



**Minutes of the Burlington
City Council Work Session**
Virtual Meeting
5:00pm - Monday, November 1, 2021

Due to the Coronavirus Pandemic, this meeting was convened remotely using the Zoom Webinar platform.

Council Members Present:

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

Council Members Absent: None

Staff Present:

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

Scott Bibler, Peter Bishop, Jaime Joyner, Nolan Kirkman, Tony Laws, Matt Lawrence, Brian Long, Jay Mebane, Mike Nunn, Conrad Olmedo, Bob Patterson, Peggy Reece, Paige Shepard, Brian Tennent, Russell Williams, and John Vernon.

Media: Alamance News, Tomas Murawski

A) Annexation Request - Voluntary Contiguous - 0 Hanford Road

Principal Planner Jamie Lawson provided an overview and background of the petition for property located at 0 Hanford Road contiguous to the current city limits and reported this request satisfies Conditional Zoning/Development Condition No. 6 for the Makkah Masjid Burial Grounds which required annexation of the parcel prior to any NCDOT driveway permit for the project for PID 131303. She reported there are no utilities requested at this time and no development project associated with the request. She reported City staff recommends placing an addition to the November 2, 2021, City Council Meeting to set a date of public hearing for November 16, 2021.

Following the presentation, City Council consensus was to place an addition to the November 2, 2021, City Council Meeting Consent Agenda to consider adopting a Resolution of Intent setting a date of public hearing for November 16, 2021, to consider the annexation request.

B) CDBG-CV Microenterprise Allocation Summary

Economic Development Project Manager Blake Moyer reported on the completion of allocation of the City's Microenterprise Loan Funds. He reported the funds issued totaled \$156,000 and was utilized by 22 microenterprises. He provided an overview of the approvals for funding by City Council, qualifications required, and forgiveness process for the applicants.

C) Tennis Center Gazebo – In Honor of John Walton

Recreation and Parks Director Tony Laws presented a proposal requesting the renaming of the Tennis Center Gazebo to the “John Walton Gazebo” commemorating and celebrating its 25th Anniversary in honor of Tennis Coach, John Walton who served the City as Tennis Director at the time of the center’s opening and for over a decade as the center’s leader. He reported in effort to express the community’s gratitude and recognize his commitment to making the Burlington Tennis Center one of the finest facilities in North Carolina, along with his over twenty-five years of service to the local and state tennis community, it is recommended to name the tennis gazebo in his honor.

Following the presentation, City Council consensus was to place the dedication as an addition to the November 2, 2021, City Council Meeting naming the Tennis Gazebo in honor of retired Tennis Center Director, John Walton.

D) Finance Update for Fiscal Year End June 30, 2021

Director of Finance & Risk Management Peggy Reece reported on end of year June 30, 2021. She reported on general fund revenues, property taxes and sales tax. She reported on general fund expenditures, personnel related expenses, and staffing and recruitment challenges.

City Council discussed salary studies, staffing needs, and recruitment efforts being administered by various departments.

ACM, Nolan Kirkman responded to efforts made by the city in being more active in recruitment, salary increases, and skill-based incentives.

Human Resources Director Jaime Joyner responded to creative ways to recruit, professional development incentives, and collaborating with community partners for as many avenues to attract talent.

E) Travel Policy Amendments

City Manager Hardin Watkins reported on a proposed update to the City’s current Travel Policy. He reported the current policy was last updated in January 2012, in January 2014 to add per diem for the Police Department and the proposed update for November 2021. He provided an overview of the purpose of the policy revisions to eliminate redundancy and provide clarity for all city officials that travel for official purposes. He reported on the reporting requirements, policy provisions, proposed changes including best practices for meals, ground travel/auto rentals, and seminar and conference fees. He expressed appreciation to the City’s Finance Department staff. He requested advice from City Council on how to proceed and suggested options for placement on a future agenda for consideration.

Council Member Ward requested the adoption of language to the City of Burlington Code of Ordinance for consideration at the same time as the amendments to the Travel Policy.

Following discussion, City Council consensus was to place the amendments to the November 16, 2021, City Council Meeting for more discussion and consideration with a policy that includes City employees, elected officials, and consideration for adoption of City Code of Ordinance language amendments with an interpretation from City Attorney Huffman.

F) Faucette Avenue Water & Sewer Project

City Manager Watkins provided an overview of the Faucette Avenue Water and Sewer project that extends the City’s water and sewer lines into a residential area in the Glen Raven community. He reported City Council has discussed this during 2020 and 2021 and the project is ready for consideration of action in FY 21-22. He stated recommended funding is estimated at \$300,000 for extending water and sewer on Faucette Avenue and was included in the City Council approved budget for FY 20-21. He noted due to shifting of priorities amid the pandemic this project did not proceed, and the funds were transferred to a capital project fund via the year-end budget amendment approved by City Council in June 2020. He reported the funding is not eligible for CDBG or ARPA funding. He reported City staff recommends the City move forward with the installation of the water and sewer lines using funds set aside for this purpose in the Capital Project Fund.

Following a brief discussion, City Council consensus was for City staff to proceed with the project and use of funding with no further action required.

G) Boards and Commissions Reports

- Planning and Zoning Commission – None
- Traffic Commission – None
- Public Transit Advisory Commission (PTAC) - None

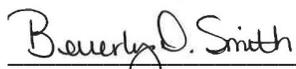
There were no reports given.

H) City Manager Report

City Manager Watkins informed City Council of a Special Meeting hosted by Alamance County being held on November 10, 2021, at 6:00pm to receive input on American Rescue Plan funds and how it will be used for residents across the county.

Manager Watkins requested permission from City Council to place an additional Budget Amendment on the November 2, 2021, City Council Meeting consent agenda for grant funding for a bee pollinator program at the Burlington Recreation and Parks Department. Council was in favor of placing the amendment on the agenda as requested.

The meeting was adjourned at 6:07pm.



Beverly D. Smith, NCCMC, Interim City Clerk