



**MINUTES OF THE BURLINGTON  
CITY COUNCIL MEETING  
Tuesday, April 16, 2019**

The City Council of the City of Burlington held a regularly scheduled meeting in the Council Chamber, Municipal Building, 425 South Lexington Avenue, Burlington, NC, 27215, on April 16, 2019 at 7:00 p.m.

Mayor Ian Baltutis presided.

**Council Members Present:**

Mayor Ian Baltutis  
Mayor Pro Tem Kathy Hykes  
Council Member Robert Ward  
Council Member James Butler  
Council Member Harold Owen

**Staff Present:**

City Manager Hardin Watkins  
City Attorney David Huffman  
Interim City Clerk Beverly Smith

**Council Members Absent:** None

**CALL TO ORDER:** Mayor Ian Baltutis

**INVOCATION:** Mayor Ian Baltutis

**CODE OF ETHICS DISCLOSING CONFLICTS OF INTEREST:** Interim City Clerk, Beverly Smith

There were no conflicts reported.

**ADOPTION OF AGENDA**

Upon a motion by Council Member Owen, seconded by Council Member Ward, it was resolved unanimously to adopt the agenda.

**CONSENT AGENDA:**

- A.** To reject all bids received on March 12, 2019, for the 2019 Streets Resurfacing Contract.
- B.** To approve a lease agreement between the City of Burlington and PNC Equipment Finance, LLC, and adopt a Resolution of Incumbency for Lease Number 1163180-3.
- C.** To adopt a Resolution authorizing the sale of surplus equipment consisting of (1) freightliner truck with a sewer jet/vacuum body.
- D.** To approve Budget Amendment 2019-36 to allow the Public Works Department to purchase GeoTab software and a snow plow attachment utilizing insurance proceeds.

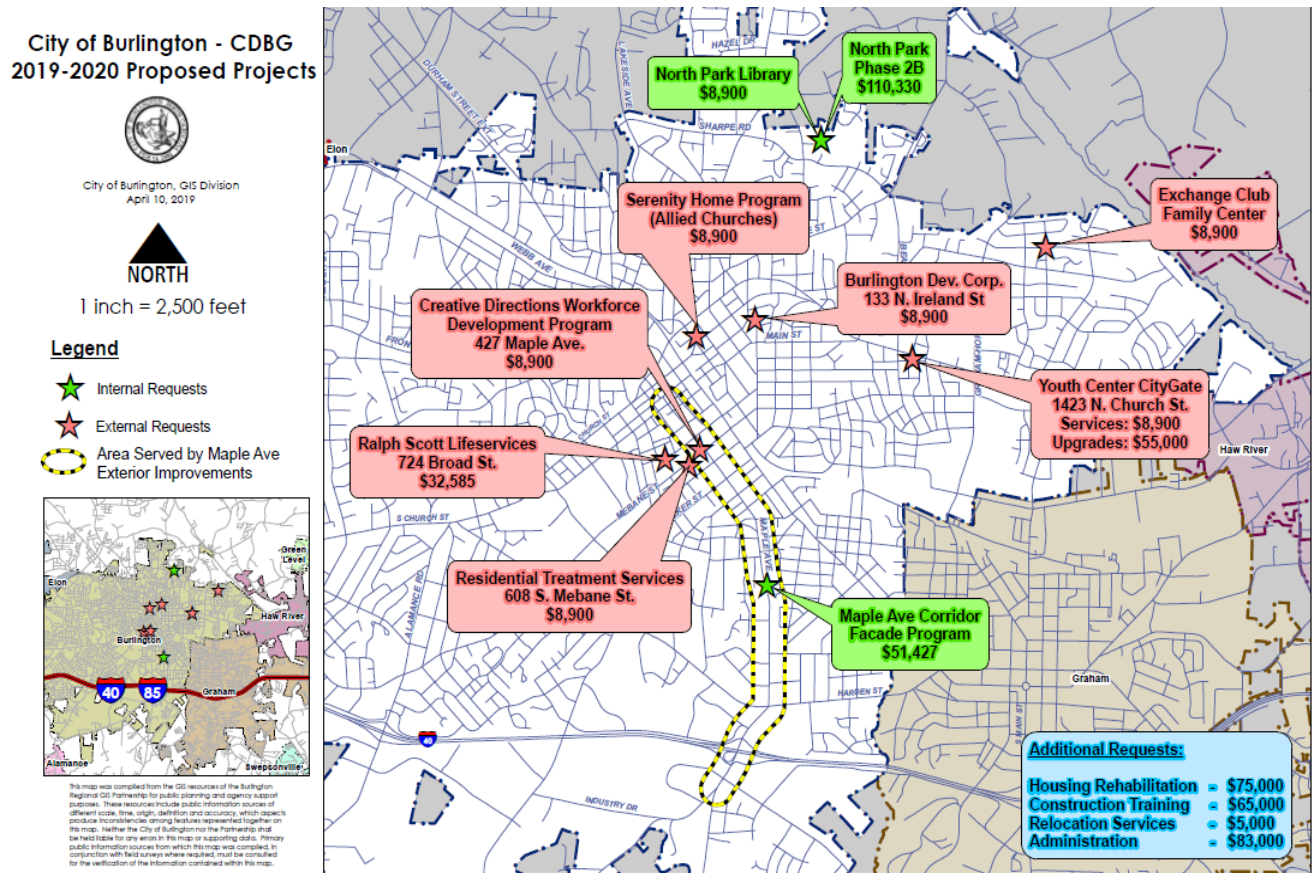
Upon a motion by Council Member Butler, seconded by Mayor Pro Tem Hykes, it was resolved unanimously to approve the foregoing consent agenda.

