

A Butner Town Council Meeting was convened in the meeting room at South Granville Water and Sewer Authority (SGWASA) located at 209 West C Street, Butner, NC 27509 on Thursday, **September 2, 2010**, beginning at 7:00 PM.

Present and Presiding:

Mayor:

Thomas Lane

Council Members:

Vickie Cates

Christene Emory

Linda Jordon

Bill McKellar

Edgar Smoak

Terry Turner

Thomas Marrow

James Wrenn, Jr.

Dianne White

Town Manager

Town Attorney

Town Clerk

1. WELCOME AND CALL TO ORDER ... by Mayor Lane

2. ROLL CALL ... by Clerk

3. INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation given by Mayor Pro-Tem Jordon and Pledge of Allegiance led by Council Member Cates.

4. APPROVAL OF AUGUST 5, 2010 MEETING MINUTES

Minutes were approved on motion by Council Member Emory, seconded by Council Member Cates – all in favor.

5. ADJUSTMENTS TO AND/OR APPROVAL OF SEPTEMBER 2, 2010 MEETING AGENDA

The following items were added:

- Forester's Contract and Budget Amendment (9A)
- Proclamation – Walk to School Month (11A)

6. PUBLIC COMMENT PERIOD

Deuard Bowden of 2641 Bowden Drive, Creedmoor addressed the Council. He owns/operates Mobile Village (40 years ±) and asked approval for RV's in the mobile home park. He spoke of 59 spaces with 6 RV sites (approved before existing LDO). Bowden would like approval for extended RV stay – no overnight parking ... he mentioned Corps of Engineers and others who work in the area from time-to-time needing RV space. Mayor Lane indicated Council doesn't normally respond "off the cuff" at public comment period; however, Lane said Bowden's request would most likely end up with appropriate town staff and/or Planning Board.

7. MONTHLY FINANCIAL REPORT

The Finance Director indicated a bleak financial statement “on paper”. She said quite a bit of money was transferred from General Fund to Capital Projects Fund. A listing of capital projects was included – all under budget at this time.

On motion by Mr. Smoak, seconded by Ms. Jordon it was moved to accept the financial report. SEE ATTACHMENT “A”.

8. CONSIDER DONATING APPROXIMATELY \$600 TO THE SOUTH GRANVILLE EXCHANGE CLUB FOR THE BUTNER CHRISTMAS PARADE (SANTA FLOAT AND OTHER ITEMS)

According to members of the Exchange Club, Christmas floats and other costs continue to increase each year. The Town’s donation will ensure we have a Christmas parade this year. The Manager supports this donation and supports the Exchange Club’s continued involvement in scheduling this event.

Following a briefing by the Manager, a motion was made by Council Member Jordon, seconded by Council Member Turner to approve a donation up to \$600 to South Granville Exchange Club (Budget Ordinance Amendment 002-2011--- SEE ATTACHMENT “B”). All voted in favor.

9. CONSIDER DONTAING \$500 TO GRANVILLE COUNTY RESCUE SQUAD

During our 2010/11 budget preparation, the Manager received a request from the Granville County Rescue Squad for a \$500 donation to help them with expenses of operating a boat and related equipment. Because of Lake Holt, the Manager thought he had included their request in the Town’s budget. However, it seems it was inadvertently left out. The Town Manager supports funding for this very important volunteer squad.

(The Manager highly encouraged Council to consider funding this item. He noted Lake Holt was open all year last year for the first time and he further stated, if someone went missing, we would want assistance.

This budgetary item (Budget Ordinance Amendment 002-2010) was approved in the amount of \$500 on motion by Mr. Smoak, seconded by Ms. Cates – all voted in favor. SEE ATTACHMENT “B”.

9A. Budget Amendment - Forester

\$1,000 was placed in the budget not knowing exactly how much was needed. Forester Tim Harris was selected (action taken at Council’s 7/1/10 Meeting). Town Staff has been working on a contract (\$2100) to produce a Forest Management Plan for Butner. There are other associated costs that will be billed at an hourly rate. Marrow said for this fiscal year, it is estimated a \$5,000 Budget Amendment should cover all expenses. We are anticipating getting a grant (Tar River Land Conservancy

- TRLC) to help fund the Forest Management Plan. Marrow said TRLC came in on the tail end of things.

