



Minutes of the Burlington City Council Meeting Virtual Meeting 7:00pm – Tuesday, August 18, 2020

The City Council of the City of Burlington held a regularly scheduled meeting remotely beginning at 7:00pm on August 18, 2020. Due to the Coronavirus Pandemic, this meeting was convened remotely using the Zoom Webinar platform.

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 Pro Tem Kathy Hykes

The invocation was offered by Mayor Pro Tem Hykes.

SPECIAL GUEST: Alamance Regional Medical Center, CEO Mark Gordon

Cone Health President, CEO Mark Gordon presented merger plans for Cone Health, community testing stats of Covid-19 and celebration plans for recognizing Alamance Regional's 25th year anniversary. He reported 24 out of 100 nurses from Cone Health have been recognized in the state for their work and dedication to service in the health care industry. He reported Alamance Regional Medical Center was listed as Top Places for Childbirth in 2020. He shared the current Covid-19 cases documented in the community and noted the percentage is trending down at the present time.

PROCLAMATION: NC Department of Transportation, Division Engineer, Mike Mills

Assistant City Manager Nolan Kirkman introduced Mike Mills, a Burlington resident, and recognized him for his service to the City of Burlington and his retirement as NCDOT Division Engineer and for his more than four decades of service in transportation.

A Proclamation was issued to Mike Mills by Mayor Baltutis.

Mike Mills was in attendance and expressed appreciation for the recognition.

Council Members expressed appreciation for Mike Mills service to the Burlington community as a citizen appointee to the Public Transportation Advisory Commissions and to the NC Department of Transportation.

SPECIAL RECOGNITION: Fire Chief Jay Smith

City Manager Watkins announced Fire Chief Jay Smith retirement of September 1, 2020 and made special remarks highlighting Mr. Smith’s biographical, community service and career background leading up to his retirement from the City of Burlington.

The Order of the Long Leaf Pine was issued to Fire Chief Jay Smith by N.C. Governor Roy Cooper. Greg Grayson, former Fire Chief of Burlington and colleague, presented the prestigious Order of the Long Leaf Pine award and made special remarks in honor of Jay Smith.

Mayor Baltutis, Mayor Pro Tem Hykes, Council Members Ward, Owen and Butler made special remarks and expressed appreciation for Fire Chief Jay Smith’s successful and respectful leadership, sense of humor, and dedication of 34 years of service to the City of Burlington.

Fire Chief Jay Smith introduced family members present via zoom. He expressed appreciation and the honor to have served the citizens of Burlington.

CODE OF ETHICS DISCLOSING CONFLICTS OF INTEREST: Interim City Clerk, Beverly Smith
There were no conflicts reported.

APPROVAL OF MINUTES:

- June 1, 2020 Work Session
- June 2, 2020 City Council Meeting

Upon a motion by Council Member Ward, seconded by Council Member Owen, it was resolved unanimously to approve the foregoing minutes.

ADDITIONS TO CONSENT AGENDA:

- **Item G:** Resolution to Set a Date of Public Hearing – Hanford Road Contiguous Voluntary Annexation
- **Item H:** Notice of Public Hearing – Burlington Baseball Club, Inc., Lease and Use Agreement
- **Item I:** Cancellation of the September 1, 2020, City Council Meeting

Upon a motion by Mayor Pro Tem Hykes, seconded by Council Member Butler, it was resolved unanimously to adopt the agenda with the additions.

ADOPTION OF AGENDA

Upon a motion by Mayor Pro Tem Hykes, seconded by Council Member Butler, it was resolved unanimously to adopt the agenda with the additions.

CONSENT AGENDA:

- A.** To approve an interlocal agreement between the City of Burlington and Alamance County for the 2020 Urgent Repair Program as required by the North Carolina Housing Finance Agency.
- B.** To approve Task Orders 1.4 and 1.4B of the professional services agreement with UMS Services for Advanced Metering Infrastructure and Meter Testing Services.
- C.** To approve Budget Amendment 2021-1 for the Police Department to use RICO funds and donations received for equipment and training needs.

