Butner Town Council Meeting was convened in the Council Meeting Room at Butner Town Hall, located at 415 Central Avenue, Butner, NC 27509 on Thursday, October 2, 2014, beginning at 7:00 PM.

Present and Presiding:
Mayor: Thomas Lane
Council Members:
Michel Branch
Vicky Cates
Christene Emory
Linda Jordon
Bill McKellar
Terry Turner

Town Manager
Thomas Marrow
Town Attorney
James Wrenn, Jr.
Town Clerk
Dianne White

1. WELCOME AND CALL TO ORDER … by Mayor Lane

2. ROLL CALL … by Clerk

3. INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation was given by Council Member Emory prior to Pledge of Allegiance led by Council Member Turner (and recited by all).

4. APPROVAL OF SEPTEMBER 4, 2014 MEETING MINUTES (See Attached)

Minutes were approved on motion by Council Member Jordon, seconded by Council Member Branch. All voted in favor.

5. ADJUSTMENTS TO AND/OR APPROVAL OF OCTOBER 2, 2014 AGENDA

The Manager requested a Budget Ordinance Amendment is added to hire a land use planning firm to complete the Butner Gateway Small Area Plan. Mayor placed this item as 10A.

6. PUBLIC COMMENT PERIOD

None

7. MONTHLY (AUGUST) FINANCIAL REPORT (See Attached)

Finance Director Hiscocks said cash and investments by fund are up 17.7% (from previous year) due to receipt of monies from Butner Public Safety. Property tax collections are down somewhat; however, August is the big month for collections. Sales tax is ahead of last year as well as state shared revenues and planning revenues. Collections are in for business license taxes (this being our final year for this item since Legislators did away with it). Next year we will only be able to charge for beer & wine and on/off premise licenses. Cultural & recreational is up quite bit (from all the use at the BAP). Lane said it appears all is moving along and staying within budget – a good thing.
The financial report was accepted on motion by Council Member Turner, seconded by Council Member Jordon. All voted in favor.

8. **COUNCIL APPROVAL REQUIRED - POLICIES, PROCEDURES, PLANS, RESOLUTIONS AND ORDINANCES FOR THE 2013 TOWN OF BUTNER VETERANS LIFE CENTER HOMELESS SHELTER CDBG PROJECT (CDBG #13-J-2619)**

(See Attached)

A) **POLICIES, PLANS AND PROCEDURES** (See Attached)

B) **FAIR HOUSING RESOLUTION** (See Attached)

C) **PROJECT BUDGET ORDINANCE** (See Attached)

Consultant Steve Austin will be in attendance to address questions, if any, on the above.

Austin spoke of required documents of a HUD grantee. However, he noted there are things that do not apply to Butner (such as relocation to name one). The consultant walked the Mayor/Council through the various paperwork.

*Council Member Turner motioned to approve both A and B above. Motion was seconded by Mayor Pro-Tem McKellar and all voted in favor.*

Austin said the Budget Amendment details the $4.2M grant, capital project expenditures of $3,780,000 (the actual bricks and mortar of the building) and the various administrative line items.

Mayor Lane alerted all to the fact … should things appear to be going fast on this big item tonight, he said “We spent many, many hours getting to this point so I think Council is very familiar with everything we are considering … we finally have Mr. Austin on board with us to help guide us trying to move this project along as quickly as we can …”. *Therefore, the Grant Project Ordinance for Veterans Life Center Campus Grant was introduced by Mayor Pro Tem McKellar, seconded by Council Member Jordon (unanimously approved).*

Mayor Lane gave a briefing of the project. He said we’ve been involved about 3 years … this will be a facility that will serve homeless veterans from across the state - an extended stay type program. If participants follow through the entire program, they will be in residence probably up to 2 years. The concept of the program is excellent (in Mayor’s opinion). Council, Staff, Attorney, etc. have worked hard to make certain should any part of the project fail, the Town of Butner will not be held liable for the $4.2M and speaking to all the Town negotiations with State Department of Commerce, Lane added “They clearly understand that is our intent”. He continued by saying there have been ‘rather heated meetings’ on the state level, with all levels of state government involved including the Governor’s Office. He said we think they totally understand where we are coming from and they are very supportive of the position we have taken. He concluded by saying he feels the relationship between Butner and the Department of Commerce is excellent.
Town Manager Marrow added location of project in Butner … Deerfield Cottage, Building 71 at John Umstead Hospital (old campus). VLC-Cares leased this building, along with 7 others – primarily rehabbing one building with the current grant. If successful, possibly apply for a second grant for the next building. It will consist of approximately 150 beds.

