



**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 **Butnenc.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

**THURSDAY, OCTOBER 5, 2023 – 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: Mayor Terry Turner, Councilmembers Linda Jordon, Tom Lane, and Vickie Smoak. Also present: Town Manager Jordan McMillen, Attorney Gerry Koinis, Town Clerk Barbara Rote, and PIO/Event Coordinator Mallory Richard.

Absent: Mayor Pro Temp Bill McKellar, Councilmembers Michel Branch and Judy Cheek, Attorney Jim Wrenn Deputy Town Clerk Anita Thomasson

CALL TO ORDER & ROLL CALL

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

AGENDA APPROVAL

COUNCILMEMBER JORDON MADE A MOTION, SECONDED BY COUNCILMEMBER LANE, TO ACCEPT THE AGENDA WITH THE ADDITION TO AMEND THE PURCHASING POLICY TO CLARIFY PURCHASE ORDERS OVER \$5000. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**MINUTES ACCEPTED
SEPTEMBER 7, 2023**

MEETING MINUTES WERE ACCEPTED ON MOTION BY COUNCILMEMBER SMOAK, SECONDED BY COUNCILMEMBER JORDON. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**BUTNER PUBLIC SAFETY RECOGNIZED WITH PROCLAMATIONS
CRIME PREVENTION MONTH
FIRE PREVENTION WEEK (OCT. 9-15)**

Mayor Turner presented two proclamations to Public Safety. National Night Out was held at the Butner Athletic Park on October 3, 2023.

TOWN OF BUTNER, NC

In Recognition of 2023 Crime Prevention Month

WHEREAS, the vitality of Butner depends on how safe we keep our homes, neighborhoods, schools, workplaces, and communities; and

WHEREAS, crime and fear of crime destroy our trust in others and in civic institutions, threatening the community's health, prosperity, and quality of life; and

WHEREAS, people of all ages must be made aware of what they can do to prevent themselves and their families, neighbors, and coworkers from being harmed by crime; and

WHEREAS, the personal injury, financial loss, and community deterioration resulting from crime are intolerable and require investment from the whole community; and

WHEREAS, crime prevention initiatives must include self-protection and security, but they must go beyond these to promote collaborative efforts to make neighborhoods safer for all ages and to develop positive opportunities for young people; and

WHEREAS, adults must invest time, resources, and policy support in effective prevention and intervention strategies for youth, and adults must make sure to engage teens in programs to drive crime from their communities; and

WHEREAS, effective crime prevention programs succeed because of partnerships with law enforcement, other government agencies, civic groups, schools, faith communities, businesses, and individuals as they help to nurture communal responsibilities and instill pride;

Now, THEREFORE, I, Terry Turner, Mayor of Butner, along with the Butner Town Council, do hereby proclaim the Month of October, 2023, as Crime Prevention Month in the Town of Butner and urge all citizens, government agencies, public and private institutions, and businesses to invest in the power of prevention and work together to make Butner a safer, stronger, more caring community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of Butner NC to be affixed this the 5th day of October 2023.

TOWN OF BUTNER, NC

In Recognition of Fire Prevention Week – October 8-14, 2023

“Cooking safety starts with YOU. Pay attention to fire prevention,”

WHEREAS, the Town of Butner is committed to ensuring the safety and security of all those living in and visiting our Town; and

WHEREAS, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

WHEREAS, home fires killed more than 2,800 in the United States in 2021, according to the National Fire Protection Association and fire departments in the United States responded to 338,000 home fires; and

WHEREAS, cooking is the leading cause of home fires in the United States and two of every five home fires start in the kitchen, with 31% of these fires resulting from unattended cooking; and,

WHEREAS, more than half of reported non-fatal home cooking fire injuries occurred when the victims tried to fight the fire themselves, and children under five face a higher risk of non-fire burns associated with cooking than being burned in a cooking fire; and

WHEREAS, The Town of Butner residents should turn pot handles toward the back of the stove; always keep a lid nearby when cooking; keep a three-foot kid-free zone around the stove, oven, and other things that could get hot; watch what they heat; and set a timer to remind them that they are cooking; and

WHEREAS, Butner residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

WHEREAS, Butner Public Safety Officers are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

WHEREAS, Butner residents that are responsive to public education measures are better able to take personal steps to increase their safety from fire, especially in their homes; and

WHEREAS, the 2023 Fire Prevention Week theme, "Cooking safety starts with YOU. Pay attention to fire prevention," effectively serves to remind us to stay alert and use caution when cooking.

THEREFORE, I Terry Turner, along with the Butner Town Council do hereby proclaim October 8-14, 2023, as Fire Prevention Week in Butner, and I urge all Butner residents to check their kitchens for fire hazards during Fire Prevention Week 2023 and to support the many public safety activities and efforts of our fire and emergency services.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of Butner NC, to be affixed this the 5th day of October 2023

UNRBA PRESENTATION – REVISED FALLS LAKE RULES
ADOPTED RESOLUTION ENDORSING THE UPPER NEUSE RIVER BASIN ASSOCIATION
(UNRBA) CONSENSUS PRINCIPLES II FOR REVISED FALLS LAKE RULES

TM McMillen introduced Upper Neuse River Basin Association Executive Director Forrest Westall. Westall provided a comprehensive presentation that included an explanation of the UNRBA, history of the Falls Lake Rules, the research and studies by the UNRBA, the alignment with the Town's Planning Goals and Objectives, and the Consensus Principles II that will be submitted to the NC Dept. of Environmental Quality and the NC Environmental Management Commission with the recommendation to use the Principles as guidelines in developing the revised Falls Lake Rules.

Following the presentation Council was asked to Consider adopting the *Resolution Endorsing the Upper Neuse River Basin Association (UNRBA) Consensus Principles II for Revised Falls Lake Rules* and to recommend that the NC Dept. of Environmental Quality and the NC Environmental Management Commission use the principles as guidelines in developing the revised rules for Falls Lake.

Councilmember Lane addressed the original rules that were unattainable and expensive. The recommended Consensus Principles II are much more reasonable.

COUNCILMEMBER LANE MADE A MOTION, SECONDED BY COUNCILMEMBER SMOAK, TO ADOPT THE RESOLUTION ENDORSING THE UPPER NEUSE RIVER BASIN ASSOCIATION (UNRBA) CONSENSUS PRINCIPLES II FOR REVISED FALLS LAKE RULES AS PRESENTED. ALL VOTES WERE IN THE AFFIRMATIVE. THE MOTION CARRIED.

RES-23-10-01
TOWN OF BUTNER RESOLUTION ENDORSING THE UPPER NEUSE RIVER BASIN ASSOCIATION
("UNRBA") CONSENSUS PRINCIPLES II FOR REVISED FALLS LAKE RULES

WHEREAS, the North Carolina Environmental Management Commission ("EMC") adopted the Falls Lake Rules ("Rules"), and the N.C. Rules Review Commission approved the Rules at its December 16, 2010, meeting, with an effective date of January 15, 2011;

WHEREAS, the jurisdictions of the Falls Lake watershed developed an original set of consensus principles in February 2010 to guide the development of the current Rules;

WHEREAS, the Rules (15A NCAC 02B .0275 (5)(f)) allow for the reexamination of the existing Rules using a Division of Water Resources (“DWR”)-approved evaluation process, and for the results of the reexamination to be presented to DWR and the EMC;

WHEREAS, the UNRBA has followed the Rules’ reexamination process, secured required approvals of the process by DWR, and invested in a 10-year, \$10 million study of Falls Lake and its watershed, to establish an updated and comprehensive scientific basis for revisions to the Rules;

WHEREAS, on September 20, 2023, the UNRBA Board of Directors approved revised consensus principles (“Consensus Principles II”, *see* Attachment A) for the readoption of the Rules;

WHEREAS, the UNRBA member local government jurisdictions desire to endorse the Falls Lake Consensus Principles II for the readoption of the Rules;

NOW, THEREFORE, BE IT RESOLVED, that the Town of Butner endorses Consensus Principles II as adopted by the UNRBA Board of Directors and recommends that the North Carolina Department of Environmental Quality and the EMC use these consensus principles as guidelines in developing the revised rules for Falls Lake.

**UPPER NEUSE RIVER BASIN ASSOCIATION (UNRBA) CONSENSUS PRINCIPLES
II TO GUIDE REVISIONS TO THE FALLS LAKE RULES
Approval by the UNRBA Board of Directors September 20, 2023**

These Consensus Principles are based on scientific conclusions resulting from a 10-year evaluation of Falls Lake and its watershed by the UNRBA, NC Collaboratory, and other organizations. The information now available cannot be fully described in this set of Consensus Principles but is described in more detail in a companion document titled “[Concepts and Principles for the UNRBA Recommendations for a Revised Falls Lake Nutrient Management Strategy](https://unrba.org/reexamination)” available online at <https://unrba.org/reexamination>.

The UNRBA is committed to a cooperative and collaborative process to reach agreement on revised Falls Lake Rules (also referred to as the revised Falls Lake Nutrient Management Strategy). The Association appreciates our positive relationship with the NC Department of Environmental Quality and its Division of Water Resources (DEQ-DWR). The UNRBA will work diligently to maintain this relationship through the development and the adoption of a revised set of Falls Lake Rules. We have had the opportunity to interact and report to the NC Environmental Management Commission (EMC) on initiatives of the UNRBA. We plan to continue this communication through the readoption and implementation of the Falls Lake Rules. These Consensus Principles, and supporting information, will be provided to DEQ-DWR, the EMC, and the NC General Assembly as required by State law.

1. Revised rules are needed to promote effective action and sustainable investment by local governments, utilities, and other partners to meet the goals of maintaining, protecting, and improving water quality in Falls Lake into the future. The UNRBA recognizes the importance of this lake as a water supply source, an ecological and recreational resource, and a flood control reservoir.
2. NC DEQ-DWR and the EMC should move forward promptly with the revisions to the Falls Lake rules, taking into consideration these Consensus Principles.
3. The revised rules should embrace a systems approach focusing on solutions that consider interactions among surface water, land surfaces, groundwater, soils, and atmospheric and climatological drivers. This watershed-health approach should consider environmental benefits, costs, and impacts to users of the water resource and those asked to pay the costs of the regulations. The revised rules should improve water quality throughout the watershed, and not prioritize activities solely based on the reduction of nutrients to Falls Lake.
4. The revised rules should include adaptive management. Implementation of the rules should be reviewed every 5 years, with a report to address new information, conditions, or concerns that have developed during the previous 5 years. The UNRBA proposes that the adaptive management provision also include a detailed reevaluation of the rules completed 25 years after the date the revised rules are enacted. A detailed reevaluation should incorporate additional monitoring data collected by DWR and other organizations, data analysis,

modeling evaluations, and consideration of technological advancements for improving water quality. The 25-year review should include a reexamination of the rules, so that changes may be proposed and put forward for consideration.