Budget Amendment 2021-1

General Fund:

Increase Revenues:

01004511-30108 Police Donations \$ 4,891

Increased Expenditures:

01051511-43323 M. Hall Donation Expenses \$ 4,891

RICO Fund:

Increase Revenues:

01317000-39999 Appropriated Fund Balance \$74,625

Increased Expenditures:

01354000-43322 Drug Enforcement Supplies \$14,000

01355000-41401 Staff Training 9,000

01354000-43390 Equipment not capitalized 51,625

- D.** To approve Budget Amendment 2021-2 for FY 2019-20 Projects Carried Forward.

Budget Amendment 2021-2

General Fund

Increase Revenues:

01017000 39998 Appr. Restricted Fund Balance \$ 236,210

Increase Expenditures:

Police – Communications

01051519-47400 Equipment 68,750

Recreation – Day Camps & Afterschool

01072722 47410 Vehicles 54,140

Recreation – Buildings

01072726 47400 Equipment 113,320

MPO

Increase Revenues:

02017000 39999 Appr. Fund Balance \$ 78,800

Increase Expenditures:

MPO

02046000 41900 Professional Services 78,800

Public Transportation Fund

Increase Revenues:

02117000 39999 Appr. Fund Balance \$ 15,360

Increase Expenditures:

| | | |
|----------------|----------------------------|-------|
| 02146000 43390 | Equipment not capitalized | 6,830 |
| 02146000 47300 | Capital Other Improvements | 8,530 |

Water Resources Fund

Increase Revenues:

| | | |
|----------------|--------------------|------------|
| 03017000 39999 | Appr. Fund Balance | \$ 216,420 |
|----------------|--------------------|------------|

Increase Expenditures:

W&S – Water Line Services & Construction

| | | |
|----------------|--------------------------|--------|
| 03080762 47500 | Construction in Progress | 22,200 |
|----------------|--------------------------|--------|

W&S – Ed Thomas Water Plant

| | | |
|----------------|-----------|---------|
| 03080772 47200 | Buildings | 194,220 |
|----------------|-----------|---------|

Storm Water Fund

Increase Revenues:

| | | |
|----------------|--------------------|---------|
| 05817000 39999 | Appr. Fund Balance | 203,750 |
|----------------|--------------------|---------|

Increase Expenditures:

Storm Water – Street Cleaning

| | | |
|----------------|----------------------------|---------|
| 05881790 47300 | Capital Other Improvements | 203,750 |
|----------------|----------------------------|---------|

- E. To approve Budget Amendment 2021-3 for Animal Services Grants.

Budget Amendment 2021-3

Increase Revenues:

| | | |
|----------------|----------------------------|-----------|
| 01004503 30104 | Donations – Animal Shelter | \$ 20,750 |
|----------------|----------------------------|-----------|

Increase Expenditures:

| | | |
|----------------|-----------------------|-----------|
| 01052503 41900 | Professional Services | \$ 17,750 |
| 01052503 43319 | Medical Supplies | 3,000 |

- F. To approve an adjustment to the 2020 Indian Valley Golf Course Fee Schedule to reflect \$8.00 cart rentals for 9-holes and \$14.00 cart rentals for 18-holes effective September 1, 2020.
- G. To adopt a Resolution setting a date of public hearing for September 15, 2020, to consider the 0 and 1450 Hanford Road Contiguous Voluntary Annexation.

Resolution# 20-10

RESOLUTION FIXING DATE OF PUBLIC HEARING ON QUESTION OF ANNEXATION PURSUANT TO G.S. 160A-31

WHEREAS, a petition requesting annexation of the contiguous area described herein has been received; and

WHEREAS, certification by the City Clerk as to the sufficiency of the petition has been made;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Burlington, North Carolina that:

Section 1. A public hearing on the question of annexation of the area described herein will be held at the Municipal Building at 7:00pm on Tuesday, September 15, 2020.

