



Butner Town Council Meeting Agenda

7:00 PM Thursday, November 2, 2023
Council Meeting Room – Butner Town Hall
415 Central Avenue
Butner, NC 27509

Hearing impaired devices are available upon request – Please see Town Clerk

1. Welcome, Remarks and Call to Order - Mayor Turner
2. Roll Call - Clerk Rote
3. Invocation and Pledge of Allegiance – Councilmember Michel Branch
4. Adjustments to and/or Approval of the Meeting Agenda
5. Approval Meeting Minutes – October 5 & October 25, 2023 (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. Consider adopting the 2024 Butner Town Council Meeting Schedule.

There is one change to the Regular Schedule. The July 4th meeting will be moved to July 11th due to the holiday. **(Attachment 7)**

Recommended Action: Staff recommends adopting the 2024 Butner Town Council Meeting Schedule.

8. Consider adopting a Resolution Declaring a Road Closure for the December 2, 2023 Butner Christmas Parade.

The parade begins at 2:00 PM. Central Avenue would be closed between G and A Streets from 1:00 PM to 4:00 PM. **(Attachment 8)**

Recommended Action: Staff recommends adopting a Resolution Declaring a Road Closure for the December 2, 2023 Butner Christmas Parade.

9. September 2023 Financial Report & Acceptance–Finance Director Ung
(Attachment 9)

10. Consider the following D-12-E Sts. Sidewalk Construction Project close-out items:

The project is now complete. Total project costs of \$925,364.61 came in under budget by \$205,861.91. Funding for this project came from the Powell Bill Fund; therefore, any unspent money must be returned accordingly. Following the Budget Amendments, a Capital Project Resolution must be adopted to close out the project. **(Attachment 10)**

- **Budget Amendment 003 to Capital Project Ordinance in the amount of \$205,861.91** – releases unspent budgeted revenue from the Capital Project Fund and returns it to the Powell Bill Fund. This moves the money out of the Capital Project Fund.
- **Budget Amendment 007-2024 in the amount of \$205,861.91** – transfers and re-appropriates the funds to the Powell Bill Fund. This moves the money back into the Powell Bill Fund.
- **Resolution to Close-Out Capital Project.**

Recommended Action: Staff recommends approving D-12-E Sts. Construction Ordinance Budget Amendment 003 in the amount of \$205,861.91, approving Budget Amendment 007-2024 to re-appropriate \$205,861.91 to the Powell Bill Fund, and adopting the related Capital Project Close-Out Resolution.

11. Consider Budget Amendment 008-2024 in the amount of \$57,625 for the replacement of lights at the D Street Ballfield.

A recent inspection of the poles, fixtures and wiring at the ballfield has determined the need to replace them immediately for continued operation. Until they are replaced, the lights have been deemed inoperable. Staff has obtained quotes for replacing the four wooden poles, 18 LED sports lights, overhead wiring and necessary electrical components with quotes ranging from \$57,625 to \$86,000. The recommendation is to go with R.D. Graham Electric, LLC, totaling \$57,625. There is some lead time for the poles and various items, and we anticipate work being completed before the spring season begins. **(Attachment 11)**

Recommended Action: Staff recommends approving Budget Amendment 008-2024 for the replacement of lighting at the D Street Ballfield and authorizing staff to finalize a contract with R.D. Graham Electric totaling \$57,625 for the project utilizing Unrestricted General Fund Balance.

12. Consider the following Umstead Correction Demolition Grant Project items and engineering contract for the property abatement and demolition.

We have met with HagerSmith and negotiated pricing for completion of the engineering design, asbestos survey and report, and bidding related to demolition of Umstead. The cost has been lowered from \$187,630 to \$123,162 through adjusting the scope and negotiating prices. As reported previously, this cost is not grant eligible. We anticipate the design process taking 4-6 months with demolition bidding in spring, 2024. The attached project ordinance amends the budget for the project to include the use of general fund dollars for engineering and related services. **(Attachment 12)**

- **Authorize the Town Manager and Town Attorney to finalize and to execute a contract with HagerSmith totaling \$123,162 for engineering, design and oversight necessary for the property abatement and demolition.**
- **Budget Amendment 009-2024 in the amount of \$123,162** –transfers money from the Unappropriated General Fund Balance to the Umstead Correction Center Demolition Grant Project Ordinance.
- **Umstead Correction Center Demolition Grant Project Ordinance Budget Amendment 001 in the amount of \$ 123,162** - receives funding from the Unrestricted General Fund Balance to the Umstead Correction Center Demolition Grant Project Ordinance.