5. The revised rules for managed lands should be an investment-based, joint-compliance approach. Managed lands include residential, commercial, institutional (schools, hospitals, other state and federal facilities, etc.), agricultural (cropland and pasture), road rights of way, recreational (parks), etc.
6. The revised rules should not require nutrient load reductions from natural or unmanaged areas including forests, land in forest succession, scrubland, non-pasture grassland, and isolated or connected wetlands. Nutrient loads from these areas should not be directly or indirectly assigned to other source categories.
7. The revised rules should promote land conservation and preservation of natural or unmanaged areas as an investment credit.
8. The revised rules should include a provision for a watershed organization to promote voluntary coordination of an investment-based, joint-compliance approach.
9. The revised rules should maintain the annual loading limits specified in the current new development rule, provide a more flexible evaluation-of-need for stormwater nutrient control for individual residential lots or for the subdivision of large family parcels for the purposes of passing land to heirs for building their homes, allow local governments to consider more innovative approaches to stormwater management, and include joint consultation among watershed organization members to assess and document consistent application of new development requirements.
10. Major and minor wastewater treatment plant owners should continue to optimize treatment performance using currently installed technologies. Review of plant performance should be included as a provision of the 25-year review. Plant and collection system owners should continue to track emerging technologies that may become technically and financially feasible in the future for further improvements to plant operations and biosolids handling; and identify and eliminate exfiltration from sewer lines and sanitary sewer overflows.
11. The revised rules should incorporate requirements for new wastewater treatment facility requests or expansion requests including provisions for technology upgrades, joint compliance permits (e.g., the Lower Neuse Compliance Association's permit), nutrient offsets, and/or nutrient credit trading using practices on managed lands.
12. Investment credits should continue to be available for inspecting, identifying, and repairing or replacing malfunctioning onsite wastewater treatment systems and, as appropriate, for connecting onsite systems to sewer systems.
13. Separate, State-required nutrient management requirements should not be applied to managed lands in separate areas of the watershed (draining to an upstream watershed impoundment, arms of Falls Lake, etc.). However, water quality in all areas of the watershed should be tracked, particularly sub-watersheds with water-supply impoundments. The adaptive management provisions of the revised rules should address changing conditions in these waterbodies and allow for revisions to the program to address concerns as they arise.
14. The revised rules should expand the types of projects that qualify for investment credit, include the option of developing new credit types, and provide opportunity for other voluntary partners. The revised rules should promote local government participation in other watershed improvement actions.
15. The revised rules should encourage local governments to base implementation decisions on the principles of the fair and equitable treatment of members, and the residents of the watershed. The revised rules should promote opportunities for equitable stakeholder participation by encouraging input and participation from the public and interest groups.
16. The chlorophyll-a standard and water quality 303(d) assessment methodology for Falls Lake should be adjusted to better represent conditions in Falls Lake. The UNRBA supports an adjusted 303(d) assessment methodology and site-specific chlorophyll-a standard for Falls Lake and will continue to cooperate and collaborate with DEQ-DWR, Environmental Protection Agency (EPA), and other stakeholders on these revisions. The UNRBA does not recommend delaying rule revisions while these objectives continue to be developed and evaluated. Readoption of the Falls Lake Rules remains the priority so ongoing implementation efforts in the watershed can proceed.

PUBLIC COMMENT – TIMBER HARVEST

Four Butner citizens spoke, urging caution in preparation of the timber sale by the Town. Two of them are adjacent property owners to the proposed timber tracts. They urged the Councilmembers present not to take any action due to the absence of several Councilmembers. They understood the need to remove trees for safety purposes but were opposed to clear cutting a 21-acre tract. They asked Council to reconsider or modify the project. The following people spoke: Marty Daniel - 605 East E St; Chet Thompson - 601 12th St; Casey Johnson - 603 12th St; and Lyn Bailey - 221 12th St.

Some additional points included:

- Not enough space for a logging road between the Thompson property and their neighbor.
- If cutting is needed, consider selective cutting versus clear cutting.
- Replant cut trees with saplings.
- Concerns about the 2012 Harvest Map that showed other proposed areas for cutting.
- Proposed width of the buffer behind the homes.
- The Town is trying to generate revenue that they don't need.
- Location of staging area behind the Thompson home.
- Appreciation for the natural area and the benefits to wildlife and to the Town.
- Consider if the harvesting is consistent with 2040 Plan.

TIMBER HARVEST UPDATE

Public Works Director Daniel explained that no Council action on the timber harvest project was proposed for the meeting, just an update. An informational session for residents over the next month will be held. The Council previously approved moving forward with a Timber sale for portions of the 750-acre tract owned by the Town. The timbering is an effort to lessen the Town's liability to neighboring properties from trees falling while managing the timber resource as recommended by the Town's contracted professional Forester. The Forester has been cruising the property and plans to move forward with a timber sale bid in late 2023 or early 2024.

PW Director Daniel reviewed the original timber plan map (2012) and the current proposed harvest map.(slides below). Director Daniel showed and explained a slide of the proposed end result from the harvest, management, and replanting. The following highlights are noted:

- Timbering will be conducted along the Duke transmission line because they are planning to widen this corridor for line replacement.
- Other than the linear timbering to ensure safety of adjoining property, a 21-acre tract will be cut. It will help pay for the expense of cutting the linear tract.
- A buffer is being considered between the 21-acre track and the safety zone for adjacent property owners.
- Timbering will not occur in the unique Natural Heritage site or the property along the northern end.
- It will take approximately 5 years to eliminate the overgrowth of kudzu and wisteria.
- Keeping the managed timber young and healthy prevents further safety issues and increases the health of the forested area.
- Wildlife will flourish along the edges.
- Only one creek will be crossed to lessen the environmental impact.
- Cutting will not be done from November-April to avoid the wet soil conditions.
- The 21-ac tract will be reforested.

- Over the past few years, it has cost the Town approximately \$40,000 to remove dangerous or fallen trees.
- There are no other available town lots to use as an alternative logging road next to Thompson's.
- Staff will talk with the forester about requiring the logging company to correct the ruts and minimize soil trails from the skidders.



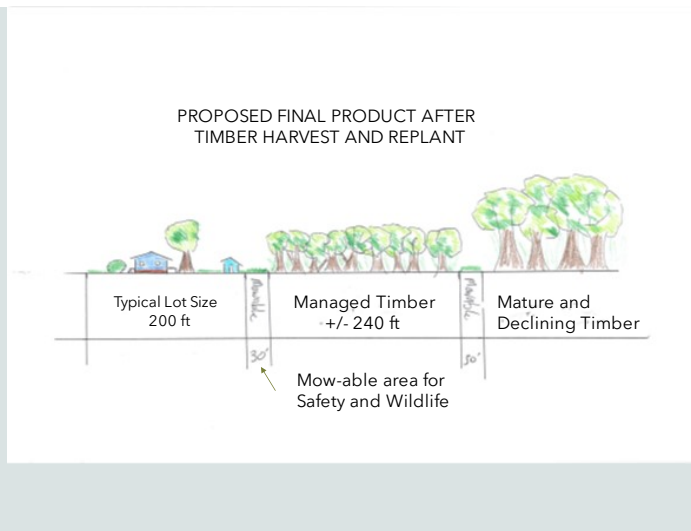
Original Timber plan map from 2012

Current Proposed Harvest Area

- Duke Transmission Line
- 21-Acre Tract Buffer
- Natural Heritage Site
- North End
- Wisteria and Kudzu



- Primary goal for this harvest is Safety of adjoining property
- Kudzu and Wisteria elimination may take up to 5 years
- Keep the managed timber young and healthy
- Wildlife thrive and flourish on the EDGE



AUGUST 2023 FINANCE REPORT ACCEPTED

Finance Director Ung reviewed the August 2023 Financial Report. He noted a few of the departments that had higher expenditures.

COUNCILMEMBER LANE MADE A MOTION, SECONDED BY COUNCILMEMBER JORDON, TO ACCEPT THE AUGUST 2023 FINANCIAL REPORT AS PRESENTED. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

<u>AUGUST 2023 Financial Report</u>	<u>General Fund</u>	<u>Stormwater Fund</u>
<i>17% of FY Complete</i>		
REVENUES		
YTD	\$ 1,404,868	\$ 30,325
YTD Percent of Budget	12.22%	4.41%
EXPENSES		
YTD	\$ 2,267,706	\$ 40,281
Budget	\$ 11,497,916	\$ 687,192
YTD Percent of Budget	19.72%	5.86%
AUGUST 2023 Total Cash & Investments Town-Wide – All Funds		
General Fund	Other Funds	Total
\$10,967,395	\$3,223,448	\$14,190,844

APPROVED PURCHASE ORDER – SELF-CONTAINED BREATHING APPARATUS

FD Ung presented for approval a purchase order for two Scott Self-Contained Breathing Apparatus (SCBA) in the amount of \$17,460 that was approved with the adopted FY 2023-24 budget. Funding for this item was appropriated with the budget; therefore, no budget amendment is needed.

COUNCILMEMBER SMOAK MADE A MOTION, SECONDED BY COUNCILMEMBER JORDON, TO APPROVE A PURCHASE ORDER FOR TWO SCOTT SELF-CONTAINED BREATHING APPARATUS (SCBA) IN THE AMOUNT OF \$17,460. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

APPROVED AMENDMENT TO PURCHASING POLICY
CLARIFY APPROVAL OF ITEMS OVER \$5,000

FD Ung presented an amendment to the *Town of Butner, Purchasing Policy & Procedure Manual, November 2022 edition, Article IV Purchase Orders (Purchase Order Process)* to clarify the authority of approving purchase orders over \$5,000.

A provision in the Town’s Purchasing Policy is ambiguous and requires the approval of Town Council for purchase orders over \$5,000 but less than \$10,000. In previous years, items appropriated for purchase of goods and services were reviewed by Council during the budget process and approved with the annual adoption of the budget. Staff would then move forward with the purchases if they did not exceed budgeted amount. Approving this provision would clarify when the Town Manager and Council approve purchase orders and allows staff to move forward in a timely manner.

Current: “Purchase Orders greater than \$5,000 but less than \$10,000 must be approved by the Town Manager, with the consent of the Town Council.”

Recommended amendment: “Purchase Orders greater than \$5,000 that are appropriated in the Fiscal Year Budget shall be approved by the Town Manager. Purchases exceeding the annual appropriated amount shall be considered by the Town Council.”

COUNCILMEMBER JORDON MADE A MOTION, SECONDED BY COUNCILMEMBER SMOAK, TO AMEND THE TOWN OF BUTNER, PURCHASING POLICY & PROCEDURE MANUAL, NOVEMBER 2022 EDITION, ARTICLE IV PURCHASE ORDERS (PURCHASE ORDER PROCESS) TO CLARIFY THE AUTHORITY OF APPROVING PURCHASE ORDERS OVER \$5,000 AS PRESENTED, EFFECTIVE UPON ADOPTION. **THE MOTION CARRIED.**

ADOPTED AMENDMENT

Purchase Orders greater than \$5,000 that are appropriated in the Fiscal Year Budget shall be approved by the Town Manager. Purchases exceeding the annual appropriated amount shall be considered by the Town Council.

APPROVED “CORE MARKET” ORGANIZATIONS - PART OF THE PAY & CLASS. STUDY

TM McMillen presented for consideration approving the “Core Market” Organizations for the salary survey, which is as part of the Pay and Classification Study.

The Town has begun work with the MAPS Group for the comprehensive classification, pay and personnel policy study. As a part of the salary survey the consultant has recommended 12 comparable local governments that serve as the “core market” or competitors for the Town. The survey will attempt to gather data from each of these organizations which will be used in recommending salary and classification levels for the Town. Attached is the letter and recommendations from the consultant – all employees have had the option of attending the kick-off meeting and providing input into the process. Based on the schedule provided we anticipate a final recommendations report in the early part of 2024.

COUNCILMEMBER JORDAN MADE A MOTION, SECONDED BY COUNCILMEMBER SMOAK, TO APPROVE THE FINAL LISTING OF "CORE MARKET" ORGANIZATIONS AS PRESENTED. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

CORE MARKET SALARY STUDY ORGANIZATIONS

	Organization	Population	Paid Fire Department
1	Clayton	28,188	Yes
2	Creedmoor	4,912	No
3	Durham	287,076	Yes
4	Hillsborough	9,681	No
5	Knightdale	19,674	Yes
6	Morrisville	31,470	Yes
7	Oxford	8,691	Yes
8	Rolesville	9,894	No
9	Wake Forest	48,766	Yes
10	Wendell	10,702	No
11	Zebulon	48,062	Yes
12	Granville County		No

PD GANSER APPOINTED AS ORDINANCE ADMINISTRATOR, STORMWATER ADMINISTRATOR AND FLOOD PLAIN ADMINISTRATOR ADMINISTERED OATH OF OFFICE

Mayor Turner presented for consideration the appointment of Planning Director Jennifer Ganser as Ordinance Administrator, Stormwater Administrator and Flood Plain Administrator. As the Planning Director, Ms. Ganser needs to be appointed to various positions and sworn in accordingly.

