

**THURSDAY, MAY 6, 2021 – 7:00 P.M.**  
**REGULAR MEETING OF THE BUTNER TOWN COUNCIL**  
**COUNCIL MEETING ROOM – TOWN HALL**

The Butner Town Council met at the above-mentioned time and place. All members of the Council and local news media were notified of the same as well as the purpose of the meeting.

Present were Mayor Terry Turner, Mayor Pro Temp Bill McKellar, Council Members Michel Branch, Judy Cheek, Linda Jordon, Tom Lane, and Vickie Smoak. Also present was Town Attorney Jim Wrenn, Town Manager Tommy Marrow, Town Clerk Barbara Rote and Administrative Specialist Anita Thomasson.

**CALL TO ORDER & ROLL CALL**

Mayor Turner called the meeting to order. Clerk Rote called the roll for Council attendance. MPT McKellar gave the prayer and led the Pledge to the American Flag.

**AGENDA APPROVAL**

COUNCIL MEMBER LANE MADE A MOTION, SECONDED BY COUNCIL MEMBER JORDON, TO APPROVE THE AGENDA AS PRESENTED. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**MARCH 23 RETREAT & APRIL 1, 2021 MINUTES APPROVED**

MEETING MINUTES WERE APPROVED ON MOTION BY COUNCIL MEMBER CHEEK, SECONDED BY COUNCIL MEMBER BRANCH. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**UPDATE GRANVILLE COUNTY 275<sup>th</sup> CELEBRATION**

Emily Champion, Butner’s representative on the Granville County 275<sup>th</sup> Celebration Committee, updated the Council on the Committees activities and plans for a celebration at the GAP on July 24, 2021 from 10 AM to 4 PM. A ribbon cutting for Phase 3 of the GAP will begin at 9 AM. Each municipality will have a booth under the sports pavilion. She asked for suggestions on items to display. Lewis Bowling has been commissioned to write a new book about Granville County. Anniversary Coins are also being sold. Book preorder forms and the purchase of coins are available at Town Hall. Communities were asked to provide a video for the website. Stovall and Oxford have submitted their videos. Cecil Hudgins produced a video on Butner. Mrs. Champion asked that Butner contact Mr. Hudgins about acquiring the video. She also asked if the Granville County Flag could be flown this year in Butner.

**2021 NURSES DAY PROCLAMATION**

Mayor Turner read the 2021 Nurses Day Proclamation. MPT McKellar received the proclamation request through the American Nurses Association and Butner resident Maria Orsini EdD, MSN, RN. Also present were Nurses Jun Juntilla, Tonya Fuller, and Dr. Kimberly Bronson.

**Town of Butner**  
**Proclamation Recognizing May as Nurses Month**

*Whereas*, registered nurses in the United States constitute our nation’s largest health care profession; and

*Whereas*, the depth and breadth of the registered nursing profession meets the different and emerging health care needs of the American population in a wide range of settings; and

*Whereas*, the American Nurses Association, as the voice for registered nurses in this country, is working to chart a new course for a healthy nation that relies on increasing access to primary and preventive health care; and

*Whereas*, a renewed emphasis on primary and preventive health care will require better utilization of all our nation’s registered nursing resources; and

*Whereas*, professional nursing is an indispensable component of the safety and quality of care of hospitalized patients; and

*Whereas*, the demand for registered nursing services will be greater than ever because of the aging of the American population, the continuing expansion of life-sustaining technologies, and the explosive growth of home health care services; and

*Whereas*, more qualified registered nurses are needed in the future to meet the increasingly complex needs of health care consumers in this community; and

*Whereas*, the cost-effective, safe, and high-quality health care services provided by registered nurses will be an increasingly important component of the United States health care delivery system in the future, and

*Whereas*, along with the American Nurses Association, the North Carolina Nurses Association has declared May as Nurses Month, with the theme “You Make a Difference,” a nod to nurses’ sheer numbers, their unparalleled impact during the pandemic and health care, and an open invitation to #ThankaNurse for enriching our lives and the world we live in, therefore now be it

*Resolved*, that I, Terry Turner, Mayor of Butner, NC, along with the Butner Town Council, ask that all residents of Butner, NC, join me in honoring the registered nurses who care for all of us, and be it further

*Resolved*, that the residents of Butner, NC, celebrate registered nurses’ accomplishments and efforts to improve our health care system and show our appreciation for the nation’s registered nurses not just during this month, but at every opportunity throughout the year.

This 6<sup>th</sup> day of May 2021

**2021 NATIONAL DAY OF PRAYER PROCLAMATION**

Mayor Turner read the National Day of Prayer Proclamation. May 6, 2021 was designated as the National Day of Prayer. The Butner Presbyterian Church is holding a 7 PM service this year.

