



**Butner Town Council
Meeting Agenda**

6:30 PM Thursday, March 7, 2024
Council Meeting Room – Butner Town Hall
415 Central Avenue
Butner, NC 27509

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

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

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

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

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

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

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

11. Consider implementing the Classification and Pay Study.

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

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

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

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

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

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

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

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

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

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

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

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

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

16. Consider adopting the following Street Closing Resolutions for 2024

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

(Attachment 16)

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

17. Reports (Attachment 17)

- Manager
- Planning Director
- Public Safety Director

18. Attorney Report

19. Mayor and Council Comments

20. Closed Session if needed.

21. Adjournment

REMINDERS:

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

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

TUESDAY, JANUARY 30 2024 – 9:00 A.M.
SPECIAL MEETING OF THE BUTNER TOWN COUNCIL
STRATEGIC PLANNING WORKSHOP & PAY & CLASSIFICATION STUDY
CAMP BUTNER 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 Special Called Meeting. The purpose of the meeting was to hold a strategic planning workshop and to receive results of a pay and classification study.

Present: Mayor Dr. Linda R. Jordon, Mayor Pro Temp Michel Branch, Councilmembers Judy Cheek, Vicky Daniels, Tom Lane, Josh Shank and Ed Sosa. Staff Present: Town Manager Jordan McMillen and HR/Adm Officer Liz Davis. The Following staff joined the workshop during lunch for the remainder of the afternoon. Town Clerk Barbara Rote, Finance Director Hak Ung, Public Safety Director James Champion, Public Works Director Reid Daniel, and Planning Director Jennifer Ganser.

CALL TO ORDER

Mayor Jordon Called the meeting to order for the purpose of conducting a workshop.

STRATEGIC PLANNING WORKSHOP

Rick Rocchetti, President and CEO, Rocchetti and Associates, Inc. met with the Mayor and Council members according to the following agenda to review and update the Town Mission, Vision and Values Statements as needed and to work on goals. Staff joined for the second half of the day. Council worked toward a process that would lead to a future strategic plan within the next 1-2 years.

Below are notes provided by Rocchetti and are incorporated into the minutes.

The notes include discussion points and draft versions of the Mission, Vision, and Values. Council will provide a general consensus of the final version prior to adoption by them during a regular monthly meeting.

Short-Term and Long-Term Goals:

Following the Mission, Vision and Values discussion, Town Manager McMillen presented current, short-term, and long-term goals. The Capital Improvement Plan (CIP) was also introduced to Council. The materials were used as part of the workshop for prioritizing goals. The short-term and long-term goals were discussed and updated.

Below are the updated Short-Term and Long-Term Goals.

Notes provided by Rick Rocchetti

Outcomes

- To continue to build relationships among the Council and Administration
- To review the role of Council
- To review/revise mission, vision and values statements

- To create a prioritized list of goals from current fiscal year
- To discuss upcoming goals

Agenda

9:00 Welcome, Opening Remarks, Review of Agenda, Housekeeping
 9:10 Introductions and Opening Activity
 9:30 Council Roles/Responsibilities presentation
 9:45 Overview of the Day (sharing the data and how we will process it
 9:50 Mission Statement Creation
 10:15 Break
 10:30 Vision Conversation
 11:15 Values Conversation
 11:45 Lunch
 12:30 Goals Conversation/Draft goals
 2:00 Next steps and final remarks
 2:30 Adjourn

Draft Mission Discussion

Agreed upon Mission Statement (why we exist):

The Town of Butner is an evolving community of diverse culture and history. We provide a helpful, supportive environment through our services to the public which will benefit our citizens in a community of leisure living, economic growth, and well-being.

Draft Vision discussion (driving the car toward a destination)

Key points:

1. Thriving growth
2. Collaboration, community partnerships – council, staff, citizens
3. Diverse culture – ties to mission statement
4. Enriched history – small town charm, ties to mission statement
5. Economic Viability – ties to mission statement, using resources we have in planning for future

Draft Vision Statement: As a thriving town, we want to encourage a collaborative community using our small-town charm, diverse cultures, and rich history to strengthen our economic viability and livability.

Examples:

- Collaboration with each other and citizens
- Additional smaller retail
- More walkability to include better connectedness to other side of 85
- Road infrastructure
- Life after 6 pm
- Senior living community
- Community outreach – need more citizen involvement

Draft Values discussion

1. Ethical (includes integrity, transparency, loyalty)

2. Collaborative (includes teamwork and working with the community)
3. Inclusive and Equitable (includes respect, looking out for the community, dedication to the whole, safety, community engagement)
4. Accountable (includes decision made daily and fiscal responsibility)
5. Advancing (moving forward and thriving)

How do we measure these against the decisions we make?

Goals Discussion

Goal Buckets:

- Safe, vibrant, and healthy community
- Organizational and Operational Excellence (internal, people, processes, and systems)
- Economic Development
- Parks, Recreation and Cultural Resources
- Infrastructure and Transportation (indirect influence)

Activity: Proposed goals-Things to think about for the discussion:

- What makes us unique?
- Be specific.
- Dream big.

Group 1 Goal Priorities:

- Start conversations about the following in 1-2 years instead of 2-5 years:
- New fire station location sooner – in next year;
- Acquisition of neighboring Latham property – stay in touch with NCDHHS – OK in 2-5 year timeframe
- Creation of Park and Rec Department – 2-5 year timeframe if needed (contingent on SGAA relationship – offer support, voice at table and their availability to continue status quo) Local person with soccer league unable to get fields.

Group 2 New Goals:

- More Senior living communities (2-5 years)
- Dedicated role for Economic Development for TOB – Jordan doesn't think we are there yet; Jordan and Jennifer currently filling that role; will be a big help when county fills position.
- compile ongoing business entity list, including churches for Butner – spotlight businesses
- Town of Butner Community Center hand in hand with Parks and Rec. Department
- Established downtown area (5-10 years) – need facelift on Central Avenue

Group 3 New Goals:

- Identifying areas to create and upgrade playgrounds and recreational opportunities; integrated dog park, playground and walking areas (2-5 years)
- Walkways/dock greenway system in wetland areas
- Exercise stations around BAP trail (short-term)
- Wi-Fi availability around town
- Would like one big box retail store

- Umstead property – we control it – do it right and it sets the trend for others
- Pedestrian Walkway over I-85
- More covered areas with grills nearby to rent out – like Lake Holt
- Central area for walking, parks, entertainment

Short Term Goals (1-2 Years) – UPDATED 1-30-24

- **Safe, Vibrant and Healthy Community**
 - Public Safety - Replace public safety vehicle radios
 - Public Safety - Replace car and body cameras
 - Public Safety - Replace duty pistols
 - Public Safety – Implementation of License Plate Readers
 - Public Safety – Purchase/Training/Use of Drone
 - Public Safety – Study the need and location for additional facilities as Town grows
 - Public Works – Dedicated position for litter cleanup

- **Organizational and Operational Excellence**
 - Public Safety – Various building maintenance and improvement projects
 - Evaluate Town office and facility space needs; Possible expansion of Town Hall or other spaces to accommodate future growth;
 - Timber Management (next cutting) for Town’s 750 land tract
 - Implementation of Salary Study
 - Continued attention to growing, retaining and compensating employees

- **Economic Development**
 - Build relationship with County economic development and compile ongoing business entity list (work to spotlight businesses)

