroom Bldg II-Design, ConstrucDocument/Admin/Bid	825.15		2,382,573.15	
06/26/25	3529	SiteOne Landscape Supply	25-00355	44-4190-3500	Multi-Purpose Fields-Irrigation Supplies	7,408.61		2,375,164.54	
06/30/25		KS Bank		44-3831-0000	Investment Earnings		118.13	2,375,282.67	
06/30/25		NCCMT		44-3831-0000	Investment Earnings		8,009.76	2,383,292.43	
07/10/25	3556	JM Daniels Construction	25-00393	44-4190-3500	Town Park/Westside Park Parcel Site Work/Waterwork/Stone Base	19,220.40		2,364,072.03	
07/10/25	3557	Landscape Technology, Inc	25-00354	44-4190-3500	Town Park Multi-Purpose Fields Irrigation/Sprig/Spray/Mow/Laser/Labor	34,000.00		2,330,072.03	
07/10/25	3558	SiteOne Landscape Supply	25-00355	44-4190-3500	Multi-Purpose Fields-Irrigation Supplies	6,081.10		2,323,990.93	
07/17/25	3576	SiteOne Landscape Supply	26-00033	44-4190-3500	Multi-Purpose Fields-Irrigation Supplies	5,305.17		2,318,685.76	
07/29/25	3588	Landscape Technology, Inc	25-00354	44-4190-3500	Town Park Multi-Purpose Fields Irrigation/Sprig/Spray/Mow/Laser/Labor	80,400.00		2,238,285.76	
07/29/25	3593	SiteOne Landscape Supply	26-00033	44-4190-3500	Multi-Purpose Fields-Irrigation Supplies	345.40		2,237,940.36	
07/31/25		KS Bank		44-3831-0000	Investment Earnings		70.39	2,238,010.75	
07/31/25		NCCMT		44-3831-0000	Investment Earnings		8,254.50	2,246,265.25	
08/14/25	3606	And Other Works	24-00539	44-4190-3500	Town Park Restroom Bldg II-Design, ConstrucDocument/Admin/Bid	582.30		2,245,682.95	
08/14/25	3629	Vortex Construction Co	25-00351	44-4190-3500	Town Park Restroom Bldg II Construction	44,032.50		2,201,650.45	
08/29/25		KS Bank		44-3831-0000	Investment Earnings		125.36	2,201,775.81	
08/29/25		NCCMT		44-3831-0000	Investment Earnings		7,696.40	2,209,472.21	
09/30/25		KS Bank		44-3831-0000	Investment Earnings		167.30	2,209,639.51	
09/30/25		NCCMT		44-3831-0000	Investment Earnings		7,217.48	2,216,856.99	
10/02/25	3666	And Other Works	24-00539	44-4190-3500	Town Park Restroom Bldg II-Design, ConstrucDocument/Admin/Bid	1,422.85		2,215,434.14	
10/02/25	3675	JM Daniels Construction	25-00393	44-4190-3500	Town Park/Westside Park Parcel Site Work/Waterwork/Stone Base	156,533.58		2,058,900.56	
10/02/25	3685	Vortex Construction Co	25-00351	44-4190-3500	Town Park Restroom Bldg II Construction	55,408.75		2,003,491.81	
10/09/25	3690	And Other Works	24-00539	44-4190-3500	Town Park Restroom Bldg II-Design, ConstrucDocument/Admin/Bid	900.75		2,002,591.06	
10/09/25	3702	Vortex Construction Co	25-00351	44-4190-3500	Town Park Restroom Bldg II Construction	39,032.65		1,963,558.41	
10/31/25		KS Bank		44-3831-0000	Investment Earnings		257.24	1,963,815.65	
10/31/25		NCCMT		44-3831-0000	Investment Earnings		6,374.73	1,970,190.38	
11/06/25	3731	And Other Works	24-00539	44-4190-3500	Town Park Restroom Bldg II-Design, ConstrucDocument/Admin/Bid	447.25		1,969,743.13	
11/06/25	3736	JM Daniels Construction	25-00393	44-4190-3500	Town Park/Westside Park Parcel Site Work/Waterwork/Stone Base	329,424.30		1,640,318.83	
11/06/25	3738	Musco Sports Lighting, LLC	25-00352	44-4190-3500	Sports Lighting for the Multi-Purpose field in Phase 2 (2636 Castleberry)	296,812.00		1,343,506.83	
11/26/25	3769	Walter Holmes Electric, Inc	25-00353	44-4190-3500	Installation of Electricity/Wiring to Musco Lights-Multi-Purpose Field, Phase 2	130,544.00		1,212,962.83	
11/28/25		KS Bank		44-3831-0000	Investment Earnings		529.36	1,213,492.19	
11/28/25		NCCMT		44-3831-0000	Investment Earnings		3,650.64	1,217,142.83	
12/10/25	3795	JM Daniels Construction	26-00099	44-4190-3500	Town Park/Westside Park Parcel Asphalt/Concrete/Paving Work	137,550.80		1,079,592.03	
12/23/25	3813	Vortex Construction Co	25-00351	44-4190-3500	Town Park Restroom Bldg II Construction	17,704.05		1,061,887.98	
12/31/25		KS Bank		44-3831-0000	Investment Earnings		188.10	1,062,076.08	
12/31/25		NCCMT		44-3831-0000	Investment Earnings		3,193.35	1,065,269.43	
						\$ 1,480,631.22	\$ 2,545,900.65		
					Encumbered Amount as of 1.29.26	\$ 248,107.29			
					Amount Left to Encumber	\$ 817,162.14			