**PROCLAMATION**  
**NATIONAL DAY OF PRAYER**  
**May 6, 2021**

**WHEREAS**, The National Day of Prayer tradition predates the founding of the United States of America, evidenced by the Continental Congress’ proclamation in 1775 setting aside a day of prayer.

**WHEREAS**, in 1952, Congress established an annual day of prayer and, in 1988, that law was amended, designating the National Day of Prayer as the first Thursday in May.

**WHEREAS**, leaders of our Nation have relied upon the power of prayer throughout American history; and

**WHEREAS**, May 6, 2021 marks the 69th consecutive observance of the National Day of Prayer; and

**WHEREAS**, the theme for this year’s National Day of Prayer is “**Now the Lord is the Spirit, and where the Spirit of the Lord is, there is liberty**”, *2 Corinthians 3:17*

**NOW THEREFORE**, I, Terry Turner, Mayor of the Town of Butner, along with the Butner Town Council do hereby proclaim Thursday, May 6, 2021, as a “**DAY OF PRAYER**” in Butner and urge our citizens to join together in their homes, places of work and places of worship, to pray for the unity of the hearts of all mankind, and to continue in prayer for our State and our Nation.

This 6<sup>th</sup> day of May 2021

**MARCH 2021 FINANCE REPORT**

FD Hiscocks presented the March 2021 Financial Report as summarized below. Revenues are ahead of expenses, which is unusual for this time of year. We should finish in the black.

COUNCIL MEMBER LANE MADE A MOTION, SECONDED BY COUNCIL MEMBER SMOAK, TO ACCEPT THE MARCH 2021 FINANCIAL REPORT AS PRESENTED. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

<b><u>MARCH 2021 Financial Report</u></b> <i>75% of FY Complete</i>	<b><u>General Fund</u></b>	<b><u>Stormwater Fund</u></b>
<b>REVENUES</b>		
YTD	\$ 5,080,208	\$ 349,980
YTD Percent of Budget	73.28%	92.62%
<b>EXPENSES</b>		
YTD	\$ 4,475,412	\$ 130,258
Budget	\$ 6,932,240	\$ 377,856
YTD Percent of Budget	64.56%	34.47%
<b>MARCH 2021 Total Cash &amp; Investments Town-Wide – All Funds</b>		
<b>General Fund</b> \$9,328,739	<b>Other Funds</b> \$1,326,505	<b>Total</b> \$10,655,244

**FINANCE OFFICER TO ESTABLISH NEW BANK ACCOUNT**  
**AMERICAN RECOVERY AND REINVESTMENT ACT FUND**

FD Hiscocks asked for permission for the Finance Officer to open a new bank account. The account would be opened at North Carolina Cash Management Trust to allow us to segregate the funds received through the American Recovery and Reinvestment Act Funds.

FD Hiscocks announced that a Finance Committee Meeting will be held on May 13, 2020 at 3:30 PM in the Camp Butner Room, Town Hall. On May 11, local governments will receive further

guidelines through the NC League of Municipalities on the use of the American Relief and Recovery Act funds and how it may affect the budget.

COUNCIL MEMBER JORDON MADE A MOTION, SECONDED BY COUNCIL MEMBER CHEEK, TO GRANT PERMISSION TO THE FINANCE OFFICER TO OPEN A NEW BANK ACCOUNT RELATED TO THE AMERICAN RECOVERY AND REINVESTMENT ACT FUNDS. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**ESTABLISHED SPECIAL REVENUE FUND FOR AMERICAN RECOVERY AND REINVESTMENT ACT FUNDS**

FD Hiscocks presented for consideration establishing a Special Revenue Fund for American Recovery and Reinvestment Act Funds. The Town of Butner is expected to receive \$2,300,000 from the United States Treasury under the American Recovery and Reinvestment Act. This money will be accounted for in a separate Special Revenue Fund. As we get more details as to how the funds can be spent a budget amendment will be done to allocate the expenditures to the proper line items. We should receive the money between now and June 11, 2021. FD Hiscocks reported the exact funds we should receive is \$2,299,843.

MPT MCKELLAR MADE A MOTION, SECONDED BY COUNCIL MEMBER SMOAK, TO ESTABLISH A SPECIAL REVENUE FUND FOR AMERICAN RECOVERY AND REINVESTMENT ACT FUNDS. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**Town of Butner, North Carolina  
Grant Project Ordinance  
For American Recovery and Reinvestment Act Funds**

**BE IT ORDAINED** by the Council of the Town of Butner, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Grant Project Ordinance is here by established:

***Section 1.***

The Council hereby creates this Grant Project Ordinance for the purpose of accounting for funds received from the United States Treasury as part of the American Recovery and Reinvestment Act (ARRA). These funds are to be used to pay for qualified expenses as stated in the ARRA and must be expended by December 31, 2024

***Section 2.***

The officers of this governmental unit are hereby directed to proceed with this grant project within the guidelines set by the budget contained herein.