Harris is ready to start work immediately. Mr. Smoak had questions (which were addressed by the City Attorney) relative to various aspects of the contract. Mr. Smoak said monies from sale of timber should be put in a restricted fund and/or earmarked to be used to address future land matters for Butner owned property. Marrow agreed there is dead timber adjacent to residential properties – monies should be set aside to handle these type situations. Smoak said monies generated from the forester program should be used to improve land making it more marketable to businesses, homeowners, etc.

Therefore, Smoak made a motion, duly seconded by Emory to appropriate \$5,000 (as “seed money”) toward this expense/project ... Finance Committee, along with Finance Director to set up a plan as to how monies will be used as discussed above. All voted in favor. SEE ATTACHMENT “C” (Budget Ordinance Amendment 003-2011).

Also, another motion was made by Smoak to authorize the Town Manager to be able to enter into the contract with Mr. Harris subject to minor revisions as he deems reasonably necessary – seconded by Jordon – all voting in favor.

Marrow said Harris has agreed to help train Town Staff in taking down trees (excluding precarious situations).

10. REQUEST FROM LORD GRANVILLE AGRICULTURAL HERITAGE CLUB TO CLOSE WEST G STREET TO ONE WAY TRAFFIC (FROM CENTRAL TO 12TH) ON OCTOBER 2ND AND 3RD

Due to the large volume of tractors entering this show, most being pulled on a trailer, they need a one way designation to allow for the wide turns entering their lot on West “G” Street.

This request was granted on motion by Mr. Turner, seconded by Mr. McKellar – all voted in favor.

11. GREENWAY MEMORANDUM OF UNDERSTANDING (MOU) UPDATE

The Granville Greenways Advisory Council has approved an amendment to the Memorandum of Understanding that all participating local governments agreed to with two (2) changes. One is changing “Economic Development Commission” to Economic Development Department (page 1, number 1). The other was to change “Greenway Technical Coordinating Committee” to Greenway Technical Committee (page 2, number 2.f.). These changes are shown in the attached document with deletions in strikethrough and additions in bold. **SEE ATTACHMENT “D”.**

Council is being asked to vote to approve or deny these changes. If approved, the County will distribute a fully executed original signed by all eight (8) jurisdictions.

Planner Melissa Hodges said Butner is a part of this agreement/MOU and noted the two (2) minor changes. **Changes were approved on motion by Ms. Cates, seconded by Ms. Emory. All voted in favor.**

11A. “Walk to School Month Proclamation – October, 2010”

Following a briefing by the Planner, the Proclamation (SEE ATTCHMENT “E”) was approved on motion by Ms. Jordon, seconded by Ms. Cates (unanimously approved). Also In connection with this item, motion was amended to include closing 24th Street from D to E Streets as noted in minutes below. All voted in favor.

Hodges said there are plans for kids to walk to school on October 6th (“Walk to School” Day). This involves (locally) a school in Creedmoor, two (2) in Oxford and two (2) in Butner. In Butner there is an existing greenway that connects the two (2) schools --- volunteers will be involved, kids will walk in groups. They will be given safety tips and once assembled “McGruff, the Crime Dog” will be on hand with bags of various info focusing on safety. Parents, of course, will be notified. Relative to the middle school, closing down 24th Street between D and E (7:45 – 8:45 a.m.) is being proposed – middle school students will be dropped off at SMSA – they, too, will be walking to school. Activities will be advertised. School Principals are on board, along with public safety agencies, etc.

The Mayor welcomed Council Members to join him on October 6th, 7:30 a.m. to participate.

12. COUNCIL CONSIDERATION OF TWO (2) RESOLUTIONS:

A. DESIGNATING DEPUTY FINANCE DIRECTOR (SEE ATTACHMENT “F”)

Resolution was approved on motion by Mr. McKellar, seconded by Ms. Jordon, All approved.

B. DESIGNATING AUTHORIZED SIGNERS OF MONIES IN OFFICIAL DEPOSITORIES (SEE ATTACHMENT “G”)

Resolution was approved on motion by Ms. Cates, seconded by Ms. Emory. All voted in favor.

13. CONSIDER ADOPTING A “TOWN OF BUTNER CASH MANAGEMENT AND INVESTMENT POLICY” (SEE ATTACHMENT “H”)

This policy will define the parameters for our Finance Director to invest our cash and set policies for day-to-day collection of cash. The Finance Committee has reviewed this policy and recommends its approval. This policy is conservative in nature. Priorities are: 1) Investments must be secure, 2) Investments must be liquid, and, 3) Investments must be sufficient to provide a fair market rate of return.

