



Butner Town Council Meeting Agenda

7:00 PM Thursday, January 4, 2024
Council Meeting Room – Butner Town Hall
415 Central Avenue
Butner, NC 27509

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

18. Reports (Attachment 18)

- Manager
- Planning Director
- Public Safety Director

19. Mayor and Council Comments

20. Closed Session if needed.

21. Adjournment

REMINDERS:

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

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

**THURSDAY, DECEMBER 7, 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, Mayor Pro Temp Bill McKellar, Councilmembers Judy Cheek, Linda Jordon, Tom Lane, and Vickie Smoak. Also present: Town Manager Jordan McMillen, Attorney Jim Wrenn, Town Clerk Barbara Rote, and Deputy Town Clerk Anita Thomasson.

Absent: Councilmember Michel Branch

CALL TO ORDER & ROLL CALL

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

With the seating of the new Mayor and Council, outgoing Mayor Turner reassured the public to not be afraid of change as the Town moves forward. He also recognized David Bullard who was unable to attend the meeting. Mayor Turner previously presented him with a plaque for his help with the AV/sound needs of Town events, especially the Veterans' and Memorial Day Programs.

AGENDA APPROVAL

COUNCILMEMBER SMOAK MADE A MOTION, SECONDED BY COUNCILMEMBER LANE, TO ACCEPT THE AGENDA AS PRESENTED. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**MINUTES ACCEPTED
NOVEMBER 2, 2023**

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

**2023 VETERAN'S DAY ESSAY WINNTER
KEIGLEY, OAKLEY AND TRAVIS**

Mayor Turner recognized the 2023 Veterans' Day essay winners, who read their essay during the Veterans' Day Ceremony. Winners were: Genevieve Keigley (First Place), Laila Oakley (Second Place) and Matilda Travis (Third Place). No winners were present.

**PUBLIC HEARING LDO TEXT AMENDMENT TA.23.06
ARTICLE 15 - WATER SUPPLY WATERSHED AND ARTICLE 17 – DEFINITIONS**

A public hearing was held for Land Development Ordinance (LDO) Text Amendment TA.23.06 to Article 15 - Water Supply Watershed and Article 17 – Definitions to bring our ordinance into compliance with changes made by the Environmental Management Commission.

Mayor Turner Opened the Public Hearing.

Planning Director Ganser explained that On March 9, 2023, the Updated Draft Water Supply Watershed Model Ordinance was approved by the Environmental Management Commission (EMC). Changes to the LDO Article 15 and Article 17 include: edits for clarity, Allowed/Not Allowed Use table & Density Average section added, Density and Built-Upon Area table updated per 2019 rules, and added definitions. The Planning Board reviewed the request on November 9, 2023. Statutory requirements have been met.

The Ordinance Administrator recommended approval of TA.23.06 to the *LDO Article 15 – Water Supply Watershed and Article 17 – Definitions*, as presented, effective upon adoption. The Planning Board recommended the same.

No one from the Public wished to speak.

Mayor Turner closed the Public Hearing.

LDO TA.23.06
ADOPTED CONSISTENCY STATEMENT
APPROVED LDO TEXT AMENDMENT
ARTICLE 15 - WATER SUPPLY WATERSHED AND ARTICLE 17 – DEFINITIONS

COUNCILMEMBER LANE MADE A MOTION, SECONDED BY COUNCILMEMBER CHEEK, TO ADOPT A CONSISTENCY STATEMENT RELATIVE TO THE TOWN OF BUTNER 2040 PLAN'S GOALS AND OBJECTIVES AND RELATIVE TO PUBLIC INTEREST; AND TO APPROVE THE LDO TEXT AMENDMENT FOR TA.23.06 *ARTICLE 15 - WATER SUPPLY WATERSHED AND ARTICLE 17 – DEFINITIONS, EFFECTIVE UPON ADOPTION*. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

Planning Board Written Plan Consistency Statement: The Town of Butner 2040 Comprehensive Land Use Plan recommends the Town maintain and strengthen its relationships with the County, neighboring municipalities, and the State and Federal agencies that call Butner home to ensure that growth and development are adequately coordinated, and opportunities for partnerships are realized. Updating Article 15.1 (Water Supply Watershed Protection Rules) of the Town of Butner Land Development Ordinance (LDO) would allow the Town to ensure that new development will be in compliance with state regulations

ARTICLE 15 - WATER SUPPLY WATERSHED AND ARTICLE 17 – DEFINITIONS

Due to the length of the text amendment, changes to the following sections are incorporated by reference and are on file in the office of the Town Clerk and Planning Department.

PUBLIC HEARING LDO TEXT AMENDMENT TA.23.08
SECTIONS 7.5.3(H)TEMPORARY USES – FOOD TRUCKS AND 7.5.2 - GENERAL
STANDARDS FOR TEMPORARY USES AND STRUCTURES

A public hearing was held for Land Development Ordinance (LDO) Text Amendment TA.23.08 to *Sections 7.5.3(H)Temporary Uses – Food Trucks and 7.5.2 - General Standards for Temporary Uses and Structures* to amend restrictions on food trucks and to allow them to operate outside of Town-sponsored events.

Mayor Turner opened the public hearing.

PD Ganser explained that currently, the LDO only allows food trucks as part of Town sponsored events. Staff proposed to allow food trucks as part of events throughout Town, with restrictions

and permits. Food trucks are defined in Article 17 as “A licensed, motorized vehicle or mobile food unit that is designed and equipped to serve food and is temporarily located for the purpose of selling food items to customers. This use includes ice cream trucks.” The Planning Board reviewed the request on November 9, 2023. Statutory requirements have been met.

The proposed amendments will allow all Town sponsored events to have food trucks and will allow private events to have food trucks twelve (12) times per year. Private events could include events by a private business (such as an employee picnic), an event by an institution such as a school, or the Butner Community Association.

Food trucks must be removed from all permitted locations during the hours when they are not permitted to be in operation. (i.e. end of day)

The Ordinance Administrator recommended approval of TA.23.08 to the *LDO Sections 7.5.3(H)Temporary Uses – Food Trucks and 7.5.2 - General standards for temporary uses and structures*, as presented, effective upon adoption. The Planning Board recommended the same.

SPEAKERS

Cecil Hudgins – 104 E. G St., asked about the use of generators and the possibility of noise. He was also concerned about using a large parking area, such as El Rio, that could consist of multiple lots.

Ganser explained that food trucks are allowed to use generators. If it became too noisy, then Butner Public Safety would be called for a possible noise violation.

It was noted that the El Rio parking area was only one lot.

No one else from the public wished to speak.

Mayor Turner closed the public hearing.

LDO TA-23-08
ADOPTED CONSISTENCY STATEMENT
APPROVED LDO TEXT AMENDMENT
SECTIONS 7.5.3(H)TEMPORARY USES – FOOD TRUCKS AND 7.5.2 - GENERAL
STANDARDS FOR TEMPORARY USES AND STRUCTURES

COUNCILMEMBER JORDON MADE A MOTION, SECONDED BY MPT MCKELLAR, TO ADOPT A CONSISTENCY STATEMENT RELATIVE TO THE TOWN OF BUTNER 2040 PLAN'S GOALS AND OBJECTIVES RELATIVE TO PUBLIC INTEREST; AND TO APPROVE THE LDO TEXT AMENDMENT FOR TA.23.08 *SECTIONS 7.5.3(H)TEMPORARY USES – FOOD TRUCKS AND 7.5.2 - GENERAL STANDARDS FOR TEMPORARY USES AND STRUCTURES, EFFECTIVE UPON ADOPTION*. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

Planning Board Written Plan Consistency Statement: The Town of Butner 2040 Comprehensive Land Use Plan recommends for future development to occur in a manner which makes the most efficient use of the Town's land resources by utilizing design techniques which produce compact, interconnected, and complementary residential neighborhoods, commercial areas, employment centers and civic facilities. Allowing food trucks would encourage use of existing public and private facilities and provide local businesses with a diversity of methods to provide services to residents.

AMENDMENT TA-23-08

Additions are in **bold underline** and deletions are in ~~strikethrough~~.

7.5.3 Specific regulations for certain temporary uses and structures.

(H) Food trucks.

(1) Food trucks shall obtain a food truck permit from the town, which must be displayed on the rear bumper at all times.