Section 2. The area proposed for annexation is described as follows:

0 and 1450 Hanford Road Contiguous Voluntary Annexation

Lying and being in Graham Township, Alamance County, North Carolina, known as parcel IDs 131187 and 131297, and more particularly described as follows:

Beginning at An EIP;

Thence S 01°59'36" W A Distance Of 130.31';
Thence S 04°04'16" E A Distance Of 161.67';
Thence S 04°04'16" E A Distance Of 150.11';
Thence S 18°45'44" W A Distance Of 450.33';
Thence S 18°51'07" W A Distance Of 170.21';
Thence S 63°50'50" E A Distance Of 125.03';
Thence S 63°50'50" E A Distance Of 140.62';
Thence S 02°46'20" W A Distance Of 109.27';
Thence S 36°57'10" E A Distance Of 110.43';
Thence S 45°20'50" W A Distance Of 71.93';
Thence S 32°24'31" W A Distance Of 115.34';
Thence S 27°56'45" W A Distance Of 185.96';
Thence S 39°23'03" W A Distance Of 71.66';
Thence S 44°53'02" W A Distance Of 233.01';
Thence N 60°30'42" W A Distance Of 50.06';
Thence N 31°17'15" W A Distance Of 161.48';
Thence N 45°25'57" W A Distance Of 222.88';
Thence N 31°11'42" W A Distance Of 114.30';
Thence N 12°43'03" W A Distance Of 119.33';
Thence N 42°24'21" W A Distance Of 101.78';
Thence N 36°34'41" W A Distance Of 129.84';
Thence N 18°02'17" W A Distance Of 330.97';
Thence S 56°48'24" W A Distance Of 229.40';
Thence S 52°37'00" W A Distance Of 1083.48';
Thence N 44°00'18" W A Distance Of 667.56';
Thence N 32°01'21" E A Distance Of 1248.89';
Thence N 32°25'15" E A Distance Of 30.15';
Thence N 32°25'15" E A Distance Of 344.05';
Thence N 32°34'19" E A Distance Of 1175.88';
Thence N 32°33'10" E A Distance Of 29.76';
Thence S 37°07'02" E A Distance Of 299.23';
Thence With A Curve Turning To The Right With An Arc Length Of 399.66', With A Radius Of 3973.04', With A Chord Bearing Of S 34°13'10" E, With A Chord Length Of 399.49';
Thence S 30°44'54" E A Distance Of 195.44';

Thence N 57°07'02" E A Distance Of 30.03';
Thence N 57°07'02" E A Distance Of 57.86';
Thence S 43°26'21" E A Distance Of 575.15';
Thence S 43°26'21" E A Distance Of 10.00';
Thence S 27°00'03" W A Distance Of 140.15';
Which Is The Point Of Beginning, Having An Area Of 4010376.62 Square Feet, 92.07 Acres

Section 3. Notice of the public hearing shall be published in the Times-News, a newspaper having general circulation in the City of Burlington, at least 10 days prior to the date of public hearing.

Adopted this 18th day of August 2020.

- H. To continue the public hearing set to consider the Lease and Use Agreement between the City of Burlington and the Burlington Baseball Club, Inc., from September 1, 2020 to September 15, 2020.
- I. To cancel the September 1, 2020, City Council Meeting.

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

OLD BUSINESS: - Adopt a Resolution - Installment Financing Agreement and Budget Amendment 2021-4.

Mayor Baltutis announced City Council will consider adopting a Resolution authorizing the execution and delivery of an installment financing agreement, a deed of trust, a security agreement, a project fund agreement and related documents in connection with the financing of various capital projects for the City of Burlington and approve the corresponding Budget Amendment 2021-4.

Director of Finance and Risk Management Peggy Reece presented a proposed installment financing agreement. She introduced Mitch Brigulio, the City's independent financial advisor from Davenport & Company in attendance to respond to any questions from Council Members.

