



**Butner Town Council
Meeting Agenda**

6:30 PM Thursday, May 2, 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. Linda Jordon
2. Roll Call - Clerk Rote
3. Invocation and Pledge of Allegiance – Councilmember Josh Shank
4. Adjustments to and/or Approval of the Meeting Agenda
5. Acceptance of Meeting Minutes (Attachment 5)
 - April 2, 2024 – Budget Workshop
 - April 4, 2024 - Regular Meeting
 - April 16, 2024 - Budget Workshop
6. Proclamations
 - May 2, 2024 National Day of Prayer - The Town recognizes this day annually.
 - May 2024 National Cities, Towns, and Villages Month – Celebrating America’s local governments and the National League of Cities’ historic centennial anniversary. **(Attachment 6)**
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. Consider Land Development Ordinance (LDO) Text Amendment TA.24.03 to Articles: 1 General Provisions, 3 Review and Approval Procedures, & 17 Definitions, to clarify provisions.

Staff is working with CodeWright Planners to complete text amendments to Articles 1, 3, and 17 of the Land Development Ordinance. These edits are primarily to clarify procedures and to assist staff in processing zoning cases that may come before the Planning Board and Town Council. **(Attachment 8)**

 - Public Hearing

- Consider Consistency Statement and approval of Text Amendment TA.24.03

Recommended Action: Town Council must adopt a statement indicating if the amendment is/is not consistent with the Butner 2040 Plan’s Goals and Objectives, and relative to public interest. The Ordinance Administrator recommends approval of TA.24.03 to *Articles: 1 General Provisions, 3 Review and Approval Procedures, & 17 Definitions* to clarify provisions of the LDO as presented, effective upon adoption. The Planning Board recommends the same.

9. Consider Land Development Ordinance (LDO) Text Amendment TA.24.04 to Article 2 Administration - Designating Board of Adjustment duties to the Planning Board.

Recently staff discussed designating the duties of the Board of Adjustment to the Planning Board at their respective meetings. Staff and the Town Attorney drafted proposed text amendments and have reviewed the amendments with the Planning Board and notified the Board of Adjustment of the same. Each group consists of seven members. Staff notes it has been difficult to ensure that each group has a full membership at times. This is important because meetings and votes cannot be held without a quorum of members. By combining the groups, staff would be meeting with the same individuals on a regular basis. This will be supplemented with training. State statute allows for the duties of the Board of Adjustment to be designated to the Planning Board in 160D-302. The duties of the Planning Board and Board of Adjustment are stipulated by the Land Development Ordinance and the duties do not overlap. **(Attachment 9)**

- Public Hearing
- Consider Consistency Statement and approval of Text Amendment TA.24.04.

Recommended Action: The Town Council must adopt a statement indicating if the amendment is/is not consistent with the Butner 2040 Plan’s Goals and Objectives, and relative to public interest. The Ordinance Administrator recommends approval of TA.24.04 *Article 2 Administration*, designating the Board of Adjustment duties to the Planning Board, effective upon adoption. The Planning Board recommends the same.

10. Receive & Accept March 2024 Financial Report – Finance Director Ung (Attachment 10)

11. Receive Contingency Update – No Action Needed

Sole Source vendor C.W. Williams in Rocky Mount evaluated the ladder truck #1 radiator issue and quoted \$17,551.40 for its repair. Contingency funds are being used.

Contingency Budget Reconciliation

Request #	Date	Description	Activity	Balance
	07/01/2023	Beginning balance		\$ 125,000.00
2024-001	07/03/2023	Replace Fire Alarm Panel Town Hall	\$ (5,200.00)	119,800.00
2024-002	08/25/2023	BPS – Vehicles outfit equipment	(1,185.00)	118,615.00
2024-003	08/25/2023	Sports Arena Heating & Air system	(31,772.00)	86,843.00
2024-004	4/15/2024	Ladder #1 Radiator Repairs	(17,551.40)	69,291.60

12. Consider awarding the contract for FY 2023-24 Audit Services to Thompson, Price, Scott, Adams & Co., P.A.

The NC Local Government Commission division of the State Treasurer's Office requires the Town to establish a yearly contract date of approval. Thompson, Price, Scott, Adams & Co., P.A. from Whiteville, NC won the bid for three years. FY 2023-24 audit services will be for the third year not to exceed \$31,000.