- **Parks, Recreation and Cultural Resources**
 - Increased parking at Sports Arena
 - Study of suitable sites for developing multipurpose/soccer fields
 - Butner Athletic Park – Conversion of lighting to LED
 - Offer support and have a voice at the table with the South Granville Athletic Association
 - Evaluate addition of exercise stations around BAP trail

- **Transportation/Infrastructure**
 - Butner Athletic Park – Addition of Public outdoor Wi-Fi
 - New Sidewalk from 12th to 24th Street (beginning design in 2024)
 - Demolition of Former Umstead Correctional Center
 - Complete Transportation Corridor Study and identify improvements for Gate 2 Road and Central Avenue
 - Public Works – Complete Pavement Condition Assessment

Long Term Goals (2-5 Years) – UPDATED 1-30-24

- **Safe, Vibrant and Healthy Community**
 - Public Safety – In building exhaust system for Apparatus
 - Public Safety – Replace Engine #2
 - Public Safety – Resurface Apparatus Floor
 - Public Safety – In-building exhaust system for Apparatus
 - Public Safety – Add 6 new firefighters and engine replacement if/when new station built

- **Organizational and Operational Excellence**

- **Economic Development**
 - Establish marketing plan for Butner Gateway and prioritize site control and funding partnerships for infrastructure improvements to serve as a catalyst for developing the Gateway
 - Acquisition of neighboring property and buildings from NC DHHS
 - Support for private investment to create senior living communities
 - Evaluate the need for dedicated Economic Development role

- **Parks, Recreation and Cultural Resources**
 - Creation of Parks and Recreation Department (contingent upon SGAA relationship) to assist with increasing recreational facilities, programs and administering a possible community center
 - Creation/Expansion of Greenways (i.e. expansion of East Lyon Station Greenway)
 - Butner Athletic Park – Acquire additional land/expand parking
 - Identify areas to create and upgrade playgrounds and recreational opportunities (i.e. integrated playgrounds, walking areas, dog park)
 - Addition of covered areas with grills nearby to rent out – like Lake Holt

- **Transportation/Infrastructure**
 - Streetscape and other transportation improvements to Gate 2 Road/Central Avenue (as identified in upcoming study)
 - Realignment of West Lyon Station and Hwy 56 Intersection
 - Construction of roundabout at Veazey Road/Central Avenue intersection
 - Increased Wi-Fi around Town

PAY AND CLASSIFICATION STUDY RESULTS

Becky Veasey with the MAPS Group, provided the results of the Pay and Classification Study. She reviewed the slide presentation and information initially presented to all staff that included the need for a classification and pay plan, steps in the process, and factors that go into making the decisions.

Employees completed a survey of their job duties, were interviewed, and job classifications were compared with target communities our size. The results were presented to the Town Council in a

notebook. Veasey briefly reviewed some of the recommendations, which also included Personnel Policy Updates.

Two recommended options were provided to implement the pay and classification study. They will be discussed in the February 12, 2024 Finance Committee Meeting.

The Workshop adjourned at 4:00 PM.

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

ATTEST:

Dr. Linda R. Jordon, Mayor

THURSDAY, FEBRUARY 1, 2024 – 6:30 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.

Council Present: Mayor Dr. Linda R. Jordon, Mayor Pro Temp Michel Branch, Councilmembers Judy Cheek, Vicky Daniels, Tom Lane, Josh Shank and Ed Sosa. Also present: Town Manager Jordan McMillen, Town Attorney Jim Wrenn, Town Clerk Barbara Rote, and Deputy Town Clerk Anita Thomasson.

CALL TO ORDER & ROLL CALL

Mayor Jordon called the meeting to order. Deputy Clerk Thomasson called the roll for Council attendance. Mayor Pro Tem Branch gave the prayer and led the Pledge to the American Flag.

AGENDA APPROVAL

MPT BRANCH MADE A MOTION, SECONDED BY COUNCILMEMBER LANE, TO ACCEPT THE AGENDA WITH UPDATE TO PARKS & RECREATION ADVISORY COMMITTEE APPOINTED AS PRESENTED. **THE MOTION CARRIED.**

MINUTES ACCEPTED - JANUARY 4 & 16, 2023

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

RECOGNITION OF BOARD OF ADJUSTMENT MEMBERS

Mayor Jordon recognized the Board of Adjustment members for their service and dedication to the town and community with a certificate and laptop bag. Members present were Joe Murray, Paige Tuttle, Ed Sosa, Bill Cheek, and Mark Pennington. Members absent were Jimmy Walker, Bill Crosby, and Constance Wortham.

BUTNER PUBLIC SAFETY 2023 YEAR IN REVIEW PRESENTATION

BPS Director Champion and Records & Technology Specialist Smith presented a brief overview of Butner Public Safety's 2023 Total Calls for Service, including Police and Fire calls with training hours.

It was mentioned that national programs and grants are available for fire and police.

DECEMBER 2023 FINANCE REPORT

FD Ung presented the December 2023 Financial Report. Audit adjusted entries influenced revenue collections. July, August, and September were adjusted to the last physical year.

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

<u>DECEMBER 2023 Financial Report</u> <i>50% of FY Complete</i>		<u>General Fund</u>	<u>Stormwater Fund</u>
REVENUES			
YTD		\$ 4,502,043	\$ 398,251
YTD Percent of Budget		38.22%	57.95%
EXPENSES			
YTD		\$ 5,362,381	\$ 105,599
Budget		\$ 11,779,653	\$ 687,197
YTD Percent of Budget		45.52%	15.37%
December 2023 Total Cash & Investments Town-Wide – All Funds			
General Fund	Other Funds	Total	
\$12,757,228	\$3,436,848	\$16,194,076	

REVIEWED PERFORMANCE STAGE LANDSCAPING PLAN AND APPROVED TREE REMOVAL

Public Work Director, Reid Daniels presented the town’s architect design for the new performance stage with intentions of bidding the project this spring to begin after the Butner Summer Festival. The landscaping plans indicate a need for replacing vegetation that has reached end of life, removal of a large tree due to its deteriorating condition and pruning as necessary.

COUNCILMEMBER DANIELS MADE A MOTION, SECONDED BY COUNCILMEMBER CHEEK TO APPROVE THE REMOVAL OF TREE AT THE REAR OF THE FLOWER SHOP LOT, PRUNING OF THE TREE IN FRONT, AND REPLACEMENT OF VEGETATION AS PRESENTED. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**



APPROVED AGREEMENT WITH DOT FOR VEAZEY ROAD ROUNDABOUT PROJECT

Planning Director, Jennifer Ganser presented to the council that the Town has been awarded a federal Carbon Reduction Program Grant (CRP) in the amount of \$2,034,744 through the North Carolina Department of Transportation to install 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 will contribute \$401,760 towards the match with the Town's portion being \$106,926 from local Powell Bill funds. The Town would be responsible for all aspects of the project as well as any cost overruns or costs associated with right of way acquisition or utility relocations. The grant is provided on a reimbursement basis and includes stringent federal requirements (i.e. Uniform Guidance, Buy America, Davis-Bacon Wage Rates, and many others). There may be a need to employ outside grant administration assistance at a future time. The project is intended to provide congestion relief, traffic flow improvements and safety improvements for the intersection. The local agreement provides five years to complete the project. The locally administered contract between NCDOT and the Town outlines available grant funding and conditions for the Town to accomplish the project.