Ms. Reece reported City Council held a public hearing on July 21, 2020 to consider approving installment financing arrangement. She reported with the Local Government Commission's (LGC) low rates, now is a good time to borrow and the LGC approved the City's financing at their meeting on August 4, 2020. She provided a brief overview of funding needs with a total installment financing request of \$9.5 million. She explained this allows the City the full advantage of the fixed costs associated with issuing debt, finance the complete Carousel Restoration and Carousel House construction project using a minimal amount of reserves, purchase budgeted annual replacement vehicles and equipment, complete the Fire Engine purchase that was delayed due to COVID, and addresses \$1,030,000 of necessary repairs that were unable to be addressed in this year's budget. She reported City staff recommends adopting the following Resolution and approving the Budget Amendment 2021-4 to set up a Capital Project Ordinance.

Resolution # 20-09

RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF AN
INSTALLMENT FINANCING AGREEMENT, A DEED OF TRUST, A SECURITY
AGREEMENT, A PROJECT FUND AGREEMENT AND RELATED DOCUMENTS IN

CONNECTION WITH THE FINANCING OF VARIOUS CAPITAL PROJECTS FOR
THE CITY OF BURLINGTON, NORTH CAROLINA

BE IT RESOLVED by the City Council (the “City Council”) of the City of Burlington, North Carolina (the “City”) as follows:

Section 1. The City Council does hereby find and determine as follows:

(a) There exists in the City a need to finance the costs of (i) renovating a historic carousel and constructing a carousel building to house the carousel, (ii) acquiring a fire engine and various other vehicles and equipment for use by the City, (iii) constructing, renovating and equipping various improvements to existing facilities of the City, including, but not limited to, City Hall and various fire stations and (iv) providing various streetscape and ballfield improvements (collectively, the “Project”).

(b) After a public hearing and due consideration, the City Council has determined that the most efficient manner of financing the Project will be through entering into an Installment Financing Agreement, to be dated as of the date of delivery thereof (the “Agreement”), with Truist Bank (the “Lender”) pursuant to Section 160A-20 of the General Statutes of North Carolina, as amended. Pursuant to the Agreement, the Lender will advance moneys to the City in an amount sufficient to pay the costs of the Project and the financing costs relating thereto, and the City will repay the advancement in installments, with interest (the “Installment Payments”).

(c) In order to secure its obligations under the Agreement, the City will execute and deliver a Deed of Trust, to be dated as of the date of delivery thereof (the “Deed of Trust”), granting a lien on the site of the historic carousel constituting a portion of the Project, together with all improvements and fixtures located or to be located thereon. In addition, the City will execute and deliver a Security Agreement, to be dated the date of delivery thereof (the “Security Agreement”), granting to the Lender a security interest in certain vehicles and equipment described therein constituting a portion of the Project.

(d) In order to provide for the deposit and investment of amounts advanced by the Lender to the City pending disbursement thereof to pay costs of the Project and related financing expenses, the City will execute and deliver a Project Fund Agreement, to be dated the date of delivery thereof (the “Project Fund Agreement”), between the City and the Lender.

(e) There has been presented to the City Council at this meeting drafts of the Agreement, the Deed of Trust, the Security Agreement and the Project Fund Agreement.

Section 2. In order to provide for the financing of the Project, the City is hereby authorized to enter into the Agreement and receive an advancement pursuant thereto in a principal amount not to exceed \$9,500,000. The City shall repay the advancement in installments due in the amounts and at the times set forth in the Agreement. The payments of the installment payments shall be designated as principal and interest as provided in the Agreement. The interest rate payable under the Agreement shall be 1.85% per annum (subject to adjustment as provided in the Agreement) and the final maturity shall not exceed September 1, 2035.