**PUBLIC HEARING:**

Mayor Baltutis announced a public hearing had been set to receive citizen comments on the 2019-2020 draft Annual Action Plan of the Community Development Program.

Community Development Administrator Sonye Randolph stated at the April 2, 2019 City Council Meeting staff asked Council to set a date of public hearing for the 2019-2020 Annual Action Plan for CDBG and the Annual Action Plan for the HOME funds the City receives from the consortium led by the City of Greensboro. She stated this public hearing was advertised in the Burlington Times News.

Ms. Randolph stated the beginning of the City’s 30-day comment period for the Annual Action Plan begins April 18, 2019 and ends May 20, 2019. She stated the public hearing for tonight’s meeting will receive citizen comments on the Annual Action Plan Summary. She provided an overview of the proposed projects for the Action Plan and the advertised budget. The following map indicates the locations of the proposed projects:



Ms. Randolph reported on the following proposed projects, funding requests and allocations. She stated there are several proposed grant recipient organizations in attendance at the meeting tonight that plan to speak during the public hearing briefly about their funding requests and proposed projects.

Council was provided a summary of the proposed projects and grant for this funding period. Ms. Randolph stated City Council will be asked to vote on the plan at the May 21, 2019 City Council Meeting.

**COMMUNITY DEVELOPMENT PROGRAM  
SUMMARY OF PROPOSED PROJECTS**

*\*Proposed Expenditures Subject to Change Based on Final HUD Grant Allocation\**

## **Community Development Block Grant (CDBG) Program**

**Project Name:** **Housing Rehabilitation Program**  
**Proposed Expenditure:** **\$75,000 (Program Income)**  
**Project Type:** **Rehab**  
**Project Description:** Receipts from the revolving loan fund will be used for loans for low and moderate-income households to rehabilitate their homes to provide safe, decent dwellings that meet the City's Minimum Housing Code. The City will undertake any required lead-based paint hazard reduction procedure and when necessary, temporarily relocate program participants.

**Project Name:** **Construction Training Program**  
**Proposed Expenditure:** **\$65,000 (CTP Affordable Housing)**  
**Project Type:** **CTP Affordable Housing**  
**Project Description:** The City will invest \$65,000 of CTP Affordable Housing funds in the North Carolina Construction Training Partnership Program to provide job training in the construction industry and housing assistance for low-income area residents. The program is the continuation of a cooperative venture between the City, the North Carolina Housing Finance Agency (NCHFA) and the North Carolina Home Builders Association (NCHBA). NCHBA will recruit the trainees and conduct the job training and development activities. Class instruction includes hands-on rehabilitation training, RRP certification, green building skills, and building maintenance instruction. The training consists of a spring and fall class with approximately 16-20 participants. The class participates in hands-on rehabilitation activities through the City's housing rehabilitation program. The projects the class works on are reviewed for environmental standards through the scattered site housing rehabilitation process. NCHFA will provide funds of \$65,000 for hard construction costs for eligible affordable housing rehabilitation projects identified and undertaken by the City.

**Project Name:** **Burlington Development Corporation**  
**Proposed Expenditure:** **\$8,900**  
**Project Type:** **Public Services**  
**Project Description:** Burlington Development Corporation (BDC), a non-profit component of the Burlington Housing Authority operates two supportive housing programs for chronically homeless and homeless families. The HOPE program is a permanent housing program for chronically homeless individuals living with mental health issues, substance abuse issues and disabilities. STEPS is a rapid rehousing program for homeless families meeting the HUD definition of homelessness. Families receive assistance for a maximum of 24 months. As part of the Continuum of Care funds from HUD, these programs require a 20% match to continue to operate in the community. The City plans to provide part of the cash match for the BDC to continue to operate these programs for the upcoming fiscal year.