***Section 3.***

The following revenues are anticipated to be available to complete this project and are hereby appropriated and/or referenced by prior action of the Council:

24-0000-3305 Federal Grants	<u>\$ 2,300,000</u>
	<u>\$ 2,300,000</u>
	=====

***Section 4.***

The following amounts are available for expenditures for this project:

24-4195-5699 Contracts, grants & subsidies

\$ 2,300,000  
\$ 2,300,000  
=====

**Section 5.**

The Finance Director is directed to report, on a monthly basis, to the Council on the financial status of the project as a part of the normal monthly reporting process.

**Section 6.**

Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Town Clerk.

Adopted this 6<sup>th</sup> day of May 2021.

**APPROVED RENOVATION OF THE OLD FIRE STATION CAPITAL PROJECT ORDINANCE**  
**AMENDMENT 001**

FD Hiscocks presented for approval the Renovation of the Old Fire Station Capital Project Ordinance Amendment 001. The renovation of the Old Fire Station to become the Butner Public Safety Training Center has been completed. The project can now be closed, and excess funds returned to the General Fund. The original budget required a contribution from the General Fund of \$1,151,117, but due to interest earnings and sales tax refunds the General Fund contribution was reduced by \$25,021.

This budget amendment will modify the budget to reflect the new amount required of the General Fund and the interest income earned in the Capital Projects Fund during the project. The amount of budgeted expenses has been reduced to balance the budget.

COUNCIL MEMBER LANE MADE A MOTION, SECONDED BY COUNCIL MEMBER SMOAK, TO APPROVE THE OLD FIRE STATION CAPITAL PROJECT ORDINANCE AMENDMENT 001 IN ORDER TO CLOSE OUT THE PROJECT. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**Town of Butner, North Carolina**  
**Capital Project Ordinance**  
**For Renovation of Old Fire Station**  
**Amendment 001**

**BE IT ORDAINED** by the Council of the Town of Butner, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Grant Project Ordinance is here by amended:

**Section 1.**

The Council hereby amends the Grant Project Ordinance for the purpose of the renovation of the old fire station located at 701 Central Avenue.

**Section 2.**

The officers of this governmental unit are hereby directed to proceed with this capital project within the guidelines set by the budget contained herein.

**Section 3.**

The following additional revenues are anticipated to be available to complete this project and are hereby appropriated and/or referenced by prior action of the Council:

	<u>Decrease</u>	<u>Increase</u>
40-7013-3811.10 Transfer from General Fund	\$ 25,021	
40-7013-3831 Interest earned	<u>\$ 0</u>	<u>\$ 9,063</u>
	<u>\$ 25,021</u>	<u>\$ 9,063</u>

**Section 4.**

The following additional amounts are available for expenditures for this project:

	<u>Decrease</u>	<u>Increase</u>
40-7013-5192 Professional services – legal	\$ 3,000	
40-7013-5700.15 Contingency	<u>\$ 12,958</u>	<u>\$ 0</u>
	<u>\$ 15,958</u>	<u>\$ 0</u>

**Section 5.**

The Finance Director is directed to report, on a monthly basis, to the Council on the financial status of the project as a part of the normal monthly reporting process.

**Section 6.**

Copies of this capital project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Town Clerk.

Adopted this 6<sup>th</sup> day of May 2021.

**ADOPTED RESOLUTION TO CLOSE-OUT OLD FIRE STATION CAPITAL PROJECT**

FD Hiscocks presented for approval a Resolution to close-out the Old Fire Station Capital Project. The renovation of the Old Fire Station has been completed. A resolution is required to officially close the Capital Project Ordinance.

COUNCIL MEMBER LANE MADE A MOTION, SECONDED BY COUNCIL MEMBER BRANCH, TO ADOPT THE RESOLUTION TO CLOSE- OUT THE OLD FIRE STATION CAPITAL PROJECT. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**RESOLUTION  
Close-out of Capital Project  
Renovation of Old Fire Station**

**WHEREAS**, the Town of Butner began a capital project in January 2019 for renovation of the old Fire Station, and

**WHEREAS**, a \$1,126,095 contribution from the General Fund and investment earnings of \$9,063 were used to finance the project, and

**WHEREAS**, the engineers on the project have submitted their certificates of

completion, and

**WHEREAS**, final payments have been received from the General Fund.

**NOW THEREFORE, BE IT RESOLVED BY THE TOWN OF BUTNER COUNCIL MEMBERS THAT** the renovation of the old Fire Station is complete and all documentation will be preserved in Town files to comply with recordkeeping requirements. A summary of revenues and expenditures is attached.

Adopted this 6th day of May 2021

**APPROVED EAST LYON STATION GREENWAY EXTENSION PHASE I GRANT PROJECT  
ORDINANCE AMENDMENT 001**

FD Hiscocks presented for consideration the East Lyon Station Greenway Extension Phase I Grant Project Ordinance Amendment 001.