The Town Manager went over highlights of the proposed policy. Mayor Lane said he would like to see a change on page 1, first paragraph under “Responsibility”, last sentence ... add “In order to promote the efficiency of investment duties and related

activities, the Finance Director, with approval of the Manager ...". He noted this change due to small staff - Finance Director is both Director and Finance Staff at the moment. **Therefore, Mr. Smoak made a motion seconded by Ms. Jordon to approve Town of Butner Cash Management and Investment Policy with addition. All voted in favor.**

14. CONSIDER ADOPTING A "POLICY FOR FILLING A VACANT SEAT" WHICH SETS FORTH PROCEDURE THAT WILL BE USED WHEN A VACANCY OCCURS (SEE ATTACHMENT "I")

This policy will be the standard for filling vacant seats on the Council. As you know, the Town most likely will be using this policy this Fall.

Wrenn said, after looking through NC General Statutes, Council should go through interview process following a notice of resignation – statute refers to "vacant seat". Wrenn went over the policy. Bottom part was info with respect to Council Member Smoak's expected resignation. Plans are to have replacement in January, 2011 (following Oath of Office). Wrenn said he and the Manager is (or will be) working on a draft application (hopefully) by Council's next meeting. Wrenn said a standard set of questions would be good/fair for the first process/interview of all applicants. Council Members were encouraged to submit any 'sample' questions to the Manager so he and the Attorney can compile questions and send out in advance of the Council's next meeting.

This policy was adopted on motion by Ms. Jordon, seconded by Ms. Cates – all were in favor.

15. REPORTS

➤ Town Manager

- Town Hall is going well/pad ready to be built – looking forward to "vertical" movement
- Selecting Town Hall furniture – plans are to bring info to Council
- Bids came in on 9/9/10 regarding installation of Christmas decorations (14 poles) on Highway 56 along with Christmas Tree at VGCC entrance
- Flood Light at "Welcome" sign at railroad tracks (Hwy 56) has been installed – Duke Power to connect
- Contact has been made with NC Wildlife Commission about making Lake Holt a community fishing lake (this would help with funding from Wildlife Commission) ... Mr. Smoak inquired about paddle boats
- Lake level is down ... a recent figure indicates 250 days supply remaining

➤ Attorney

- Wrenn said in 2009 the General Assembly passed a Resolution extending development approvals for two (2) years (1-1-08 would be effective through 1-1-10). It has been extended another year with local governments given an option to opt out of this extension. Wrenn recommended this go to the Planning Board for consideration/review. This will have a significant impact on Falls Lake Rules (if anything is extended, it will add to the base of existing development). The Mayor suggested this matter be placed on

next Planning Board agenda

➤ Planner

- Butner is underway with getting a contract with DMP on infrastructure portion of SRTS Grant – it is estimated we can be under construction by end of school year and completion prior to start of next school year
- CMAQ Greenway Project (E Lyon Station Rd) – held a drop in workshop. Greenways, Inc. was given OK to start designing the greenway along east side of East Lyon Station Road. Getting easements and preliminary engineering complete by November 12th will allow Butner to get fully funded (100%) ... a savings to the Town of \$95,000! This will be difficult, but Greenways, Inc. is going to do their best to meet the deadline. Getting easements depends on the property owners and DOT's review and approval
- Pedestrian Plan "draft" has been received/reviewed by Steering Committee – a few revisions – next it goes to Planning Board then to Town Council ... goal is to be completed by year end. In connection with this, possibility of adding a paved shoulder when repaving E Street and the possibility of a sidewalk and crossing with DOT enhancement monies along 24th Street connecting D Street to C Street. DMP is willing to put together needed documents
- Butner Athletic Park – RFQ sent out and submittals received – interviews are scheduled for hiring a design team. A few things that continue to come up ... move concessions to middle of the ballfields – working with Parks & Rec Advisory Committee to get input on tweaking designs etc. before bringing to Council. Butner has three (3) years to complete this project (May, 2012). As said on several occasions, once the project is complete, it will need to sit to allow grass to take root. Playing on the fields cannot transpire until the Fall of 2012
- Stormwater ... Butner has been designated an NPDES Phase II Community – we'll have to develop a stormwater program. Application is due February, 2011. Advertisement will go out next week for consultant to help with putting together application and developing a program. Hodges said we want to be sure we aren't submitting an application for something we don't realize will cost us way more than we are able to spend. Consultant can continue to help us with implementing a fee schedule, etc. Marrow added stormwater regs mandate that we incur significant expenditures. We have to map our stormwater collection system – possibly performing retro fits and other type items – question will arise how to fund it ... Fund Balance, General Fund and/or levy stormwater fees. He said Oxford began with implementing a \$2/household/month fee on water bills (has since increased that fee to \$3) to generate monies to do the mapping of the collection system and retro fits each year. There will be tough decisions on the horizon upcoming for Butner Council ... hopefully not this fiscal year. Hodges noted the benefits of hiring a consultant with experience --- she mentioned a computer program available (called "dashboard") that allows one to look at stormwater fees and info for all NC communities
- Board of Adjustment Training hosted by Kerr Tar COG for all members will be held at COG offices in Henderson (October 21 from 6-8 p.m.). Grace Smith (City of Durham) will be an instructor. Town Atty Wrenn

