



Minutes of the Burlington City Council Meeting

Virtual Meeting
7:00pm – Tuesday, December 8, 2020

The City Council of the City of Burlington held a regularly scheduled meeting remotely beginning at 7:00pm on December 8, 2020. Due to the Coronavirus Pandemic, this meeting was convened remotely via 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: Council Member Jim Butler

The invocation was offered by Council Member Butler.

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

APPROVAL OF MINUTES: November 2, 2020 Work Session

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

ADDITIONS:

- **Consent Agenda – Item G:** Public Art Donations
- **New Business – Item 3:** Adopt Resolution COVID-19 Public Safety Measures
- **New Business – Item 4:** Budget Amendment 2021-18

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

ADOPTION OF AGENDA

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

CONSENT AGENDA:

A. To adopt an Ordinance to approve the following Traffic Commission recommendation:

Ordinance#20-33

- 1) Request to install Stop Signs at unsignalized intersections currently operating under two-way stop conditions with no stop sign in the field.
 - a. On Ashley Place at Oakland Drive
 - b. On Maury Arch (North Leg) at Oakland Drive
 - c. On Maury Arch (South Leg) at Oakland Drive
 - d. On Nottoway Terrace at Oakland Drive
 - e. On Barts Street at Hyde Street
 - f. On Regent Park Lane at Woodhaven Drive
 - g. On Westchester Drive at Woodhaven Drive
 - h. On Woodbury Drive at Woodhaven Drive
 - i. On Woodhaven Drive at Berkley Road
 - j. On Berkley Road at Woodhaven Drive
 - k. On Buckingham Court at Buckingham Road
 - l. On Bridges Street at Broad Street
 - m. On Bridges Street at Lexington Avenue
 - n. On Fourth Street at Broad Street
 - o. On Fourth Street at Oxford Lane
 - p. On Oxford Lane at Bridges Street
 - q. On Harvey Drive at Avondale Drive
 - r. On Ingle Street at Central Avenue
 - s. On Barts Street at Morningside Drive
 - t. On Kidd Drive at Tryon Street
 - u. On Kidd Drive at Morningside Drive
 - v. On Ridgeway Drive at Morningside Drive
 - w. On Kimberly Road at Canterbury Drive
 - x. On Margaret Lane at Carriage Loop (North)
 - y. On Margaret Lane at Carriage Loop (South)
 - z. On Wimbledon Circle at Cornwallis Drive
 - aa. On York Place at Lakeview Terrace
 - bb. On Walnut Street at Jefferson Street
 - cc. On Adams Street at Robertson Street

B. To approve a proposed regular meeting schedule for the 2021 Work Session and City Council Meetings.

Schedule of 2021 Regular Meetings of the Burlington City Council

The City of Burlington will hold all regular meetings in a virtual platform for the duration of the COVID-19 North Carolina State of Emergency.

Work Session Meetings

All Work Session meetings are held on the first Monday of each month beginning at 5:00pm in the Municipal Conference Room at the Burlington Municipal Building located at 425 S. Lexington Avenue.

January 4	July 19
February 1	August 16
March 1	September 20
April 5	October 4
May 3	November 1
June 14	December 6

City Council Meetings

All City Council meetings are held on the first and third Tuesday of each month beginning at 7:00pm in the Council Chambers at the Burlington Municipal Building located at 425 S. Lexington Avenue.

January 5	June 15
January 19	July 20
February 2	August 17
February 16	September 7
March 2	September 21
March 16	October 5
April 6	October 19
April 20	November 2 (7:30pm)
May 4	November 16
May 18	December 7
June 1	

Exceptions have been made due to holidays and observances and notification will be provided for any changes to the adopted schedule

- C. To approve the 2020 North Carolina Firefighters Association Annual Roster Certification pursuant to N.C.G.S. § 58-86-25.