COUNCILMEMBER LANE MADE A MOTION, SECONDED BY COUNCILMEMBER JORDON, TO APPOINT PLANNING DIRECTOR GANSER AS ORDINANCE ADMINISTRATOR, STORMWATER ADMINISTRATOR AND FLOOD PLAIN ADMINISTRATOR. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

Following Council Approval, Planning Director Ganser was Administered the Oath of Office for Ordinance Administrator, Stormwater Administrator and Flood Plain Administrator.

PD GANSER APPOINTED TO KERR-TAR COG RPO-TAC, KERR-TAR COG RPO-TCC, UNRBA NOT QUALIFIED FOR RPO – TAC – PER COG

Mayor Turner presented for consideration the appointment of Planning Director Jennifer Ganser to the following committees.

- Kerr-Tar Council of Government RPO – TAC Alternate (staff representative)
- Kerr-Tar Council of Government RPO – TCC (staff representative)
- Upper Neuse River Basin Association (UNRBA) – First Alternate (staff representative)

COUNCILMEMBER SMOAK MADE A MOTION, SECONDED BY COUNCILMEMBER LANE, TO APPOINT PLANNING DIRECTOR GANSER TO THE KERR-TAR COG RPO-TAC, KERR TAR RPO-TCC & UNRBA AS PROPOSED. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

We were later informed by the Kerr-Tar COG that the alternate for the RPO-TAC must be an elected official according to their by-laws and State Law. This was a change from past appointment practices.

ADOPTED VEHICLE SERVICE (USE) FEE FOR BPS - \$8.75/HR.

BPS Director Champion presented a Vehicle Use Fee for Public Safety Requests by businesses in the amount of \$8.75 per hour. Periodically, we are asked to provide high-visibility secondary employment to businesses that may expect retaliation for terminations and threats. The town must cover the use of fuel and maintenance for incidents like this. Since this is not part of routine operations, we would like the expense to be incurred by the entity since they are making the request. After researching other NC Law Enforcement Agencies for this type of fee, the Town Manager and Public Safety Director recommend a rate of \$8.75/hr. for vehicle use. This is equivalent to 25% of our Secondary Employment rate of \$35. The vehicle use fee would be billed to the requestor by the town.

BPS will be responsible for having the requestor sign a contract and provide the amount to be billed to the Finance Department.

COUNCILMEMBER SMOAK MADE A MOTION, SECONDED BY COUNCILMEMBER JORDON, TO ADOPT A VEHICLE SERVICE(USE) FEE FOR PUBLIC SAFETY REQUESTS BY BUSINESSES IN THE AMOUNT OF \$8.75 PER HOUR. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

TOWN MANAGER MONTHLY REPORT

Town Manager McMillen reviewed the following report. The Postal Service recently contacted the Town regarding the zip code change appeal. Because we submitted a request in 2018, we must wait 10 years before we can ask again. The lights at the D-St. ball field are not operational. They cannot be repaired and need replaced (poles, wire & lighting). Staff is getting estimates. Planning Director Ganser will be revisiting the idea of “combining” the Planning Board and Board of Adjustment (BOA). The Boards would remain separate but would have the same members. Due to the lack of BOA meetings (last met 2018), it is difficult to keep members trained. Attorney Koinis, who is the staff attorney for both boards, supported this idea. The shade structures for the BAP will be delivered next week.

County Listening Session – The Granville County Manager and commissioners are holding listening sessions throughout the County. The planned session for this area is at Town Hall on October 30th at 6:30PM. This is an opportunity in an informal setting to learn more about county government and provide feedback to the County. *For Your Information*

Finance Position – The current year budget includes a new position in the finance department and a new position in the planning department. With the new Planning Director on board, I intend to hold off filling the newly created position until we can determine the need. In the meantime, we have begun advertising and intend to follow through by filling the finance position. Space at Town Hall is limited – we are converting a conference room into an office to accommodate the new position when hired. *For Your Information*

Zip Code Change Request – We have submitted a letter to the US Postal Service (USPS) requesting a review of the zip codes. The intent of the request is to include the area east of I-85 that is within the Town of Butner limits, but currently in Creedmoor’s 27522 zip code within the 27509 zip code for Butner. Previous efforts have been unsuccessful in seeking this change. We have received a few follow up calls from USPS as they review the request. We have also reached out to our congressional delegation to advocate for this change. *For Your Information*

Butner Public Safety Parking Lot – Significant progress has been made in a short time to complete the parking lot replacement at Public Safety. The main portion of the parking lot has been excavated out, graded, and paved. Work is shifting to the front portion to regrade and adjust the handicapped parking spot for ADA compliance. Crews are well ahead of the 60-day timeline for the project. *For Your Information*

FEMA BRIC Resiliency Grant – We worked with the Kerr-Tar COG this week to submit a letter of intent and preliminary application for the FEMA Building Resilient Infrastructure and Communities (BRIC) grant and the Flood Mitigation Assistance (FMA) grant through the NC Department of Public Safety (NCDPS). The grants are for shovel-ready projects or planning studies for projects that mitigate the risk of a natural hazard to public infrastructure. Initial thoughts were this funding could assist with burying utility lines along Central Avenue (project area #1) and Hwy 56 (project area #2) which would create a more resilient electric grid for the multiple state and federal facilities and major employers in Butner. We met with Duke Energy and learned of the many challenges and costs for burying utilities – the Town would be responsible for the design cost with no guarantee of project completion, additional right-of-way outside of NCDOT right-of-way would need acquired and the overall cost can be significant (as much or more than \$1,000 per foot). As a result, our focus for the grant has shifted to seeking funds for a feasibility and engineering study for burying the utilities to improve resiliency and creating landscaped medians as stormwater devices to mitigate flooding. The grant is highly competitive. More to come if the project will qualify for grant submittal. *For Your Information*

Pickleball Fees – The Town recently purchased a temporary Pickleball set-up for the Sports Arena and is offering the ability to rent the facility on an hourly basis. We are evaluating the existing fees and anticipate proposing a new lower hourly rate for residents to use the facility for Pickleball. The Town is not in 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. More to come on a proposed fee soon. *For Your Information*

Sidewalk Engineering – Next week is the deadline for submittal of statement of qualifications for designing the next section of sidewalks. We are hopeful of being in position to recommend a firm at your November meeting. *For Your Information*

PLANNING MONTHLY REPORT

Planner Katie Rhyne reviewed the Planning Report. Rhyne will be attending the County Parks and Recreation Committee meeting to provide an update on the shade structures.

Planning Staff: :

- Staff would like to introduce Jennifer Ganser to the Department. She is from Illinois and brings with her 20 years of experience.
- We have been awarded funding from NCDOT for the Veazey Road project.
- Staff met with DFI to discuss study
- Staff met with Meritage, ESP Associates, DOT, and Stantec to discuss Meritage project.
- Staff set up new ESRI software so any staff member may access ArcMap and ArcGIS at any time
- Staff met with UNRBA to vote on final draft of Consensus Principles.
- Staff met with Duke Energy to discuss feasibility of burying power lines on Central Avenue and N-56. Town Manager will have more to report about this item.

Board of Adjustment / Planning Board

There will not be a Planning Board meeting or a Board of Adjustment meeting in October. Due to vacation being taken and working on consensus about language being proposed for future text amendments for article 15 and Food Trucks, these items have been moved to the November agenda at which time Meritage may be able to move forward.

Code Enforcement

- There are currently 7 open violations within the Town of Butner, Three were resolved this month.

- Staff attempted to reach out to C3 Design and Engineering regarding the St. Bernadette Violation, the Engineer has been out of office for the past month. Staff will follow up upon his return.

Development Project Updates

The following are ongoing projects that have not received final zoning inspection: Altec Gen II Expansion, Stream RV, Tarpey Solar Farm Creedmoor Fuel, Jarco (new building) and Meritage Homes.

PUBLIC SAFETY MONTHLY REPORT

BPS Director Champion reviewed the following report.

FIRE SERVICES

Notable Fire Calls and Calls for Services since the last meeting

Fire Incidents September

August 29-September 26

	Fire Incidents
Fire Alarm Activations	20
Motor Vehicle Collisions	13
Storm Response	3
Smoke Scare	2
Fuel Spill	2
Cancelled Enroute/No incident	2
Assist EMS	2
Grass/Woods Fire	1
Vehicle Fire	1
Total Number of Incidents	46

POLICE SERVICES

Police Calls and Services for September 2023 (August 30-September 26)

911 Hang Up Calls -	39
Animal Complaints -	6
Arrest -	22
Breaking and Entering	2
B & E Motor Vehicles -	0
Communicating Threats -	1
Disturbances -	19
DWI -	3
EMS Calls -	16
Juvenile Complaints -	0
Larcenies -	9
Larceny of Motor Vehicles	3
Traffic Stops -	273
Citations issued -	85
Traffic Check Points-	8
Vehicle Crashes"10-50's" -	27
Ride Along -	1
Robbery -	1
Property Checks-	250
Operations Reports Code#5-	305
Calls Resolved without Reports-	651

Notable Events

On 9/5/2023 at 102 am, two subjects attempted to break and enter Hardees on West Lyon Station Road. Both subjects were taken into custody after kicking the door of the business several times attempting to gain entry. Brendan Matthews Guin of Stem and a 17-year-old juvenile were arrested and charged with attempted burglary, carrying a concealed weapon, and resist, delay, obstruct. Mr. Matthews Guin was confined and placed under a \$25,000 secured bond.

On 9/13/2023, an armed robbery occurred at All Spins on West C Street. Two subjects entered the establishment, brandished a firearm, and demanded money. After receiving an undisclosed amount of money, the subjects fled. A Blue SUV picked both subjects up and fled West on West C Street. Investigation continues.

On 9/17/2023, a felony flee to elude occurred originating on Central Ave. Sgt. McAdams attempted to stop a 2002 Mercy Grand Marquis for a traffic violation. The vehicle fled at a high rate of speed, turned on to east F Street and struck a fire hydrant. The vehicle then continued on East F Street at a high rate of speed before crashing by running off of the roadway at 33rd street and East F Street. The driver was not injured. Lithia Perry of Henderson was arrested and placed in the Granville County Detention Center under a \$20,000 secured bond.

On 9/27/2023, a felonious assault occurred at Wendy's on NC Highway 56. One subject was struck by gun fire after a physical altercation occurred in the parking lot. The victim was taken to a hospital and is currently in critical condition. The suspect, Trevon Swann was subsequently arrested by Lt. Inv. N. Williams after an investigation. Mr. Swann was placed in the Granville County Detention Center. The investigation is ongoing.

Chief's Notes

Training hours overview- From August 29-September 26, Butner Public Safety employees participated in 284 hours of fire training and 36 hours of law enforcement training. This includes all training that is attended by Public Safety Officers, Firefighters, Telecommunicators, and civilian personnel.

Butner Public Safety participated in the Law Enforcement Appreciation Day at Mt. Vernon Missionary Baptist Church in Creedmoor. Jeanette Paschall, Minister, Granville County Sheriff's Office Chaplin and Butner resident was the speaker for the event. The Granville County Commissioner also honored Rev. Dr. J. Eric Morgan who passed away in July of 2023 for his service and being so instrumental in the establishment of this event at Mt. Vernon.