The construction of the East Lyon Station Greenway Extension Phase 1 was cancelled due to funding issues with the grant from the State of NC. The project can now be closed, and excess funds returned to the General Fund. The original budget required a contribution from the General Fund of \$49,400. The only expense incurred on the project were some engineering costs in the amount of \$13,480. The Engineering work that was done could be used to jumpstart a future project.

This budget amendment will modify the budget to reflect the new amount required of the General Fund and the interest income earned in the Capital Projects Fund during the project. The amount of budgeted expenses has been reduced to balance the budget.

COUNCIL MEMBER SMOAK MADE A MOTION, SECONDED BY COUNCIL MEMBER MCKELLAR, TO APPROVE THE EAST LYON STATION GREENWAY EXTENSION PHASE I GRANT PROJECT ORDINANCE AMENDMENT 001 IN ORDER TO CLOSE OUT THE PROJECT. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**Town of Butner, North Carolina  
Grant Project Ordinance  
For Lyon Station Greenway, Extension I Construction Project  
Amendment 001**

**BE IT ORDAINED** by the Council of the Town of Butner, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Grant Project Ordinance is here by amended:

***Section 1.***

The Council hereby amends the Grant Project Ordinance for the purpose of the construction of greenways.

***Section 2.***

The officers of this governmental unit are hereby directed to proceed with this capital project within the guidelines set by the budget contained herein.

***Section 3.***

The following additional revenues are anticipated to be available to complete this project and are hereby appropriated and/or referenced by prior action of the Council:

	<u>Decrease</u>	<u>Increase</u>
40-7011-3811.10 Transfer from General Fund	\$ 36,057	
40-7011-3817 State grant income	197,600	
40-7011-3831 Interest earned	<u>\$ 0</u>	<u>\$ 137</u>
	<u>\$233,657</u>	<u>\$ 137</u>

**Section 4.**

The following additional amounts are available for expenditures for this project:

	<u>Decrease</u>	<u>Increase</u>
40-7011-5194 Professional services – engineering \$	0	\$ 9,679
40-7011-5700 Capital projects expenditures	<u>\$243,199</u>	<u>\$ 0</u>
	<u>\$243,199</u>	<u>\$ 9,679</u>

**Section 5.**

The Finance Director is directed to report, on a monthly basis, to the Council on the financial status of the project as a part of the normal monthly reporting process.

**Section 6.**

Copies of this capital project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Town Clerk.

Adopted this 6<sup>th</sup> day of May 2021.

**ADOPTED RESOLUTION TO CLOSE-OUT EAST LYON STATION GREENWAY EXTENSION  
PHASE 1 PROJECT ORDINANCE**

FD Hiscocks presented for consideration a Resolution to close-out the East Lyon Station Greenway Extension Phase I Grant Project Ordinance. The construction of the East Lyon Station Greenway Extension, Phase I was cancelled. A resolution is required to officially close the Grant Project Ordinance.

COUNCIL MEMBER BRANCH MADE A MOTION, SECONDED BY COUNCIL MEMBER JORDON, TO ADOPT THE RESOLUTION TO CLOSE-OUT THE EAST LYON STATION GREENWAY, EXTENSION PHASE I GRANT PROJECT ORDINANCE. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**RESOLUTION  
Close-out of Capital Project  
Renovation of East Lyon Station Greenway Extension I**

**WHEREAS**, the Town of Butner began a capital project in December 2015 for the construction of greenways, and

**WHEREAS**, a \$13,343 contribution from the General Fund and investment earnings of \$137 were used to finance the project, and

**WHEREAS**, the project has been cancelled, and

**WHEREAS**, final payments have been received from the General Fund.



**NOW THEREFORE, BE IT RESOLVED BY THE TOWN OF BUTNER COUNCIL MEMBERS THAT** the construction of the greenway will not take place and the project is cancelled. All documentation will be preserved in Town files to comply with recordkeeping requirements. A summary of revenues and expenditures is attached.

Adopted this 6th day of May 2021

**APPROVED TURFACE FEE UPDATE FROM \$10/BAG TO MARKET PRICE**

FD Hiscocks presented for consideration updating the fee for Turface from \$10/bag to Market Price/bag. The fee will be readopted with the FY 21-22 budget fee schedules. We are currently charging \$10.00/bag. The market price is \$11.00/bag. We would like to align the fee with our cost prior to the new fiscal year to prevent the revenue loss.

COUNCIL MEMBER CHEEK MADE A MOTION, SECONDED BY MPT MCKELLAR, TO UPDATE THE TURFACE FEE FROM \$10.00/BAG TO MARKET PRICE/BAG. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**ADOPTED 2020 TAR RIVER HAZARD MITIGATION PLAN RESOLUTION**

PD Ciriello presented for consideration adopting the 2020 Tar River Hazard Mitigation Plan Resolution. The counties of Franklin, Granville, Vance, and Warren, in coordination with their participating municipal jurisdictions are updating their regional hazard mitigation plan that covers the four-county Tar River area. The Tar River Regional Hazard Mitigation Plan identifies local policies and actions for reducing risk and future losses from natural hazards such as floods, severe storms, wildfires, and winter weather.

