



Butner Town Council Meeting Agenda

6:30 PM Thursday, March 7, 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 Dr. Jordon
2. Roll Call - Clerk Rote
3. Invocation and Pledge of Allegiance – Councilmember Tom Lane
4. Adjustments to and/or Approval of the Meeting Agenda
5. Acceptance of Meeting Minutes (Attachment 5)
 - January 30, 2024 – Strategic Planning
 - February 1, 2024 – Regular Meeting
6. Recognition of Planning Board Members
Recognizing the Planning Board members for their service and dedication to the town and community.
7. 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.
8. Receive & Accept January 2024 Financial Report – Finance Director Ung
(Attachment 8)
9. Consider Budget Amendment 012-2024 to accept a 2023 Byrne-Justice Assistance Grant (JAG) the amount of \$24,249.60.
Butner Public Safety has been awarded a 2023 Byrne-Justice Assistance Grant (JAG) in the amount of \$24,249.60 to purchase Mobile Data Computers for the patrol vehicles. The grant requires the equipment to be purchased before receiving the 100% reimbursement.
(Attachment 9)

Recommended Action: Staff Recommends approving Budget Amendment 012-2024 to accept a 2023 JAG grant in the amount of \$24,249.60 for the purchase of BPS Mobile Data Computers for patrol vehicles.

10. Approve RES-24-03-01 A Resolution to Add to an Existing Capital Reserve Fund and Budget amendment 014-2024 to transfer \$1.4 million from the General Fund to the Capital Reserve Fund for future capital projects.

The Finance Committee discussed the Town’s current fund balance and future capital projects. The Town’s Unrestricted Fund Balance at the end of FY23-24 was \$9.8 million or 111.5% of general fund expenditures. The Town’s draft Capital Improvement Plan indicates potential spending of \$14.5 million over the first five years. To set aside funds for future capital projects and begin funding the Capital Improvement Plan, the staff and Committee recommend transferring \$1.4 million from the General Fund to the Capital Reserve Fund. This would lower the Unrestricted(available) Fund Balance below 100% and be more in line with our peer comparisons. A Capital Reserve Fund requires us to designate how the funds are used. The distribution of the \$1.4 M is designated as follows: **(Attachment 10)**

- a. providing for Public Safety vehicles and equipment \$ 490,000
 - b. providing for Public Works and Public Facilities \$ 350,000
 - c. providing for Recreation \$ 560,000
- Total \$1,400,000

Recommended Action: The Finance Committee and staff recommend approving RES-24-03-01 A Resolution to Add to an Existing Capital Reserve Fund and Budget Amendment 014-2024 to transfer \$1.4 million from the General Fund to the Capital Reserve Fund for future capital projects.

11. Consider implementing the Classification and Pay Study.

The Town’s Consultant (Maps Group) presented the results of the Classification and Pay Study on January 30th and the Finance Committee discussed an implementation strategy at their February 12th meeting. Staff and the Committee are recommending implementation of Option two, which has a total cost of \$352,000. The Committee discussed the impact this will have on future budgets and recognized the need to implement the study sooner rather than later to keep in line with the market. The Committee recognized and supported the possibility of the tax rate being above the revenue-neutral rate to fund the salary study and cover future obligations for the town. The cost of the study is equivalent to 5 cents on the tax rate. **(Attachment 11)**

Recommended Action: The Finance Committee and staff recommend the following actions:

- Approve the Classification and Pay Study to include adjusted pay plan and personnel policy amendments effective March 11, 2024 and authorize the Town Manager and HR/Admin. Manager to make the necessary adjustments for implementation.
- Approve Budget amendment 013-2024 in the amount of \$119,526, payable from the unrestricted General Fund Balance to fund the Classification and Pay Study through June 30, 2024.