~~(2) Food trucks shall only be allowed at town sponsored events.~~

(2) Food trucks may not be operated on public property such as parks or plazas, parking lots, public street rights-of-way, or public sidewalks except as specifically authorized by the Town or as part of an official public event sponsored or co-sponsored by the Town of Butner.

(3) The vendor shall provide evidence of having obtained any applicable permits from Granville-Vance Public Health and any other required governmental approvals, a North Carolina sales and use certificate for collecting and paying the proper sales taxes and prepared meals taxes, and a means for the disposal of grease within an approved grease disposal facility as part of their food truck application. All required town, county, and state permits and licenses shall be clearly displayed on the food truck.

(4) Food trucks shall be located at least 15 feet from fire hydrants, utility boxes and vaults, and handicapped ramps.

(5) Food trucks shall not impede parking or traffic or encroach upon fire lanes, vehicular access ways, or pedestrian walkways.

(6) The food truck operator shall not make excessive noise or cause a nuisance that interferes with the peace and quiet of the surrounding area.

(7) The food truck operator shall maintain the premises in a clean and orderly condition and shall not leave litter or other debris on the premises or in the surrounding area.

(8) Food trucks are not permitted on vacant property, residential lots with the primary use being a single-family home, or a manufactured home on an individual lot.

(9) Food trucks may only operate between the hours of 6:00 a.m. to midnight. Food trucks must be removed from all permitted locations during the hours when they are not permitted to be in operation, and may not be stored, parked, or left overnight on any public street or sidewalk.

~~(104)~~ If at any time, required permits are revoked by any other governmental agency, the town approval of the food truck permit shall be immediately revoked or suspended.

7.5.2 General standards for temporary uses and structures. Temporary uses, structures, or events shall:

(2) Only 12 temporary uses and/or structures per lot in a calendar year, **provided however Town sponsored events are exempt from this regulation;**

OCTOBER 2023 FINANCE REPORT ACCEPTED

Finance Director Ung reviewed the October 2023 Financial Report.

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

<u>October 2023 Financial Report</u> <i>33% of FY Complete</i>	<u>General Fund</u>	<u>Stormwater Fund</u>
REVENUES		
YTD	\$ 4,173,406	\$ 338,965
YTD Percent of Budget	35.74%	49.33%

EXPENSES		
YTD	\$ 3,890,027	\$ 71,295
Budget	\$ 11,678,703	\$ 687,197
YTD Percent of Budget	33.31%	10.37%
October 2023 Total Cash & Investments Town-Wide – All Funds		
General Fund	Other Funds	Total
\$12,629,522	\$3,401,461	\$16,030,983

CONTRACT FOR SRO OFFICER FOR GRANVILLE COUNTY SCHOOL
AUTHORIZED BPS DIRECTOR, TOWN MANAGER AND ATTORNEY - FINALIZE & EXECUTE
APPROVED 2ND SRO POSITION
APPROVED BUDGET AMENDMENT 010-2024

BPS Director Champion presented a request from Granville Public Schools to provide a School Resource Officer (SRO) to Butner-Stem Elementary & Middle Schools and Granville Early College campuses.

Granville County Schools has requested to contract with the Town to provide an SRO for three of their campuses. The school system would pay \$89,906 per year to fund the position. This amount would cover the average cost of a PSO position, benefits, uniforms, and the annual cost of providing a vehicle for the position. When school is on break, the Officer would be available to cover for other positions that are vacant or on leave. This agreement is very similar to the Town’s existing contract with Falls Lake Charter School..

A budget amendment is needed to accept the pro-rated amount of \$44,953 from Granville County Schools for the position from January-June 2024 and appropriate the funding over the respective expense accounts for salary, benefits, and other related expenses. It also appropriates funds for the purchase of an additional police vehicle.

COUNCILMEMBER SMOAK MADE A MOTION, SECONDED BY COUNCILMEMBER JORDON, TO AUTHORIZE THE PUBLIC SAFETY DIRECTOR, TOWN MANAGER AND TOWN ATTORNEY TO FINALIZE A CONTRACT WITH GRANVILLE COUNTY SCHOOLS FOR PROVIDING A TOWN EMPLOYED SCHOOL RESOURCE OFFICER FOR BUTNER-STEM ELEMENTARY, BUTNER-STEM MIDDLE SCHOOL AND THE EARLY COLLEGE, APPROVE THE CREATION OF A 2ND SRO POSITION WITHIN BUTNER PUBLIC SAFETY AND APPROVE BUDGET AMENDMENT 010-2024 IN THE AMOUNT OF \$100,950 TO FUND THE POSITION FROM JANUARY - JUNE 2024 AND PROVIDE AN ADDITIONAL VEHICLE. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

010 - 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>
10-4310-5122 Salaries and Wages- Regular		\$ 27,518
10-4310-5183 Medical, Vision, Dental		4,100
10-4310-5133 LEO 401 (k)		1,372
10-4310-5182 LGERS Retirement Contribution		3,853
10-4310-5181 Social Security Contribution		2,083

10-8120-5540 Vehicles (BPS)	<u>62,024</u>
	\$ 0 \$ 100,950
	=====

Butner Public Safety department’s expense budget will increase by \$100,950, use of the unrestricted General Fund Balance \$55,997. Granville County will provide \$44,953 for the additional funding for the SRO officer.

<u>Account No.</u>	<u>Decrease</u>	<u>Increase</u>
10-0000-3991 Appropriated fund balance		\$ 55,997
10-0000-3302.06 SRO Fee		<u>44,953</u>
	\$ 0	\$ 100,950
	=====	=====

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.

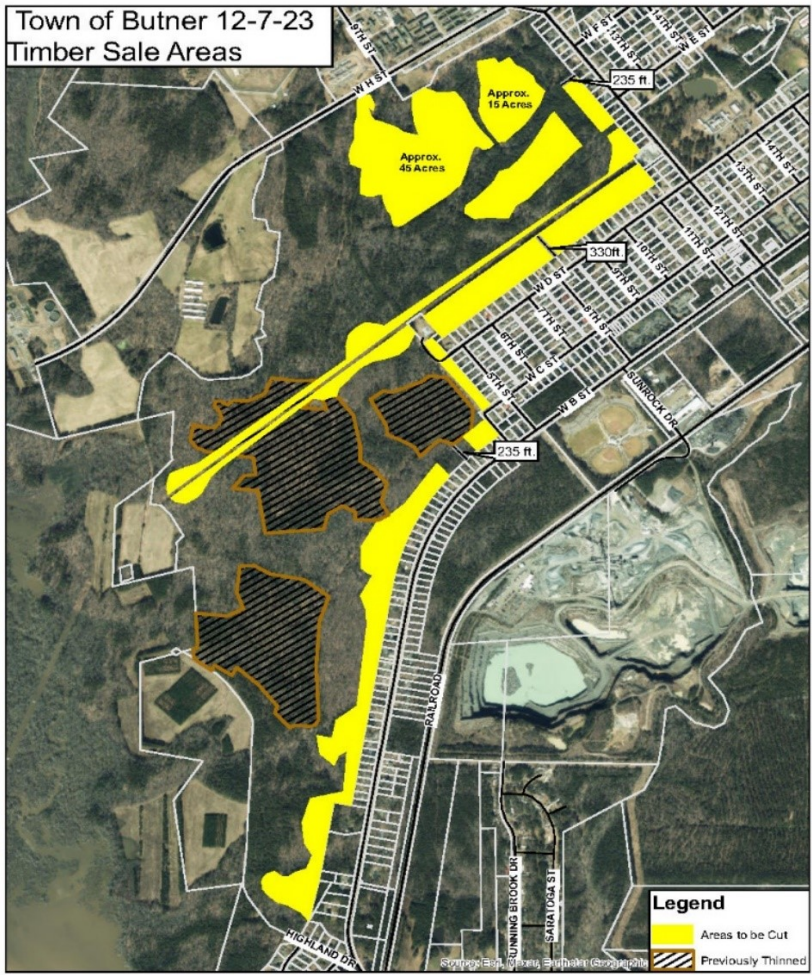
Adopted this 7th day of December, 2023.

PRESENTATION OF TIMBER SALES MAP PROCESS
APPROVED TOWN OF BUTNER 12-7-23 TIMBER SALES MAP
MANAGER AUTHORIZED TO MAKE CHANGES BASED ON FIELD CONDITIONS

Public Works Director Daniel presented a brief review and history of the Timber Sales Maps and how we reached the current version, which is dated 12-7-23. TM McMillen and PW Daniel recommended approving the Town of Butner 12-7-23 Timber Sales Map and to authorize the Town Manager and the Forester, to finalize timber areas based on field conditions.