Section 3. The City Council hereby approves the Agreement, the Deed of Trust, the Security Agreement and the Project Fund Agreement in substantially the forms presented at this meeting. The Mayor of the City, the City Manager and the Director of Finance & Risk Management of the City are each hereby authorized to execute and deliver on behalf of the City said documents in substantially the forms presented at this meeting, containing such modifications as the person executing such documents shall approve, such execution to be conclusive evidence of approval by the City Council of any such changes.

The Interim City Clerk or any Deputy or Assistant City Clerk for the City is hereby authorized and directed to affix the official seal of the City to said documents and to attest the same as may be required.

Section 4. No deficiency judgment may be rendered against the City in any action for breach of any contractual obligation authorized pursuant to this resolution and the taxing power of the City is not and may not be pledged directly or indirectly to secure any moneys due under any contract herein authorized.

Section 5. The Mayor, the City Manager, the Director of Finance & Risk Management and the Interim City Clerk of the City, and any other officers, agents and employees of the City, are hereby authorized and directed to execute and deliver such closing certificates, opinions and other items of evidence as shall be deemed necessary to consummate the transactions described above.

Section 6. The officers, agents and employees of the City are hereby authorized and directed to do all acts and things required of them by the provisions of this resolution, the Agreement, the Deed of Trust, the Security Agreement and the Project Fund Agreement for the full, punctual and complete performance of the terms, covenants, provisions and agreements of the same.

Section 7. The City hereby represents that it reasonably expects that it, all subordinate entities thereof and all issuers issuing obligations on behalf of the City will not issue in the aggregate more than \$10,000,000 of tax-exempt obligations (not counting private-activity bonds except for qualified 501(c)(3) bonds as defined in the Code) during calendar year 2020. In addition, the City hereby designates each of the installment payments under the Agreement as a “qualified tax-exempt obligation” for the purposes of the Code.

Section 8. This resolution shall take effect immediately upon its adoption.

Upon a motion by Council Member Owen, seconded by Council Member Ward, it was resolved unanimously to adopt the foregoing Resolution and approve Budget Amendment 2021-4.

General Fund

Increase Revenues:

| | | |
|----------------|-------------------------------------|--------------|
| 01010000-30600 | Proceeds from installment financing | \$ 2,024,850 |
|----------------|-------------------------------------|--------------|

Increase Expenditures:

Peg Support

| | | |
|----------------|---------------------------|-------|
| 01040423-43390 | Equipment not capitalized | 8,500 |
|----------------|---------------------------|-------|

IT

| | | |
|----------------|---------------------------|---------|
| 01043470-43390 | Equipment not capitalized | 320,000 |
| 01043470-47400 | Equipment | 138,000 |

Planning

| | | |
|----------------|----------|--------|
| 01046491-47410 | Vehicles | 24,000 |
|----------------|----------|--------|

Planning-Code Enforcement

| | | |
|----------------|----------|--------|
| 01046492-47410 | Vehicles | 24,000 |
|----------------|----------|--------|

| | | |
|--|----------------------------|---------|
| <u>Engineering</u> | | |
| 01047493-47410 | Vehicles | 23,000 |
| <u>Police – Administration</u> | | |
| 01051511-43390 | Equipment not capitalized | 109,440 |
| 01051511-47400 | Equipment | 75,000 |
| 01051511-47410 | Vehicles | 518,300 |
| <u>Police – Records</u> | | |
| 01051513-47400 | Equipment | 6,320 |
| <u>Police – Training</u> | | |
| 01051514-47400 | Equipment | 51,840 |
| <u>Police – CID</u> | | |
| 01051515-47400 | Equipment | 10,000 |
| <u>Police – Field Ops</u> | | |
| 01051516-43390 | Equipment not capitalized | 4,200 |
| <u>Fire-Emergency Response Services</u> | | |
| 01053533-43390 | Equipment not capitalized | 28,000 |
| <u>Fire-Emergency Service Facilities</u> | | |
| 01053534-43390 | Equipment not capitalized | 5,500 |
| <u>Public Works-Streets</u> | | |
| 01060615-47410 | Vehicles | 148,500 |
| <u>Public Works-Solid Waste</u> | | |
| 01060625-47410 | Vehicles | 323,000 |
| <u>Inspections</u> | | |
| 01060680-47410 | Vehicles | 44,000 |
| <u>Recreation – Day Camps/Afterschools</u> | | |
| 01072722-47410 | Vehicles | 60,000 |
| <u>Recreation – Athletics</u> | | |
| 01072723-47400 | Equipment | 36,750 |
| <u>Recreation – IVGC</u> | | |
| 01072730-47400 | Equipment | 58,000 |
| <u>Recreation – Willowbrook Arboretum</u> | | |
| 01072732-47300 | Capital Other Improvements | 8,500 |