9. INFORMATION FROM NCDOT – ROAD ABANDONMENT AROUND THE NATIONAL GUARD ARMORY (See Attached)

Consider request from the National Guard to abandon the following streets from the maintenance system around the National Guard Armory: 1) West “A” Street, 2) Western Avenue, 3) 16th Street, 4) 14th Street. West “A” Street, Western Avenue, and 16th Streets are NCDOT streets. “14th” Street is a private street. The National Guard would like to take ownership of these streets in order to make improvements to them. They do not plan to close any of these streets to the general public. We are not asking for any action to be taken at this meeting.

Marrow said apparently the State is not keeping up the roads/streets noted above and the NCNG wants to take them over and maintain going forward. He indicated his contacts said these streets will not be blocked in any way for public use; they will remain open. Lane said from a meeting he was in, the Guard really wants to fix up these streets (from either within or contract out if necessary).

Mr. McKellar recommended moving forward with the request from the Guard (it was consensus by all). It was noted 14th Street shows up on the Powell Bill map as a private street. The Town Manager said all proper documentation will be brought to a future meeting for Council approval.

10. 2015 HOLIDAY SCHEDULE IN RELATION TO TOWN COUNCIL MEETING SCHEDULE (See Attached)

There is a conflict with the New Year’s holiday falling on the first Thursday of the month.

The Manager suggested holding the Butner Council Meeting the following Thursday, 1/8/2015.

**Accordingly, January 8th (same time and place) was approved for the Regular Council Meeting on motion by Mr. McKellar, seconded by Ms. Cates. All voted in favor.**

10A. BUDGET ORDINANCE AMENDMENT --- ADDED TO HIRE A LAND USE PLANNING FIRM TO COMPLETE THE BUTNER GATEWAY SMALL AREA PLAN

The Town Manager said we have been working towards developing Butner Gateway Small Area Plan (BGSAP). There is a vision on how it can be developed with lots of potential. Town Staff, with the help of the COG, put together ‘the vision’. Now it is time to move further and Marrow said we will need to hire a land use planning/engineering firm to complete the BGSAP.

We advertised for RFQ’s from firms who specialize in these type projects (received 7 and interviewed 4). The review team (Marrow, Hodges, Gladwin and the Mayor) unanimously recommended Kimley-Horn & Associates (based in Cary). The Manager said all 4 firms were
good; however, we have had good experience with Kimley-Horn in the past and the group was impressed with their presentation. However, if there isn’t a successful negotiation with Kimley-Horn, Staff will move to the second highest ranking vendor. The Manager asked Council to allow him and Wrenn to negotiate the final contract (not to exceed $150K). There will be public meetings with public input on this exciting project.

On motion by Ms. Jordon, seconded by Ms. Cates, it was moved to approve Budget Ordinance Amendment 002-2015 in the amount of $150,000 that allows the Manager and Attorney to negotiate a contract with Kimley-Horn. Monies will come from appropriated fund balance.

11. PROCLAMATION TO OBSERVE OCTOBER 12TH, 2014 (RECOGNIZING THE PATRIOTIC SERVICE AND DEDICATED EFFORTS OF FIRE AND EMERGENCY SERVICES PERSONNEL)  (See Attached)

Mayor Lane read a proclamation recognizing efforts of fire and emergency services personnel. Lane encouraged all to attend the service at Butner Presbyterian Church on Sunday, October 12th, at 11 am.

Mr. Turner motioned to adopt the proclamation, seconded by Ms. Emory. All voted in favor.

