



Butner Town Council Meeting Agenda

7:00 PM Thursday, February 6, 2020
Council Meeting Room – Butner Town Hall
415 Central Avenue
Butner, NC 27509

1. Welcome, Remarks and Call to Order - Mayor Turner
2. Roll Call - Clerk Rote
3. Invocation and Pledge of Allegiance - Council Member Branch
4. Adjustments to and/or Approval of the Meeting Agenda
5. Approval of January 2, 2020 Meeting Minutes (Attachment 5)
6. Public Comment Period
Citizens wishing to address the Board must sign in on the form located on the podium prior to the beginning of the meeting.
7. December 2019 Financial Report – Finance Director Hiscocks **(Attachment 7)**
Recommended Action: Accept Financial Report
8. Consider Budget Calendar for Fiscal Year 2020-2021 (Attachment 8)
Recommended Action: Staff recommends approving the budget calendar for FY 2020-2021 in order to begin the budget process.
9. Consider Budget Amendment 006-2020 in the amount of \$6,500, transferring funds from Butner Public Safety cost center to a new Public Safety Training Center cost center, in order to allocate operating expenses for the new Training Center.

When the budget for fiscal year 2019-2020 was adopted, the operating expenses for the Public Safety Training Center were included as part of the budget for Butner Public Safety. In order to track the actual expenses related to Training Center, a new cost center will need to be established. This budget amendment would transfer the estimated operating costs of \$6,500 for the Training Center from the budget of Butner Public Safety to a separate budget cost center. No appropriation of Fund Balance is required as we are only reallocating operating costs from one cost center to another. **(Attachment 9)**

Recommended Action: Staff recommends approving Budget Amendment 006-2020 in the amount of \$6,500 transferring funds from Butner Public Safety cost center to a new Public Safety Training Center cost center, in order to allocate operating expenses for the new Training Center.

10. Consider Budget Amendment 007-2020 in the amount of \$5,000, to replace broken and existing exterior light fixtures in the Soldiers Memorial Sports Arena (SMSA) with LED fixtures. Funds would be appropriated from the General Fund, Fund Balance.

Many of the exterior lights at the Sports Arena are no longer functional. Rather than try to repair the old light fixtures, the Public Works Director recommends replacing the existing fixtures with new LED fixtures. **(Attachment 10)**

Recommended Action: Staff recommends approving Budget Amendment 007-2020 in the amount of \$5,000, payable from the General Fund, Fund Balance to replace existing exterior light fixtures in the SMSA with LED fixtures.

11. Consider Budget Amendment payable from the General Fund, Fund Balance, to cover additional expenses association with the implementation of the Human Resources and Payroll Software.

As part of the FY 19-20 budget, funds were appropriated for the implementation of a software package to make the payroll process more streamlined and paperless. During the recent implementation process it was discovered that we will need additional server space from VC3 and additional user licenses from New World Systems. The additional funds will come from appropriating available Funds Balance from the General Fund. Staff is still working on cost. The total and budget amendment will be provided at Thursday's meeting.

Recommended Action: Staff recommends approving Budget Amendment, payable from the General Fund, Fund Balance, to cover additional expenses association with the implementation of the Human Resources and Payroll Software.

12. Consider CDBG/Veteran's Life Center (VLC) 2020 Fair Housing Resolution.

This resolution is part of the Town's quarterly Fair Housing activities required throughout the life of the VLC / CDBG project. **(Attachment 12)**

Recommended Action: Staff recommends adopting the CDBG/VLC 2020 Fair Housing Resolution.

13. Consider offer from NCDOT to purchase 0.223 acres of Right-of-Way (ROW) on West Lyon Station Rd. associated with the West Lyon Station/HWY 56 realignment in the amount of \$65,759 and authorize the Town Manager and Town Attorney to finalize and execute the required documents. NCDOT Project : U-6020 008

As you may know, several years ago the Town purchased some property beside the Patel Hotel to set aside for the future re-alignment of West Lyon Station Road. Because of this purchase, NCDOT agreed to take over and fund this project. The agreement was for the Town to donate up to \$200,000 of land value towards the total cost of construction of the new re-alignment. Any remaining value needed for this ROW would be appraised and offered to purchase from the Town. NCDOT has an offer to purchase this ROW from the Town in the amount of \$65,759.00. This appraisal has been conducted through NCDOT's normal process for the Acquisition of ROW. I recommend the Town accept the offer to purchase and authorize the Town Manager and Town Attorney to execute the documents when submitted.

Recommended Action: Accept offer from NCDOT to purchase 0.223 acres of ROW on West Lyon Station Rd. associated with the West Lyon Station/HWY 56 realignment in the amount of \$65,759 and authorize the Town Manager and Town Attorney to finalize and execute the required documents.

14. Consider conveying to NCDOT property along West Lyon Station Rd. for ROW (0.633 ac.), Permanent Utility Easements (0.049 ac.), Permanent Drainage/Utility Easement (0.002 ac.) and Temporary Construction Easement (0.19 ac.) associates with the West Lyon Station/HWY 56 realignment for the sum of \$1.00. Authorize the Town Manager and Town Attorney to finalize and execute the required documents. NCDOT Project: U-6020 006

This is the conveyance of approximately \$200,000 of land value (total 0.874 acres) towards the West Lyon/Hwy 56. Realignment Project. See description for Item 13.

Recommended Action approve the conveyance to NCDOT property along West Lyon Station Rd. for ROW (0.633 ac.), Permanent Utility Easements (0.049 ac.), Permanent Drainage/Utility Easement (0.002 ac.) and Temporary Construction Easement (0.19 ac.) associates with the West Lyon Station/HWY 56 realignment for the sum of \$1.00. Authorize the Town Manager and Town Attorney to finalize and execute the required documents.

15. Consider resolution awarding Retiring BPS Officer Patrick L. Bailey his badge, service sidearm and fire helmet.

Officer Bailey will be retiring on February 29, 2020, Chief Champion would like to present him with the items upon retirement. **(Attachment 15)**

Recommended Action: Staff recommends adopting the resolution for retiring BPS Officer Patrick Bailey.

16. Reports (Attachment 16)
 - Manager
 - Planning/Parks & Recreation Director
 - Public Safety Director
17. Other matters
18. Mayor and Council Comments
19. Closed Session if needed
20. Adjournment

REMINDERS:

If you need additional information about the following items, please visit **Butnernc.org** for updates and additions.

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| Feb. 10 | Military Holiday Committee – Town Hall, 7:00 pm |
| Feb. 12 | UNRBA Falls Lake Regulatory Forum – Rolling View Rec. Area, 11:30 am |