A question was raised about the need for outside assistance, and the Town Staff responded that we are considering hiring a grant administrator who knows the complexity of writing federal grants and understands federal requirements.

COUNCILMEMBER CHEEK MADE A MOTION, SECONDED BY MPT BRANCH TO AUTHORIZE THE TOWN ATTORNEY AND MANAGER TO FINALIZE A LOCALLY ADMINISTERED FEDERAL PROJECT CONTRACT WITH THE NC DEPARTMENT OF TRANSPORTATION AND ACCEPT \$2,034,744 IN CARBON REDUCTION FUNDS FOR ENGINEERING AND CONSTRUCTION OF THE VEAZY ROAD ROUNDABOUT. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

APPOINTED JACOB SCHAPER AND THERESA HOPSON TERMS EXPIRING 2024 AND ED SOSA TERM EXPIRING 2026 TO PARKS & RECREATION ADVISORY COMMITTEE

All applicants were interested in actively serving on this advisory committee.

COUNCILMEMBER DANIELS MADE A MOTION, SECONDED BY COUNCILMEMBER LANE TO APPOINT JACOB SCHAPER, THERESA HOPSON, AND ED SOSA TO THE PARKS & RECREATION ADVISORY COMMITTEE. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

TOWN MANAGER MONTHLY REPORT

TM McMillen reviewed the following report. A brief recap of the Monthly Council Meeting will now be posted on the website and social media.

Umstead Property – The asbestos survey has been finished, and we are now preparing to initiate the bidding process for demolition; it is anticipated to be a six-month project. Notably, there is \$825,000 in grant money available for this endeavor.

Innovative Cell Phone Tracking Technology – We met with a company (Placer AI) that utilizes cell phone data to determine traffic and visits to specific locations. This technology is commonly used for larger municipalities and companies to gain insights for visits and travel patterns to retail locations, as well as festivals and events. The price tag for the software is beyond our current need for the software although we were able to gain free information relative to visitors to the Butner Summer Festival. We learned there were approximately 6,400 visitors to the Summer Festival in 2023.

Monthly Meetings/Trainings – This month I attended a half day training through the UNC School of Government focused on strategic planning. This was very timely with the Council's ongoing strategic planning efforts. We held our final bi-weekly call with the Development Finance Initiative from the UNC School of Government and met with the Granville County Schools Superintendent to kick off the School Resource Officer (SRO) program at the three

local

public schools. The SRO program is set to begin February 1st. We held a few meetings with HagerSmith as they work to finalize the design and landscaping plan for the Gazebo Park performance stage. Other meetings for the month were held with the Butner Athletic Park Concessionaire, a few developers/brokers interested in Butner, and the NC Wildlife to better understand their role as well as archery zones within Butner. I had the opportunity to meet with the Stem mayor and took a Tour of Stem. Mayor Jordon and I attended the Community Relations meeting at the Butner Federal prison – it was encouraging to hear they are looking to start back with community focused programming for inmates. *For Your Information.*

C Street Sidewalk Design Work – This month we finalized and signed the contract with Timmons Group for designing the next sidewalk sections (C Street from 12th to 24th Street and 24th Street between C and D Streets). The schedule from the engineer indicates a timeline of design through the end of 2024. Completion of design may extend further if right-of-way acquisition or other issues are encountered. We anticipate meeting with the Council to determine a final route in March with surveying to begin by May and 60% design plans complete by mid-summer. *For Your Information.*

D Street Ballfield Lights Update – Crews are wrapping up replacement of the poles, lighting fixtures, and wiring at the D Street ballfield. The council previously authorized this project in November following an inspection. The total cost of the project is less than \$60,000. The field should be ready for the spring season. *For Your Information.*

Damage to Greenway Footbridge – The storms on January 9th brought heavy rainfall and wind gusts which compromised and damaged the foundation structure for the greenway footbridge. The bridge is blocked to access, and public works staff is evaluating options for a repair. We anticipate needing an engineer which will lengthen the time for the repair. We will keep you posted as a timeline is established. *For Your Information.*

SGWASA Policy Changes – SGWASA is revising their System Development Fee Policy as per state law and updating their existing water and sewer allocation policy. The updates are focused on updating the timeframe of when water and sewer allocations are committed to a project and paid by the development entity. Additionally, the updates would remove baseline allocations for each community in favor of providing allocations based on the more modern capacities of the infrastructure. The Town has been provided with a 30-day public comment period and staff has met with SGWASA and provided initial comments. *For Your Information.*

Food Truck Friday – The Town’s event planner is working to plan new events for Gazebo Park and would like to introduce a “Food Truck Friday” event. The event would allow for a few food trucks to set up at Gazebo Park one Friday a month from 11AM to 1:30PM. The underlying goal is to support locally owned vendors and provide them with opportunities for self-promotion in Butner while providing a better variety of food options for residents and local workers. We intend to begin introducing this in the spring. *For Your Information.*

PLANNING MONTHLY REPORT

Planning Director Jennifer Ganser reviewed the following report:

January Activity

- Met with Placer.ai (data software)
- Met with industrial developers to discuss available property in Butner
- Met with DFI at UNC for updates to the Gateway Area study
- Sent letters for private property stormwater inspection reminders
- Met with Triangle Business Journal
- Attended Regional Day held by Central Pines
- Met with Granville County Building Department to discuss permitting process and communication
- Met with the NC Railroad Economic Development Department

Board of Adjustment / Planning Board

Both meetings in February are cancelled due to lack of applications

Code Enforcement

Five (5) open violations

2024 permits to date

Six (6) zoning permits were issued

Five (5) were food trucks

0 new business permits were issued

PUBLIC SAFETY MONTHLY REPORT

BPS Director Champion presented the following report.

FIRE SERVICES

Notable Fire Calls and Calls for Services since the last meeting

Fire Incidents January

December 28-January 24

Fire Incidents

Fire Alarm Activations	8
Motor Vehicle Collisions	4
Cancelled Enroute/No incident	4
Gas Leak/Odor of Gas	1
Electrical Problem	1
Outside trash or Brush Fire	1
Mutual Aid	1
Total Number of Incidents	20

Notable Events

None

POLICE SERVICES

Police Calls and Services for January 2024 (December 28-January 24)

Police Calls and Services for December 2024

911 Hang Up Calls -	20
Animal Complaints -	2
Arrest -	22
Breaking and Entering	2
B & E Motor Vehicles -	2
Communicating Threats -	0
Disturbances -	8
DWI -	1
EMS Calls -	18
Juvenile Complaints -	1
Larcenies -	6
Larceny of Motor Vehicles	2
Traffic Stops -	247
Citations issued -	96
Traffic Check Points-	7
Vehicle Crashes"10-50's" -	16
Ride Along -	0

Robbery -	0
Property Checks-	265
Operations Reports Code#5-	265
Calls Resolved without Reports-	587

Notable Incidents

On 1/1/2024, a vehicle stop resulted in the seizure of 6 bindles of heroin. The suspect was placed in the Granville County Detention Center under a \$7,000 bond.

On 1/3/2024, A vehicle stop resulted in the seizure of cocaine after K9 Salsa alerted to the presence of narcotics. The driver was placed in the Granville County Detention Center without bond.