- recommended Council attend as well – good info
- Planning Board will be meeting next week --- two (2) text amendments and one (1) rezoning request

Town Manager Marrow said Butner has received Phase I funding to extend sidewalk from G Street down to SECU ... hopefully Phase II monies will be forthcoming to extend from SECU to B Street. Installing sidewalk now may not tie into new driveway – 2 options: 1) run it now from G to new Town Hall property line (hopefully Spring – picking back up with sidewalk running across Town Hall --- Marrow said there is the possibility of DOT directing Butner to pick up this cost at approx \$10,000, OR 2) wait until Spring, 2011 – do complete \$110,000 project. Council Member Smoak said Butner has waited a long time for this project and he continued by saying “we want it done right”. Council discussed and consensus was to move forward with running the sidewalk up to construction / new Town Hall site.

16. OTHER MATTERS

- STATUS/UPDATE ... New Town Hall
- STATUS/UPDATE ... Community Building --- The Mayor said he talked with Rep. Crawford today – we are still fairly secure with Umstead property. Report will not be released until DOC evaluates all properties. It appears there is no competition and no opposition.

17. COUNCIL COMMENTS

Council Member McKellar noted a meeting of the UNRBA on 9/15 in Butner (VGCC) with “bring your own lunch”.

Council Member Smoak touched on Mr. Bowden’s earlier presentation ... he said mobile home parks got started 30-40 years ago. When ordinances were put in place, travel trailers were left out. Smoak said there are many professionals who travel (traveling nurses, construction workers, etc.) coming to this area to work. He continued “ ... and we don’t have a place for them.” Smoak suggested matter is referred to the Planning Board (as caretakers of LDO) to look at this. He said LDO will be a changing document as American life changes with influx of people, etc. There is a need for “mobile” travel trailers and the issue needs addressing. The Mayor reiterated matter will be taken to Staff and/or Planning Board. Smoak invited all to the Harvest Show first weekend in October for good food and a good time!

Mayor Pro-Tem Jordon reminded Mayor/Council of COG Banquet (on 9/23) and getting with Clerk on RSVP. **Special Note:** Ms. Jordon will be installed as Treasurer of Kerr-Tar COG!

Council Member Cates made mention of “Movie in the Park” on 9/11, children activities begin at 6:30 p.m. with movie beginning at 8:00 p.m.

Council Member Emory (and President of South Granville Exchange Club) thanked Council for supporting the Exchange Club.

Council Member Turner said he is excited about Butner happenings and progress and reading an article where Butner is Granville County's second largest municipality. However, he said in that same article VGCC was referred to as being in Creedmoor (incorrect). He also mentioned visiting a business in Butner with a large display of merchandise inscribed "Creedmoor" thereon. Turner said he wasn't sure how to correct the situation – wondered if a bulk rate mailing could go out informing citizens of Butner limits ... he mentioned possibly a newsletter as another avenue of information to citizens. Delineating between Creedmoor and Butner has been an issue ... the 2 small post offices (one in Butner and one in Creedmoor) is a complex issue Lane said – neither community wants to lose its post office and there is a need to get addresses adjusted. The town limit signs were put in place hoping to alleviate confusion. Ms. Jordon agreed that everyone does not use computers and a semi-annual newsletter is a good suggestion.

18. CLOSED SESSION IN ACCORDANCE WITH NCGS §143-318.11(A)(4)

Ms. Jordon made a motion, seconded by Mr. Smoak to go into closed session at approximately 8:36 p.m. – all voted in favor. No announcement followed.

19. ADJOURNMENT

At approximately 9:39 p.m., the meeting was adjourned on motion by Mr. Smoak, seconded by Mr. McKellar. All voted in favor.

Respectfully submitted,
Dianne E. White, CMC
Town Clerk

Thomas Lane, Mayor
Town of Butner