



## Butner Town Council Meeting Agenda

7:00 PM Thursday, May 7, 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 Smoak
4. Adjustments to and/or Approval of the Meeting Agenda
5. Approval of the following Meeting Minutes: (Attachment 5)
  - March 5, 2020 Regular Meeting
  - March 18, 2020 Retreat
  - March 25, 2020 Special Meeting
6. Public Comment Period  
*Due to restrictions for public gatherings related to COVID-19, citizens were asked to submit comments to the Town Clerk, who will read the comments for the record.*
7. 2020 National Day of Prayer Proclamation  

May 7, 2020 has been designated as the National Day of Prayer. Although traditional activities have been suspended this year, the Town continues to recognize this important day. **(Attachment 7)**
8. March 2020 Financial Report – Finance Director Hiscocks**(Attachment 8)**
9. Consider Budget Amendment 008-2020 in the amount of \$7,440 payable from Unrestricted General Fund Balance for the 2019 OPEB Actuarial Study and to cover IT costs associated with the implementation of the Electronic Time Keeping System.

Each year we are required to have an actuarial study done to estimate the Town's liability related to other post-employment benefits (OPEB) for retiree insurance. The report normally comes in July, but this year the report was completed in March causing us to pay for two actuarial studies in one fiscal year. The original budget was only for one study, so an additional \$4,453 is required to cover the cost of the second report.

In order to implement the electronic time keeping and for security reasons, a separate server is required. The one-time cost and recurring monthly fees for the remainder of this fiscal year are \$2,987. **(Attachment 9)**

**Recommended Action:** Staff recommends approving Budget Amendment 008-2020 in the amount of \$7,440 payable from Unrestricted General Fund Balance for the 2019 OPEB Actuarial Study and to cover IT costs associated with the implementation of the Electronic Time Keeping System.

10. Consider Veterans Life Center (VLC) Project Ordinance Amendment 006 to accept a donation from VLC in the amount of \$42,041 for additional landscaping at the Veterans Life Center.

VLC has requested additional landscaping be installed in the courtyard at the Veterans Life Center. The cost of the work is \$42,041. VLC has donated the money to cover the added cost. **(Attachment 10)**

**Recommended Action:** Staff Recommends approving VLC Project Ordinance Amendment 006 to accept a donation in the amount of \$42,041 for additional landscaping at the VLC.

11. Call for a Budget Public Hearing in conjunction with the June 4, 2020 Regular Session pursuant to N.C.G.S. 159-12 in order to receive input on the FY 2020-21 Budget.

Following the Town Manager's presentation of the FY 2020-21 Budget, and before adoption, a public hearing is required.

**Recommended Action:** Staff recommends calling for a budget public hearing in conjunction with the June 4, 2020 Regular Session, Pursuant to N.C.G.S. 159-12.

12. Consider awarding the repaving of S. 18<sup>th</sup> and N. 27<sup>th</sup> Streets to lowest responsive, responsible, bidder Turner Asphalt. Inc., in the amount of \$133,385; approving the project budget of \$162,724 (10% contingency and Engineering Services); and authorizing the Town Attorney to finalize and the Town Manager to execute the construction contract.

Four bids were received and opened on April 28, 2020. They ranged from \$133,385 to \$164,950. The overall budget of \$162,724 provides funds for engineering and design, inspections (\$16,000), and a 10% contingency (\$13,339). **(Attachment 12)**

**Recommended Action:** Staff recommends awarding the repaving of S. 18th and N. 27th Streets to lowest responsive, responsible, bidder Turner Asphalt. Inc., in the amount of \$133,385; approving the project budget of \$162,724 (10% Contingency and Engineering Services); and authorizing the Town Attorney to finalize and the Town Manager to execute the construction contract.

13. Consider Budget Amendment 009-2020 to reclassify \$37,724 previously budgeted for minor street repairs to capital outlay for the purpose of repaving S. 18th and N. 27th Streets.

Recently the bid opening for the repaving was held and the cost of repaving plus a 10% contingency was \$146,724. Project engineering services is \$16,000, making the total cost of the project, \$162,724. When the FY 19-20 budget was adopted, \$125,000 was appropriated for the project. In the original budget, there were funds appropriated for minor street repairs that will not be needed for that purpose. This budget amendment will move \$37,724 from street repair and maintenance to capital outlay for street improvements. **(Attachment 13)**

**Recommended Action:** Staff recommends approving Budget Amendment 009-2020 to reclassify \$37,724 previously budgeted for minor street repairs to capital outlay for the purpose of repaving S. 18th and N. 27th Streets.

14. Consider resolution closing Central Avenue between D & E Streets from 9:30 a.m. to 11:30 a.m. on May 25, 2020 for the Butner Memorial Day Service.

A decision to hold the March 25 Memorial Day Service has not been determined. However, if the event does move forward, the street closing approval will be in place. **(Attachment 14)**

**Recommended Action:** Staff recommends approving the resolution to close Central Ave. between D & E Streets from 9:30 am to 11:30 am on May 25, 2020 for the Butner Memorial Day Service.

15. Reports (Attachment 15)
- Manager
  - Planning/Parks & Recreation Director
  - Public Safety Director
16. Mayor and Council Comments
17. Closed Session as needed.
18. Adjournment

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REMINDERS:

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

- May 11 Military Holiday Committee – Town Hall, 7:00 pm
- May 25 Town Offices closed for normal business
- Memorial Day Ceremony – 10:00 am, Gazebo Park  
(rain location Sports Arena)