On 1/8/2024, BPS Officers attempted to perform a vehicle stop on a careless and reckless vehicle. The vehicle fled from officers and a vehicle pursuit was initiated. The driver was charged with felony flee to elude, assault on a law enforcement officer, careless and reckless driving, property damage, driving while license revoked, lane change violation, and running a stop sign. The driver was placed in the Granville County Detention Center under a \$20,000 bond.

On 1/10/2024, Methamphetamine was seized by BPS officers. The suspect was placed in the Granville County detention center.

On 1/14/2024, A convicted felon was found to be in possession of a firearm and marijuana. BPS officers seized a Glock 41 handgun and marijuana. The suspect was placed in the Granville County Detention Center under a \$20,000 bond.

Chief's Notes

Training hours overview- From December 28-January 24 Butner Public Safety employees participated in 378 hours of fire training and 92 hours of law enforcement training. This includes all training that is attended by Public Safety Officers, Firefighters, Telecommunicators, and civilian personnel.

Public Safety Officer Denise Toral and Kelsey Pepper completed the School Resource Officer certification. PSO Toral will be the officer assigned officer to the Granville County Schools located in our jurisdiction.

Public Safety Officer Hunter Creech has completed and passed Basic Law Enforcement Certification and we are awaiting his approval for certification from Training & Standards so that we can swear him in and begin his Field Training

MAYOR COMMENTS

Mayor Jordon reviewed the following: She participate in Granville County Chamber Board Meeting and Retreat, talking about 2024 Strategic Planning. She attended the Community Relations meeting at the Butner Federal prison with TM McMillen. It was encouraging to hear they are starting a horticultural programs earning certifications in landscaping and food production programs for inmates. SGWASA and Town had our January monthly meeting. Met with Tamara Rodebaugh, Career Development Coordinator with Granville County Public Schools. She discussed partnering with schools to better understand their needs and appreciate what our teachers do for our community. She participated in GCPS Board of Education work session via zoom. Received letter from Senator Mary Willis Bode congratulating the Town of Butner for receiving Certificate of Achievement for Excellence in Financial Reporting.

COUNCIL COMMENTS

Additional Comments:

Councilmember Sosa – Appreciated all those who attended the meeting and encouraged the public to bring others to the meeting.

Councilmember Shank – Attended and completed the Essentials of Municipal Government in Rocky Mount. Met with AJ Spiess of Granville County Veteran Affairs Committee to help recruit for Butner’s Military Holiday Committee.

Councilmember Daniels – Met with SGWASA and UNRBA Boards, very informative.

Councilmember Lane – Thanked staff for Strategic Planning Session and coming up with good Mission and Vision Statement.

MPT Branch – Thanked Staff for Strategic Planning Session, thought it was helpful. Encouraged the public to participate in the Butner Community Association and planning the Butner Summer Festival. Next BCA meeting is February 15th at 7PM. Thanked the Park and Recreation Committee for trusting him and allowing him to serve on this committee.

Councilmember Cheek – Beautify Butner Day is April 20th at 8AM at Gazebo Park, asking the public to join in beautifying Butner and learning about the Adopt a Street Program with NCDOT. She also thanked the public for attending the Council Meeting.

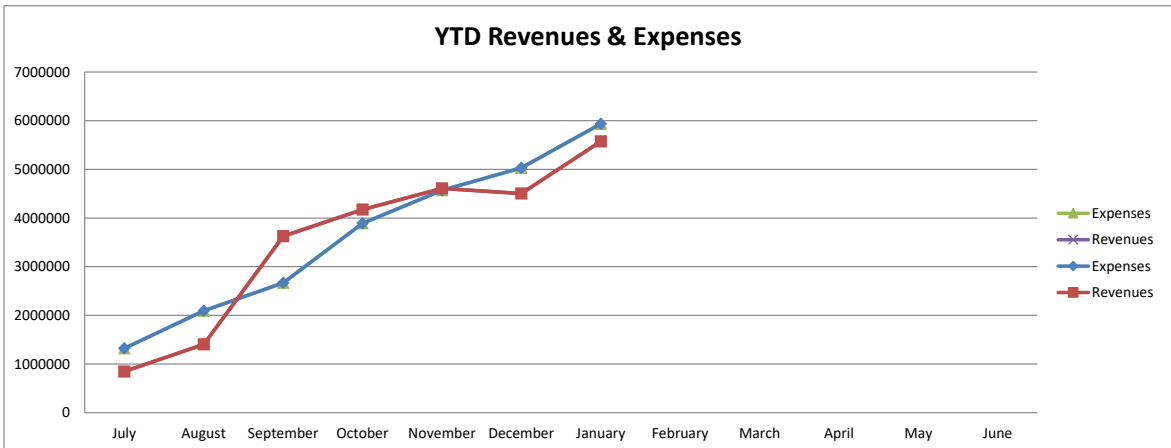
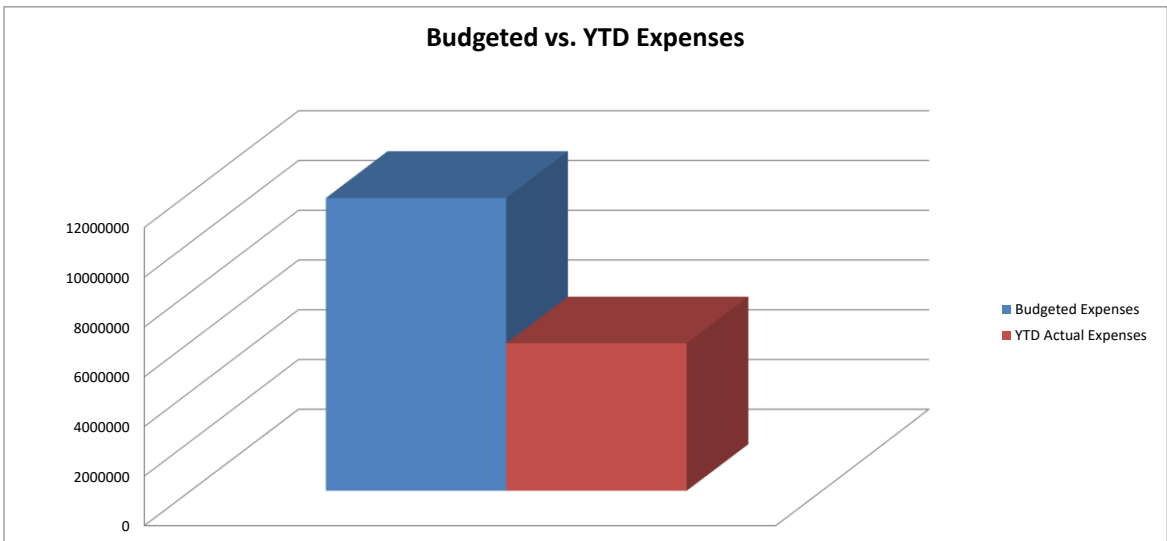
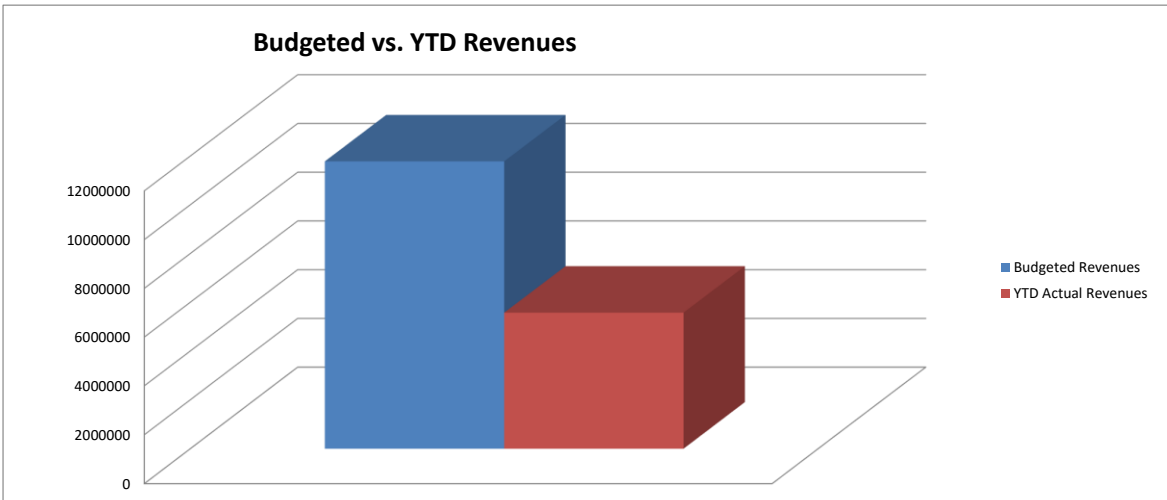
ADJOURNMENT