435 General Fund Capital Projects Fund

| | | |
|---------------------------|-------------------------------------|--------------|
| <u>Increase Revenues:</u> | | |
| 43510000 | Proceeds from installment financing | \$ 1,949,360 |

Increase Expenditures:

| | | |
|----------------|---------------------------------|-----------|
| 43553000-47200 | FS Headquarters HVAC | \$125,000 |
| 43553000-47300 | FS#2 Driveway/Wall Repairs | 100,000 |
| 43553000-47410 | Vehicles | 750,000 |
| 43560000-47200 | City Hall Chiller | 140,000 |
| 43560000-47201 | City Hall Front Landing | 125,000 |
| 43561000-47300 | Church Street Stamping | 140,000 |
| 43572000-47300 | Fairchild Fields poles/lighting | 400,000 |
| 43540000-48000 | Contingency | 150,000 |
| 43540000-41906 | Issuance Costs | 19,360 |

Carousel Restoration & Building Fund

Increase Revenues:

| | | |
|----------------|-------------------------------------|--------------|
| 01010000-30600 | Proceeds from installment financing | \$ 5,525,790 |
|----------------|-------------------------------------|--------------|

Increase Expenditures:

| | | |
|----------------|-------------------------|-----------|
| 42272724-47200 | Carousel Building | 3,675,000 |
| 42272724-41900 | Professional Services | 291,780 |
| 42272724-41906 | Issuance Costs | 70,640 |
| 42272000-47300 | Carousel Restoration | 1,250,000 |
| 42272724-48000 | Contingency | 238,370 |
| 42272724-49100 | Operating Transfers out | 1,211,100 |

Decrease Expenditures:

| | | |
|----------------|----------------------|-----------|
| 42272000-47300 | Carousel Restoration | 1,211,100 |
|----------------|----------------------|-----------|

015 General Fund Capital Reserve Fund

Increase Revenues:

| | | |
|----------------|------------------------|--------------|
| 01509000 38390 | Operating Transfers In | \$ 1,211,100 |
|----------------|------------------------|--------------|

Increase Expenditures:

| | | |
|----------------|-----------------------------|-------------|
| 01540000-47306 | General Fund Infrastructure | \$1,211,100 |
|----------------|-----------------------------|-------------|

NEW BUSINESS: - Award a Bid to Central Builders, Inc. – Carousel House Project

Mayor Baltutis announced City Council will consider awarding a contract to Central Builders, Inc., for the Burlington Carousel House project.

Facilities Manager Brandon Holt presented an update on the bid process for the Carousel House Project. He reported nine bids were received on June 30, 2020, the low bidder was Central Builders of Mebane. He reported the contract schedule is three hundred calendar day construction period with a completion date of mid-summer of 2021. He explained the bid amount does not include owner provided costs, design fee or land acquisition costs. He reported City staff recommends awarding the contract to Central Builders, Inc., for the Burlington Carousel House Project.

Upon a motion by Council Member Butler, seconded by Mayor Pro Tem Hykes, it was resolved unanimously to award the bid to Central Builders, Inc.