The plan also serves to meet key federal planning regulations which require local governments to develop a hazard mitigation plan as a condition for receiving certain types of non-emergency disaster assistance, including funding for hazard mitigation projects. These requirements stem from the Disaster Mitigation Act of 2000, which was passed by the President in October of 2000. This Act mandates that all states and local governments must have hazard mitigation plans in place to be eligible to apply for funding under such programs as the Hazard Mitigation Grant Program (HMGP) and the Pre-Disaster Mitigation (PDM) program.

The 2020 Plan is an update of the 2010 and 2002 Plans. The 2020 Plan updates disaster data and population and infrastructure changes since the last Plan was approved. In Granville County, the County is responsible for Emergency Management and they are the lead department for our municipalities.

COUNCIL MEMBER LANE MADE A MOTION, SECONDED BY COUNCIL MEMBER SMOAK, TO ADOPT THE 2020 TAR RIVER HAZARDOUS MITIGATION PLAN AS PRESENTED. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**TOWN OF BUTNER  
RESOLUTION  
ADOPTING TAR RIVER REGIONAL  
HAZARD MITIGATION PLAN**

WHEREAS, the citizens and property within the Town of Butner 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 county 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 Part 6, Article 21 of Chapter 143; Parts 3, 5, and 8 of Article 19 of Chapter 160A; and Article 8 of Chapter 160A 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 pursuant to the Disaster Mitigation Act of 2002, P.L. 106-390, 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 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 Butner 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 at 44 CFR Part 201 and according to guidance issued by the Federal Emergency Management Agency and the North Carolina Division of Emergency Management.

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

NOW, THEREFORE, be it resolved that the Butner Town Council of Butner, NC hereby:

1. Adopts the Tar River Regional Hazard Mitigation Plan.
2. Vests Granville County Emergency Management with 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 Granville County Emergency Management 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 Granville County Board of Commissioners 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.

Adopted this the 6<sup>th</sup> Day of May 2021

**FY 2021-22 BUDGET MESSAGE**  
**FINANCE COMMITTEE MEETING – MAY 12, 2021**

Town Manager Marrow presented the FY 2021-22 Budget and Budget Message pursuant to N.C.G.S. 159-11. A copy of the budget will be on-file in the office of Town Clerk for the public to review during normal business hours and posted on the Town's web site. The Budget Message is below.

The portion of the proposed sidewalk construction along D Street and 12<sup>th</sup> around the Umstead property will enhance the property and remove some liability for the town due to the uneven sidewalks. Development plans for the property must be approved by the Town, so the possibility of a developer digging up new sidewalks would also have to be approved.

Mayor Turner noted that he did not support the proposed budget and was not in favor of a tax increase this year due to the hardships associated with COVID-19. He felt the Treasury Department would better define the spending guidelines of the ARRA funds, allowing local government more latitude and therefore not needing to increase taxes this year. He asked Council to reconsider the current budget and encouraged members to watch the zoom presentation by the League on Tuesday, May 11 beginning at 2:30 PM when they discuss the spending options for the ARRA funds.

Council Members are willing to review the proposed budget based on further information provided by the League or the Government if it allows for expanded uses that are helpful to Butner and if it can be incorporated into the budget by the time the FY 2021-22 budget is adopted.

### **Budget Message FY 21-22**

May 6, 2021

To the Honorable Mayor Terry Turner  
and Members of the Butner Town Council

Pursuant to the North Carolina Local Budget and Fiscal Control Act § 159-11 of the North Carolina General Statutes (NCGS), I respectfully present the Fiscal Year (FY) 2021-2022 Budget for your review and consideration. The following message summarizes and highlights significant elements of the budget.

This year, we have again taken a conservative approach to revenue forecasts. It is uncertain how consumers spending habits may change as we enter a post-COVID health crisis era. As restrictions are lifted, we do not know if buying will continue to be focused on spending local and online or if shoppers will return to purchasing in retail centers that tend to be located in more metropolitan areas. Stimulus payments provided a boost to the economy in 2020 and early 2021. We do not know if there will be more stimulus payments to taxpayers in the upcoming fiscal year to spur consumer spending.

#### **General Fund Revenues**

Ad valorem tax collections is the largest source of revenue for the Town, making up approximately 36% of the General Fund's revenues. The proposed budget will set an ad valorem tax rate of \$0.395, a \$0.03 increase from FY 2020-2021. This increase is needed to help cover increased costs of operating the Town. We have very limited sources of revenue and if taxes are not increased, we will erode our Fund Balance by using our savings to balance the budget each year. A collections rate of 98.6% was used to calculate the ad valorem revenue estimate. The net valuation of taxable property for 2021 is \$624,150,093 for real and personal property and \$55,818,779 for motor vehicles. This valuation is almost 7% higher than the amount of net taxable real and personal property in 2020.