Staff held information and input sessions for the public on October 23rd and November 9th concerning the Town’s upcoming timber harvest. Staff has revised the original plans based on input received during the public meetings. The changes include adding a 45-acre and 15-acre area to be harvested (labeled on the map), increasing the buffer from 50 feet to 300 feet behind 12th Street and seeking to access these three areas from West H Street. The revisions reduce the impact on residents along 12th Street and was well received by those in attendance at information sessions. This plan remains in line with the Town’s forest management plan and allows for removal of trees along the residential properties for liability purposes. Contract approval will be presented to Council once the Timber is cruised, possibly February or March. It may be up to 3 years before all the timber is harvested.

COUNCILMEMBER SMOAK MADE A MOTION, SECONDED BY MPT MCKELLAR, TO APPROVE THE TOWN OF BUTNER 12-7-23 TIMBER SALES MAP AND TO AUTHORIZE THE TOWN MANAGER AND FORESTER TO FINALIZE THE TIMBER AREAS BASED ON FIELD CONDITIONS. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**



MALLORY RICHARD APPOINTED TO GRANVILLE COUNTY TDA
TERM EXPIRES SEPTEMBER 2024

TM McMillen presented for consideration appointing PIO/Events Coordinator Mallory Richard to the Granville County Tourism Authority (TDA) to fill the unexpired term of Councilmember Smoak, who will no longer serve. Councilmember Smoak previously recommended appointing Ms. Richard for this position based on her responsibilities and experience. Councilmember Smoak was the only elected official on the TDA. Other municipalities appointed staff.

COUNCILMEMBER SMOAK MADE A MOTION, SECONDED BY COUNCILMEMBER CHEEK, TO APPOINT MALLORY RICHARD TO THE GRANVILLE COUNTY TDA WITH TERM EXPIRING SEPTEMBER, 2024. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

ACCEPTED BOARD OF ELECTION OFFICIAL RESULTS

COUNCILMEMBER CHEEK MADE A MOTION, SECONDED BY COUNCILMEMBER SMOAK, TO ACCEPT THE OFFICIAL RESULTS OF THE MUNICIPAL ELECTION HELD NOVEMBER 7, 2023. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

Mayor

Linda R. Jordon - 258
 Terry Turner - 243
 Write-In - 1

Councilmember

Vicky H. Daniels - 369
 Joshua Shank - 295
 Ed Sosa - 262

TOWN MANAGER MONTHLY REPORT

TM McMillen reviewed the following report. New high speed internet fiber is now connected to Town Hall. The annual audit is complete and will be presented during the January 4 Council Meeting. McMillen attended an open house for the new UNC Youth Behavioral Health Facility in Butner. Leadership Granville recently spent the day touring and learning about Town operations.

League of Municipalities Grant Funded Services – Several staff members and I met with Witt O’Brien’s to discuss future grant opportunities for the Town. Witt O’Brien’s is a contracted firm that is working through the League of Municipalities to help local governments identify, apply, and administer grants. This work is being done at no cost to the Town through our agreement with the League of Municipalities. We are hopeful this will lead to potential grant opportunities for the Town. Additionally, we are exploring the possibility for the League to fund an engineering and planning study to evaluate and prioritize sites for potential multipurpose/soccer fields. This could occur at little to no cost to the Town. The need for additional fields and recreational facilities continues to be a priority. More on this in the future. *For Your Information.*

Sidewalk (A to B Street along Central) – NCDOT is moving forward with plans to install a sidewalk along Central Avenue from A to B Street at no cost to the Town. DOT is using remaining funds from the signal upgrade project at the intersection of B Street and Central Avenue and Town staff requested this be repurposed into a sidewalk extension. DOT is finalizing plans with a possibility of work beginning in February 2024. This project would assist in providing better pedestrian access to the Depot District. *For Your Information.*

Tour of Ontic – This month I met with the COO and CEO at Ontic and had the opportunity to tour their facility here in Butner. Ontic is an international company that supports and supplies established aircraft parts to the world’s leading aerospace manufacturers. They are located on Telecom Drive and have been in Butner since purchasing Firstmark Corporation in 2018. They recently finished a major renovation of their 100,000 square foot building and are in a growth mode with significant hiring in process. Over the last three months they have added 20-30 employees and currently have 265 employees. Their goal is to get to 330 employees over the next year. Much of their current hiring is for well-paid aeronautical engineers with a portion of the positions being labor roles. They spoke well of the aeronautical engineering program at NC State and available workforce but recognized the need for additional complimentary industries in this part of the state. *For Your Information.*

Tax Revaluation – Granville County conducts revaluation every six years and is finishing up their revaluation which will update tax assessed property values effective January 1, 2024. The County anticipates mailing new values to property owners in January with appeals beginning as early as February. The final values have not yet been established, but it is well publicized that Granville County’s Sales Assessment Ratio (ratio of tax value to actual sales values) is very low. This indicates current tax values based on 2018 values are significantly lower than actual sales values. We anticipate values going up and would not be surprised with an average increase of 70% or more in Butner. Increases in value alone do not translate into residents paying higher taxes. The Town will adopt a new tax rate with the upcoming budget and is required to prepare a statement of the revenue-neutral property tax rate. This is the rate that is estimated to produce revenue for the next fiscal year equal to the revenue that would have been produced if no reappraisal had occurred. More to come on this as we get into the new year and begin budget preparations. *For Your Information.*

PLANNING MONTHLY REPORT

Planning Director Ganser reviewed the Planning Report. In addition, she noted that the Variance for Altec was approved. She is currently taking a stormwater class through NC State.

Meetings

- Staff met with CWEP to discuss upcoming Creek Week (March 11-15, 2024)

- Staff met with DFI at UNC for updates to the Gateway Area study
- Staff met with Meritage, Stimmel Associates, ESP Associates, and Town Attorneys to discuss Meritage project
- Staff met with SGWASA to discuss Lift Station projects

Board of Adjustment / Planning Board

- Planning Board scheduled to meet December 14th on the Meritage project
- Board of Adjustment met November 30th for a landscaping variance for Altec

Code Enforcement

- There are 3open violations, one was resolved.

Development Project Updates

The following are ongoing projects that have not received final zoning inspection: Altec Gen II Expansion, Cookout, Meritage Homes, American Hero, Stream RV, Tarpey Solar Farm, Creedmoor Fuel.

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 November

October 23-November 27

Fire Incidents

Fire Alarm Activations	12
Motor Vehicle Collisions	13
Structure Fire	4
Smoke Scare/Removal	5
Cancelled Enroute/No incident	5
Electrical Problem	3
Outside trash or Brush Fire	2
Gas Leak/Odor of Gas	2
Fuel Spill	1

Total Number of Incidents **42**

Notable Events

Butner Public Safety responded to a structure fire at 807 East F St. Upon arrival, units found the deck on the rear of the home on fire. The fire was extinguished with only smoke damage to the home.

POLICE SERVICES

Police Calls and Services for November 2023 (October 23-November 27)

911 Hang Up Calls -	33
Animal Complaints -	5
Arrest -	31
Breaking and Entering-	1
B & E Motor Vehicles -	1
Communicating Threats -	0
Disturbances -	22
DWI -	4
EMS Calls -	23
Juvenile Complaints -	0
Larcenies -	12
Larceny of Motor Vehicles	1

Traffic Stops -	235
Citations issued -	67
Traffic Check Points-	3
Vehicle Crashes”10-50’s” -	28
Ride Along -	0
Robbery -	0
Property Checks-	279
Operations Reports Code#5-	307
Calls Resolved without Reports-	614

Notable Events

On 10/29/2023, A shooting occurred at 1591 Rogers Point Lane. An argument between Father and son led to the father shooting his son with a shotgun. The son suffered minor injuries after being shot with bird shot and was transported to the hospital by Granville EMS. Mr. Casey Flowers was taken into custody by BPS officers and charged with assault with a deadly weapon inflicting serious injury. He was placed in the Granville County Detention Center under No Bond.

