



Butner Town Council Meeting Agenda

7:00 PM Thursday, January 4, 2024
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 Jordon
2. Roll Call - Clerk Rote
3. Invocation and Pledge of Allegiance - Council Member Cheek
4. Adjustments to and/or Approval of the Meeting Agenda
5. Acceptance of December 7, 2023 Meeting Minutes (Attachment 5)
6. Recognition of Certificate of Achievement for Excellence in Financial Reporting to Finance Director Ung.

This award from the Government Finance Officers Association of the United States and Canada (GFOA) is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. This is the fourth consecutive year the Town has received this award.

7. Receive and accept the FY 2022-23 Audit Report – Thompson, Price, Scott, Adams & Company (Report will be provided prior to meeting)
8. 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.
9. Consider REZ-23-02 to Rezone approximately 334 acres off West Lyon Station Road, specifically identified by Map #'s 088803312100, 088701490503, & 088701372426 from Rural Residential (RR) and Suburban Residential (RS) to Planned Unit Development (PUD) as requested by Meritage Homes.

Meritage Homes is petitioning the Town Council for a rezoning and concept plan of 334 acres. They propose to build 783 single family homes near West Lyon Station Road and Brogden Road. The Planning Board recommended approval of the request on December 14, with 17 conditions that have been agreed upon by the applicant. **(Separate attachment due to size, labeled Meritage Homes Exhibit)**

- Public Hearing
- Consistency Statement
Recommended Action: The Town Council must adopt a statement indicating if the amendment is/is not consistent relative to the Butner 2040 Land Use Map, small-scale rezoning analysis and, and relative to public interest.
- Consider approval of Zoning Map Amendment REZ-23-02
Recommended Action: The Ordinance Administrator recommends approval of REZ-23-02 with conditions as presented, effective upon adoption. The Planning Board recommends the same.

10. Receive & Accept November 2023 Financial Report – Finance Director Ung
(Attachment 10)

11. Receive Budget Calendar for FY 2024-25. *No action needed* **(Attachment 11)**

12. Consider approving an Infrastructure and Economic Development Project Grant Ordinance to receive a \$500,000 State appropriation.

North Carolina awarded the Town of Butner \$500,000 to be used for an infrastructure study. We are seeking a Professional Service firm to provide the Town with a transportation corridor study for Gate 2 Road and Central Avenue. The funds will be deposited in February. Butner has set up a separate account with the NC Cash Management & Trust (NCCMT) specially designated for this project. Funds must be spent by October 2025 or they will revert to the State. **(Attachment 12)**

Recommended action: Staff recommends approving an Infrastructure and Economic Development Project Grant to receive a \$500,000 State appropriation.

13. Consider the following C-12-24 Streets Sidewalk Project items:

The Town released a request for qualifications for engineering services to complete design for the next section of sidewalks along C Street (from 12th to 24th Street) and along 24th Street (from C to D Street). Prior to proceeding with design, staff intends to work with the chosen firm to evaluate options for shifting the sidewalk from C Street to B street between Central Avenue and 22nd Street. We believe this could be a less expensive option, although it is a less direct route for our multi-family communities. A total of seven responses were received for the RFQ and staff has negotiated the scope and pricing and recommends proceeding with Timmons Group as the most qualified firm. The total cost of the design is \$149,900 and funds can be used from the Powell Bill Fund for design. The following items are being presented for approval.

- **Authorize the Town Manager and Town Attorney to finalize a contract with Timmons Group totaling \$149,900 plus a 10% contingency (\$14,990) for design services for the C-12-24 Sts. sidewalk project.**
- **Budget Amendment 011-2024 in the amount of \$164,890** - transfers money from the Powell Bill Fund to the C-12-24 Sts. Sidewalk Project Ordinance.

- **C-12-24 Streets Sidewalk Capital Project Ordinance in the amount of \$164,890** - receives money from the Powell Bill Fund and establishes the Project Ordinance. **(Attachment 13)**

Recommended Action: Staff recommends authorizing the Town Manager and Town Attorney to finalize a contract with Timmons Group totaling \$149,900 plus a 10% contingency for design services for the C-12-24 Streets sidewalk project, approving Budget Amendment 011-2024 in the amount of \$164,890, payable from the Powell Bill Fund and approving a C-12-24 Streets Capital Project Ordinance in the same amount.

14. Consider contract with CodeWright Planners, LLC for on-call planning and development consulting services.

The current budget includes lump sum funding for a new position in the Planning Department. With the transition in Planning Director, we do not intend to fill the in-house position at the current time but see a need for on-call consulting services to fill in and assist the Department with various tasks. The consultant would be available to assist with LDO amendments, regulatory interpretations, zoning map revisions, training for the Planning Board and Board of Adjustment, general research, and other development related consulting services as needed. Staff recommends contracting with CodeWright Planners, LLC for an initial cost of \$3,000 for a 20-hour block followed by \$150 per hour thereafter. This rate is in line with similar rates for previous planning consulting work the Town has undertaken. CodeWright is led by Chad Meadows who has over 25 years of experience, is current legislative Chair for the American Planning Association NC Chapter and previously worked in local government. A limited number of firms are available for this type of work; therefore, staff is recommending an exception to the Mini-Brooks Act to move forward with the contract. No budget amendments are necessary as funds are available in the Planning Department budget for the work. **(Attachment 14)**

Recommended Action: Staff recommends approving an exception to the Mini-Brooks Act as per NCGS 143-64.32 and authorizing the Town Manager and Town Attorney to finalize a contract with CodeWright Planners, LLC for on-call planning and development consulting services.

15. Consider reappointing Bill Cheek, Michael McFadden and Martin Sinicki to the Butner Planning Board for 4-year terms expiring January 2028.

All three have been active members of the Planning Board and have indicated their willingness to serve another term.

Recommended Action: Staff recommends reappointing Bill Cheek, Michael McFadden and Martin Sinicki to the Planning Board.

16. Consider reappointing Councilmember Judy Cheek to the Granville County Greenway Advisory Council for a 3-year term expiring January 2027.

Councilmember Cheek has expressed interest in continuing her service on this advisory council.

Recommended Action: Consider reappointing Councilmember Judy Cheek to the Granville County Greenway Advisory Council with term expiring January 2027.

17. Consider changing the time of the Regular Monthly Meeting time from 7:00 pm to 6:30 pm beginning with the February 1, 2024 Town Council Meeting.

This request was made by Town Manager McMillen and supported by Mayor Jordon. This would also be consistent with changes made by our Planning Board and SGWASA.

Recommended Action: Change Regular Monthly Meeting time from 7:00 pm to 6:30 pm, beginning February 1, 2024.

18. Reports (Attachment 18)

- Manager
- Planning Director
- Public Safety Director

19. Mayor and Council Comments

20. Closed Session if needed.

21. Adjournment

REMINDERS:

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

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| January 6 | Winter Inspired Charcuterie Board Workshop – 1 PM, Town Hall |
| January 8 | Military Holiday Committee – 7:00 PM, Town Hall |
| January 15 | Martin Luther King, Jr. Holiday, Town Offices Closed for regular business |
| January 22 | Parks and Rec. Advisory Committee – 7:30 PM, Town Hall |
| January 30 | Council Strategic Planning Workshop – 9 AM, Town Hall |