Our second largest source of revenue in the General Fund is the distribution of sales tax proceeds. Sales taxes are approximately 32% of our total General Fund revenues. Sales tax revenue in FY 20-21 increased by

approximately 13.5%. This level of growth is very unusual and not sustainable, therefore a modest growth of 2.5% in sales tax proceeds is budgeted for the upcoming year.

\$207,081 of unrestricted Fund Balance will be appropriated to balance the General Fund budget.

### **General Fund Expenditures**

The General Fund provides for the majority of the day-to-day operations of the Town of Butner. Those services include general government; public safety; environmental protection; economic and physical development; culture and recreation and transportation. The total proposed budget for Fiscal Year 2021-2022 by function is:

General government	\$ 1,275,632
Public safety	4,749,855
Public works	450,334
Environmental protection	37,000
Economic development	261,827
Culture and recreation	<u>538,189</u>
Total	\$ 7,312,837

The cost of salaries and benefits is the largest area of expenditures for the Town – approximately 75% of the total General Fund budgeted expenditures. The proposed budget includes a 2% cost of living raise for employees and annual merit raises up to 2.75%, based on performance and point in pay grade. There are no new positions in the proposed budget.

Butner Public Safety accounts for approximately 65% of the General Fund Budget. 74% of the Town's full-time employees work in this department and it operates 24 hours a day seven days a week.

One new expansion of service in Public Safety is the proposed addition of two K9 dogs. These dogs would be used to detect various drugs and search for fleeing suspects and missing persons.

The Capital Outlay requests included in the General Fund proposed budget are as follows:

- Upgrading the audio-visual equipment in the Camp Butner room - \$13,300
- Two Chevrolet Tahoes with equipment and graphics - \$121,161
- Evidence/storage shed with foundation and wiring - \$22,000
- Two K9 drug dogs and training - \$23,000
- Two K9 car kennels - \$11,209
- Renovation of upstairs restrooms at Public Safety - \$22,000
- Repair concrete pad behind Public Safety Station - \$100,000
- Monument sign at Gazebo Park - \$ 40,000

### **Debt Service**

FY 21-22 marks the year of the final payment on the loan for the construction of the Butner Athletic Park. The final payment will be \$103,270 - \$100,000 of principal and \$3,270 of interest. This is the only debt owed by the Town of Butner.

### **Powell Bill Fund**

Powell Bill funding is based largely on the volume of motor fuel taxed by the State and on the value of vehicles purchased and titled in North Carolina. The amount each municipality receives is based on population and miles of streets owned by a municipality. For FY 2021-2022, based on the funding formula of \$17.48 per capita and \$1,458.01 per mile of streets, the projected funding for the Town is \$163,480.

Pursuant to G.S. §136-41.1 through §136-41.4, Powell Bill funds shall only be expended for the purposes of maintain, repairing, construction, reconstruction or widening of local streets that are the responsibility of the municipality or for planning, construction, and maintenance of bikeways or sidewalks along public streets and highways.

We do not anticipate any large street projects in FY 21-22 but we will install new sidewalks along D Street from Central Avenue to 12<sup>th</sup> Street, along 12<sup>th</sup> Street from D Street to E Street, and along E Street from 12<sup>th</sup> Street to Central Avenue.

### **Special Revenue Fund – Local Vehicle Fee**

As allowed by North Carolina General Statutes §20-97(b), we have elected to levy a \$10 licensing tax on any motor vehicle resident in the Town of Butner. The first \$5.00 of the tax will go be a revenue for the General Fund. The remaining \$5 must be used for maintaining, repairing, constructing, reconstructing, widening or improving public streets in the Town that do not form a part of the State highway system. There are approximately 6,235 registered in the Town of Butner, which will produce an estimated revenue of \$30,000.

These funds will be reserved as a restricted revenue until they are used for an authorized street improvement purpose.

### **Stormwater Fund**

The Town has elected to impose a fee to all property owners to provide the revenue to offset the costs that will be incurred by Butner because of Falls Lake being named as an impaired body of drinking water by the Environmental Protection Agency.

The following stormwater activities are provided for in the FY 2021-2022 budget:

- Drainage system operation and maintenance
- Stormwater services manager (Butner's share)
- Participation in UNRBA Interim Alternative Implementation Approach development
- MS4 Permit audit

The Stormwater Fund absorbs a percentage of the salary and benefits of the staff of the Planning and Zoning Department and the Public Works Department. This will prevent the General Fund from supplementing the costs of stormwater related activities performed by Town employees.

The FY 2021-2022 budget for the Stormwater Fund is \$597,059.