12. Presentation and selection of route option for C Street Sidewalk Project.
This project includes designing and constructing new sidewalks between 12th and 24th Street and along 24th Street between C and D Streets. Council previously indicated a desire to choose either B Street or C Street between Central Avenue and 22nd Street prior to design work beginning. Staff previously informed Council that B Street has less traffic and construction would be less challenging and costly, although C Street is a more direct route between residential areas and retail/shopping areas along Central Avenue. The Town’s contracted engineer (Timmons Group) has prepared maps of the various routes as well as advantages and disadvantages of each. Staff intends to present these and seek Council’s final decision before proceeding with design. . **(Attachment 12)**

Recommended Action: Staff recommends C Street as the preferred route for designing a new sidewalk between Central Ave. and 24th Street.

13. Consider authorizing the Town Manager and Town Attorney to finalize an updated contract with Headwater Forestry/Tim Harris for forestry consulting services.

The Town has an existing agreement since 2010 with Tim Harris (Headwaters Forestry) to serve as the Town’s consulting forester. Staff is looking to move forward with services necessary for the timber sale (i.e. timber cruise, advertisement, request for bids, sale, supervision of harvesting and replanting and other associated activities) on town owned land. The new contract updates the forester’s compensation from 6% to 7% of the timber proceeds and updates the additional consulting forestry services to \$90 per hour. No updates to the fees have been provided since the original agreement. The forester has indicated he can complete the timber cruise and prepare the sale in March with advertisement and bidding to follow leading to potential award by early summer. Fortunately, timber prices are rising.

Recommended Action: Staff recommends authorizing the Town Manager and Town Attorney to finalize an updated contract with Headwater Forestry/Tim Harris for forestry consulting services.

14. Consider requests by Butner Community Association (BCA) related to the Friday May 31, 2024 and Saturday June 1, 2024 Butner Summer Dance and Festival:

- Suspend the “No Alcohol” policy at the Soldiers Memorial Sports Arena (SMSA) on May 31, 2024 from 6:00 pm to 10:00 pm for the Butner Summer Festival Dance. The dance is from 7:00 pm – 10:00 pm.
- Suspend the No Alcohol” Policy in Gazebo Park and on Central Ave. between D & E Streets on June 1, 2024 from 9:00 am to 4:00 pm.
- Adopt RES-24-03-02 to close Central Avenue between D & E Streets on June 1, 2024 from 6:00 am to 5:00 pm. **(Attachment 14)**

Recommended Action: Staff recommends approving the requests by BCA as presented.

15. Consider suspending the “No Alcohol” policy for Gazebo Park in conjunction with the 2024 Groovin’ at the Gazebo events.
The Town will be holding Groovin’ at the Gazebo events on April 19 and August 16. The events will again feature a DJ, lawn games, activities, and food and drink vendors.

Recommended Action: Staff recommends suspending the “No Alcohol” policy for Gazebo Park in conjunction with the 2024 Groovin’ at the Gazebo events.

16. Consider adopting the following Street Closing Resolutions for 2024

- RES-24-03-03 to close Central Avenue between D & E Streets on May 27, 2024 from 9:30 am to 11:30 am for the annual Memorial Day Wreath Laying Ceremony.
- RES-24-03-04 to close Central Avenue between G Street and A Street on December 7, 2024 from 1 pm to 4 pm for the annual Christmas Parade.

(Attachment 16)

Recommended Action: Staff recommends adopting RES-24-03-02 and RES 24-03-03 as presented.

17. Reports (Attachment 17)

- Manager
- Planning Director
- Public Safety Director

18. Attorney Report

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.

- March 11 Military Holiday Committee, 7:00 PM, Town Hall
- March 13 Altec Tour 9:45 AM
- Budget Retreat, 12:00 Noon, Town Hall
- March 14 Planning Board Meeting, 6:30 PM, Town Hall
- March 18 Parks and Rec. Advisory Committee, 7:00 PM, Town Hall
- March 23 Easter Egg Hunt, 10:00 AM, Gazebo Park, Rain – Soldiers Memorial Sports Arena
- March 29 Offices Closed, Good Friday
- April 2 Budget Workshop, 3:00 PM, Town Hall