On 11/20/2023, An assault of an elderly male occurred at the BAP on West B Street. 79 years old Mr. Douglas Haskins of 9th Street was assaulted while walking. Dashaun Wiggins, 23 year old, of Greenville, NC was subsequently apprehended and charged with assault. It was determined that Mr. Haskins had entered the restroom at the BAP where he encountered Wiggins. Mr. Haskins stated, “Happy Thanksgiving” directed at Wiggins just before exiting the restroom. Wiggins followed Mr. Haskins outside and appeared agitated. Wiggins continued to follow Mr. Haskins. Wiggins then violently pushed Mr. Haskins to the ground. Two witnesses came to the aid of Mr. Haskins and pushed Wiggins away. Wiggins entered his vehicle and left the scene. BPS Officers intercepted Wiggins and took him into custody. Mr. Haskins was checked by EMS and subsequently released at the scene after treatment. Wiggins was confined at the Granville County Detention Center under a \$1000 Secured bond.

On 11/14/2023, BPS officers responded to 2082 Longwood Driver in reference to a stabbing. Mr. Jason Poe stabbed his mother, 74-year-old Rachel Poe in the neck. Mrs. Poe was taken to the hospital with serious injuries. Mr. Poe was taken into custody and placed in the Granville County Detention Center under a \$125,000 secured bond.

Chief’s Notes

Training hours overview- From October 23-November 27, Butner Public Safety employees participated in 294 hours of fire training and 196 hours of law enforcement training. This includes all training that is attended by Public Safety Officers, Firefighters, Telecommunicators, and civilian personnel.

Butner Public Safety has received a 50/50 grant from the NC League of Municipalities for load bearing vests to reduce the strain that regular duty belts place on the back. The total cost of the grant is \$9,366.89. BPS is responsible for \$4,683.45. BPS did not receive the Forestry Grant this year and \$5000 was approved in the FY 2024 budget for this grant so we will be using those funds to cover the Load Bearing Vest Grant.

Butner Public Safety’s first ever Shop with a Cop event is coming up on December 9th. The department received enough donations to sponsor 12 children. BPS solicited the names of children from the local schools and then contacted the parents and to request permission for the child to participate before finally making a decision on the 12 eligible children. After shopping the children will be brought back to the Camp Butner Room to wrap gifts, watch Christmas movies and have lunch.

Butner Public Safety held a Departmental Meeting on November 16. Information was shared about some of the happenings at BPS and items that were requested in the Capital Improvement Plan. Lt. Massey and members of his platoon along with Sgt. T. Duke prepared a superb meal for the employees to enjoy.

PRESENTATION TO OUTGOING MAYOR TURNER

TM McMillen presented Mayor Turner with a statute that recognized him for his leadership, passion, and determination in making changes for the benefit of the Butner residents, his

commitment to our Military Holiday Programs and for his love for the community. McMillen recognized him for his outstanding work ethic and his ability to get along with everyone. He served as Mayor from 2017-present. In addition, Mayor Turner was instrumental in acquiring the Umstead Correction Property from the State. Under his guidance he saw the renovation of the BPS Training Center, various sidewalk construction projects, new Gazebo Park and Lake Holt signs, and soon to be Gazebo Park Performance Stage. He previously served on Butner Town Council from 2009-2015.

Mayor Turner thanked all and appreciated the opportunity to serve the community.

Following all the presentations, Councilmember Tom Lane expressed his gratitude for all Mayor Turner has done, noting that he had a major role in helping move the Town forward to what it is today.

PRESENTATION TO OUTGOING COUNCILMEMBER MCKELLAR

Mayor Turner presented MPT McKellar with a statute that recognized him for his leadership, informed decision-making, commitment to our Military Holiday Programs, and his highly respected insights. He was the only Mayor Pro Tem during Turner's tenure. He served Butner Town Council from 2009-2023. He was Mayor Pro Tem from 2013-2015, and from 2017-2023. McKellar was instrumental in guiding Butner prior to incorporation, having served on the Butner Advisory Council. He also served on the Butner Public Safety Authority, the Upper Neuse River Basin Authority, the Military Holiday Committee and the SGWASA Board. Under his guidance, McKellar saw the renovation of the Soldiers Memorial Sports Arena, BPS Training Center, the completion of Town Hall, the construction of the Butner Athletic Park, various sidewalk construction projects and soon to be Gazebo Park Performance Stage.

MPT McKellar said it was a bittersweet moment and that he has enjoyed working with current and past Councils and staff.

PRESENTATION TO OUTGOING COUNCILMEMBER SMOAK

Mayor Turner presented Councilmember Smoak with a statue that recognized her for her commitment to enhancing Butner's beauty, advocating for recreation and tourism, and her genuine affection for the community. She served on Butner Town Council from 2015-2023. Smoak served on the Beautification Committee. Some of their accomplishments included a new Welcome to Butner Signs, Butner banners, additional street lighting, seasonal decorations at the welcome signs & soldiers memorial, and many of the Christmas decorations in Gazebo Park. Smoak served on the Granville County Tourism Development Board, helping the Town with grants for shelters at Lake Holt, Playground at Lake Holt, electronic Gazebo Park Sign, and funding for the performance stage.

CM Smoak said it was an honor to serve and enjoyed working with current and past Councils and staff.

MEETING ADJOURNED SINE DIE

MPT MCKELLAR MADE A MOTION, SECONDED BY COUNCIL MEMBER CHEEK, TO ADJOURN SINE DIE. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.** THE MEETING WAS ADJOURNED SINE DIE BY MAYOR TURNER.

COUNCIL RECESS – 15 MINUTES

MAYOR ELECT AND COUNCIL MEMBERS ELECT TAKE OATH OF OFFICE
N.C.G.S. 160A-68

Council Member Lane called the meeting to order for the purpose of administering the oaths of office to the newly elected officials.

Council Member Lane recognized Granville County Clerk of Court Yancey Washington to conduct the swearing-in ceremony for Mayor Elect Linda R. Jordon, and Councilmembers Vicky Daniels and Ed Sosa.

Clerk of Court Washington recognized Mayor Elect Jordon. Mayor Elect Jordon subscribed and swore to the oath of the elected office according to the North Carolina Constitution, Article VI, Section 7. Standing with her was her husband James.

Clerk of Court Washington recognized Councilmember Elect Vicky Daniels. Councilmember Elect Daniels subscribed and swore to the oath of the elected office according to the North Carolina Constitution, Article VI, Section 7. Standing with her was her husband Ron, and son Chris who held the Hicks Family Bible.

Clerk of Court Washington recognized Councilmember Elect Ed Sosa. Councilmember Elect Sosa subscribed and swore to the oath of the elected office according to the North Carolina Constitution, Article VI, Section 7. Standing with him was his son Yaziel.

Mayor Jordon recognized Wake County Notary Public Christopher Riitano to conduct the swearing in ceremony for Councilmember Elect Josh Shank. Councilmember Elect Shank subscribed and swore to the oath of the elected office according to the North Carolina Constitution, Article VI, Section 7. Standing with him was his wife Melissa.

CALL TO ORDER FOR THE PURPOSE OF CONDUCTING NEW BUSINESS

Mayor Jordon called the meeting to order to conduct new business.

ROLL CALL FOR ELECTED OFFICIALS

Clerk Rote call the roll for Council Attendance. Present were Mayor Linda Jordon, Councilmembers Judy Cheek, Vicky Daniels, Tom Lane, Josh Shank and Ed Sosa. Absent: Councilmember Branch.

MICHEL BRANCH ELECTED MAYOR PRO TEMPORE

According to N.C.G.S. 160A-70, Council must elect a Mayor Pro Tempore from among its members at the organizational meeting. Mayor Jordon opened the floor for nominations.

Council Member Cheek nominated Councilmember Michel Branch to serve as Mayor Pro Tempore. Council Member Lane seconded the nomination.

No other nominations were made. Mayor Jordon closed the floor for nominations.

With all members present voting, Councilmember Branch was elected to the office of Mayor Pro Tempore by unanimous vote.

MAYOR PRO TEMPORE TO BE SWORN-IN AT LATER DATE

Due to the absence of Councilmember Branch. He will be sworn-in at a later date.

**COUNCILMEMBER LANE APPOINTED - KERR-TAR COG BOARD
2-YEAR TERM**

One member of Council serves on the Kerr-Tar COG Board for a 2-year term. Councilmember Lane currently serves on that Board and was interested in continuing his service. Mayor Jordon recommended appointing Councilmember Lane.