**CITY OF BURLINGTON FIRE DEPARTMENT
Membership Roster
(2020)**

Alvis, Lawrence	Broomer, Joshua	Crawford, Kathryn B.
Ashley, Elan B.	Byrd, Robert	Davis, Anthony
Bailey, Brad	Chandler, Seth	Deal, Lee
Bailey, Stephen	Chavez-Corral Abraham	Dixon, Adam K.
Bailey, Shannon	Clayton, Tanner	Doss, Adam
Barger, Nathan	Cobb, James	Eamotte, Michael
Baulding, Joshua	Cockerham, Dustin	Everett, Chad
Boger, Lindsey	Cole, Alexander	Fleming, Chad
Brady, Joshua	Comba, Daniel	Fulcher, Joshua
Britt, Greg	Craven III, James R.	Garrett, Samuel

Givens, Vincent	Matthews, Justin	Shoffner, Greyson
Golden, Christopher	Mebane, Jay L.	Shoffner, Jeffrey D.
Gomez, Paul	Morton, Landon	Shoffner, Justin
Guthrie, Jeremy	Motley, Kelby	Slagle, Jr., Don A.
Haley, Landon	Mulford, Eric	Smith, Brandon R.
Handy, Travis	Murphy, Thurman	Smith, Christopher A.
Harris, James N.	Murray, Mark A.	Smith, Kevin M.
Hart, Branden	Murray, Matthew	Spencer, William J.
Hartung, Wesley B.	Nunn, Michael G.	Stanfield, Samuel D.
Hauser, Matthew	Oliver, Jesse D.	Stanfield, Stephen N.
Howard, Adam	Page, Ethan D.	Stevenson, David B.
Irby, Ricky	Parrish, Samuel	Stout, Shawn
Jenkins, Darren	Paschal, Kyle	Sweat, Elaina F.
Karper, Joseph	Payne, Jacob	Sykes, Travis
Keck, Blair	Poteat, Walker	Teague, Tyson S.
Kerns, Randall	Pruitt, Matthew D.	Tickle, Todd
Lawrence, Matthew	Quintana, Alyssa	Waller, Christopher B.
Lee, Justin	Ramirez, Raul	Watlington, Paul
Lewis, Jerry	Riddell, Nathaniel M.	Willets, Michael
Lineberry, Christopher	Riggan, Robert	Wilson, James
Loy, Jr., Charles	Riley, Eugene	Wilson, Michael
Loy, Jr., Joseph	Robinson, Travis	Winebarger, Ryan
Mann, Steven	Rudd, Adam H.	Wolford, Caleb
Mansfield, Russell	Sharpe, David	Wood, Joshua
Massey, Jordan C.	Shaw, James	Wright, Brock
	Shepherd, Jeffrey	Wright, Donald
	Shields, Trenton	Wrightenberry, Ronald

- D.** To approve Budget Amendment 2021-15 for grant funds awarded to the Kernodle Senior Center from the Piedmont Triad Regional Council to be used for exercise equipment, outdoor program equipment, water fountain upfit, and technology equipment for the Senior Center.

Budget Amendment 2021-15

Increase Revenues:

01004726 30112	PTCOG Grants	\$ 10,515
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Increase Expenditures:

01072726-43390	Equipment Not Capitalized	\$ 10,415
01072726 43300	Departmental Supplies	\$ 100

- E.** To approve Budget Amendment 2021-16 to allocate Rehab Loan Program Income funds for use in CDBG Professional Services.

Budget Amendment 2021-16

Increase Revenues:

55409000-38390	(Operating Transfer In)	\$20,699.78
05217000-39999	(Appropriated Fund Bal)	\$20,699.78

Increase Expenditures:

55446020-41900	(19-20 Professional Services)	\$20,699.78
05246000-49100	(Operating Transfer Out)	\$20,699.78

- F.** To approve Budget Amendment 2021-17 received from Alamance County to allocate towards eligible Burlington Communications (911) expenditures.