STAFF REPORT-CDBG-CV Emergency Income Payments, Water Utility Assistance, and Microenterprise Loans:

Mayor Baltutis announced Community Development Administrator Sonye Randolph will present a staff report on CDBG-CV Emergency Income Payments, Water Utility Assistance, and Microenterprise Loans.

Community Development Administrator Sonye Randolph provided an overview of U.S. Department of Housing and Urban Development (HUD) notification of an award to the City in the amount of \$277,455 was received to be used to prevent, prepare for, and respond to COVID-19. She reported this allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act, which was signed into law on March 27, 2020 to respond to the effects of this public health crisis. She stated at the June 2, 2020, City Council Meeting the following was approved for these funds:

Public Services (includes Water Utility Assistance, Emergency Income Assistance, and Grants to Non-Profits): \$206,817

- Emergency Income Assistance: \$39,000
- Water Utility Assistance: \$70,639
- Grants to Non-Profits: \$136,178

Microenterprise Loans: \$70,638.00

Ms. Randolph defined the following uses of the funds received and provided a brief overview of the following categories:

City of Burlington Water Utility Assistance Program

Some Burlington households are eligible to receive up to \$100/month for three consecutive months to help pay City of Burlington Water Utility bills. Households must meet the following qualifications:

- Residents must have experienced reduced income due either to COVID-related loss of work or to missing work due to COVID-related illness.
- Residents must meet low-moderate income qualifications as defined by HUD.
- Original due date on the bill that assistance is requested for is on or after March 10, 2020.
- Residents must not have received income assistance from other sources.

Assistance will be granted upon evaluation on a first-come, first-served basis. Assistance will be awarded until available funds are exhausted.

Microenterprise Loans

Qualifying Burlington businesses with five employees or fewer can apply for forgivable loans of up to \$7000. Funds must be used for approved expenses related to COVID-19 impacts. The business owner or over half of employees of the business must have low- or moderate-income as defined by HUD to be eligible.

Microenterprise Loans will be accepted and reviewed on a first-come, first-serve basis by the City's Economic Development Office until funds are exhausted.

Water Utility Assistance and Microenterprise Loan applications are both available online and can be downloaded from the City of Burlington website.

Emergency Income Assistance

Grants have been awarded to local non-profit partners to provide a range of financial assistance for Burlington residents. Earlier this year, the Community Development office put out a request for proposals for funding projects that meet criteria set out by the CARES Act. Grants were awarded to the following organizations:

- **Allied Churches of Alamance County** for rental assistance.
- **Women’s Resource Center in Alamance County** for rental, mortgage, and utility assistance (electricity/natural gas).
- **CityGate Dream Center** for rental, mortgage, and utility assistance (electricity/natural gas)

Non-Profit Partnerships

The City was also able to partner with several local non-profits to administer CDBG-CV funds. To date, we have partnered with:

- Burlington Development Corporation/Impact Alamance: Food distribution to Burlington Housing Authority residents not able to travel during the pandemic due to health restrictions.
- Burlington Development Corporation: Mask Distribution to Burlington Housing Authority residents.
- Meals on Wheels: Food distribution to the elderly not able to travel during the pandemic due to health restrictions.

Ms. Randolph reported the City has had a great response from residents since the press release was issued with forty calls initially requesting assistance. She expressed appreciation for staff throughout the City in coordinating calls and requests to the Community Development Department.

PUBLIC COMMENT PERIOD

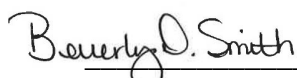
There were no public comments.

CITY COUNCIL COMMENTS

Mayor Baltutis encouraged everyone to complete the 2020 Census to assist in planning for community services. He provided a detailed report on the National League of Cities conference he attended in March 2020. He shared key highlights from presentations and courses he attended while in Washington, D.C.

ADJOURN

Upon a motion by Council Member Ward, seconded by Mayor Pro Tem Hykes, it was resolved unanimously to adjourn at 7:46pm.



Beverly D. Smith, NCCMC
Interim City Clerk

August 18, 2020
City Council Meeting