COUNCILMEMBER DANIELS NOMINATED BY MOTION, SECONDED BY COUNCILMEMBER SHANK, TO APPOINT COUNCILMEMBER TOM LANE TO THE KERR-TAR COG BOARD FOR A 2-YR. TERM EXPIRING DECEMBER 2025. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**COUNCILMEMBER BRANCH APPOINTED AS ALTERNATE TO KERR-TAR RPO-TAC
TERM INDEFINITE**

One member of Council serves on the Kerr-Tar COG Board as an alternate for the Kerr-Tar RPO-TAC. The term is indefinite. Councilmember Lane serves as the primary representative. A member of the Planning Department previously served in this position; however, due to by-law clarification by the COG, an elected official must now serve.

Mayor Jordon recommended appointing Councilmember Michel Branch as the alternate.

COUNCILMEMBER DANIELS NOMINATED BY MOTION, SECONDED BY COUNCILMEMBER SOSA, TO APPOINT COUNCILMEMBER MICHEL BRANCH AS THE ALTERNATE TO THE KERR-TAR RPO-TAC COMMITTEE FOR AN INDEFINITE TERM. ALL VOTES WRE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**COUNCILMEMBER DANIELS APPOINTED TO THE SGWASA BOARD
FILL VACANT SEAT – TERM EXPIRES NOVEMBER 2024**

A member of Council must be appointed to the South Granville Water and Sewer Authority to fill the unexpired term of Councilmember McKellar. The Term expires November 2024.

Mayor Jordon recommended appointing Councilmember Vicky Daniels, who previously served on the SGWASA Board.

COUNCILMEMBER CHEEK NOMINATED BY MOTION, SECONDED BY COUNCILMEMBER SHANK, TO APPOINT VICKY DANIELS TO THE SGWASA BOARD FOR TERM EXPIRING NOVEMBER 2024. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

COUNCILMEMBER DANIELS APPOINTED TO UNRBA – TERM INDEFINITE

A member of Council must be appointed to the Upper Neuse River Basin Association (UNRBA) to fill the appointment previously held by Councilmember McKellar. The term is indefinite.

Mayor Jordon recommended Councilmember Daniels due to her representation on the SGWASA Board.

COUNCILMEMBER LANE NOMINATED BY MOTION, SECONDED BY COUNCILMEMBER CHEEK, TO APPOINT VICKY DANIELS TO THE UPPER NEUSE RIVER BASIN ASSOCIATION FOR AN INDEFINITE TERM. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

COUNCIL COMMENTS

In general, Mayor Jordon and Councilmembers thanked the public for coming. They shared in their commitment to working together as a new Council in order to move the community forward with the best interest of the residents. In addition, Mayor Jordon thanked everyone for their support during the election and shared her history and long-time involvement with the community.

CLOSED SESSION

AT APPROXIMATELY 8:50 PM, COUNCILMEMBER LANE MADE A MOTION, SECONDED BY COUNCILMEMBER SOSA, TO GO INTO CLOSED SESSION PURSUANT TO N.C.G.S. 143-318.11(a)(5)]PROPERTY ACQUISITION, AND TO APPROVE THE FOLLOWING 2023 CLOSED SESSION MEETING MINUTES: AUGUST 3, OCTOBER 25, 2023. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED. Council took a 5-minute recess.**

RETURN TO OPEN SESSION

AT APPROXIMATELY 9:15 PM, COUNCILMEMBER LANE MADE A MOTION, SECONDED BY COUNCILMEMBER CHEEK, TO RETURN TO OPEN SESSION. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

ADJOURNMENT

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

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

ATTEST:

Linda R. Jordon, Mayor



TOWN OF BUTNER

Monthly Financial Dashboard

FISCAL YEAR ENDING June 30, 2024

Reporting Period: November 2023

OUR CASH AND INVESTMENTS

Balances on November 30, 2023, in whole dollars

CASH & INVESTMENTS BY FUND		
GENERAL FUND	November 2022	November 2023
Operating	\$ 11,605,737	\$ 11,800,609
Powell Bill	556,888	363,356
Designated Funds	\$ 444,753	\$ 370,438
TOTAL GENERAL FUND	\$ 12,607,378	\$ 12,534,403
OTHER FUNDS		
	November 2022	October 2023
Stormwater Fund	\$ 1,426,986	\$ 1,819,745
Local Vehicle Taxes	104,029	139,103
Capital Improvement Fund	444,038	914,346
ARPA Funds	7,227	-
Capital Projects Fund	\$ 440,996	\$ 521,245
TOTAL OTHER FUNDS	\$ 2,423,276	\$ 3,394,439
TOTAL CASH & INVESTMENTS TOWN-WIDE		
ALL FUNDS	November 2022	November 2023
	\$ 15,030,654	\$ 15,928,841

OUR CASH FLOWS...

GENERAL FUND REVENUES & EXPENDITURES	Comparison of FYTD %	
	Prior FYTD %	Current FYTD %
Fiscal Year Budget	\$ 11,242,409	\$ 11,779,653
Revenues Fiscal Year to Date	\$ 4,608,441 59.50%	\$ 4,608,441 39.12%
Expenses Fiscal Year to Date	\$ 4,930,571 39.24%	\$ 4,930,571 41.86%
POWELL BILL FUND	Fiscal Year Budget	\$ 209,449
Revenues Fiscal Year to Date	\$ 314,218 52.91%	\$ 314,218 75.38%
Expenses Fiscal Year to Date	\$ - 0.00%	\$ - 0.00%
STORMWATER FUND	Fiscal Year Budget	\$ 622,170
Revenues Fiscal Year to Date	\$ 349,930 45.24%	\$ 349,930 50.92%
Expenses Fiscal Year to Date	\$ 94,002 14.18%	\$ 94,002 13.68%
Local Vehicle Tax Fund	Fiscal Year Budget	\$ 29,850
Revenues Fiscal Year to Date	\$ 12,151 60.50%	\$ 12,151 40.71%
Expenses Fiscal Year to Date	\$ - 0.00%	\$ - 0.00%
D-12-E Sidewalk Project	Project Budget	\$ 475,000
Revenues to Date	\$ 928,208 101.07%	\$ 928,208 100.31%
Expenses to Date	\$ 925,365 9.80%	\$ 925,365 100.00%

REVENUE COLLECTIONS BY SOURCE

	FY 22-23		FY 23-24	% Change
	As of 11/30/22	As of 11/30/23		
ABC Profits	\$ 11,403	\$ 17,105	50.00%	
Property & Vehicle Taxes	\$ 1,932,082	2,125,098	9.99%	
Granville County Funding	28,634	28,634	0.00%	
DHHS Funding	454,828	468,122	2.92%	
Falls Lake Academy SRO	-	-		
State Fire Protection Grant	-	-		
Grants	15,449	19,531	26.42%	
Franchise & Utility Taxes	104,646	106,444	1.72%	
Miscellaneous	149,294	39,331	-73.66%	
Interest Earned	-	262,988		
Transfer From Other Funds	2,517,244	-	-100.00%	
Planning Fees	2,670	2,720	1.87%	
Loan Proceeds	-	-		
Public Safety Fees	5,349	8,371	56.50%	
Recreation/Facility Fees	24,033	33,981	41.39%	
Rent	23,264	23,356	0.40%	
Sale of Assets	-	10,600		
Sales Tax	1,208,773	1,245,416	3.03%	
SGWASA Agreement	208,333	213,333	2.40%	
Assessments	8	-	-100.00%	
State Shared Revenue	3,051	3,411	11.80%	
Total	\$ 6,689,061	\$ 4,608,441		