Budget Amendment 2021-17

Increase Revenues:

01004000-30124	Misc. State Grants	\$ 100,394
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Increase Expenditures:

01051514-43600	Uniforms & Safety Apparel	\$ 100,394
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- G.** To accept the following Public Art Donations:

- Donation of a Carousel Horse from Mr. Charles Kleeberg
- Donation of a bronze sculpture of two children and a dog to be placed at the Burlington Arboretum at Willowbrook Park contingent on adherence to Section 6 of the City of Burlington, PAMH Policy.

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

NEW BUSINESS:

Item 1: Interlocal Agreement between City of Burlington and Guilford County – Emergency Management Services:

Mayor Baltutis announced City Council will consider authorizing the approval of an Interlocal Agreement between the City of Burlington and Guilford County to provide emergency management services for a three-year term.

Human Resources Strategic Initiatives Manager, Greg Grayson presented a proposal for a regional approach to emergency management. He reported emergency management for the City historically has been part of Police Department until about six months ago when a vacancy allowed further evaluation to re-engineer the program. He reported through outreach to both Alamance and Guilford counties, the City has been able to create a partnership on an interim basis. He reported Guilford County has a regional approach to Emergency Management, the City has stayed within appropriated budget for FY 20-21 and Guilford County has been very responsive to this partnership. He noted Guilford County is North Carolina's only accredited EM Program.

Mr. Grayson provided an analysis on moving forward. He explained all available options and alternatives were evaluated by City staff. He stated the City recommends continuing moving forward with Guilford County for an approximate three-year long-term agreement. He recommended and asked for City Council to consider enabling the City Manager to execute an interlocal agreement with Guilford County to provide EM services in Burlington over the next couple of years. He reported this agreement provides enhancements, such as:

- Experienced full-time coordinator assigned to Burlington
- Provide on-site, daily presence
- Retain comprehensive access to the full Guilford staff and resources
- Emergency Management will be housed in Human Resources and parallel the City's Safety program, serving all City departments – including Police, Fire, Water Resources, Public Works, and other city functions

Upon a motion by Council Member Owen, seconded by Council Member Ward, it was resolved unanimously to approve the interlocal agreement between the City of Burlington and Guilford County to provide emergency services for a three-year term.

Item 2: 2021 Proposed Fees and Charges Schedule

Mayor Baltutis announced City Council will consider approving proposed 2021 Fees and Charges Schedule to be effective January 1, 2021.

Director of Finance and Risk Management Peggy Reece presented the revised proposed 2021 Fees and Charges Schedule and asked City Council to consider approving the recommendations. She reported Recreation and Parks fee changes will be discussed prior to approval in the FY 21-22 budget.

Upon a motion by Council Member Butler, seconded by Council Member Owen, it was resolved unanimously to approve the proposed 2021 Fees and Charges Schedule to be effective January 1, 2021.

Item 3: Adopt a Resolution – Appealing to and Encouraging Residents to Adhere to COVID-19 Public Safety Measures:

Mayor Baltutis announced City Council will consider adopting a Resolution Appealing to and Encouraging Residents to Adhere to COVID-19 Public Safety Measures.

City Manager Watkins presented on a Resolution proposed for Adoption by City Council. He reported this Resolution was written in response to the dramatic rise of COVID-19 cases in Alamance County, the State of North Carolina, and the United States. He reported this Resolution reaffirms the commitment of the Burlington City Council to supporting public health measures to slow the spread of COVID-19 and implores residents and business owners to take personal responsibility in doing their part to protect themselves, their families, and neighbors by observing public health recommendations. He reported City Council requested a Resolution strongly supporting compliance with Executive Orders issued to protect public health. He stated once issued, the Community Engagement Division will work diligently to promote the message via available communications channels.

Manager Watkins expressed appreciation to Rachel Kelly, Alan Balog, Morgan Lasater and the Community Engagement team for the work to create a well written commitment to our of the community.