### **Conclusion**

The proposed budget for the fiscal year ending June 30, 2022 provides funding for several items that have been deferred for several years due to competing priorities. We are also now back on our planned replacement schedule for vehicles for Butner Public Safety. The level of funding provided in this budget will allow the Town to maintain the current level of service to the citizens of the Town of Butner.

Thank you for your continued support to the employees and residents of Butner.

Sincerely,

Thomas S. Marrow,

Town Manager

### **PUBLIC HEARING SCHEDULED FOR JUNE 3, 2021**

Following presentation of the FY 2021-22 budget by the Town Manager, a budget public hearing is required pursuant to N.C.G.S. 159-12. Following the public hearing, the Budget Ordinance may be adopted.

COUNCIL MEMBER LANE MADE A MOTION, SECONDED BY MPT MCKELLAR, TO CALL FOR A FY 2021-22 BUDGET PUBLIC HEARING IN CONJUNCTION WITH THE JUNE 3, 2021 REGULAR SESSION. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

### **MAY MANAGER'S REPORT**

In addition to the following report TM Marrow reported that he attended the CitiVision Conference by zoom. The ARRA provides grant funding for struggling restaurants ranging from \$1,000-\$5M. We will put the grant application on the website and Facebook. He asked Council Members to help talk with local restaurants who may needed assistance. He also recommended that the owners gather up their tax returns for the last few years and take them to their accountant to help complete the application. The Town is not privileged to the applicant's information.

Carolina Coops originally from Durham – moved to NY – now moving some of their operations to Butner. They will occupy the old Three Wishes Building and will be hiring approximately 147 people over the next 2-3 years. The average salary is \$42,000. The company builds chicken coops. They hope to be moved in by Labor Day following some upfits to the building.

Social Services is moving into a space in Dutchville Village.

- Traffic light is being installed at the intersection of B street and Central.
- Firework show has been cancelled by Creedmoor.
- SGWASA will paint and maintain the fire hydrants in Butner.
- New AV equipment in Council Room will be completed for May meeting.
- Lifestyle Fitness donated 3 large mirrors for the fitness center at the BPS Training Center.

- Lighting is being installed for sign and flagpole at BPS Training Center.
- SGWASA has agreed to pay for ½ costs for adding additional AV equipment to Camp Butner Room.
- Chamber has agreed to hold Alive After 5 in Gazebo Park in conjunction with Cycle NC visit on October 6.
- Public Works removed underbrush at back left corner of gazebo park to help show off blooming azaleas.
- At Umstead Center (Corrections), locks have been cut with bolt cutters on several buildings and vandalized with graffiti, etc.
- Held our monthly meeting with Scott Schroyer and Mayor to update each other on activities taking place in Butner and surrounding area.
- Continue to work on FY 2021-22 Budget and prepare budget message.

### **MAY PLANNING, PARKS AND RECREATION REPORT**

In addition to the following report, Planning Director Ciriello reported that a Butner 2040 Workshop for Council Members will be held on May 25, beginning at 3:00 PM in the Camp Butner Room. PD Ciriello will review the goals and objectives and explain the process moving forward. Council will also receive information on the 160D updates to the Land Development Ordinance that are required by the General Assembly. The updates are proving to be less restrictive.

### **PLANNING, PARKS AND RECREATION REPORT**

- Staff attended meetings for the Clean Water Education Partnership, Granville County Parks and Recreation Advisory Committee, Butner Town Council Budget Retreat, Upper Neuse River Basin Association, Kerr-Tar Regional Transportation Planning Organization, International Economic Development Council.
- Staff is working with the National Town Builders Association to organize a design charette in Butner for their members, including prominent developers and designers.
- Staff coordinated and helped to install landscaping along Gate 2 Road in conjunction with Beautify Committee and volunteers from Butner Community Association.

### **Long-Range Planning Projects**

- Phase 2 NPDES MS4 Permit Pre-Audit getting underway.
- Tar River Region Hazard Mitigation Plan. Staff is currently reviewing a draft of the final document. Resolution for adoption presented May 6.
- 2040 Future Land Use Map, and Goals and Objectives
- Watershed Report Model & Survey – staff is reviewing the newest draft of the Watershed Report Model Ordinance from the DNR office to ensure that our current Watershed Regulations are up to date. They are also working on a response to a survey about watershed regulations for the Town.

### **Development Project Updates**

The ongoing projects that have not received final zoning inspection. Food Lion parking lot, Jarco Supply and Altec chassis storage expansion, Tractor Supply and Creedmoor Fuel

### **MAY PUBLIC SAFETY REPORT**

In addition to the following report, Chief Champion reported that the Army Corps of Engineers will be using some of our facilities to assess our electrical needs for a generator if we lost power. This is a training exercise, and they are doing this at no cost. We have one PSO opening.