Butner Public Safety participated in National Seat Check Saturday on September 23, 2023. This was the culmination of Child Passenger Safety Week in which BPS handed out car seat literature at the local day cares and conducted traffic enforcement and checkpoints centered around car seat violations. Tropical Storm Ophelia did hamper the turn out on Saturday, but there were 4 seats that were checked and instruction given to adults about proper installation. BPS gave out 1 car seat. There were also 2 more participants who came after the rain on Sunday and Monday. Butner Public Safety is one of the only two permanent checking station in Granville County. We can install and check car seats at any time or with an appointment. BPS has 10 certified technicians, which is the most in the county.

MAYOR'S REPORT

Mayor Turner reviewed the following report.

- The Military Holiday Committee met to work on our Veterans Day ceremony. Mark Pace will be our keynote speaker.
- At the Granville County Chamber of Commerce, Board of Directors meeting, there was continued discussion of the upcoming events as well as a membership drive. The Membership Appreciation Picnic will be soon and is scheduled for October 6th at the Granville Athletic Park Pavilion.

- I had the pleasure of attending a good friend and fellow Marine’s retirement celebration. Harry Mills’ impact on this County will be felt for generations. He well deserved all the accolades that he received and more. May he have an enjoyable retirement.
- I had a very gratifying trip to the NC Mayors Association’s fall meeting in beautiful Asheville. It was nice to network with people who experience the same job. In addition to the Association’s business, other interesting and informative topics were covered, such as media relations, legislative updates, alternatives for police labor shortages, and the NC League of Municipalities assistance with ARP funds. The League has ARP funds available to their members for things like grant writing; engineering, planning, and design projects; and legal fees. A special emphasis was given to the statement: “Don’t leave money on the table.”
- The Town Manager and I attended the Community Relations Board meeting at the Federal Correction Center. It was very interesting and informative.
- Along with the Town Manager, I met with the Director of SGWASA. It too was informative as to what is happening and the effects upon each.
- I enjoy the Kerr-Tarr Council of Governments banquet, good food and fellowship.

COUNCIL COMMENTS

In general, Councilmembers enjoyed the Kerr-Tar COG banquet and thanked staff for a successful National Night Out.

CM Jordon – SGWASA has applied for grants to address the PFAS. All projects are on schedule.

CM Lane – Welcomed PD Ganser and looks forward to working with her on the Kerr-Tar RPO.

CM Smoak – The Harvest show is this weekend with many activities.

ADJOURNMENT

WITH THERE BEING NO FURTHER BUSINESS, AT APPROXIMATELY 9:15 PM, COUNCILMEMBER JORDON MADE A MOTION, SECONDED COUNCILMEMBER LANE, TO ADJOURN. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

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

ATTEST:

Terry Turner, Mayor

WEDNESDAY, OCTOBER 25, 2023 – 9:00 AM
SPECIAL MEETING WITH CLOSED SESSION
BUTNER TOWN COUNCIL MEETING ROOM – TOWN HALL

The Butner Town Council met in a Special Meeting for the purpose of the meeting is to recognize funding for an infrastructure study by State Representative Sossamon and a Closed Session according to N.C.G.S. 143-318.11 (a)(5) regarding property acquisition. All members of the Council and local news media were notified of the same.

Present were Mayor Terry Turner, Councilmembers Michel Branch, Judy Cheek, Linda Jordon, Tom Lane, and Vickie Smoak. Also present was Attorney Jim Wrenn, Town Manager Jordan McMillen, and Town Clerk Barb Rote.

Absent: Mayor Pro Temp Bill McKellar

CALL TO ORDER

Mayor Turner called the meeting to order and provided an opening prayer.

PRESENTATION OF INFRASTRUCTURE FUNDING STUDY – REPRESENTATIVE SOSSAMON

NC Representative Frank Sossamon presented a large check in the amount of \$500,000 that represented funding for an Infrastructure Study that was included in the FY 2023-24 State Appropriations Bill. The Council expressed their appreciation for Rep. Sossamon’s help in the General Assembly and concern for the future of Butner. A group picture was taken.

CLOSED SESSION

AT APPROXIMATELY 9:06 AM, COUNCILMEMBER LANE MADE A MOTION, SECONDED BY COUNCILMEMBER BRANCH, TO GO INTO CLOSED SESSION PURSUANT TO N, N.C.G.S. 143-318.11(A)(5) PROPERTY ACQUISITION. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

RETURN TO OPEN SESSION

AT APPROXIMATELY 10:10 AM, COUNCIL MEMBER LANE MADE A MOTION, SECONDED BY COUNCIL MEMBER CHEEK, TO RETURN TO OPEN SESSION. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

ADJOURNMENT

WITH THERE BEING NO FURTHER BUSINESS, AT APPROXIMATELY 10:10 AM, COUNCILMEMBER LANE MADE A MOTION, SECONDED COUNCILMEMBER SMOAK, TO ADJOURN. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

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

ATTEST:

Terry Turner, Mayor



2023
BUTNER TOWN COUNCIL
REGULAR MEETING DATES
COUNCIL MEETING ROOM, BUTNER TOWN HALL
415 CENTRAL AVENUE
7:00 PM

January 4	July 11*
February 1	August 1
March 7	September 5
April 4	October 3
May 2	November 7
June 6	December 5

Regular meeting schedule is the first Thursday of each month

***Date changed due to 4th of July holiday**

Please contact Town Clerk, Barb Rote for questions: 919-575-3109 or brote@butnenc.org.



RES-23-11-01

**RESOLUTION DECLARING A ROAD CLOSURE FOR THE 2023
BUTNER CHRISTMAS PARADE**

WHEREAS, the Town Council of Butner acknowledges a long tradition of an annual Christmas parade for the pleasure of its citizens; and

WHEREAS, the Town Council of Butner acknowledges its citizens realize a financial benefit from holding an annual Christmas parade; and

WHEREAS, the Town Council of Butner acknowledges a parade requires approximately one (1) hour to install signing and traffic control, and also requires approximately one (1) hour for removing signs, traffic control, and litter retrieval;

NOW THEREFORE BE IT RESOLVED by the Town Council of Butner pursuant to the authority granted by G.S. 20-169 that they do hereby declare a temporary road closure during the day(s) and times set forth below on the following described portion of a State Highway System route:

Date(s):	Saturday, December 2, 2023
Times:	1:00 p.m. to 4:00 p.m.
Route Description:	Central Avenue (SR 1103) between G Street and A Street

This resolution is to become effective when adopted.

Adopted this 2nd day of November, 2023

Terry Turner, Mayor
Town of Butner

Attest:

Barb Rote, Town Clerk



TOWN OF BUTNER
 Monthly Financial Dashboard
 FISCAL YEAR ENDING June 30, 2024

ATTACHMENT 9

Reporting Period: September 2023

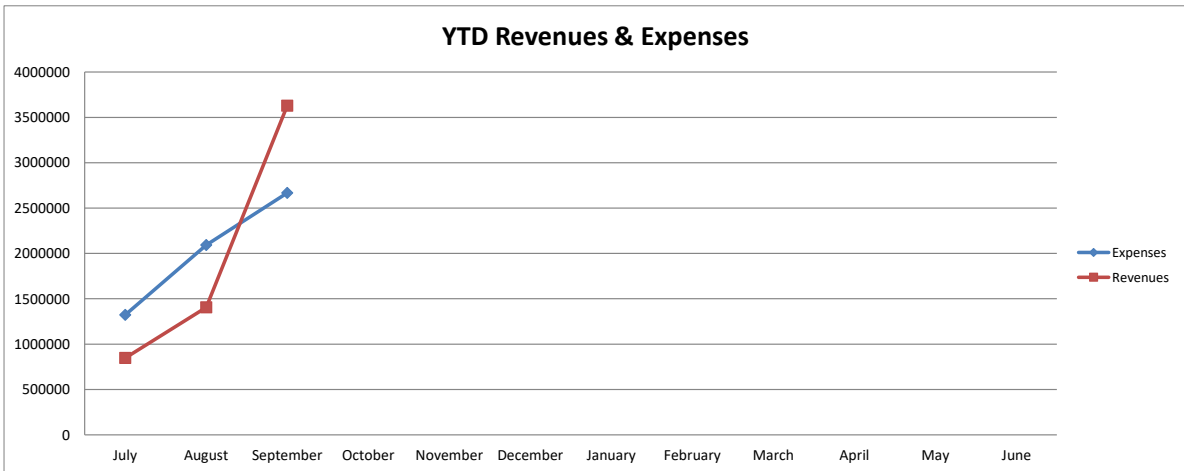
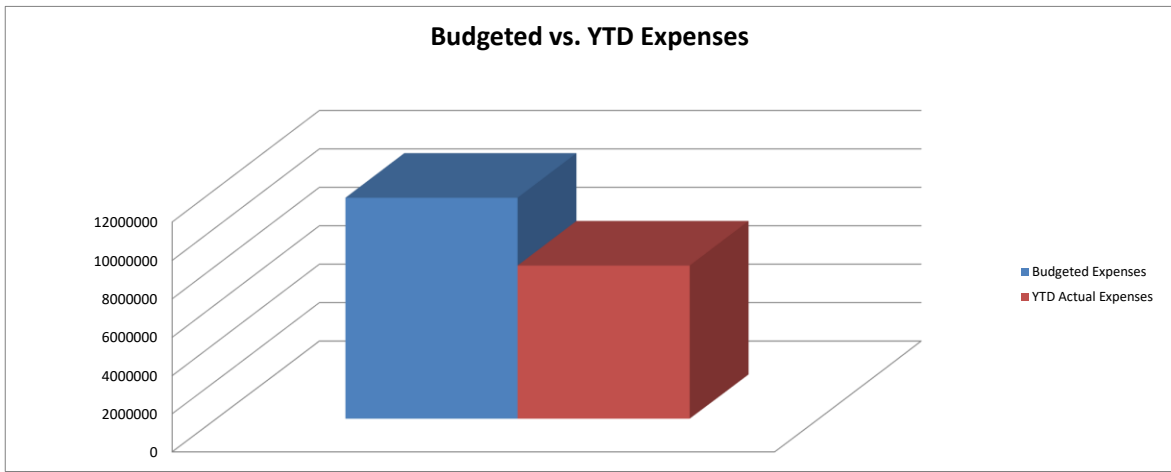
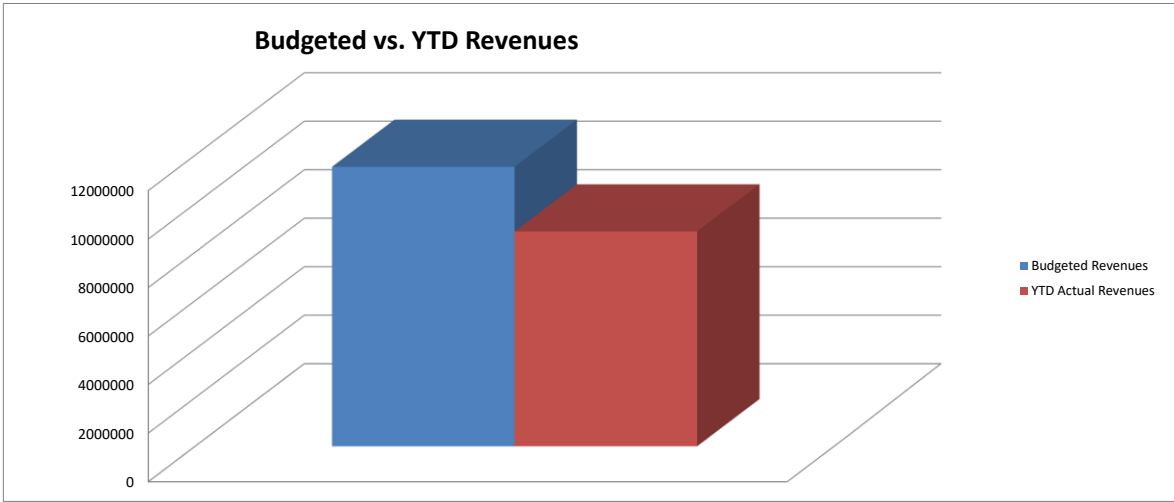
OUR CASH AND INVESTMENTS		
Balances on September 30, 2023, in whole dollars		
CASH & INVESTMENTS BY FUND		
GENERAL FUND		
	September 2022	September 2023
Operating	\$ 9,567,406	\$ 12,667,441
Powell Bill	553,896	155,296
Designated Funds	\$ 442,292	\$ 366,394
TOTAL GENERAL FUND	\$ 10,563,594	\$ 13,189,131
OTHER FUNDS		
	September 2022	September 2023
Stormwater Fund	\$ 1,427,595	\$ 1,817,976
Local Vehicle Taxes	98,423	136,069
Capital Improvement Fund	441,652	906,486
ARPA Funds	2,517,751	-
Capital Projects Fund	\$ 440,528	\$ 557,905
TOTAL OTHER FUNDS	\$ 4,925,949	\$ 3,418,436
TOTAL CASH & INVESTMENTS TOWN-WIDE		
	September 2022	September 2023
ALL FUNDS	\$ 15,489,543	\$ 16,607,567