Upon a motion by Council Member Owen, seconded by Council Member Butler, it was resolved unanimously to adopt the following Resolution:

Resolution#20-14

RESOLUTION OF THE BURLINGTON CITY COUNCIL APPEALING TO AND ENCOURAGING ITS RESIDENTS TO VIGILANTLY ADHERE TO THE COVID-19 PUBLIC SAFETY MEASURES SET OUT IN THE GOVERNOR’S EXECUTIVE ORDERS

WHEREAS, Governor Cooper, due to the increase in laboratory confirmed positive COVID-19 cases statewide, has requested cities to help with enforcement of the Governor’s Executive Orders; and

WHEREAS, through the issuance of Executive Order 180 on November 23, 2020, the Governor has requested cities in the State’s orange and red severity categories of its new COVID-19 County Alert System to undertake a number of actions including but not limited to enhanced encouragement for the observation of mask requirements, and capacity and mass gathering limits; and

WHEREAS, laboratory confirmed positive COVID-19 cases in Alamance County have risen to over 8,400 and sadly, over 120 Alamance County residents have passed away as a result of the virus; and

WHEREAS, community spread of COVID-19 is rising exponentially with the risk of contracting the virus in the community having doubled in the past month and is expected to double yet again in the coming month; and

WHEREAS, the CDC has projected that December, January, and February will be some of the most difficult times in the history of public health in the nation due to the stress placed on our health-care systems; and

WHEREAS, Cone Health has implemented operational changes to create more available beds for the COVID-19 patients expected to be admitted to area hospitals in the coming weeks and months; and

WHEREAS, the distribution of a vaccine to combat the COVID-19 virus for the general population is still months away; and

WHEREAS, health authorities, including the CDC, the Surgeon General of the United States, and the North Carolina Department of Health and Human Services (“NCDHHS”) have recommended the use of face coverings as a means of preventing the spread of COVID-19; and

WHEREAS, on November 23, 2020 Governor Cooper issued Executive Order 180 in an effort to help curtail the spread of COVID-19 by expanding the requirements for use of face coverings by persons in North Carolina; and

WHEREAS, on December 5, 2020 the North Carolina Department of Health and Human Services reported the highest one-day total of new cases of COVID-19, when 6,018 residents of North Carolina tested positive; and

WHEREAS, citizens and residents throughout the nation and state are experiencing “COVID-19 fatigue” resulting from having endured personal sacrifice commencing with the March 2020 onset of the virus; and

WHEREAS, it is Burlington City Council’s intent to bring awareness and emphasize the importance of these public health measures laid out in the Governor’s executive orders, including but not limited to, the face covering or mask requirements and the emergency maximum capacity limits, and to encourage its citizens to recommit to these public safety measures at this most critical time.

NOW, THEREFORE, BE IT RESOLVED, that in the face of the expected significant increases of COVID-19 cases in the next three months, the residents of Burlington accept personal responsibility to observe the following:

1. Maintain physical/social distances of at least six (6) feet.
2. Wear face coverings in all indoor settings where other individuals may be present, regardless of one's perceived ability to maintain physical distance of at least six (6) feet.
3. Wear face coverings outdoors when it is not possible to consistently be physically distant, by at least six (6) feet, from non-household members.
4. Observe the mass gathering limit as revised in Executive Order No. 176 of ten (10) people indoors and fifty (50) people outdoors.
5. Remain vigilant in the wearing of face coverings and adhering to the mass gathering limits with any non-household members, even if the non-household members are family or close friends.
6. Wash your hands as often as possible and utilize hand sanitizer as necessary.
7. Encourage your family, friends, colleagues, and social networks to remain vigilant in their compliance with public health recommendations.
8. Remain ever mindful of the devastating and potential deadly consequences of failing to observe public health guidance including your family, friends, and neighbors.

BE IT FURTHER RESOLVED that business proprietors and managers accept the responsibility to vigilantly protect their staff and customers by observing the following:

9. Ensure all employees, guests, and patrons wear face coverings at all times while on the business's premises and restrict entry to those guests and patrons who do not wear face coverings, unless an exception to the requirement applies.
10. Observe all additional restrictions applicable to your place of business as issued via Executive Order, including capacity limitations, physical distancing procedures, and provision of hand sanitizer.