**Project Name:** **North Park Library**  
**Proposed Expenditure:** **\$8,900**  
**Project Type:** **Public Services**  
**Project Description:** Each year, the City sets aside funds to purchase books, materials and supplies for the branch library in the Mayco Bigelow Community Center at North Park. Continuation of this financial assistance permits the library to operate and maintain its level of service to the community.

**Project Name:** Serenity Home Program (Allied Churches)  
**Proposed Expenditure** \$8,900  
**Project Type:** Public Services  
**Project Description:** This program provides a community integrated living home for low income families as they transition from homelessness to self-sufficiency. It strives to promote the Harm Reduction Model by allowing families to reside in a “normal living” home environment. Families staying in the Serenity Home receive the same services they would receive if they were in the shelter including case management, use of the community kitchen for lunch and dinner meals, and utilization of the ACAC Empowerment Center. The Serenity Home also provides families with onsite nutritious meal options by way of a fully stocked pantry and refrigerator and transportation to and from the emergency shelter location; 1.4 miles away. Since its inception in 2018, the Serenity Home Program has successfully served a total of six families; all on their way to self-sufficiency and quality affordable housing. CDBG funds will be utilized to supplement rental costs, outreach expenses, case management, and renter counseling expenses. The awarded funds will also ensure the self-sustainability of the program which will in turn attract future awareness and support for the program. Ultimately, the grant will allow ACAC to maintain the mission of not only the Serenity Home Program but also the overall agency by "Housing the Homeless and Feeding the Hungry."

**Project Name:** Youth Center CityGate Dream Center  
**Proposed Expenditure:** \$8,900 for Services & \$55,000 for Upgrades  
**Project Type:** Public Services & Public Facilities/Infrastructure Improvements  
**Project Description:** Funds will be used for staff salaries for the Youth Center, in order to provide free services in the following categories: community; kids and students; advocacy for Latinos; families; arts and education; nutrition and wellness; and health and fitness. The Youth Center currently has an indoor track, and room for fitness classes. Specifically, funds will be used for a Zumba instructor; fitness instructor and dance instructor. Weekly classes are offered to the community at no cost. Funds will also be used to build handicapped accessible bathrooms, upgrade doors to include a double door entryway and new garage doors. And, funds will be used to install a fan system and upgrade lighting to LED throughout the warehouse. An additional exit will be installed to comply with zoning requirements.

**Project Name:** Ralph Scott Lifeservices Upgrades  
**Proposed Expenditure:** \$32,585  
**Project Type:** Public Facilities/Infrastructure Improvements  
**Project Description:** Funds will be used for kitchen renovations at the Broad Street group home location.

**Project Name:** Residential Treatment Services  
**Proposed Expenditure:** \$8,900  
**Project Type:** Public Services  
**Project Description:** Public service funds will be used to provide case management services at RTS’s Mebane Street Women’s Recovery Home. The facility is for homeless women who are in recovery from an addiction and additional dual diagnosis mental health disorders.

**Project Name:** Exchange Club Family Center  
**Proposed Expenditure:** \$8,900  
**Project Type:** Public Service  
**Project Description:** The Exchange Club Family Center is a non-profit child abuse prevention and treatment organization. Funds will be used to implement the Children’s Parents program. The program will provide parenting classes to families at-risk for and/or involved in child abuse and neglect. Parenting class

series are twelve sessions and are one and ½ hours in duration. Classes will be targeted to low to moderate income families in East Burlington. Topics will include: Parenting Skills, Child Development, Communication, Complex Childhood Trauma, Child Abuse and Neglect, Family and Community Violence, Problem Solving, Poverty & Neglect; Financial Literacy, Anger Management, Creative Discipline, Family Values, Substance Abuse, Attachment/Family Connections, and Self-esteem.

**Project Name:** Creative Directions

**Proposed Expenditure:** \$8,900

**Project Type:** Public Service

**Project Description:** Funds will be used for the workforce development program in partnership with Alamance Community College, The Men of Steel, Goodwill and local industries to offer GED and skilled job placement opportunities for formerly incarcerated members of the community. The goal of this program is to connect individuals with a criminal history and others who are seeking resources to gain employment training and educational opportunities, and to establish relationships with local businesses interested in employing individuals who have specialized training, work certifications and skills. Funding for this program will be used to support the instructors who teach workforce development classes, as well as for facilities and program support for mentors and for building use expenses.

**Project Name:** North Park Phase 2B

**Proposed Expenditure:** \$110,330

**Project Type:** Public Facilities/Infrastructure Improvements

**Project Description:** Addition of new trails within North Park that will aide visitors to the park. Trails will be approximately 8' wide, with stone and asphalt bases.