Recommended Action: Staff recommends awarding the FY 2023-24 annual audit contract to the accounting firm of Thompson, Price, Scott, Adams & Co., P.A.

13. Consider awarding on-call architectural and engineering services to HagerSmith Architects, Oakley Collier Architects, WithersRavenel, Davis, Martin, Powell, LKC Engineering, and Summit Engineering and authorizing the Town Manager and Town Attorney to finalize and execute the contracts.

Staff reviewed Request for Qualification (RFQ) responses from 19 firms interested in working with the Town in an on-call capacity. Staff recommends contracting with two architectural firms and four engineering firms. The contracts would cover three years and provide options for renewal. The firms provide a wide variety of focus areas that will benefit the town with future architectural and engineering services for capital projects and expedite the projects by eliminating a need to solicit an RFQ for each project. The proposed FY24-25 budget includes various projects that could be completed by on-call engineers.

Recommended Actions: Staff recommends approving architectural and engineering services on-call contracts with HagerSmith Architects, Oakley Collier Architects, WithersRavenel, Davis, Martin, Powell, LKC Engineering, and Summit Engineering, and authorizing the Town Manager and Attorney to finalize and execute contracts with each firm.

14. Consider awarding construction of the Gazebo Park Performance Stage, necessary budget amendments, and authorizing the Town Manager and Town Attorney to finalize and execute the contract.

A bid opening is scheduled for Tuesday, April 30. Depending upon the outcome, Council may consider awarding construction of the Stage and accompanying budget amendments. Updated items will be presented at the meeting.

15. Receive FY 2024-25 Budget and Budget Message from Town Manager McMillen.

The Town Manager must prepare a proposed municipal budget and submit it to the governing body no later than June 1. A copy of the proposed budget will be on file in the Office of Town Clerk and on-line for the public to review. **(The Budget Message will be available night of meeting)**

Recommended action: No action needed.

- 16. Call for a Budget Public Hearing in conjunction with the June 6, 2024 Regular Session pursuant to N.C.G.S. 159-12 to receive input on the FY 2024-25 Budget.
 Following presentation of the FY 2024-25 budget by the Town Manager, a budget public hearing is required. Following the public hearing, the Budget Ordinance may be adopted.

Recommended action: Call for a budget public hearing in conjunction with the June 6, 2024 Regular Session, Pursuant to N.C.G.S. 159-12.
- 17. Reports (Attachment 17)
 - Manager
 - Planning Director
 - Public Safety Director
- 18. Attorney Report
- 19. Mayor and Council Comments
- 20. Closed Session as needed
- 21. Adjournment

REMINDERS:

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

- May 3 Employee Litter Clean-up – 12:00 PM – Town Hall offices closed 12 – 5 PM
- May 9 Gnome Lantern & Planter Workshop – 5:30 PM – Town Hall
- May 10 Food Truck Friday - 11 AM – 2 PM, Gazebo Park
 Planning Board Meeting – 6:30 PM, Town Hall
- May 13 Military Holiday Committee – 7:00 PM, Town Hall
- May 20 Parks and Rec. Advisory Committee – 7:00 PM, Town Hall
- May 27 Memorial Day Wreath Laying Ceremony – 10 AM, Gazebo Park (Sports Arena -Rain)
 Town Offices Closed for regular business
- May 31 Butner Summer Festival Dance – 7 PM – 10 PM Sports Arena, 24th Street
- June 1 Butner Summer Festival – 9:00 AM Gazebo Park