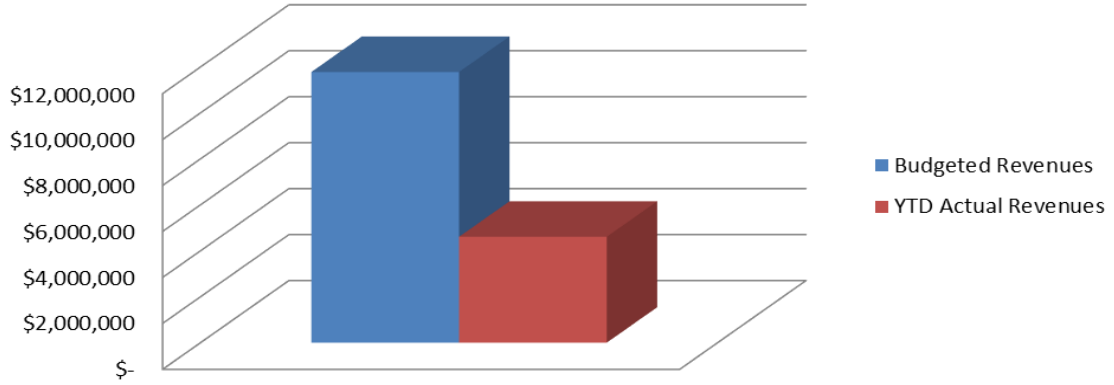
REVENUE COLLECTIONS BUDGET vs. ACTUAL

	FY Budget	YTD Actual	% Collected
ABC Profits	\$ 22,806	\$ 17,105	75.00%
Property & Vehicle Taxes	2,970,953	2,125,098	71.53%
Granville County Funding	109,476	28,634	26.16%
DHHS Funding	936,243	468,122	50.00%
Falls Lake Academy SRO	134,859	-	0.00%
State Fire Protection Grant	69,854	-	0.00%
Grants	49,200	19,531	39.70%
Fund Balance Appropriated	2,378,306	-	0.00%
Franchise & Utility Taxes	464,998	106,444	22.89%
Miscellaneous	50,500	39,331	77.88%
Interest Earned	384,530	262,988	68.39%
Planning Fees	5,000	2,720	54.40%
Public Safety Fees	11,250	8,371	74.41%
Recreation/Facility Fees	51,850	33,981	65.54%
Rent	66,000	23,356	35.39%
Sale of Assets	105,000	10,600	10.10%
Sales Tax	3,203,616	1,245,416	38.88%
SGWASA Agreement	500,000	213,333	42.67%
Transfer From Other Funds	225,000	-	0.00%
State Shared Revenue	40,212	3,411	8.48%
Total	\$ 11,779,653	\$ 4,608,441	39.12%

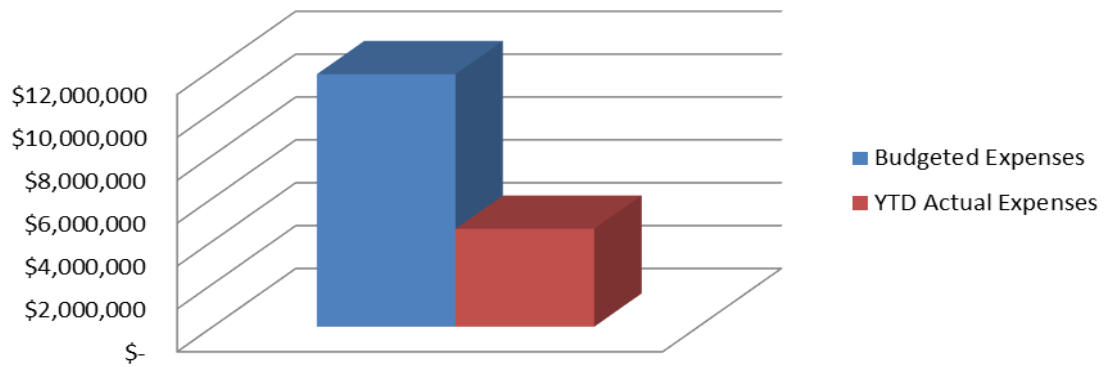
EXPENDITURES AT A GLANCE...

GENERAL FUND DEPARTMENTS	Comparison of Monthly Expenses				
	YTD Expenditures		% Change	Fiscal Year 2024 Budget	% of Budget Expended
	Prior FY	Current FY			
Governing Body	\$ 64,780	\$ 67,643	4.42%	\$ 173,510	38.99%
Administration	240,224	189,850	-20.97%	473,702	40.08%
Finance	103,030	98,386	-4.51%	320,565	30.69%
Human Resources	12,019	73,275	509.66%	205,644	35.63%
Legal	64,787	57,386	-11.42%	161,636	35.50%
Town Hall	18,022	30,800	70.90%	69,800	44.13%
Landscaping & Beautification	735	384	-47.76%	15,500	2.48%
Christmas Decorations	6,009	1,163	-80.65%	12,500	9.30%
EMS Building	312	414	32.69%	2,100	19.71%
600 Central Ave. Property	626	1,907	204.63%	3,200	59.59%
Non-Departmental	123,509	140,603	13.84%	150,385	93.50%
Umstead Property	2,471	2,198	-11.05%	3,899	56.37%
ADA Transition	-	-		20,000	0.00%
Information Technology	47,038	84,482	79.60%	214,742	39.34%
Public Safety	1,792,192	2,102,790	17.33%	5,059,119	41.56%
BPS Training Center	3,153	2,771	-12.12%	15,250	18.17%
Public Works	206,551	231,713	12.18%	532,568	43.51%
Recycling Center	8,043	8,546	6.25%	24,500	34.88%
Forestry & Nursery	874	4,125	371.97%	23,000	17.93%
Planning & Zoning	69,886	95,920	37.25%	295,943	32.41%
Butner Athletic Park	159,496	150,416	-5.69%	391,374	38.43%
D Street Ball Field	734	1,439	96.05%	2,500	57.56%
Gazebo Park	4,604	2,918	-36.62%	16,600	17.58%
Lake Holt	3,743	1,990	-46.83%	13,350	14.91%
Sports Arena	11,370	18,995	67.06%	40,300	47.13%
Community Events	4,635	112	-97.58%	-	0.00%
Special Events	5,599	49,906	791.34%	138,607	36.01%
Capital Outlay	599,276	680,568	13.57%	2,674,354	25.45%
Sales Tax	10,396	28,511	174.25%	50,000	57.02%
Contingency	-	-		86,843	0.00%
Transfers to Other Funds	440,000	440,000	0.00%	588,162	74.81%
	\$ 4,004,114	\$ 4,569,211	14.11%	\$ 11,779,653	38.79%
Encumbrances		\$ 361,360			
Total Expenses		\$ 4,930,571			41.86%

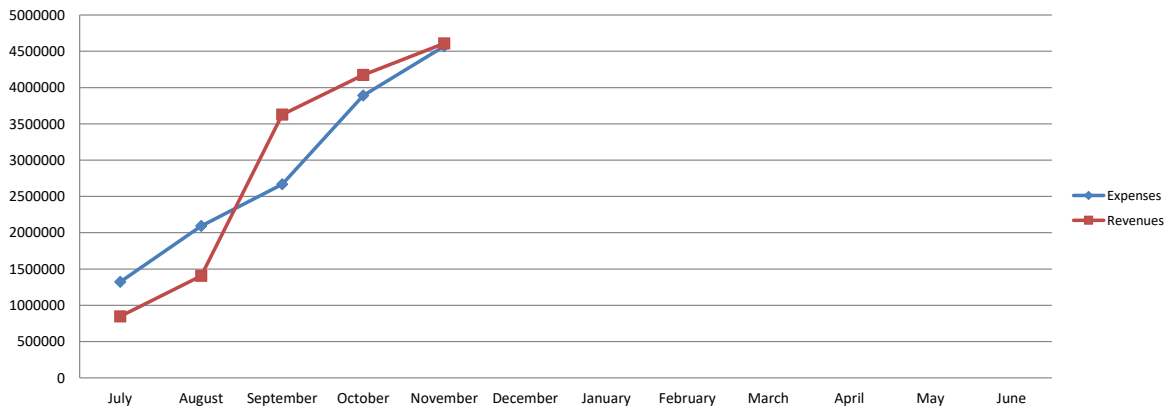
Budgeted vs. YTD Revenues



Budgeted vs. YTD Expenses



YTD Revenues & Expenses





**BUDGET CALENDAR
FISCAL YEAR 2024 – 2025**

- 01/08/24 – Provide FY 2022 & 2023 year-to-date budget information to Dept Heads
- 02/23/24 – Department budget requests due to Town Manager
- 03/13/24 – Board retreat – 9:00 – 4:00 Camp Butner Room
- 04/02/24 – Budget work session– 3:00 PM
- 04/16/24 – Budget work session on Proposed Budget – 3:00 PM
- 05/02/24 – Presentation of Proposed Budget to Town Council – 7:00 PM
- 05/23/24 – Advertise public hearing on Proposed Budget
- 06/06/24 – Public hearing on Proposed Budget – 7:00 PM
- 06/06/24 – Adoption of Proposed Budget

**Town of Butner, North Carolina
Grant Project Ordinance
For Butner Infrastructure Economic Development Grant**

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 established:

Section 1. The Council hereby creates this Grant Project Ordinance seeking a Professional Service firm to provide the Town with a study for Gate 2 Road Central Avenue Corridor utilizing State Funding for Butner Infrastructure and Economic Development.