Archer Lodge Animal Control Monthly Report

December 2025

Activities	
Cat Complaints	
Cat Traps Deployed	
Cat Bites	1
Dog Complaints	5
Dog Traps Deployed	1
Dog Bites	
Animal Cruelty	
Welfare Checks	2
Vicious Animals	
Wildlife Complaints	
Livestock Complaints	
Household Pet Complaints	
Follow Ups	3
Phone Calls/Follow Ups	1
Assist Other Agency	
Other	
Total	
	13

Enforcement Actions	
Cats Collected	
Dogs Collected	2
Leash Law Verbal Warning	1
Leash Law Violations	
Animal Welfare Warnings	
Animal Cruelty Violations	
All Other Warnings	2
All Other Violations	
Carcass Removal	
Animals Quarantined at home	1
Animals Quarantined at JCAS	
Total	
	6

Total Reports Taken:

Food Truck Operation Agreement

Date Received:
Agreement #:



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

Mayor:
 Matthew B. Mulhollem

Mayor Pro Tem
 Clyde B. Castleberry

Council Members:
 Teresa M. Bruton
 Francine Echols
 J. Mark Jackson
 Michael Davis

1. Owner/Contact Info

Owner/Contact:	Phone:
Address:	Email:

2. Requested Location

Address/Location:

3. Requested Operation Time

Date:	Hours:
Date:	Hours:
Date:	Hours:
Date:	Hours:
Date:	Hours:

4. Attestation Agreement

The operator attests to comply with Town of Archer Lodge policies regarding Food Truck Operation as stated in the Unified Development Ordinance (Article 5-Division 5-Sec. 30-5503c). The operator attests to conduct business only at the requested locations and times. The operator attests to comply with all Johnson County Environmental Health standards regarding Food Truck Operations and to attain necessary permits prior to agreement.

This document is an agreement between the Town of Archer Lodge and the Operator to conduct business within municipal boundaries. Any alteration or adjustment to the accepted terms of the agreement are void without approval from a Town Official. Signatures from both parties must be included for this document to be valid.

Please provide copies of any current permits needed for operations.

Print Name:	Signature:	Date:
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Owner / Applicant

Print Name:	Signature:	Date:
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Town Official

Town of Archer Lodge Standards for Food Truck Operations

Article 5-Division 5-Sec. 30-5503c

- (1) *Food truck and pushcart vendors.* Food truck operations and pushcart vendors shall comply with the following:
- a. *Location.* Food trucks and push carts may only be operated in the following zoning districts:
 1. The Neighborhood Business (NB) district, subject to the additional standards in subsection (iii) below;
 2. The Community Business (CB) district;
 3. The Light Industrial (LI) district;
 4. The Agricultural Residential (AR) district, when operated on the same lot as an agri-tourism, farmers market, or governmental use type, and (Amended 08-01-22 AL2024-08-1)
 5. Within a PD district provided the temporary use is listed in the associated master plan or terms and conditions statement.
 - b. *Placement during and after food sales.*
 1. Food trucks and push carts shall be parked on private property with the property owners' permission and shall not be parked within any public street, right-of-way, or sidewalk unless in the NB or AR districts, or the street has been closed for a special event. (Amended 08-01-22 AL2024-08-1)
 2. A food truck or push cart shall be removed after operating hours or a special event and be stored in a legally permissible location.
 - c. *Additional standards for food trucks and push carts within the neighborhood business district.*
 1. Food trucks operating between the hours of 8 am and 5 pm shall not be parked on the street for more than two consecutive hours unless the street has been closed for a special event.
 2. The customer access for food sales shall be from the side of the food truck facing the sidewalk not the street.
 3. Food sales shall not impede pedestrian traffic along the sidewalk.
 4. Push carts operating in the NB district shall not operate or sell food upon any sidewalk.
 - d. *Additional standards for food trucks and push carts when operated on governmental land.* (Amended 08-01-22 AL2024-08-1)
 1. Operators shall secure a license or other agreement to operate a food truck or push cart in addition to a temporary use permit prior to commencement.
 2. In cases where a license or governmental agreement conflicts with the standards in this Ordinance or other Town requirements, the more restrictive standard shall control.
 3. Except during Town-sponsored or Town-sanctioned special events, the total number of food trucks or push carts on a single governmental site shall be limited to a maximum of five per day and no more than three on the same lot or site at any one time.
 - e. *Minimum distance from certain use types.*
 1. No food truck or pushcart vendors shall operate within 60 feet of any cemetery. (Amended 08-01-22 AL2024-08-1)
 2. No food truck shall operate within 75 feet from the main entrance of any restaurant during business hours, unless authorized by a restaurant.
 - f. *Operation.*
 1. The food truck or pushcart owner or their designee shall be present at all times except in case of an emergency.
 2. The hours of operation shall be between the hours of 7:00 a.m. and 10:00 p.m. except for special events, and then shall be limited to the hours of operation associated with the special event. (Amended 08-01-22 AL2024-08-1)

Food Truck Operation Agreement Certificate

Between

The Town of Archer Lodge

And

To operate as a Food Truck within Town limits for the following dates:

Date:
Date:
Date:
Date:
Date:

Signature of Town Official

Signature of Owner / Operator



Date Received:
Agreement #:

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