WITH THERE BEING NO FURTHER BUSINESS, AT APPROXIMATELY 7:30 PM, COUNCILMEMBER CHEEK MADE A MOTION, SECONDED COUNCILMEMBER LANE, TO ADJOURN. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

Minutes prepared by
Anita Thomasson, Deputy Town Clerk

ATTEST:

Dr. Linda R. Jordon, Mayor



**TOWN OF BUTNER
BUDGET ORDINANCE AMENDMENT**

012 - 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>
10-8120-5540 Vehicles (BPS)	_____	\$ 24,249.60
		\$ 24,249.60
	=====	=====

Butner Public Safety department’s expense budget will increase by \$24,249.60, It is a 100% reimbursement to the Town from Bryrne- Justice Assistance Grand (JAG) in the Federal Grant Revenue line as follows.

<u>Account No.</u>	<u>Decrease</u>	<u>Increase</u>
10-0000-3305 Federal Grants	_____	\$ 24,249.60
	\$	\$ 24,249.60
	=====	=====

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 March, 2024.

[SEAL]

Barbara J. Rote, Town Clerk

**RES-24-03-01
A RESOLUTION TO ADD TO AN EXISTING
CAPITAL RESERVE FUND FOR THE TOWN OF BUTNER**

WHEREAS, under North Carolina General Statute 159-18 the Town is authorized to establish and maintain a capital reserve fund for any purposes for which the Town may issue bonds; and

WHEREAS, the Council members deem it is in the best interest of the Town of Butner and its citizens to establish a capital reserve to fund anticipated capital improvements; and

THEREFORE, BE IT RESOLVED BY THE TOWN OF BUTNER, NORTH CAROLINA, ACTING THROUGH ITS COUNCIL MEMBERS, THAT:

1. The Council members approve a one-time transfer in the amount of \$1.4 M from the legally available/unrestricted General Fund Balance to the Capital Reserve Fund.
2. The Capital Reserve Fund is established to provide funds for anticipated capital improvements list herein. The distribution of the \$1.4 M is designated as follows:

a. providing for Public Safety vehicles and equipment	\$ 490,000
b. providing for Public Works and Public Facilities	\$ 350,000
c. providing for Recreation	<u>\$ 560,000</u>
Total	\$1,400,000
3. No funds shall be expended from the Capital Reserve Fund without approval by the Town Council.
4. This resolution shall become effective immediately upon adoption.

ADOPTED this 7th day of March 2024.

Dr. Linda R. Jordon, Mayor

ATTEST:

Barbara J. Rote, Town Clerk

**TOWN OF BUTNER
BUDGET ORDINANCE AMENDMENT**

014 - 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 following appropriations for the transferring of the Unrestricted General Fund Balance to the Capital Reserve Fund:

<u>Account No.</u>		<u>Decrease</u>	<u>Increase</u>
10-9842-5980.42	Transfer to CIP Fund		\$1,400,000
42-0000-3811.10	General Fund -NCCMT		<u>\$1,400,000</u>
		\$ 0	\$ 1,400,000
		=====	=====

The following Revenues will be amended from Unrestricted General Fund Balance Appropriations

<u>Account No.</u>		<u>Decrease</u>	<u>Increase</u>
10-0000-3991	Appropriated fund balance		<u>\$ 1,400,000</u>
		\$ 0	\$ 1,400,000
		=====	=====

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 March, 2024.

[SEAL]

Barbara J. Rote, Town Clerk

Personnel Policy Changes

1. Article I, Section 10. Definitions

Add a definition for “day” as follows:

Day. *A day, for the purposes of leave time calculations, will be calculated using a ratio. This ratio is determined by dividing the number of hours that are budgeted to be worked in a year by 52 to determine the average work week. The average work week is then divided by 40 (the standard workweek) to determine the ratio. That ratio is then applied to 8 as the standard day for a 40 hour per week employee. (For example, an employee who works 2184 hours per year, the calculation is 2184 divided by 52 equals 42 hours per week. 42 divided by 40 equals 1.05. 1.05 is the ratio applied to 8 hours which results in an 8.4-hour day. An employee who works 1560 hours per year is calculated as 1560 divided by 52 equals 30 hours per week. 30 divided by 40 equals 0.75. The 0.75 ratio is applied to 8 hours which results in a 6-hour day.)*

2. Article III, Section 6. Performance Pay

Change title from Performance Pay to *Performance Pay and In-range Adjustments*

Add a second paragraph as follows:

The Town Manager may approve in-range adjustments to employee salaries not to exceed ten percent when necessary to accommodate inequities, special assignments, temporary assignments, special performance or achievements, or other related issues.

3. Article III, Section 11. Effective Date of Salary Changes

Revise to allow the effective date of salary changes to be immediate as follows:

Salary changes shall become effective at specific dates as approved by the Town Manager.

4. Article III, Section 12. Fair Labor Standards and Overtime Compensation Provisions

Add the underlined italicized section shown below with the goal of reducing very large compensatory time balances.

Non-exempt employees will be paid at a straight time rate for hours up to the FLSA established limit for their position (usually 40 hours in a 7-day period or 168 in a 28-day cycle for sworn public safety employees). Hours worked beyond the FLSA established limit will be compensated in either time or pay as *determined by the Town Manager subject to budget availability* at the appropriate overtime rate. All hours worked over 171 in a 28-day cycle for sworn public safety staff are subject to the overtime rate. Hours worked between 168 and 171 may be compensated in time or pay at straight time.

5. Article III, Section 19. Language, Certification, and Educational Increases

Certifications needed or strongly preferred for tasks such as pesticide application, playground safety inspection, fire safety inspections, AICP (Planner certification), etc. change over time and become more and less valuable to the organization. Compensation for obtaining degrees also fluctuates with the market. The same is true with the ability to provide language interpretation. We recommend that Council delegate authority to the Town Manager to adjust

these as needed without the necessity of bringing them to Council for approval, thus getting Council too deep into the weeds of daily operational management.