Section 2. The officers of this governmental unit are hereby directed to proceed with this Grant Project within the guidelines set by 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:

40-0000-3306 Non-Federal Categorical Grants \$500,000

Section 4. The following amounts are available for expenditures for this project and must be expended by October 2025.

40-7018-5194 Professional Services- Architect, engineering & Survey \$500,000

Section 5. The Finance Director is directed to report, on a monthly basis, to the Council on the financial status of the project as a part of the normal monthly reporting process.

Section 6. Copies of this Grant Project Ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Town Clerk

Adopted this 4 day of January 2024.

Dr. Linda R. Jordon, Mayor

Barbara J. Rote, Town Clerk

[SEAL]

**TOWN OF BUTNER
BUDGET ORDINANCE AMENDMENT**

011 - 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 Powell Bill Fund, 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>0</u>	\$ <u>164,890</u>
	\$ 0	\$ 164,890
	=====	=====

This will result in a net increase of \$163,900 in the appropriations of the Powell Bill Fund. To provide additional revenue for the above, the following revenue will be increased. There is sufficient available Fund Balance for this appropriation. (C-12-24 Sidewalk Project)

<u>Account No.</u>	<u>Decrease</u>	<u>Increase</u>
11-0000-3991 Appropriated fund balance	\$ <u>0</u>	\$ <u>164,890</u>
	\$ 0	\$ 164,890
	=====	=====

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 4th day of January, 2024.

[SEAL]

Barbara J. Rote, Town Clerk

Town of Butner, North Carolina
Capital Project Ordinance
Sidewalks – C 12 to 24

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 established:

Section 1. The Council hereby creates this Capital Project Ordinance utilizing Powell Bill Funds for Sidewalk Project from C Street (from 12th to 24th Street) and along 24th Street (from C to D 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 are anticipated to be available to complete this project and are hereby appropriated and/or referenced by prior action of the Council:

	<u>Decrease</u>	<u>Increase</u>
40-0000-3811.11 Contributions from Powell Bill Fund	0 _____	<u>\$164,890</u>

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

	<u>Decrease</u>	<u>Increase</u>
40-7019-5194 Professional SVC- Architect, Eng & Survey	0 _____	<u>\$149,900</u>
40-7019-5700.15 Contingency (10%)	0 _____	<u>14,990</u>
		<u>\$164,890</u>

Section 5. The Finance Director is directed to report, on a monthly basis, 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 4 day of January 2024.

 Dr. Linda R. Jordon, Mayor

 Barbara J. Rote, Town Clerk

[SEAL]

415 Central Avenue, Suite A
Butner, NC 27509
919-575-3032



*Dr. Linda R. Jordon, Mayor
Jordan McMillen, Town Manager*

MEMORANDUM

TO: Dr. Linda R. Jordon, Mayor and Town Council

FROM: Jennifer Ganser, AICP, Planning Director

MEETING DATE: January 4, 2024

SUBJECT: On-Call Services Agreement with CodeWright Planners, LLC

The Planning Department proposes hiring a third-party consultant, CodeWright Planners, LLC, to assist with day-to-day activities. The Planning Department consists of two full-time employees who are primarily responsible for planning and code enforcement. The current budget approved a third full-time employee. CodeWright will assist with updates to the Land Development Ordinance, regulatory interpretations, trainings to the Planning Board and Board of Adjustment, research, application review, and other planning related services.

This agreement is a retainer that is ongoing, unless terminated by either party. Staff recognizes that depending on projects and workload we may need CodeWright a different number of hours each month. This agreement allows for flexibility as time is purchased in a 20-hour block for \$3,000.00. Staff anticipates three to four renewals per year with a not to exceed amount of \$15,000.00, to allow for flexibility. Staff recommends contracting with CodeWright for an initial cost of \$3,000 for a 20-hour block followed by \$150 per hour thereafter. This rate is in line with similar rates for previous planning consulting work the Town has undertaken.

The principal of CodeWright is Chad Meadows, AICP. Mr. Meadows has over 25 years experience in planning, and previously worked in local government. He is the Legislative Chair for the American Planning Association North Carolina Chapter and Chair of the Durham City/County Board of Adjustment.

The agreement is under review by Town Counsel. A limited number of firms are available for this type of work, therefore staff recommends an exception to the Mini-Brooks Act to move forward with the contract. No budget amendments are necessary as funds are available in the Planning Department budget for the work.

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



Town Manager's Report

January 4, 2024

Gazebo Park – Signs, Performance Stage and Landscaping – We have received complaints regarding large signs and banners posted at Gazebo Park. As a result, we are evaluating our internal policies and reminding the public they must contact the Town for permission and ensure signs meet land development ordinance requirements prior to posting. Also, we have reviewed the performance stage construction timeline and would not be able to have it completed in time for the Butner Summer Festival. Unless the Council feels different, we plan to go through bidding and finalizing contracts in the spring to be prepared with a contractor to begin construction following the festival. Lastly, as a part of the performance stage project there are landscaping requirements that must be met. Some of the existing landscaping has reached its end of life and will need replaced and the large tree on the back of the former flower shop lot will need removed. The council has previously discussed the deteriorating condition of this tree. We intend to bring and review the landscaping plan at your February meeting and seek approval for the tree removal at that time. *For Your Information.*

Strategic Planning – A strategic planning session for the Council has been scheduled for January 30th from 9am – 4pm with consultant Rick Rocchetti. Rick has previously worked with the Town on strategic planning. The session will provide the opportunity to review and establish the mission, vision, and values for the Town. Rick will be sending pre-work to Council members directly and staff will provide a draft list of current projects, short term, and long-term goals to assist with your thinking. *For Your Information.*

Salary and Classification Study – The Town is working with the MAPS Group for a comprehensive classification, pay and personnel policy study. We anticipate the study being complete this month and plan for the consultant to present the results at the Council's Strategic Planning Retreat on January 30th. Salary and classification studies ensure job descriptions are up to date and positions are in proper grades and compensated in line with the market. Implementation of the study will have a significant cost, but is essential in keeping up with the market. The implementation cost could be over \$300,000 which would be equivalent to four to five cents on the tax rate. Staff will receive and refine the cost impact during the month of January and work to develop implementation strategies and timelines for Council consideration. *For Your Information.*

Planning Department Report

JANUARY 4, 2023



December Activity

- Met to discuss the Performance Stage at Gazebo Park
- Met with DFI at UNC for updates to the Gateway Area study
- Attended a Camp Butner partners meeting
- Continued work on the Meritage/Lyon Station project

Board of Adjustment / Planning Board

- Both meetings are cancelled in January due to lack of applications

Code Enforcement

- Three (3) open violations

2023 Year End

- 81 zoning permits were issued
- 6 new business permits were issued

Business Name	Type of Business	Address
Shreve Alcohol Company	Distillery	22 E A Street
Fabian New & Used Tires Automotive	Automotive Repair	109 Central Avenue
HaztuLoko Evelyn's	Ice Cream and Smoothie Shop	322 Central Avenue
Guacamole Tacos & Tequila	Restaurant	102 W B Street
Guardian Angel Healthcare LLC	Adult Daycare	1555 NC Highway 56
JLG Equipment Services	Outdoor Storage	800 Business Park Drive

Altec Gen II Expansion

- Expansion of existing office building and parking lot
- Stormwater deposit paid
- First set of plans reviewed
- Received a variance from Article 9.6 (landscaping)



Cookout

- 2538 E Lyon Station Road
- Demolishing old bank building to construct drive thru restaurant
- Stormwater deposit paid
- First set of plans reviewed