Recommended Action: Staff recommends approving Budget Amendment 009-2024 in the amount of \$123,162, payable from the Unrestricted General Fund Balance; approving Umstead Correction Center Demolition Grant Project Ordinance Budget Amendment 001 in the amount of \$ 123,162; and authorizing the Town Manager and Town Attorney to finalize and to execute a contract with HagerSmith totaling \$123,162 for design and oversight necessary for the property abatement and demolition.

13. Consider adding a fee of \$10.00/hr. per court for Butner residents to use the Sports Arena to play Pickleball, Monday through Friday.

The Town recently introduced Pickleball at the Sports Arena and it is necessary to adjust the Town's fee schedule for this use of the facility. The Town is not in a position to offer annual memberships or provide open play periods as done in surrounding municipalities as we do not have dedicated recreation staff or staff at the facility. We propose a fee of \$10/hr. per court for Town residents to use the facility for Pickleball.

Recommended Action: Staff recommends adding a fee of \$10.00/hr. per court for Butner residents, to use the Sports Arena to play Pickleball, Monday-Friday, effective upon adoption.

14. Consider resolution approving a *Municipal Accounting Services, Cybersecurity and Technical Assistance Memorandum of Agreement* with the NC League of Municipalities (NCLM).

The NCLM is rolling out American Recovery Plan grant funded services for Towns. The services include accounting, legal, cybersecurity, grant, engineering and planning and communication services. There are funding limits and restrictions within each service, but we anticipate Butner could receive up to approximately \$60,000 in service expenses. The enclosed resolution is necessary to further explore options for utilizing these services. We anticipate exploring the grant, cybersecurity, engineering and planning, and communication services. No match is required for the grant funding and the NCLM has already secured vendors that would carry out the services for the Town. Staff is prioritizing ideas for the services, but we anticipate receiving an assessment of our cybersecurity practices, assistance with identifying grant opportunities and completion of a relevant engineering and planning study for the Town.

(Attachment 14)

Recommended Action: Staff recommends approving a resolution for the *Municipal Accounting Services, Cybersecurity and Technical Assistance Memorandum of Agreement* with the League of Municipalities.

15. Consider final location of the Gazebo Park Performance Stage as reflected on the layout plan dated September 20, 2023.

HagerSmith is finalizing design for the proposed performance stage and anticipates releasing the project for bidding in late 2023. As a result of the initial surveying and engineering, the landscape architect is recommending a slight change to the orientation and location from the approved master plan. The recommended location centers the stage along the southeastern property line of the former flower shop lot vs. the previous location in the southwestern corner near Central Avenue. The revised location would create better flow and visibility from inside the park as well as better site lines from the road. This is also a better location with the canopy of the existing trees.

(Attachment 15)

Recommended Action: Staff recommends approving the final location of the Gazebo Park Performance Stage as reflected on the layout plan dated September 20, 2023.

16. Consider Fringe Benefit Offset Policy as related to the Butner Public Safety Assigned Patrol Vehicle Program.

The Butner Public Safety Assigned Patrol Vehicle Program is considered a taxable fringe benefit by the IRS. Therefore, participants must have taxable benefits included on their form W-2 at the end of each calendar year. The Town of Butner only deducts FICA taxes on the cost of this benefit. No Federal or State Income taxes are deducted by the Town. The payment of these taxes will be the responsibility of the employee, when his or her personal income tax return is filed. Because the Town desires for officers assigned an APV to not be negatively impacted by this IRs requirement, officers will receive \$20 per

assigned month to offset the taxable fringe benefit. The number of months the officer has an APV will be multiplied by \$20 for a total annual amount. The offset amount will be paid to officers in their first December paycheck pending Butner Public Safety funding availability. The estimated amount for 2023 is \$3600.

Recommended Action: Staff recommends approving a Fringe Benefit Offset Policy as related to the BPS Assigned Patrol Vehicle Program.

17. Reports: (Attachment 17)
 - Manager
 - Planning/Parks & Recreation Director
 - Public Safety Director
18. Attorney Report
19. Mayor and Council Comments
20. Closed Session as needed
21. Adjournment

REMINDERS: please visit **Butnernc.org** for additional information.

November 9	Planning Board Meet/Greet & Meeting – 6 PM , 6:30 PM Town Hall
November 10	Veteran’s Day Observed – Town offices closed for regular business
November 11	Veteran’s Day Ceremony – 11 AM, Sports Arena
November 13	Parks & Rec. Advisory Committee – 7:00 PM, Town Hall
November 14	Christmas Tree Quilt Workshop – 5:30 PM, Town Hall
November 23-24	Thanksgiving Holiday – Town offices closed for regular business
November 30	Board of Adjustment – 7:00 PM, Town Hall