We recommend replacing this Section with the following language:

The Town Manager shall establish a schedule of salary increases to reward employees for attaining and maintaining certifications, providing language interpretation, and obtaining degrees that increase the employee's value to the Town. These increases should reflect certifications and/or degrees that exceed the requirements on the position classification specification.

6. Article IV, Section 3 Recruitment, Selection and Appointment

Replace language in first two paragraphs as follows to update with web-based recruitment methods.

Recruitment Sources. *When position vacancies occur, the Human Resources Officer shall publicize these opportunities for employment, including applicable salary information and employment qualifications. Information on job openings and hiring practices will be provided to recruitment sources, including organizations and media available to minority applicants. In addition, notice of vacancies shall be posted on the Town's website and/or employee emails. Individuals shall be recruited from a geographic area as wide as necessary and for a period sufficient to ensure that well-qualified applicants are obtained for Town service. The North Carolina Division of Employment Security may be used as a recruitment source. In rare situations because of emergency conditions, high turnover, etc., the Town may hire or promote without advertising jobs, upon approval of the Town Manager.*

Job Advertisements. *Jobs will normally be advertised on the Town's website, and on other websites such as professional association websites, and other relevant publications in order to establish a diverse and qualified applicant pool. Recruitment notices shall contain assurances of equal employment opportunity and shall comply with Federal and State statutes.*

7. Article V, Section 1. Work Schedule

Add a second paragraph as follows:

The Town Manager will approve procedures for flexible work schedules, remote work, compressed schedules and alternative schedules as needed to meet the needs of the Town and employees. The needs of the Town, including teamwork and customer service values will take precedence over employee convenience. Any remote work agreements approved by the Manager must be reviewed and re-authorized at least quarterly.

8. Article V, Section 5. Employment of Relatives

Update the definition of "Immediate Family" as follows:

"Immediate Family" shall be defined as spouse, partner, those in dating relationships, child, parent, sibling, grandparent, grandchild, son or daughter in laws, parent-in-law, brother or sister-in-law, aunt uncle or the spouse or guardian of the employee.

9. Article VI, Section 11. Tuition Assistance Program

Change Tuition assistance reimbursement amount to up to \$2000 to reflect inflation.

10. Article VII, Section 2. Holiday

Replace with the following:

The Town will follow the holiday schedule as published by the State of North Carolina for state employees. In addition, the Town provides one floating holiday per year to be selected by the employee with notice to the supervisor following department leave request procedures.

Employees wishing to schedule time off for religious observances, other than those observed by the Town, may request vacation leave from their respective department directors. The department director will attempt to arrange the work schedule so that an employee may be granted vacation leave for the religious observance. Vacation leave for religious observances may be denied only when granting leave would create an undue hardship for the Town.

11. Article VIII, Section 2. Resignation

Add the following sentence to the end of the first paragraph.

Thirty days' notice is expected of department directors and the Town Manager.

12. Article IX, Section 9. Name Clearing Hearing

The following addition is recommended based on recent court cases.

Following the Town's decision to dismiss or demote an employee, including a probationary employee, the employee shall be afforded an opportunity for a name-clearing hearing. The employee must request the hearing within a time frame established by the Town. If requested by the employee, a time and date for the hearing will be established such that the hearing takes place prior to the release of any negative or stigmatizing information about the employee that could inhibit future employment. The employee may invite anyone the employee wishes to invite (including the media) to the hearing. At this name-clearing hearing, the employee may present any response to information that the employee believes to be false and/or stigmatizing to the employee's reputation with respect to his or her work performance or the reasons for the dismissal or demotion.

Any written comments submitted by the demoted or dismissed employee will be placed in the employee's personnel file, and a copy will be provided to anyone who requests the termination letter on that employee. In lieu of actually attending the hearing, the employee may submit written comments and they will be placed in the file just as if the employee had presented them at the scheduled hearing. If the employee speaks at the hearing but does not provide written comments, the person conducting the hearing shall take notes and place a copy of the notes in the employee's personnel file, and a copy will be provided to anyone who requests the termination letter on that employee. There is no requirement for the Town or the hearing officer to respond in any way to the comments of the demoted or dismissed employee at the hearing. The name clearing hearing is not a substitute for, or a second opportunity for, a pre-termination hearing at which the employee may contest the proposed disciplinary action. Information presented at the name clearing hearing will not be used by the Town to reconsider the disciplinary action.

**TOWN OF BUTNER
BUDGET ORDINANCE AMENDMENT**

013 - 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 following appropriations as follows in each of the Department Salary Wages and Benefit lines:

<u>Account No.</u>	<u>Decrease</u>	<u>Increase</u>
4110- Council & Mayor		\$ 5,024
4120- Administration		2,759
4130- Finance		4,732
4140- Human Resources		5,809
4310- Public Safety		88,791
4510- Public Works		4,446
7520- Stormwater - Operating		1,816
6121- BAP		974
4910- Planning & Zoning		2,867
7510- Stormwater Admin		1,171
6175- Special Events		<u>1,137</u>
	\$ 0	\$ 119,526
	=====	=====

The Total impact of Option 2, effective March 11 to June 30 is \$119,526 use of the unrestricted Fund Balance Appropriations.

<u>Account No.</u>	<u>Decrease</u>	<u>Increase</u>
10-0000-3991	Appropriated fund balance (General Fund)	\$ 116,539
62-0000-3991	Appropriated fund balance (Stormwater)	<u>2,987</u>
	\$ 0	\$ 119,526
	=====	=====

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 March, 2024.

[SEAL]

Barbara J. Rote, Town Clerk

Two options for C-Street Sidewalk Project – From Central Ave. to 24th St.

Option 1: Better for meeting citizen’s needs and creating a community.

Advantages

- Serves residential areas/homes.
- Creates a loop with the existing D Street Sidewalk
- Closer in proximity to school

Disadvantages

- Potentially more design challenges.
- Potentially more costly to construct.

Working with more property owners can create longer overall project schedule

Exhibit A
(Vicinity Map)



Option 2: Possibly easier construction, lower cost, and shorter construction timeline.

Advantages

- Potentially easier/quicker to construct.
- Working with fewer property owners

Disadvantages

- Industrial area/more remote
- Away from residential areas
- Limited space around 22nd Street coming up from B Street

Exhibit B

(Alternative Vicinity Map)



Barbara Rote

From: Michael McFadden <mike.p.mcfadden@gmail.com>
Sent: Friday, February 09, 2024 10:27 AM
To: Barbara Rote
Cc: Mallory Richard
Subject: Re: Butner Summer Festival - Suspend No Alcohol & Road closing request

CAUTION: This email originated from outside of the Town of Butner, NC email system. Maintain caution when opening external links/attachments

- Friday, May 31st, 2024- suspend the “No Alcohol” policy from 6:00 pm - 10:00 pm, at the Solders Memorial Sports Arena, to allow the BCA to have 1 beer & wine vendor at the Festival Dance. The Dance is from 7:00 pm - 10:00 pm.
- Saturday, June 1, 2024 - close Central Avenue to thru traffic, between D & E streets, from 6:00 am - 5:00 pm.
- Saturday, June 1, 2024 - Suspend the "No Alcohol" policy from 9:00 am - 4:00 pm at Gazebo Park and Central Avenue, between D & E Streets, to allow the Butner Community Association, to have 2 beer and wine vendors at the festival

Good morning. Hope this suffices for the ask to the town for these exceptions to SOP for the Gazebo Park and Soldiers Memorial on the indicated days. If you need a more formal document please let me know. Thank you

On Wed, Jan 31, 2024 at 9:59 AM Barbara Rote <brote@butnenc.org> wrote:

Good Morning Mike,

I am putting together all the items Council has to approve for various events this year for our March meeting. Could you please provide me with a request from the BCA to suspend alcohol and close Central Ave. in conjunction with the Butner Summer Festival. No need to request the road closing for the Christmas Parade. Below is what Cecil sent last year. You are welcome to update and return to me by separate email.