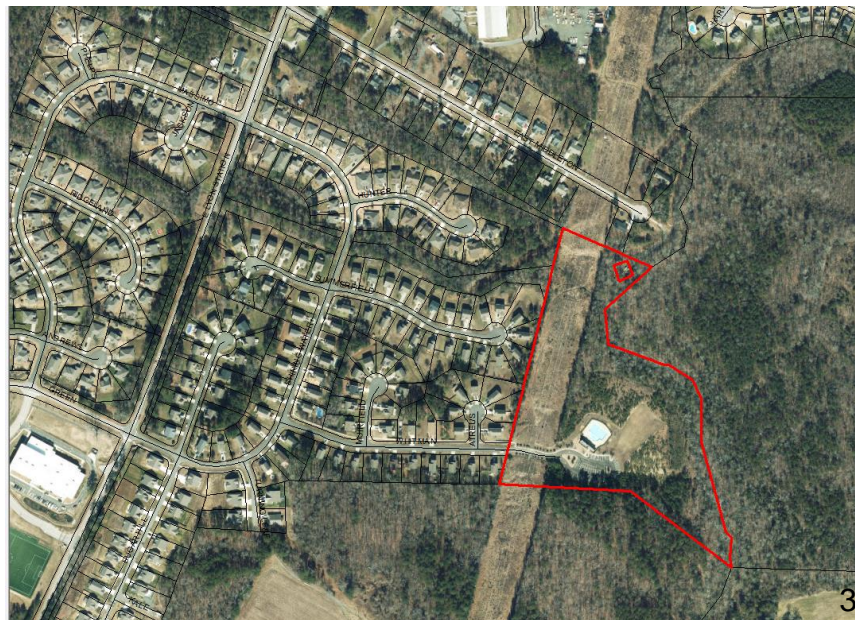
SGWASA Village Court Lift Station

- New lift station proposed off Village Court near Tractor Supply
- Stormwater deposit paid
- First set of plans submitted and reviewed



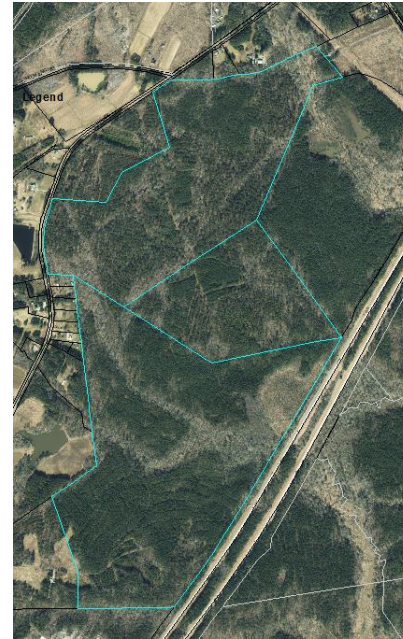
SGWASA E. Middleton Drive Lift Station

- New Lift Station proposed off East Middleton Drive near Flemming Farm
- Stormwater deposit paid
- First set of plans submitted and reviewed



Meritage Homes

- 800+ lots proposed along W Lyon Station Road
- Planned Unit Development (PUD) Rezoning
- **Planning Board recommended approval at their December 14, 2023 meeting**



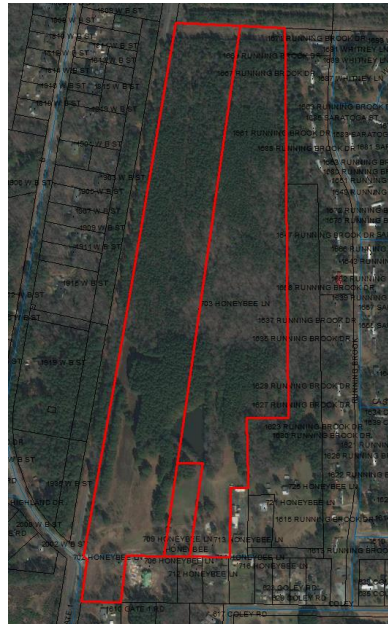
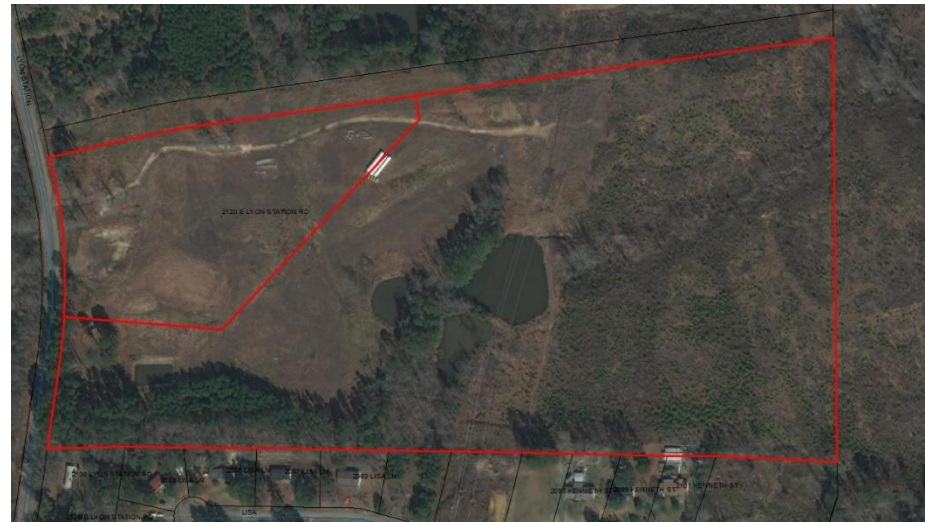
American Hero

- Redesigned plans from their 2018 approvals in CX zoning district
- **Concept plan will need to appear before Planning Board and Town Council for review and consideration**



Ongoing Projects

- Creedmoor Fuel – awaiting DOT approval
- Tarpey Solar Farm – **final CO issued**
- Stream RV – Under Construction



FIRE SERVICES

Notable Fire Calls and Calls for Services since the last meeting

Fire Incidents December

November 27-December 28

Fire Incidents

Fire Alarm Activations	20
Motor Vehicle Collisions	13
Cancelled Enroute/No incident	5
Gas Leak/Odor of Gas	4
Electrical Problem	3
Outside trash or Brush Fire	2
Mutual Aid	2
Structure Fire	1
Smoke Scare/Removal	1
Structure Fire	1
Heavy Equipment Fire	1
Total Number of Incidents	53

Notable Events

Structure Fire 2531 East Lyon Station Road (Food Lion)-A company that was performing construction in Food Lion set some items on fire while cutting with a torch. The flames were extinguished before BPS's arrival. There was some damage to the building.

POLICE SERVICES

Police Calls and Services for December 2023 (November 27-December 28)

Police Calls and Services for December 2023

911 Hang Up Calls -	34
Animal Complaints -	6
Arrest -	25
Breaking and Entering	1
B & E Motor Vehicles -	2
Communicating Threats -	1
Disturbances -	12
DWI -	1

Butner Town Council Meeting
Butner Public Safety Monthly Report
January 4, 2024 (submitted 12/28/2023)
By Chief J.G. Champion

EMS Calls -	6
Juvenile Complaints -	0
Larcenies -	11
Larceny of Motor Vehicles	2
Traffic Stops -	243
Citations issued -	71
Traffic Check Points-	6
Vehicle Crashes"10-50's" -	30
Ride Along -	0
Robbery -	0
Property Checks-	287
Operations Reports Code#5-	249
Calls Resolved without Reports-	638

Notable Events

On 12/10/2023, A report of a larceny in progress occurred at Tractor Supply on East Lyon Station Road. BPS Officers were notified that an unknown male had taken clothing from the store and walked out without purchasing the items. The male left in a blue Ford truck. BPS Lieutenant J. Long observed the vehicle on East Lyon Station Road and attempted to perform a vehicle stop. The blue truck fled at a high rate of speed on NC HWY 56 towards Creedmoor. Lt. Long pursued the truck into Creedmoor. The truck ultimately struck stop sticks which deflated its tires. A short time later, the driver, William Ingram of Durham was taken into custody and charged with the larceny of the items from Tractor Supply as well as felony flee to elude. Other stolen items were found in the vehicle that were stolen from other retail establishments in other jurisdictions. Mr. Ingram was on felony probation at the time of the arrest. Two other suspects in the vehicle were also apprehended and charged. Charisma Zuniga of Selma and Vickie Pittman of Selma were charged with possession of stolen property and possession of drug paraphernalia.

Chief's Notes

Training hours overview- From November 27-December 28, Butner Public Safety employees participated in 350 hours of fire training and 96 hours of law enforcement training. This includes all training that is attended by Public Safety Officers, Firefighters, Telecommunicators, and civilian personnel.

Butner Public Safety's first ever Shop with a Cop went wonderfully. The shopping went well, and the kids came back and wrapped their presents and had pizza and snacks while watching movies.

The Christmas Cookie Decorating event at Butner Public Safety was a hit. The employees as well as the participants had so much fun.

BPS traveled around Butner escorting Santa Clause and the Grinch on the fire truck. This event was enjoyed by the community both young and old.