The Burlington City Council hereby resolves its commitment to slow the spread of COVID-19 and protect lives in the City of Burlington and appeals to the Burlington community to come together to combat the virus by vigilantly adhering to the public health measures set out in the Governor's Executive Orders.

Adopted this the 8th day of December 2020.

Item 4: Budget Amendment 2021-18-CARES Act, Employee Pay Increases, and other purposes:

Mayor Baltutis announced City Council will consider approving Budget Amendment 2021-18 - CARES Act, Employee Pay Increases, and other purposes.

City Manager Watkins provided an overview of the discussion at the December 7, 2020 Work Session and recommended budget amendment for consideration.

Director of Finance and Risk Management Peggy Reece provided an overview of the adjustments and recommendations to the proposed Budget Amendment.

Upon a motion by Council Member Butler, seconded by Council Member Owen, it was resolved unanimously to approve the following Budget Amendment 2021-18.

Budget Amendment 2021-18

Budget Amendment BA2021-18 (CARES-Unfreeze positions-0.5% merit)

General Fund

Increase Revenues:

Sales Tax	01002000-30024	368,473
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Increase Expenditures:

Public Administration	01040421	2,757
Community Engagement	01040422	788
Economic Development	01041430	1,080
Finance	01042441	2,412
Customer Svc/Collections	01042443	3,979
Purchasing	01042444	2,828
Information Technology	01043470	3,746
Legal	01044471	985
Human Resources	01045481	1,935
Planning GIS	01046490	1,225
Planning	01046491	3,638
Planning Code Enforcement	01046492	3,988
Engineering	01047493	4,692
General Admin/Building	01048500	1,851
Police Administration	01051511	2,392
Police Records	01051513	3,615
Police Training & Personnel	01051514	1,937
Police CID/Special Ops	01051515	3,498
Police Field Operations	01051516	3,876
Police Community Policing	01051517	3,441
Police Identification	01051518	4,247
Police Communications	01051519	12,787
Police Emergency Mgmt	01051521	175
Animal Services Field	01052501	1,470
Animal Services Shelter	01052503	48,806
Fire Emer Serv Admin	01053530	2,127
Fire Stds & Personnel Dev.	01053531	810
Fire Code Compliance	01053532	42,837
Fire Emer Response Serv	01053533	15,015
Public Works Supervision	01060600	1,249
Public Works Building Main	01060605	63,580
Public Works Equipment Mai	01060610	9,884
Public Works Streets	01060615	84,940
Public Works Grnds & Cem	01060620	85,580
Public Works Solid Waste	01060625	35,884
Public Works Sustainability	01060630	260
Public Works Inspections	01060680	4,275
Transportation Traffic Con	01061640	3,116
Transportation Str Signs/M	01061642	1,647

Recreation Supervision	01072721	3,136
Recreation Day Camp & After	01072722	5,144
Recreation Athletics	01072723	7,486
Recreation SP Events, C Arts	01072724	1,571
Recreation Fairchild Stadium	01072726	33,532
Recreation Buildings	01072727	4,239
Recreation Aquatics	01072728	188
Recreation Camp Green Leaves	01072729	353
Recreation Amusement Park	01072730	4,715
Recreation Indian Valley G	01072731	333
Recreation Paramount Theatre	01072732	730
Human Resources	01045481	27,500
General Admin/Building	01048500	23,500

Decrease Expenditures:

Willowbrook Park Arboretum	01040422	919
Customer Svc/Collections	01042443	19,067
Engineering	01047493	1,290
Police Field Operations	01051516	14,086
Police Community Policing	01051517	4,823
Police Identification	01051518	2,371
Police Communications	01051519	4,279
Animal Services Field	01052501	441
Fire Code Compliance	01053532	1,060
Fire Emer Response Serv	01053533	25,213
Public Works Building Main	01060605	41,851
Public Works Equipment Mai	01060610	61,996
Public Works Streets	01060615	5,140
Public Works Grnds & Cem.	01060620	12,458
Public Works Solid Waste	01060625	13,715
Public Works Inspections	01060680	1,871
Transportation Traffic Con	01061640	1,437
Recreation Day Camp & After	01072722	1,283
Recreation Athletics	01072723	2,283
Recreation Fairchild Stadium	01072726	940
Recreation Paramount Theatre	01072732	783