**Project Name:** Business Façade Program

**Proposed Expenditure:** \$51,427

**Project Type:** Economic Development

**Project Description:** This program will provide matching funds for exterior improvements to neighborhood businesses in the Maple Avenue Corridor. The program would fund 75% of improvements, up to \$10,000. The grant would be a cost reimbursement. Eligible treatments include: pressure/cleaning/painting, awnings, doors, signs, and security shutters. Funds could also be used for the correction of code violations. Business owners will be required to present before/after pictures, contract, and final receipt before being reimbursed. To be eligible, the business must be an operating for-profit business, located in a census tract or census block group with 51% or more of LMI residents, and the area must be primarily residential in character.

**Project Name:** Relocation

**Proposed Expenditure:** \$5,000

**Project Description:** Depending on the extent of rehabilitation, homeowners may be required to relocate during the rehabilitation of their home. The City will provide temporary relocation assistance to persons who are qualified participants under the homeowner rehabilitation program. In all cases the City will try to reduce relocation expenses for homeowners by making arrangements for persons to stay with family members and friends during the rehabilitation of their home. The City will use CDBG funds to cover eligible relocation expense during the rehabilitation process.

**Other Proposed CDBG Expenditures:** Administration \$83,000

Mayor Pro Tem Hykes commented on affordable housing and the lack thereof and inquired about community land trusts. She asked if a feasibility study of community land trusts fits into the allocations set aside in each area and proposed that a feasibility study be included if possible.

Ms. Randolph responded the funds allocated to Administration includes \$83,000 to perform a feasibility study which HUD does deem an allowable expense. She stated the City is required to submit a 5-year Consolidated Plan to HUD that includes an analysis of impediments to affordable housing. She reported within the next two to three weeks an RFP will be created and advertised to attempt to secure consultants to perform the analysis of impediments in the 5-year Consolidated Plan.

*The public hearing was held, and the following persons spoke on funding needs for projects as well as appreciation of support:*

- *Ms. Veronica Revels spoke on behalf of Burlington Housing Authority*
- *Mr. John Graves spoke on behalf of Creative Directions*
- *Mr. Jai Baker spoke on behalf of Allied Churches of Alamance County*
- *Mr. Ron Osbourne spoke on behalf of Residential Treatment Services*
- *Ms. Susana Goldman spoke on behalf of Alamance County Public Library Systems*
- *Ms. Lisa Edwards spoke on behalf of CityGate Dream Center*
- *Ms. Lisa McBroom spoke on behalf of the Exchange Club Family Center of Alamance*
- *Ms. Jennifer Helton spoke on behalf of Ralph Scott Life Services*
- *Mr. Kemp Paylor spoke on behalf of Construction Training Partnership (CTP)*

The public hearing was closed.

Upon a motion by Mayor Pro Tem Hykes, seconded by Council Member Butler, it was resolved unanimously to close the public hearing.

Mayor Baltutis thanked everyone who spoke during the public hearing and expressed appreciation for all their work in the community every day.

### **PUBLIC COMMENT PERIOD**

Ms. Vicki Vernon, 903 West Davis Street, Burlington spoke in reference to sidewalk concerns and safety of pedestrians along Davis Street and Edgewood Avenue.

Council Member Owen asked Ms. Vernon if City staff had been made aware of this concern.

Ms. Vernon responded she had spoken with Mike Nunn and received a response recently.

Transportation Director Mike Nunn informed Council and Ms. Vernon that the area she mentioned is a neighborhood area with some key missing segments that would be reviewed along with other priority projects.

Council Member Butler referenced the City Pedestrian Plan and access to funding including Federal Transit Funds and stated he'd like to see how this project along with existing connector projects would play out in the upcoming budget.

Mr. Nunn commented the Federal Transit Association provides funding to the City since we have a transit system for pedestrian access to bus stops on area projects that qualify. He stated there is a sidewalk project currently in an area on Front Street just south of this area that would be eligible once a bus stop is installed there which is projected sometime in the summer of 2019.

Following a brief discussion with Council and City staff, Ms. Vernon was thanked for her comments.

### CITY COUNCIL COMMENTS

Mayor Baltutis announced the following upcoming events:

- Easter Events: April 19, 2019 – Fairchild Community Center – 6pm – Glow in the Dark Egg Hunt  
April 20, 2019 – Fairchild Community Center – 10am – Easter Egg Hunt  
April 20, 2019 – City Park – 10am-12noon – Easter Egg Hunt & Amusement Park Rides
- Maple Avenue Corridor – Public Meeting – April 23, 2019 – 5pm-7pm
- World Tai Chi – Village of Brookwood – April 20, 2019 – 9am
- Outlander author – Paramount Theater – April 27, 2019 - 6pm

### ADJOURN

Upon a motion by Mayor Pro Hykes, seconded by Council Member Butler, it was resolved unanimously to adjourned at 7:57pm.

Beverly D. Smith  
Beverly D. Smith  
Interim City Clerk

April 16, 2019  
City Council Meeting