## FIRE SERVICES

### Notable Fire Calls and Calls for Services since the last meeting

#### Fire Incidents April 2021

##### March 22-April 27

Fire Alarm Activations	18
Motor Vehicle Collisions	13
Cancelled Enroute	4
Structure Fire	3
Electrical Problem	3
Vehicle Fire	2
Assist EMS	1
Brush/woods fire	1
Smoke/Odor Removal	1
Unauthorized burning	1
<b>Total Number of Incidents</b>	<b>47</b>

#### Notable Incidents

- Structure fire at 603 25<sup>th</sup> St.
- Conducted 4 fire extinguisher training classes for a local business.
  
- We were able to participate in Butner-Stem Elementary School's Virtual Career Day

## POLICE SERVICES

### Police Calls and Services for April 2021

911 Hang Up Calls -	22
Animal Complaints -	5
Arrest -	28
B & E Structures -	5
B & E Motor Vehicles -	1
Communicating Threats -	3
Disturbances -	12
DWI -	6
EMS Calls -	9
Juvenile Complaints -	3
Larcenies -	15
Larceny of Motor Vehicles	2 – (1) unfounded
Traffic Stops -	360
Citations issued -	168
Traffic Check Points-	8
Vehicle Crashes"10-50's" -	19
Ride Along -	1
Robbery -	1
Property Checks-	1134
Operations Reports Code#5-	263
Calls Resolved without Reports-	1365



## **Notable Incidents**

- Burglary to Cyber Bids and All Spins on 4/6/2020
- Shooting on 4/16/2021 in the PVA of El Rio on NC HWY 56

## **Chief's Notes**

- Butner Public Safety provided traffic control for the Beautify Butner Day
- Celebrated National Telecommunicator's Week April 11-17 and Administrative Day on April 21 with our employees.

**Community Watch Meeting:** The May Community Watch meeting has been canceled.

## **MAYOR'S REPORT**

Mayor Turner reviewed the following report. Mike Turner will be the Memorial Day Ceremony's keynote speaker. Newly elected County Commissioner Russ May will also participate. There may be more people allowed to attend than originally anticipated. (over 100). The event will be in Gazebo Park on May 31 beginning at 10 AM; SMSA is the rain location.

- I joined Mayors from across North Carolina in signing a statement condemning all acts of violence directed against our Asian-American communities. Though the statement is directed to support Asian communities, we stand against all acts of violence and discrimination in our towns and cities. What harms any American, harms all Americans.
- I sat in on two Finance Committee budget workshops. The Council and staff are working hard to be good stewards of our citizens' funds.
- The Military Holiday Committee has our Memorial Day coming together.
- County Commissioner Gooch met with the Town manager and me. We had a positive discussion on County/Town relations.
- I thoroughly enjoyed the NC League of Municipalities virtual conference. It covered timely topics extremely well. I was real pleased to see so many of our Councilmembers taking part in this year's event.
- I also participated in Beautify Butner Day. I am proud of the turnout of volunteers and their hard work to clean-up our Town.
- SGWASA Director, Town Manager, and I had another very worthwhile meeting.
- I was present at Creedmoor's Flag Raising Ceremony to salute veterans, military, and first responders.
- I also went to the Creedmoor Community Center ribbon cutting, where I toured the stunning facility. I expect it will serve the southern end of the County well.
- Along with BPS Director Champion, I met with Mr. Keyon Green, a senior at Falls Lake Academy. He gave us a presentation of his senior project, an outstanding paper on "The Dangers of Distracted Drivers." His work will not only be invaluable to his own driving skills, but it will also assist others to become more proactive and safer drivers. This remarkable young man has a baseball scholarship to William Peace University.

## **COUNCIL COMMENTS**

Council Member Cheek thanked all those involved with Beautify Butner Day. 71 Bags of litter were collected. The Environmental Advisory Committee has adopted Lewis St. in Oxford and will

be picking-up litter next week. She is going to talk with local businesses and institutions about picking up litter in front of their property.

Council Member Branch also thanked all those involved with Beautify Butner Day. The BCA meets on May 20<sup>th</sup> at 7 PM. For information or how to volunteer, visit BCAserves.org. Cecil Hudgins is the current president.

Council Member Jordon acknowledged the SGWASA report provided by Bill Birdsong. SGWASA will not meet in person until everyone is vaccinated.

Council Member Smoak reported that the TDA will award development grants at their May meeting. She asked about providing additional parking at the BAP. TM Marrow will follow-up on the request. Possible solutions could be to purchase the property to the right of the soccer fields or provide satellite parking across B Street.

### **ADJOURNMENT**

WITH THERE BEING NO FURTHER BUSINESS, AT APPROXIMATELY 8:50 PM, COUNCIL MEMBER LANE MADE A MOTION, SECONDED BY COUNCIL MEMBER JORDON, TO ADJOURN. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

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Minutes prepared by  
Barbara J. Rote, CMC, NCCMC Town Clerk

ATTEST:

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Terry Turner, Mayor