Thanks

Barb



RES-24-03-02
RESOLUTION DECLARING A ROAD CLOSURE FOR THE 2024
BUTNER SUMMER FESTIVAL

WHEREAS, the Town Council of Butner acknowledges a long tradition of the annual Butner Summer Festival for its citizens; and

WHEREAS, the Town Council of Butner acknowledges its citizens realize a civic and economic benefit from holding the annual Butner Summer Festival; and

WHEREAS, the Town Council of Butner acknowledges the annual Butner Summer Festival Event requires signs and traffic control, and also requires 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, June 01, 2024
Times:	6:00 a.m. to 5:00 p.m.
Route Description:	Central Avenue (SR 1103) between D Street (SR1113) and E Street (SR1172)

This resolution is to become effective when signs are erected giving notice of the limits and times of the event, and implementation of adequate traffic control to guide vehicles around the event route.

Adopted this 7th day of March, 2024.

Dr. Linda R. Jordon, Mayor
Town of Butner

Attest:

Barbara Rote, Town Clerk



RES-24-03-03
RESOLUTION DECLARING A ROAD CLOSURE FOR THE 2024
BUTNER MEMORIAL DAY SERVICE

WHEREAS, the Town Council of Butner acknowledges a long tradition of an annual Memorial Day Service for its citizens to honor the fallen; and

WHEREAS, the Town Council of Butner acknowledges its citizens realize a civic benefit from holding an annual Memorial Day Service; and

WHEREAS, the Town Council of Butner acknowledges a Memorial Day Service requires approximately one half (1/2) hour to install signing and traffic control, and also requires approximately one half (1/2) 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):	Monday, May 27, 2024
Times:	9:30 a.m. to 11:30 a.m.
Route Description:	Central Avenue (SR 1103) between D Street (SR1113) and E Street (SR1172)

This resolution is to become effective when signs are erected giving notice of the limits and times of the ceremony, and implementation of adequate traffic control to guide through vehicles around the event route.

Adopted this **7th** day of **March** 2024.

 Dr. Linda R. Jordon, Mayor
 Town of Butner

Attest:

 Barb Rote, Town Clerk



RES-24-03-04

RESOLUTION DECLARING A ROAD CLOSURE FOR THE 2024 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 7, 2024
- 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 7th day of March, 2024

Dr. Linda R. Jordon, Mayor
Town of Butner

Attest:

Barb Rote, Town Clerk



Town Manager's Report

March 7, 2024

Finance Software Implementation – Implementation of the Town’s new finance software is moving faster than anticipated. The financial portion may be ready to go live in March with the payroll portion live in May and full implementation by June/July. Over the last several weeks, staff has put in considerable training time to help with a smooth transition. The new software will provide the ability to receive online payments and as discussed at the finance committee meeting, we intend to pass on any convenience fees to the customer. *For Your Information.*

Greenway Bridge Design. You may recall the greenway footbridge was damaged by flooding this past month. Within the last week we authorized a structural engineer to begin designing a fix for the bridge. The total cost is \$3,500 and funds are available within the budget for this work. We anticipate design work being complete within 30 days at which time we will evaluate options for bidding and moving the project forward. *For Your Information.*

Multi-Purpose Field Feasibility Study – The NC League of Municipalities originally intended to use American Recovery Funds to provide engineering and planning (E&P) studies for Towns at no cost. Our plan was to use this service to study and prioritize potential locations for developing future soccer/multi-purpose fields. We have been informed the League no longer intends to offer this service. We believe this study is still a priority for the Town and would like to evaluate options and pricing for a similar study with the Town covering the cost. This will most likely be a budget item for consideration next fiscal year with an estimated cost of \$40,000. The League is continuing to offer a cybersecurity assessment and grant services at no cost to the Town. *For Your Information.*

Gazebo Park Tree Removal and Banners – Crews have removed one large tree from Gazebo Park and pruned a second. The area is now prepared for the performance stage construction to occur later this year. This month staff continued evaluating whether the Town should allow private banners at Gazebo Park and on Town property. Staff reviewed a Supreme Court Case (Reed v. Town of Gilbert), checked with surrounding Towns, and reviewed the usage policy for the electronic sign at Gazebo Park. Based on this review we do not believe it is in the Town’s best interest to allow private banners on Town property. Exceptions to this would include the federal, state, or local government, as well as the tourism development authority or the Butner Community Association which is consistent with the usage policy for the electronic sign. Additional exceptions would apply for events held at Gazebo Park which are approved by the Town. Staff is open to further input from Council, but for the time being intends to enforce this internal policy. *For Your Information.*

Spring Litter Sweep, Beautify Butner Day, and Employee Roadside Cleanup – NCDOT’s spring litter sweep is April 13-27, 2024. This is NCDOT’s biannual cleanup drive that encourages citizens and groups to get out and clean up along our roadways and in our communities. The Butner Community Association (BCA) has planned a community cleanup for Saturday, April 20th (Beautify Butner Day). Interested individuals or groups can come to Gazebo Park at 8AM and will be provided with necessary supplies, safety vests, water and snacks. The event typically ends by noon. Following these events, we have planned a town employee roadside cleanup day. This will occur on Friday, May 3rd (weather dependent). *For Your Information.*

Planning Department Report

MARCH 7, 2024



January Activity

- Met with Gateway property owner to discuss zoning and ideas
- Worked on the on-call RFQ for professional services (released in February)
- Sent letters for private property stormwater inspection reminders
- Attended Local Government Fundamentals Class at UNC Chapel Hill
- New public hearing signs

Board of Adjustment / Planning Board

- Planning Board is scheduled for March 14th
 - Text amendment on Accessory Dwelling Units (ADU) (minimum size)
 - Text amendment on the timing of non-conformities
 - Will see more text amendments in the future
- February BOA is cancelled

Code Enforcement

- Five (5) open violations

2024 permits to date

- Seven (7) zoning permits were issued in the month of February
 - 1 for a food truck

Altec Gen II Expansion

- Expansion of existing office building (155,500 square feet) and parking lot
- Awaiting resubmittal after initial review



Cookout – 2538 E Lyon Station Rd

- Demolishing old bank building to construct drive thru restaurant
- Stormwater deposit paid
- **Zoning permit awaiting approvals from NDCOT, SGWASA, and Fire Marshal**