In addition, the Mayor read another proclamation on awareness of domestic violence (October being the month). Proclamation was presented to Families Living Violence Free. He said all Granville County Mayors, along with Chairman of the Granville County Commissioners have all signed. Lane said there were 8 people killed last year in Granville County due to domestic violence.

12. REPORTS
   ➢ Manager
     o Floating docks and fishing pier – scheduled to be installed February, 2015
   ➢ Attorney
     o A matter for closed session (attorney/client privilege – property acquisition)
   ➢ Planning/Parks & Rec Director (report presented by the Manager)
     o Current Town of Butner website – we are unable to access due to lack of info on how to get in the site and post on website. Our webmaster has a terminally ill mother out of state and is away with that situation. Council Member Jordon inquired as to information transitioning to the new website.
     o New Town of Butner website – Hoping to have the site up and running around November 1
     o Parks & Rec Advisory Committee will meet October 13th, 6:30 pm, Town Hall … they will make plans for the annual Community Camp Fire at Lake Holt and the Christmas event ‘Pictures with Santa’
     o There are continuous requests and bookings for the BAP for the fall. There are roughly 10 travel teams causing overflow; therefore, Marrow said we will be using
the church field behind Town Hall. We have 3 more tournaments scheduled for the year. Parks & Rec Staff met in Oxford last week to discuss scheduling tournaments next year (coordinating with the GAP). Consensus from the group, each park will take 1 week off a month for the fields to rest and/or allowing others to use the fields/facilities. Oxford is taking the last weekend of the month. Their next meeting is Nov 12th to begin scheduling tournaments for next year. Marrow said we ask everyone to submit their schedules in an effort to begin planning next year’s calendar.

- The Manager requested approval to remove from the auction list a white Ford Ranger truck. PW Director Daniel would like to have the truck on hand at the BAP for running errands, etc. This will be available for the maintenance guys to use. All were in agreement.

- Melissa Hodges returns to work part-time next week (10/8) and back to her normal scheduled around 10/20

- Public Safety Director … Capt Champion reported as follows:
  - Next week is Fire Prevention Week --- becoming part of the Town, BPS joined the Granville County Firemen’s Association which entitles them use of the Smoke Trailer. Plans are to take this instrument to the schools to do some fire prevention training.
  - Fire Control Training going on today, tomorrow and Saturday. There is a live burn trailer (from VGCC) and our folks will be doing actual fire scenarios in the trailer. Champion invited all to stop by Saturday (8 am – 1 pm) ‘to watch the firefighters in action’.

13. OTHER MATTERS

14. COUNCIL COMMENTS

Mr. Turner invited all to the Veterans Day Ceremony on 11/11/14 at 11 am at the SMSA. Turner will discuss some new ordinance issues with the Manager he noted (requests from citizens).

Ms. Emory said Susan Ball, Tourism Director has resigned (she has done a wonderful job). Mr. Patel will be the President along with Ms. Emory as Vice President for the time being.

Mr. Branch said Butner Community Association’s next meeting is set for 10/16, 7 pm – Town Hall – they will be getting ready for Christmas in the Park as well as elect officers. Branch said all volunteers are welcome!

Mr. McKellar spoke favorably of improvements to the picnic tables at the ballpark. He also spoke of a community building (topic of conversation, etc. for roughly 4 years). McKellar said he would like to restart these discussions with ‘need, location and size’ in a meeting soon.

15. CLOSED SESSION MATTER(S) (If Any)

Mr. Branch motioned to go in closed session as noted above by the Attorney (roughly 8:07 pm), seconded by Ms. Jordon. All voted in favor.
Mayor Lane thanked citizens for coming out (glad to have input and aware of happenings).

There was a 5 minute break before Closed Session.

16. **ADJOURNMENT**

*There being no further business, the meeting was adjourned approx. 8:25 pm on motion by Council Member Branch, seconded by Council Member Emory. All voted in favor.*

Respectfully submitted,
Dianne E. White, CMC
Butner Town Clerk

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Thomas W. Lane, Mayor