REVENUE COLLECTIONS BY SOURCE			
	FY 22-23		% Change
	As of 9/30/22	As of 9/30/23	
ABC Profits	\$ 5,702	\$ 11,403	99.98%
Property & Vehicle Taxes	\$ 1,756,176	1,953,590	11.24%
Granville County Funding	29,012	-	-100.00%
DHHS Funding	454,828	468,122	2.92%
Falls Lake Academy SRO	-	-	
State Fire Protection Grant	-	-	
Grants	15,071	19,531	29.59%
Franchise & Utility Taxes	104,646	106,444	1.72%
Miscellaneous	81,911	11,112	-86.43%
Interest Earned	-	150,285	
Transfer From Other Funds	-	-	
Planning Fees	1,080	1,240	14.81%
Loan Proceeds	-	-	
Public Safety Fees	2,063	5,196	151.87%
Recreation/Facility Fees	13,663	13,928	1.94%
Rent	17,139	17,257	0.69%
Sale of Assets	-	-	
Sales Tax	724,570	742,895	2.53%
SGWASA Agreement	125,000	125,000	0.00%
Assessments	8	-	-100.00%
State Shared Revenue	1,466	1,689	15.21%
Total	\$ 3,332,335	\$ 3,627,692	

REVENUE COLLECTIONS BUDGET vs. ACTUAL			
	FY Budget		% Collected
	FY Budget	YTD Actual	
ABC Profits	\$ 22,806	\$ 11,403	50.00%
Property & Vehicle Taxes	2,970,953	1,953,590	65.76%
Granville County Funding	109,476	-	0.00%
DHHS Funding	936,243	468,122	50.00%
Falls Lake Academy SRO	89,906	-	0.00%
State Fire Protection Grant	69,854	-	0.00%
Grants	49,200	19,531	39.70%
Fund Balance Appropriated	2,141,522	-	0.00%
Franchise & Utility Taxes	464,998	106,444	22.89%
Miscellaneous	50,500	11,112	22.00%
Interest Earned	384,530	150,285	39.08%
Planning Fees	5,000	1,240	24.80%
Public Safety Fees	11,250	5,196	46.19%
Recreation/Facility Fees	51,850	13,928	26.86%
Rent	66,000	17,257	26.15%
Sale of Assets	105,000	-	0.00%
Sales Tax	3,203,616	742,895	23.19%
SGWASA Agreement	500,000	125,000	25.00%
Transfer From Other Funds	225,000	-	0.00%
State Shared Revenue	40,212	1,689	4.20%
Total	\$ 11,497,916	\$ 3,627,692	31.55%

OUR CASH FLOWS...			
GENERAL FUND REVENUES & EXPENDITURES		Comparison of FYTD %	
		Prior FYTD %	Current FYTD %
Fiscal Year Budget		\$ 11,132,523	\$ 11,497,916
Revenues Fiscal Year to Date	\$ 3,627,692	29.93%	31.55%
Expenses Fiscal Year to Date	\$ 2,877,591	29.03%	25.03%
POWELL BILL FUND		\$ 207,349	\$ 211,000
Revenues Fiscal Year to Date	\$ 430	52.01%	0.20%
Expenses Fiscal Year to Date	\$ -	0.00%	0.00%
STORMWATER FUND		\$ 622,170	\$ 687,197
Revenues Fiscal Year to Date	\$ 30,325	41.03%	4.41%
Expenses Fiscal Year to Date	\$ 40,281	10.21%	5.86%
Local Vehicle Tax Fund		\$ 29,850	\$ 29,850
Revenues Fiscal Year to Date	\$ 9,117	41.72%	30.54%
Expenses Fiscal Year to Date	\$ -	0.00%	0.00%
D-12-E Sidewalk Project			\$ 1,110,985
Project Budget			
Revenues to Date	\$ 1,131,227		101.82%
Expenses to Date	\$ 925,365		83.29%

EXPENDITURES AT A GLANCE...					
GENERAL FUND DEPARTMENTS	Comparison of Monthly Expenses				
	YTD Expenditures		% Change	Fiscal Year 2024 Budget	% of Budget Expended
	Prior FY	Current FY			
Governing Body	\$ 43,361	\$ 46,877	8.11%	\$ 173,510	27.02%
Administration	156,807	120,027	-23.46%	473,702	25.34%
Finance	67,913	63,020	-7.20%	320,565	19.66%
Human Resources	10,814	45,934	324.76%	205,644	22.34%
Legal	37,532	24,625	-34.39%	161,636	15.23%
Town Hall	10,632	22,485	111.48%	69,800	32.21%
Landscaping & Beautification	519	-	-100.00%	15,500	0.00%
Christmas Decorations	1,322	55	-95.84%	12,500	0.44%
EMS Building	154	242	57.14%	2,100	11.52%
600 Central Ave. Property	346	1,591	359.83%	3,200	49.72%
Non-Departmental	111,998	140,565	25.51%	150,385	93.47%
Umstead Property	2,435	1,887	-22.51%	3,899	48.40%
ADA Transition	-	-		20,000	0.00%
Information Technology	37,269	40,616	8.98%	214,742	18.91%
Public Safety	1,154,800	1,278,050	10.67%	5,020,193	25.46%
BPS Training Center	1,694	1,225	-27.69%	15,250	8.03%
Public Works	132,513	149,814	13.06%	532,568	28.13%
Recycling Center	4,724	5,243	10.99%	24,500	21.40%
Forestry & Nursery	874	-	-100.00%	23,000	0.00%
Planning & Zoning	45,467	33,533	-26.25%	295,943	11.33%
Butner Athletic Park	109,408	88,068	-19.50%	391,374	22.50%
D Street Ball Field	386	376	-2.59%	2,500	15.04%
Gazebo Park	3,213	1,518	-52.75%	16,600	9.14%
Lake Holt	1,048	1,058	0.95%	13,350	7.93%
Sports Arena	8,470	12,088	42.72%	40,300	30.00%
Community Events	245	112	-54.29%	-	0.00%
Special Events	633	34,162	5296.84%	138,607	24.65%
Capital Outlay	299,771	103,593	-65.44%	2,554,705	4.05%
Sales Tax	6,776	10,140	49.65%	50,000	20.28%
Contingency	-	-		86,843	0.00%
Transfers to Other Funds	440,000	440,000	0.00%	465,000	94.62%
	\$ 2,691,124	\$ 2,666,904	-0.90%	\$ 11,497,916	23.19%
Encumbrances		\$ 210,687			
Total Expenses		\$ 2,877,591			25.03%



**Town of Butner, North Carolina
Capital Project Ordinance
For D-12-E Streets Sidewalk Construction Project
Amendment 003**

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 Capital Project Ordinance is here by amended:

Section 1.

The Council hereby amends the Capital Project Ordinance to reflect the actual cost of the construction of sidewalks along West D Street, 12th Street and West E Street.

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 revenues will be reduced to reflect the final cost of the Capital Project and are hereby re-appropriated and/or referenced by prior action of the Council.

	<u>Decrease</u>
40-7014-3831 Investment income	\$ 20,241.52
40-7014-3811-11 Contributions from Powell Bill Fund	<u>\$ 185,620.39</u>
	\$ 205,861.91
	=====

Section 4.

Total cost came in at \$925,364.61, the following general ledger accounts represented the balances at the competition of the Capital Project.

40-7014-5700.01 General Contractor	\$	728,324.90
40-7014-5194 Professional services – Engineering		182,070.96
40-7014-5192 Professional services – legal		6,093.75
40-7014-5199 Professional services – other		<u>8,875.00</u>
	\$	925,364.61
		=====

Section 5.

The Finance Director is directed to make the final adjustments to the General Ledger to reflect the actual cost for revenues and expenses for the Capital Project. Finance Director will provide report 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 ____2nd____ day of __November_____ 2023.

Barbara J. Rote, Town Clerk

[SEAL]

**TOWN OF BUTNER
BUDGET ORDINANCE AMENDMENT**

POWELL BILL FUND

007 - 2024

BE IT ORDAINED by the Council of the Town of Butner, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2024:

Section 1. To amend the General Fund Capital Project, the appropriations are to be changed as follows:

<u>Account No.</u>	<u>Decrease</u>	<u>Increase</u>
11-9840-5980 Transfer to Capital Projects Fund	<u>\$ 205,861.91</u>	
	\$ 205,861.91	
	=====	=====

This will result in a net saving in the amount of \$205,861.91 re-appropriations back to the Powell Bill Fund for D-12-E Sidewalk Project.

<u>Account No.</u>	<u>Decrease</u>	<u>Increase</u>
11-0000-3811.40 Transfer from Capital Projects	\$ 0	<u>\$ 205,861.91</u>
	\$ 0	\$ 205,861.91
	=====	=====

Section 2. Copies of this budget amendment shall be furnished to the Town Clerk, and to the Budget Officer and the Finance Officer for their direction.

Adopted this 2nd day of November, 2023.

[SEAL]

Barbara J. Rote, Town Clerk

RESOLUTION

Close-out of Capital Project

For D-12-E Streets Sidewalk Construction Project

WHEREAS, the Town of Butner began a capital project in November 4, 2021 for D-12-E Streets Sidewalk Construction Project, and

WHEREAS, the Town transferred \$925,364.61 from the Powell Bill Fund to finance the project, and

WHEREAS, the architects on the project have submitted their Certificate of Substantial Completion on August 18, 2023, and

NOW THEREFORE, BE IT RESOLVED BY THE BUTNER TOWN COUNCIL that the Town of Butner's D-12-E Streets Sidewalk Construction Project 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 ____2nd____ day of __November____ 2023.