Water Resources Fund

Increase Revenues:

Appropriated Fund Balance	03017000-39999	52,545
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Increase Expenditures:

W&S Building Admin & Svcs	03080750	4,513
W&A Customer Service	03080751	7,477
W&S Line Supervision	03080760	741
Water Line Maint/Repair	03080761	29,545
Water Line Svc & Constr	03080762	2,281
Sewer Line Maint/Repair	03080763	3,070
Sewer Line Svc & Constr	03080764	2,210

W&S Plants & Facilities Supv	03080770	2,126
Water Sources Protection	03080771	732
Ed Thomas Water Plant	03080772	6,982
Mackintosh Water Plant	03080773	5,783
S Burl Waste Treatment Plant	03080774	7,650
E Burl Waste Treatment Plant	03080775	8,732
Laboratories	03080776	3,406
Composting	03080777	1,620
Plants Maintenance	03080778	4,869
Lakes & Marinas	03080780	3,827

Decrease Expenditures:

W&A Customer Service	03080751	8,721
Water Line Maint/Repair	03080761	1,824
Water Line Svc & Constr	03080762	933
Sewer Line Maint/Repair	03080763	2,721
Sewer Line Svc & Constr	03080764	113
Water Sources Protection	03080771	2,883
S Burl Waste Treatment Plant	03080774	5,814
E Burl Waste Treatment Plant	03080775	3,633
Plants Maintenance	03080778	16,377

Stormwater Fund

Increase Revenues:

Appropriated Fund Balance	05817000-39999	907
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Increase Expenditures:

Stormwater	05881790	810
Stormwater - street cleaning	05881791	97

PUBLIC COMMENT PERIOD

There were no public comments.

CITY COUNCIL COMMENTS

Council Member Owen commented on Recreation and Parks employee Jane Smith and her dedication through the years and support to members of our community.

Mayor Baltutis mentioned the following events:

- Cruise through for the holidays – Recreation and Parks ensuring all safety measures are in place and provide for an enjoyable experience for the holidays.
- Memorial for Sonny W. Vaughn was well attended

City Manager Watkins commented the CDBG staff team has learned that the City is allowed to offer 6 months of payments (instead of 3 months) of \$100 per month for eligible recipients. He reported HUD regulations allow this and staff would like to begin offering this to all eligible households. He explained staff plans to begin offering 6 months of payments beginning immediately. He stated this is in keeping with Council's expressed desire to get these funds out there and fully utilized in the community and it can be a big help to those with COVID-related financial challenges. He noted all previous regulations still

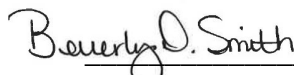
apply for eligibility (reduced income due to COVID, low-to-moderate income, original bill due date on or after 3/10/20, & no assistance from other federal sources).

City Manager Watkins reported program remains first-come, first-served and we are hopeful that people will take advantage before the holidays to help out with the many bills that pile up at this time of year. He explained HUD and the Finance Department don't require formal approval by City Council (it's allowed in the current regulations), but we wanted to let you know and seek any questions or concerns from City Council. He reported the City will begin offering the 6-month time period beginning tomorrow.

City Council consensus was for City staff to proceed and encouraged residents to reach out to the City of Burlington Finance Department, Customer Service if assistance is needed at 336-222-5100.

ADJOURN

Upon a motion by Council Member Owen, seconded by Council Member Ward, it was resolved unanimously to adjourn at 8:45pm.



Beverly D. Smith, NCCMC
Interim City Clerk

December 8, 2020
City Council Meeting