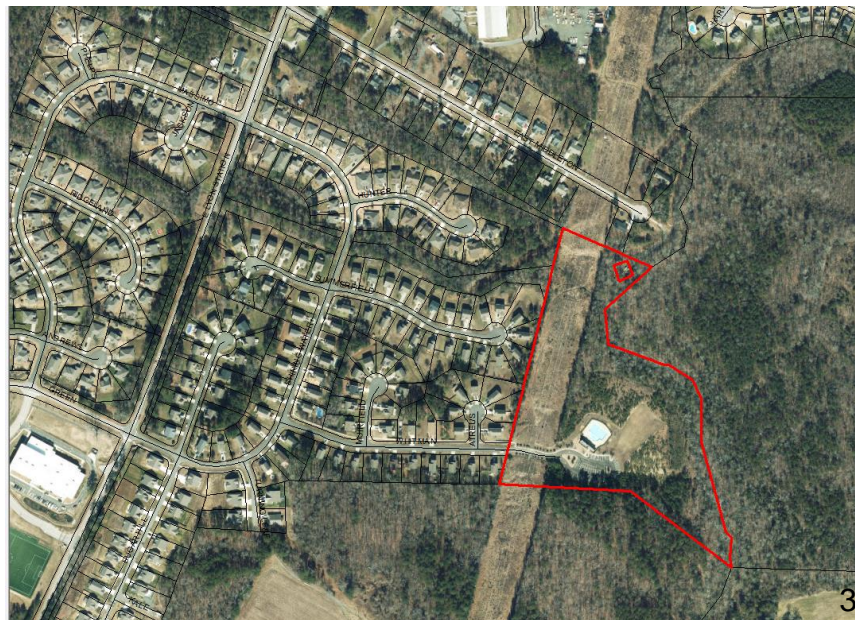
SGWASA Village Court Lift Station

- New lift station proposed off Village Court near Tractor Supply
- Stormwater deposit paid
- Second set of plans being reviewed
- Held meeting to discuss comments



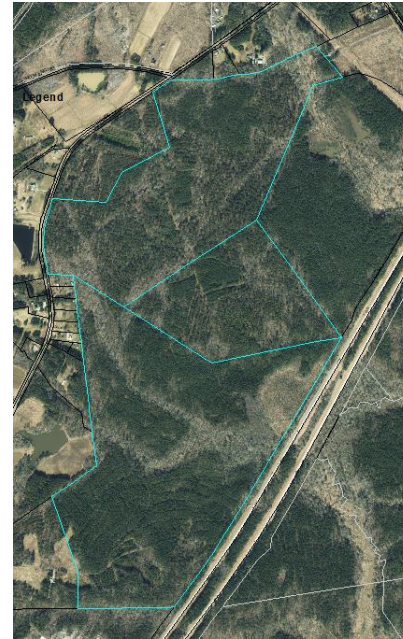
SGWASA E. Middleton Drive Lift Station

- New Lift Station proposed off East Middleton Drive near Flemming Farm
- Stormwater deposit paid
- Second set of plans being reviewed
- Held meeting to discuss comments



Meritage Homes

- Approx. 800 lots proposed along W Lyon Station Road
- Planned Unit Development (PUD) Rezoning
- Town Council approved Concept Plan on January 4, 2024
- **Awaiting Meritage to submit for preliminary plat**



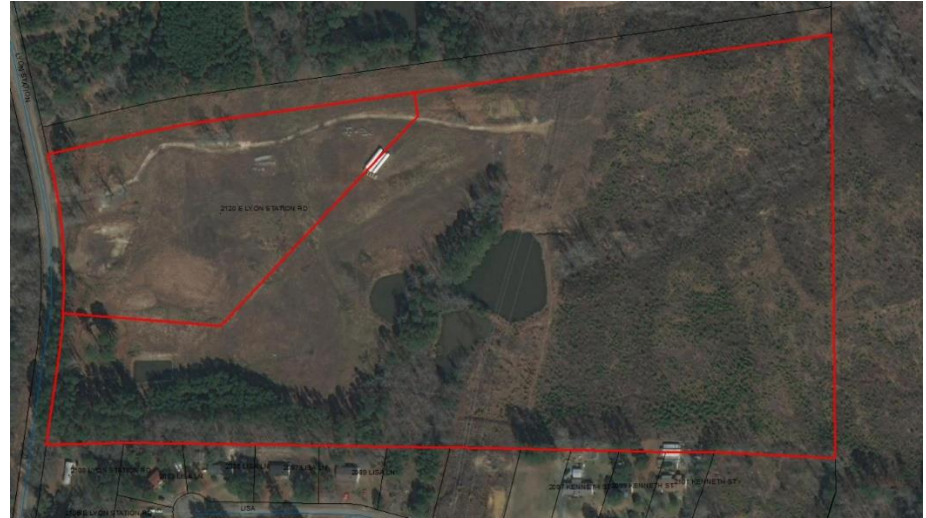
American Hero

- 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
- Stream RV – zoning permit approved, need to apply for a County building permit



FIRE SERVICES

Notable Fire Calls and Calls for Services since the last meeting

Fire Incidents February

January 24-February 28

Fire Incidents

Fire Alarm Activations	17
Motor Vehicle Collisions	11
Cancelled Enroute/No incident	3
Vehicle Fire	3
Building Fire	3
Gas Leak/Odor of Gas	2
Mutual Aid	2
Downed Powerline	1
Outside trash or Brush Fire	1
Assist EMS	1
Total Number of Incidents	44

Notable Events

Outbuilding fire at 312 12th Street

POLICE SERVICES

Police Calls and Services for January 2024 (January 24-February 28)

Police Calls and Services for February 2024

911 Hang Up Calls -	32
Animal Complaints -	7
Arrest -	33
Breaking and Entering	3
B & E Motor Vehicles -	4
Communicating Threats -	0
Disturbances -	12
DWI -	1
EMS Calls -	17
Juvenile Complaints -	0
Larcenies -	16
Larceny of Motor Vehicles	3

Butner Town Council Meeting
Butner Public Safety Monthly Report
March 7, 2024 (submitted 02/28/2024)
By Chief J.G. Champion

Traffic Stops -	261
Citations issued -	79
Traffic Check Points-	7
Vehicle Crashes"10-50's" -	23
Ride Along -	0
Robbery -	0
Property Checks-	236
Operations Reports Code#5-	310
Calls Resolved without Reports-	45

Notable Incidents

On January 28th, A vehicle stop lead to K9 Salsa being deployed who alerted to narcotics within the vehicle. Cocaine, Methamphetamine, Xanax, and Marijuana were located and seized. The driver was placed under arrest by PSO Dominguez and given a \$28,000 secured bond.

On February 4th, a motor vehicle was stolen from the Granville County Department of Social Services. The vehicle was located and a juvenile charged.

On February 17, a multitude of vehicles were found to be broken into at Piedmont Village Apartments. PSO Dominguez made contact with a suspicious person and began an investigation. PSO Dominguez determined the male had broken into the vehicles and seized multiple stolen items possessed by the suspect. The suspect was arrested and given a \$40,000 secured bond.

On February 23rd, a vehicle stop lead to K9 Lando being deployed who alerted to narcotics within the vehicle. Methamphetamine and Alprazolam was seized. The driver was placed under arrest by PSO Creech and given a \$7500 secured bond.

Chief's Notes

Training hours overview- From January 24-February 28 Butner Public Safety employees participated in 428 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.

Mayor Jordan conducted the Swearing-In Ceremony for Public Safety Officer Hunter Creech on February 22, 2024. PSO Creech now begins his Field Training prior to being released as a permanent Public Safety Officer.