Barbara J. Rote, Town Clerk

[SEAL]

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 40 - Capital Projects Fund									
REVENUE									
Department 7014 - D-12-E Streets Sidewalk Project									
3811									
3811.11	Transfer from Powell Bill Funds	.00	1,102,485.00	1,102,485.00	.00	.00	1,102,485.00	.00	100
3811 - Totals		\$0.00	\$1,102,485.00	\$1,102,485.00	\$0.00	\$0.00	\$1,102,485.00	\$0.00	100%
3831	Investment Earnings	.00	8,500.00	8,500.00	.00	.00	28,741.52	(20,241.52)	338
Department 7014 - D-12-E Streets Sidewalk Project Totals		\$0.00	\$1,110,985.00	\$1,110,985.00	\$0.00	\$0.00	\$1,131,226.52	(\$20,241.52)	102%
REVENUE TOTALS		\$0.00	\$1,110,985.00	\$1,110,985.00	\$0.00	\$0.00	\$1,131,226.52	(\$20,241.52)	102%
EXPENSE									
Department 7014 - D-12-E Streets Sidewalk Project									
5192	Professional Services - Legal	.00	5,000.00	5,000.00	.00	.00	6,093.75	(1,093.75)	122
5194	Professional Services - Architect, Engineering & Surveying	.00	83,050.00	83,050.00	.00	.00	182,070.96	(99,020.96)	219
5199	Professional Services-Other	.00	8,500.00	8,500.00	.00	.00	8,875.00	(375.00)	104
5700									
5700.01	General Contractor	.00	882,135.00	882,135.00	.00	.00	728,324.90	153,810.10	83
5700.15	Contingency	.00	132,300.00	132,300.00	.00	.00	.00	132,300.00	0
5700 - Totals		\$0.00	\$1,014,435.00	\$1,014,435.00	\$0.00	\$0.00	\$728,324.90	\$286,110.10	72%
Department 7014 - D-12-E Streets Sidewalk Project Totals		\$0.00	\$1,110,985.00	\$1,110,985.00	\$0.00	\$0.00	\$925,364.61	\$185,620.39	83%
EXPENSE TOTALS		\$0.00	\$1,110,985.00	\$1,110,985.00	\$0.00	\$0.00	\$925,364.61	\$185,620.39	83%
Fund 40 - Capital Projects Fund Totals									
REVENUE TOTALS		.00	1,110,985.00	1,110,985.00	.00	.00	1,131,226.52	(20,241.52)	102%
EXPENSE TOTALS		.00	1,110,985.00	1,110,985.00	.00	.00	925,364.61	185,620.39	83%
Fund 40 - Capital Projects Fund Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$205,861.91	(\$205,861.91)	
Grand Totals									
REVENUE TOTALS		.00	1,110,985.00	1,110,985.00	.00	.00	1,131,226.52	(20,241.52)	102%
EXPENSE TOTALS		.00	1,110,985.00	1,110,985.00	.00	.00	925,364.61	185,620.39	83%
Grand Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$205,861.91	(\$205,861.91)	

TOWN OF BUTNER
BUDGET ORDINANCE AMENDMENT

008 - 2024

BE IT ORDAINED by the Council of the Town of Butner, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2024:

Section 1. To amend the General Fund, the appropriations are to be changed as follows:

<u>Account No.</u>	<u>Decrease</u>	<u>Increase</u>
10-8170-5599 – Other Structures and Improvements		\$ 57,625
	\$ 0	\$ 57,625
	\$ 0	\$ 57,625

This will result in a net increase of \$57,625 in the appropriations of the General Fund. To provide additional revenue for the above, the following revenue will come from the unrestricted Fund Balance.

<u>Account No.</u>	<u>Decrease</u>	<u>Increase</u>
10-0000-3991 Appropriated fund balance		\$ 57,625
	\$ 0	\$ 57,625
	\$ 0	\$ 57,625

Section 2. Copies of this budget amendment shall be furnished to the Town Clerk, and to the Budget Officer and the Finance Officer for their direction.

Adopted this 2nd day of November, 2023.

[SEAL]

Barbara J. Rote, Town Clerk

**TOWN OF BUTNER
BUDGET ORDINANCE AMENDMENT**

009 - 2024

BE IT ORDAINED by the Council of the Town of Butner, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2024:

Section 1. To amend the General Fund, the appropriations are to be changed as follows:

<u>Account No.</u>	<u>Decrease</u>	<u>Increase</u>
10-9840-5980 Transfer to other funds		\$123,162
	\$ 0	\$ 123,162
	=====	=====

This will result in a net increase of \$123,162 in the appropriations of the General Fund. To provide additional revenue for the above, the following revenue will be increased. There is sufficient available Fund Balance for this appropriation. (Provide funding for the engineering design, asbestos survey and report, and bidding related to demolition of Umstead).

<u>Account No.</u>	<u>Decrease</u>	<u>Increase</u>
10-0000-3991 Appropriated fund balance		\$ 123,162
	\$ 0	\$ 123,162
	=====	=====

Section 2. Copies of this budget amendment shall be furnished to the Town Clerk, and to the Budget Officer and the Finance Officer for their direction.

Adopted this 2nd day of November, 2023.

[SEAL]

Barbara J. Rote, Town Clerk

**Town of Butner, North Carolina
Grant Project Ordinance
For Butner Umstead Correction Center Demolition Project
Amendment 1**

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 hereby established:

Section 1. The project authorized is the Rural Transformation Project described in the work statement contained in the Grant Agreement between this unit and the North Carolina Department of Commerce, Rural Economic Development Division. This project is more familiarly known as the Butner Umstead Correction Center Demolition Project.

Section 2 The officers of this unit are hereby directed to proceed with the grant project within the terms of the grant document(s), the rules and regulations of the Department of Commerce, Rural Economic Development Division and 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:

Proceeds from REDD Grant	\$ 825,000
Transfer from General Fund	<u>123,162</u>
	\$ 948,162
	=====

Section 4. The following amounts are available for expenditures for this project:

Clearance & Demolition Activities	\$ 800,000
Other administrative expenses	25,000
Engineering	<u>123,162</u>
	\$ 948,162
	=====

Section 5. The Finance Officer is hereby directed to maintain within the Grant Project Fund sufficient specific detailed accounting records to provide the accounting information to the grantor agency as required by the grant agreement(s) and federal and state regulations.

Section 6. Requests for funds should be made to the grantor agency in an orderly and timely manner as funds are obligated and expenses incurred.

Section 7. The Finance Officer is directed to report quarterly on the financial status of each project element in Section 4 and on the total grant revenues received or claimed.

Section 8. The Finance Officer is directed to include a detailed analysis of past and future costs and revenues on this grant project in every budget submission made to this board.

Section 9. Copies of this Grant Project Ordinance shall be made available to the Finance Officer for direction in carrying out this project.

Adopted this __2nd _____ day of __November__ 2023.

Barbara J. Rote, Town Clerk

[SEAL]

RES-23-11-02**RESOLUTION TO APPROVE A MUNICIPAL ACCOUNTING SERVICES,
CYBERSECURITY AND TECHNICAL ASSISTANCE MEMORANDUM OF
AGREEMENT****WITNESSETH:**

WHEREAS, the North Carolina State Budget Act of 2021 (SL 2021-180, as amended by SL 2021-189, and SL 2022-6) provided to the NC League of Municipalities (League) grant funds provided to the State of North Carolina by the U.S. Treasury pursuant the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319, American Rescue Plan Act of 2021 (ARP); and

WHEREAS, the League received two Award Agreements (OSBM-NCLM-65) from the Office of State Budget and Management (OSBM) and the North Carolina Pandemic Recovery Office (NCPRO); and

WHEREAS, the first Award Agreement is identified as OSBM-NCLM-65. This grant enables the League to provide “financial software and assistance programs for units of local government for expenses related to the COVID-19 pandemic...” This grant is referred to as the Municipal Accounting Services and Cybersecurity Grant; and

WHEREAS, the second Award Agreement is identified as OSBM-NCLM-66. This grant enables the League “to provide guidance and technical assistance to units of local government in the administration of funds from the Local Fiscal Recovery Fund, as established in Section 2.6 of S.L. 2021-25, and in the administration of projects funded through the State Fiscal Recovery Fund, as established in Section 2.2 of S.L. 2021-25.” This grant is referred to as the Guidance and Technical Assistance Grant; and

WHEREAS, the Municipal Accounting Services and Cybersecurity Grant and the Guidance and Technical Assistance Grant are collectively referred to herein as the “League Grants”.

WHEREAS, the League Grants are deemed part of US Treasury Expenditure Category: 6, Revenue Replacement and shall only be spent on governmental services; and

WHEREAS, pursuant to US Treasury Guidance, units of local government that receive services that are funded by one or both of the League Grants are beneficiaries of one or both of the League Grants, respectively, and such services are provided at no cost to these local governments; and

WHEREAS, the League has established a Municipal Accounting Services, Cybersecurity and Technical Assistance Memorandum of Agreement pursuant to the terms of the League’s Municipal Accounting Systems and Cybersecurity Grant and the Guidance and Technical Assistance Grant; and

WHEREAS, this Municipal Accounting System, Cybersecurity and Technical Assistance Memorandum of Agreement will offer local municipalities:

(1) Services rendered by the League (League Services) including but not limited to capital expenditures for special purpose software and computer equipment as set forth in §2 C.F.R. 200.439; and

(2) Services rendered by one or more service providers (Contractor Services), retained by the League on behalf of the Municipality, who are members of a particular profession or possess a special skill as set forth in §2 C.F.R. 200.459; and

(3) Equipment, including information technology systems, and supplies, including computing devices, as set forth in §2 C.F.R. 200.439 and §2 C.F.R. 200.453; and

WHEREAS, the Municipal Accounting Services, Cybersecurity and Technical Assistance Memorandum of Agreement, is attached hereto as Exhibit A; and

NOW, THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF BUTNER:

1. That the Town Manager and Town Attorney finalize the Municipal Accounting Services, Cybersecurity and Technical Assistance Memorandum of Agreement.
2. That the Town Manager execute the Memorandum of Agreement (or one substantially equivalent thereto) and such other agreements as necessary in accordance with the League's Municipal Accounting Services and Cybersecurity Grant and the Guidance and Technical Assistance Grant.

Adopted, this the 2nd day of November, 2023

TOWN OF BUTNER

By: _____

Terry Turner

Mayor

ATTEST:

Barbara J. Rote

Town Clerk



HAGERSMITH
 ARCHITECTURE
 LANDSCAPE ARCHITECTURE
 PLANNING
 INTERIOR DESIGN

PO BOX 1308
 300 SOUTH DAWSON ST
 RALEIGH, NC 27602
 WWW.HAGERSMITH.COM
 © COPYRIGHT 2022



TOWN OF BUTNER

BUTNER PAVILION
 416 CENTRAL AVE
 BUTNER, NC

LAYOUT PLAN

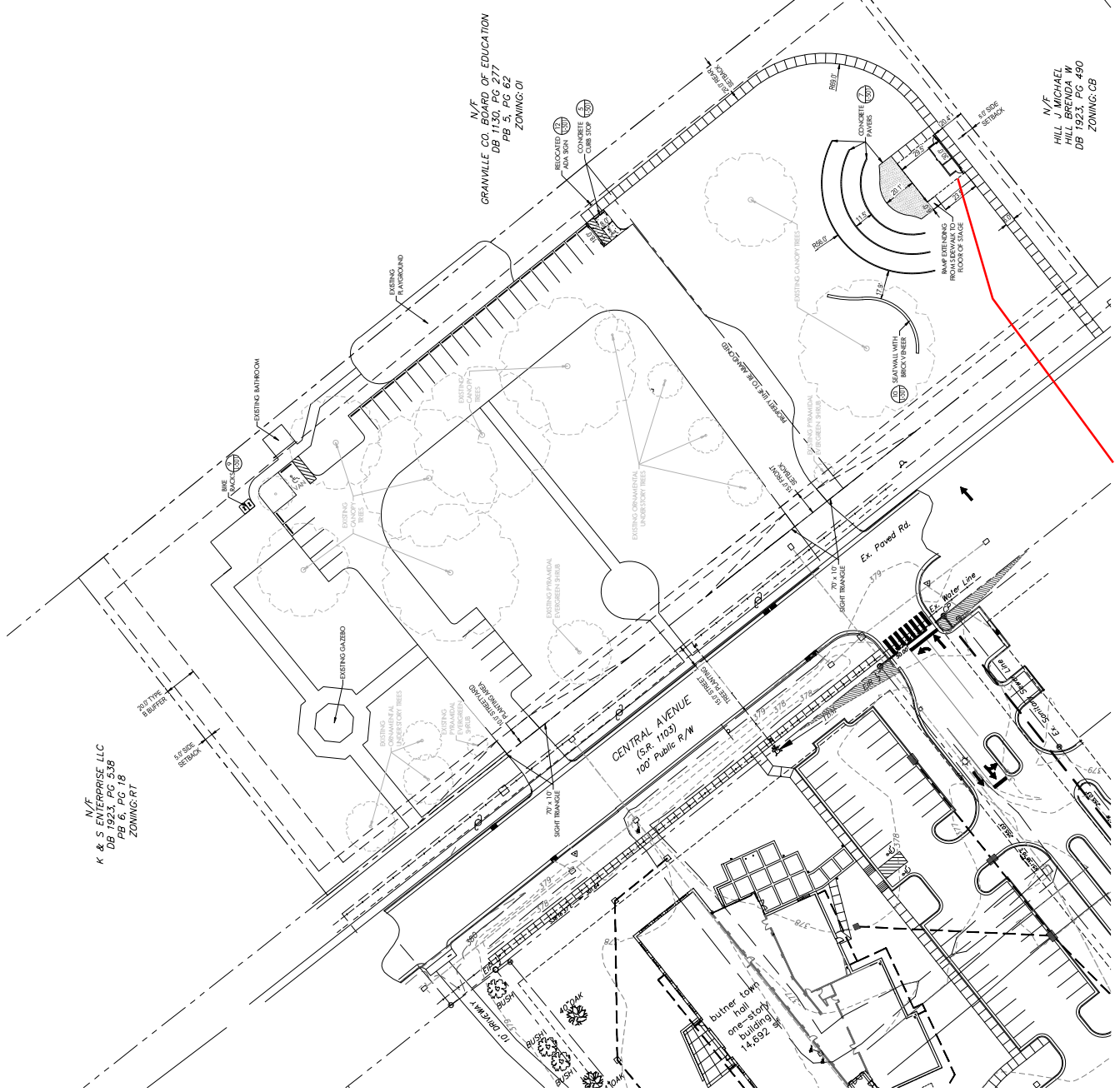
Revision	Date	Description

Checked By: _____ Date: _____
 Drawn By: _____ Date: _____

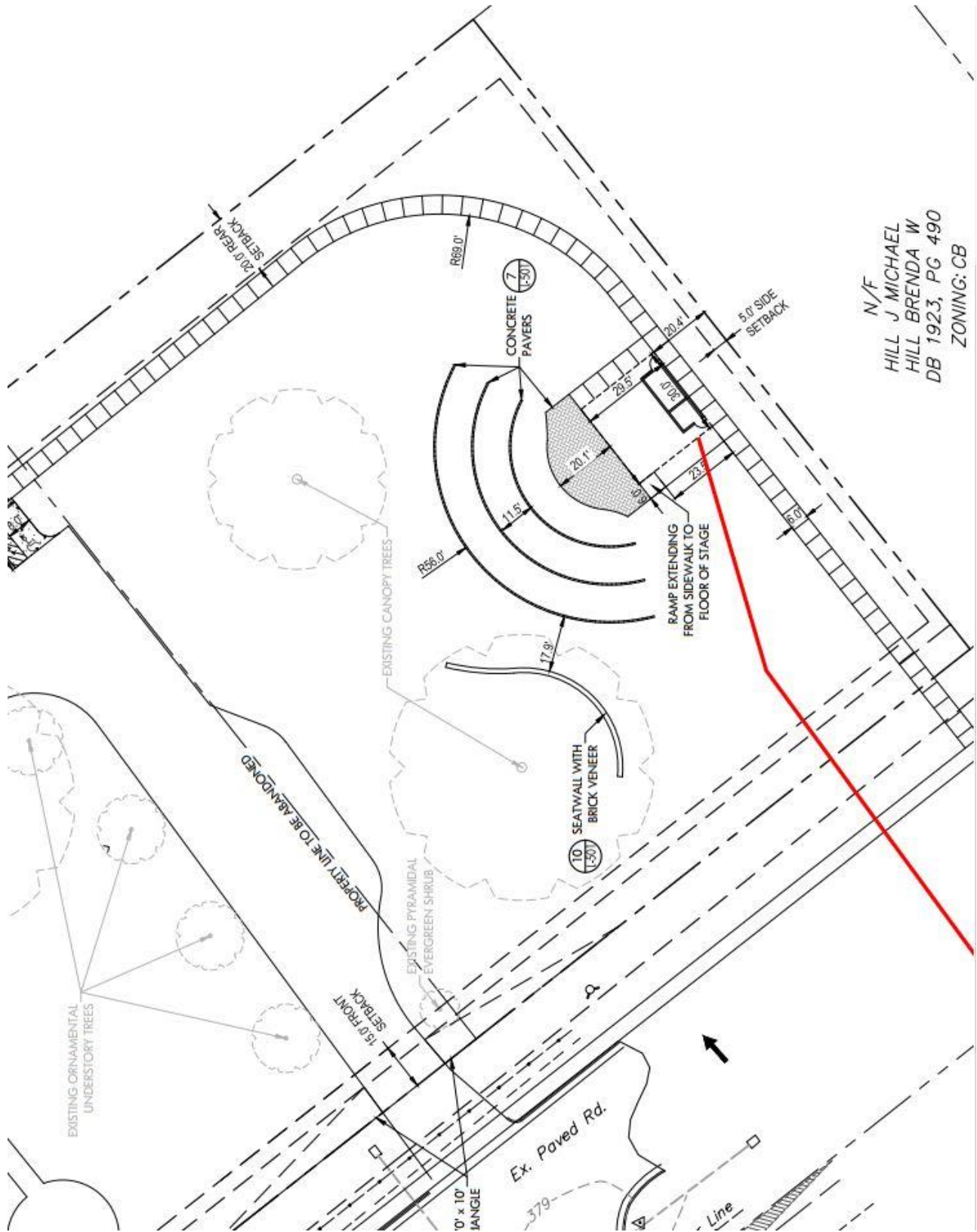
SITE DATA TABLE

PROJECT NAME:	
BUTNER PAVILION	
A. STREET ADDRESS AND LOCATION:	
416 CENTRAL AVE BUTNER, NC 27602	
B. PROPERTY OWNER:	
TOWN OF BUTNER 416 CENTRAL AVE A BUTNER, NC 27602	
C. APPLICANT:	
HAGERSMITH/CLAREN 102 S WILKINSON BLVD 300 S DAWSON ST RALEIGH, NC 27602	
D. PIN:	
0876-03-08-0809 0876-03-08-0809	
E. LOCATION/JURISDICTION:	
TOWN OF BUTNER	
F. TOTAL TRACT ACREAGE:	
2.34 ACRES (0876-03-08-0809) 1.00 ACRES (0876-03-08-8079)	
G. ZONING DISTRICT:	
O1	
H. OVERLAY ZONING DISTRICT:	
NONE	
I. WATERBODIES:	
W/IN/NSWP	
J. EXISTING USE:	
PUBLIC PARK	
K. PROPOSED USE:	
NO CHANGE	
L. PARKING:	
REQUIRED:	
1 ACCESSIBLE SPACE	
PROVIDED:	
3 SPACES	
4 SPACES	
17 HEIGHT	
M. BUILDING HEIGHT:	
17 FEET	
N. IMPROVEMENT CALCULATIONS:	
PER DEVELOPMENT INTERVALS:	
SERVICIALS: 15,237 SF	
PARKING: 24,883 SF	
TOTAL: 40,120 SF	
EXISTING: 7,000 SF	
TOTAL: 7,000 SF	
TOTAL IMPROVEMENT:	
33,120 SF	
TOTAL IMPROVEMENT INCREASE:	
4,812 SF	

- LEGEND:**
- CONCRETE SIDEWALK (13 - L-501)
 - ASPHALT PAVING (6 - L-501)
- NOTES:**
1. PROPOSED ACCESSIBLE PARKING SPACES FOR CONCRETE.
 2. ALL DIMENSIONS TAKEN FROM BACK OF CURB UNLESS OTHERWISE NOTED.
 3. ALL CURB RAMP SLOPES SHALL BE 1:12.
 4. ALL CURB RAMP SLOPES SHALL BE 1:12.
 5. LOCATION OF THE CURB RAMP SHALL BE SHOWN ON ALL PLANS.
 6. CONTRACTOR TO CALL 811 FOR UTILITY LOCATIONS PRIOR TO CONSTRUCTION.
 7. CONSTRUCTION MATERIALS SHALL BE IN ACCORDANCE WITH THE AMERICAN STANDARD FOR LURRY STOCK.
 8. CONSTRUCTION MATERIALS SHALL BE IN ACCORDANCE WITH THE AMERICAN STANDARD FOR LURRY STOCK.
 9. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE AMERICAN STANDARD FOR LURRY STOCK.
 10. CONTRACTOR TO PROVIDE DRAINAGE AND STORM WATER COLLECTION AND REMOVAL SYSTEMS TO MEET TOPSOIL/PAVING AND OTHER REQUIREMENTS.
 11. CONTRACTOR TO PROVIDE DRAINAGE AND STORM WATER COLLECTION AND REMOVAL SYSTEMS TO MEET TOPSOIL/PAVING AND OTHER REQUIREMENTS.
 12. CONTRACTOR TO PROVIDE DRAINAGE AND STORM WATER COLLECTION AND REMOVAL SYSTEMS TO MEET TOPSOIL/PAVING AND OTHER REQUIREMENTS.
 13. SURVEY INFORMATION BASED OFF OF GRANVILLE COUNTY GIS. OWNER TO PROVIDE ALL INFORMATION TO GRANVILLE COUNTY GIS.
 14. ALL SIGNS TO BE PERMITTED SPANIELS.



Closeup – Location of Proposed Stage Location



N/F
 HILL J MICHAEL
 HILL BRENDA W
 DB 1923, PG 490
 ZONING: CB



Town Manager's Report

November 2, 2023

Butner Public Safety Parking Lot – Work on the parking lot and new handicapped spaces has been completed. Work was finished ahead of the 60-day timeline for the project. *For Your Information*

Shades at BAP – The two shades were delivered this month. Public Works is working to finalize the installation. *For Your Information*

School Resource Officer (SRO) – Chief Champion and I met with the Granville County School System superintendent (Dr. Stan Winborne) and there is continued interest in the Town providing an SRO for schools within Town limits (Butner-Stem Elementary, Butner-Stem Middle, and early college). The Town would be compensated for providing this service similar to our arrangement with Falls Lake Charter School. We are developing a draft contract and discussing further with the school system. *For Your Information*

Timber Harvest – Town staff held a public information and input session for the public on October 23rd and has an additional session scheduled for Thursday, November 9th from 5-7PM in the Camp Butner Room (Town Hall). The meetings are informal opportunities to meet and educate the public on the timbering project and seek feedback. Enclosed is a revised map from last month indicating initial areas recommended for timbering, and we are investigating alternatives based on public input received to date. Our intent is to provide a final recommendation to the Council for consideration at the December meeting. The timbering project is planned in accordance with the Town's Timber Management plan and on the recommendation of our professional Forester. In addition to managing the timber we are seeking to lessen the Town's liability with trees falling on neighboring properties. *For Your Information*

Veazey Road Roundabout – Carbon Reduction Program - The Town was recently awarded a Federal Carbon Reduction Program Grant (CRP) in the amount of \$2,034,744 through the North Carolina Department of Transportation for a roundabout at the intersection of Veazey Road, Central Avenue, and Westbrook Drive. The total project funding is \$2,543,430 which includes a required 20% match totaling \$508,686. NCDOT has indicated they may be in position to contribute as much as \$447,936 towards the construction local match and local Powell Bill Funds can be utilized for the match as well. We anticipate the Town being responsible for approximately \$107,000 as our local match for the engineering portion. Depending upon the needs for acquiring right-of-way or to relocate utilities, the Town may be responsible for more should we proceed with construction. The grant is a reimbursement grant which requires the Town to commit to the full cost upfront prior to reimbursement. The project is intended to provide congestion relief, traffic flow improvements and safety improvements for the intersection. We anticipate a number of hurdles with this being Federal Funds and due to the various requirements could take 3 to 5 years to complete. Town staff are beginning the process of obtaining an agreement with NCDOT – we anticipate it being several months before the agreement is in hand and ready for council consideration. Our recent call with NCDOT let us know this will not be an easy project, but it is an opportunity to improve transportation safety in Town if successful. *For Your Information*

BRIC Grant – The Town was informed we were not successful in applying for a Federal Building Resilient Infrastructure and Communities (BRIC) grant. Town staff applied for a BRIC planning grant for creating a resilient electric grid by burying utility lines along Central Avenue and Hwy 56. *For Your Information*

Lake Holt Sign – The new entrance sign at Lake Holt was installed this week. Here is a view of the installed sign. *For Your Information*



Planning Department Report

NOVEMBER 2, 2023



Meetings

- Staff met with DOT to discuss the process for Carbon Reduction Program Funding grant for a Veazey Road roundabout.
- Staff met with DFI at UNC for updates to the Gateway Area study.
- Staff met with Meritage, ESP Associates, and SGWASA to discuss the proposed Meritage project.
- Staff met with several companies to discuss software options for online permits. This will transition the system entirely online allowing for faster permitting and improve record keeping for staff.
- Staff attended the APA-NC Conference in Durham.

Board of Adjustment / Planning Board

Planning Board scheduled to meet November 9th to discuss two text amendments and the Meritage residential project.

Code Enforcement

- There are currently 6 open violations within the Town of Butner, two were resolved this month.

Altec Gen II Expansion

- Expansion of existing office building and parking lot
- Stormwater deposit paid
- First set of plans reviewed and comments submitted, **we are awaiting revised plans and comments**



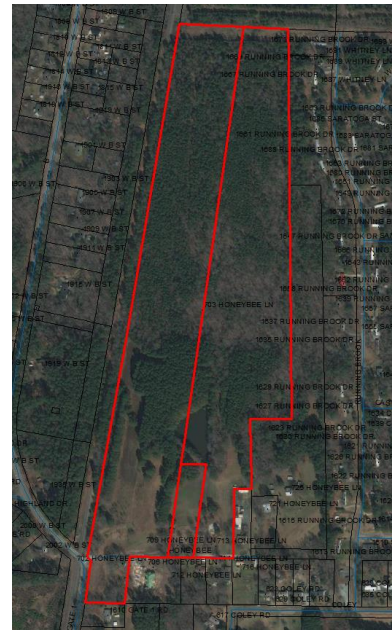
Stream RV

- Expansion to existing RV Sales business
- **Stormwater and Site Plan permits issued 10.17.23**



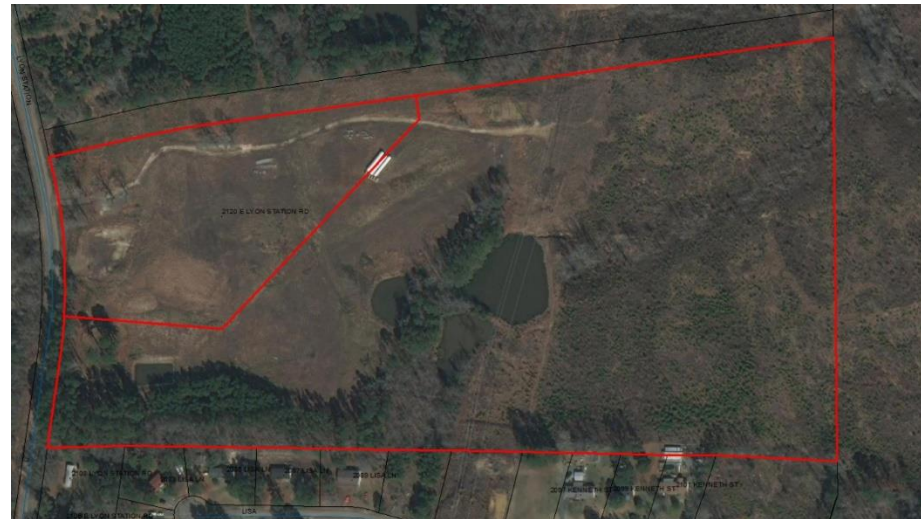
Tarpey Solar Farm

- SUP 18-01
- Temporary C/O will expire 12.13.2023
- Final buffer must be planted and inspected prior to final C/O
- **Installation of buffer began end of October**



Creedmoor Fuel

- SGWASA and stormwater still need approval
- **3rd draft of plans submitted for review October 17th**



Meritage Homes

- 800+ lot proposed along W Lyon Station Road
- **Met with SGWASA to discuss sewer for project**
- **Received new set of plans for review**
- **Anticipated to go before Planning Board in November and Council in January**



SGWASA Lift Stations

- Proposed new lift stations in various places throughout Town
- **5 sets of plans submitted for review**



FIRE SERVICES

Notable Fire Calls and Calls for Services since the last meeting

Fire Incidents October

September 26-October 23

Fire Incidents

Fire Alarm Activations	16
Motor Vehicle Collisions	13
Smoke Scare/Removal	5
Cancelled Enroute/No incident	4
Electrical Arcing	2
Assist EMS	2
Structure Fire	1
Total Number of Incidents	43

Notable Events

Butner Public Safety responded to a structure fire at Edgewood Bridge Apartments, 704 West B St. Upon arrival firefighters found an apartment building with heavy fire coming from the roof. BPS firefighters made an initial search and attack of the fire. Creedmoor, Stem, Providence and Redwood Fire Departments were called in for assistance as well as off duty BPS personnel. The fire destroyed one apartment and 7 others were damaged by smoke or water. The Red Cross and 1-800-BoardUp were called in to assist the residents that were displaced by the fire. The cause of the fire is still under investigation.

POLICE SERVICES

Police Calls and Services for October 2023 (September 26-October 23)

911 Hang Up Calls -	36
Animal Complaints -	2
Arrest -	24
Breaking and Entering	0
B & E Motor Vehicles -	0
Communicating Threats -	2
Disturbances -	14
DWI -	3

Butner Town Council Meeting
Butner Public Safety Monthly Report
November 2, 2023 (submitted 10/24/2023)
By Chief J.G. Champion

EMS Calls -	12
Juvenile Complaints -	1
Larcenies -	1
Larceny of Motor Vehicles	1
Traffic Stops -	232
Citations issued -	69
Traffic Check Points-	2
Vehicle Crashes"10-50's" -	13
Ride Along -	1
Robbery -	0
Property Checks-	278
Operations Reports Code#5-	261
Calls Resolved without Reports-	608

Notable Events

On 10/22/2023, a vehicle pursuit occurred. Sgt. Rigsbee observed a black Honda Accord driving recklessly on West B Street. The Honda was tailgating other vehicles and illegally passed them. Sgt. Rigsbee attempted a vehicle stop. A vehicle pursuit began on West B street and ended when the Honda pulled into 1002 East E Street and stopped. The vehicle ran multiple stop signs as well and illegally passed multiple vehicles. The driver, Cavaricci Edwards of 1002 East E Street was taken into custody. He was charged with Felony Flee to Elude, failing to stop for a stop sign, reckless driving to endanger, no operators license, following too closely, and illegal passing. Mr. Edwards was remanded to the Granville County detention center and placed under a \$60,000 secure bond.

On 10/16/2023, Sgt. Lomena stopped a vehicle on East C Street. The stop resulted in multiple narcotics being seized and the arrest of the passenger of the vehicle. Marijuana, Methamphetamines, and Ecstasy was seized along with scales and baggies. Mr. Ricquantis Drumgold of Henderson was charged with Felony possession of Marijuana, Felony possession of schedule I, Felony possession of schedule II, Possession with intent to manufacture, sell, and/or deliver marijuana, Possession with intent to manufacture, sell, and/or deliver schedule II, Possession with intent to manufacture, sell, and/or deliver schedule I, and resist, obstruct or delay. Mr. Drumgold was remanded to the Granville County Detention Center and placed under a \$65,000 bond.

Lt. N. Williams began investigating a case involving the theft of over \$100,000 and the exploitation of an elder on 8/10/2023. After an extensive investigation, Lt. Williams was able to charge Mr. Kyle Harris of 109 Dogwood Circle with a class C Felony charge of obtaining over \$100,000 by false pretenses and a felony charge of elder abuse. Multiple search warrants were executed which ultimately led to Mr. Harris being taken into custody. Mr. Harris was remanded to the Granville County Detention Center under a \$150,000 secured bond. Mr. Marvin Turner of 109 Dogwood Circle was also taken into custody with the same charges. He also received a secured bond of \$150,000. Ms. Donna Terry has been charged but has not yet been located.

Chief's Notes

Training hours overview- From September 26-October 23, Butner Public Safety employees participated in 557 hours of fire training and 112 hours of law enforcement training. This includes all training that is attended by Public Safety Officers, Firefighters, Telecommunicators, and civilian personnel.

Butner Public Safety visited 6 schools and daycares for Fire Prevention week and gave out educational information.

Butner Public Safety's National Night Out was a big success. Thank you to all who came and participated and to those that assisted us with the event.

Butner Public Safety participated in the National Faith & Blue weekend by partnering with Community Methodist Church. At the heart of this initiative is the reinforcement of connections between law enforcement professionals and the communities they serve through the reach of houses of worship. There is no resource that can match the depth of the faith community in facilitating productive engagement with law enforcement, which is needed now more than ever. These connections are built through activities that are held in neighborhoods of every kind across the United States, jointly hosted by houses of worship and local law enforcement entities.

Butner Public Safety hosted a Pumpkin Painting with the Police on October 14. Children got to visit the Butner Public Safety building to paint pumpkins with the officers and firefighters and received fire prevention information to take home and learn. There were approximately 30 children that were able to participate.

Butner Public Safety participated in the first ever Granville County Firefighter Rookie School. The class trains firefighters in the basic skills and abilities to participate in live burn fire training evolutions and once the live burn training is completed the firefighters are able to participate and extinguish live structure fires. There were multiple practical scenarios that the students had to complete and pass and also an end of the course written test. Four full-time employees and four volunteer firefighters participated in the training. Butner Public Safety was the primary training agency for this class and Stovall Volunteer Fire Department provided the training facility and the classroom. Oxford Fire Department also assisted with training and manpower for this event. Over 20 firefighters from throughout the county were able to attend this 40-hour training.

Butner Public Safety will hold its first ever Shop with a Cop event this year. Typically, we assist Creedmoor with their event, but this year, through donations, we have been able to have enough funds to sponsor our own kids. We will team with Creedmoor Police Department on the day of the event and then come back to Butner to wrap the gifts and have other activities. BPS is still accepting donations and whatever funds do not get spent this year will be carried over to next years event.

Butner Town Council Meeting
Butner Public Safety Monthly Report
November 2, 2023 (submitted 10/24/2023)
By Chief J.G. Champion

The annual Crimestopper's banquet and awards presentation was held on October 24, 2023 at Pleasant Grove Baptist Church in Creedmoor. Butner Public Safety's recipient of the Crimestopper of the Year award was presented to PSO Joseph Mennella. Some of PSO Mennella's accomplishments that helped solidify his nomination was 65% of PSO Mennella's incident reports were closed by arrest. Of those 46 reports, PSO Mennella made 45 of the arrests in the case. In regard to traffic enforcement, PSO Mennella made 8 DWI arrests in which 3 were in one week. PSO Mennella wrote numerous traffic citations over the past year as well which in turn makes the roads safer for the motoring public.