



# Minutes of the Burlington City Council Meeting

Municipal Council Chamber, 425 S. Lexington Avenue, Burlington NC  
7:00pm - Tuesday, March 1, 2022

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The City Council of the City of Burlington held a regularly scheduled meeting in the Municipal Council Chamber, 425 S. Lexington Avenue, Burlington, NC, 27215, and via Zoom on March 1, 2022 at 7:00 p.m.

Mayor Jim Butler presided.

**Council Members Present:**

Mayor Jim Butler  
Mayor Pro Tem Harold Owen  
Councilmember Kathy Hykes  
Councilmember Ronnie Wall (via Zoom)  
Councilmember Robert Ward

**Staff Present:**

City Manager Hardin Watkins  
City Attorney David Huffman  
Interim City Clerk Michelle Parker-Evans  
Planning Manager Conrad Olmedo  
City Engineer Todd Lambert

**Council Members Absent:** None

**CALL TO ORDER:** Mayor Jim Butler

**INVOCATION:** Councilmember Bob Ward

**APPROVAL OF MINUTES:**

A motion was made by Mayor Pro Tem Owen and seconded by Councilmember Ward to approve the minutes of the February 15, 2022, City Council Meeting. The motion was unanimously approved.

**CODE OF ETHICS DISCLOSING CONFLICTS OF INTEREST** –Interim City Clerk Michelle Parker-Evans read the Code of Ethics Statement. There were no conflicts of interest reported.

**ADDITIONS TO THE AGENDA**

- D. Voluntary Non-Contiguous Annexation Request – 0 Timber Trail
- E. Voluntary Non-Contiguous Annexation Request – 1718 Burch Bridge Road
- F. Biosolids Handling Professional Services Agreement
- G. Employee Compensation Package

A motion was made by Councilmember Hykes and seconded by Mayor Pro Tem Owen to adopt the additions to the agenda. The motion carried unanimously.

**ADOPTION OF AGENDA:**

Councilmember Ward made a motion seconded by Councilmember Hykes to adopt the agenda. The motion was unanimously approved.

**CONSENT AGENDA**

- A. To approve the signing of the Haw River Trail Memorandum of Understanding (MOU) by the Mayor.
- B. To approve and award the City Resurfacing contract from APAC-Atlantic for 2021-2022
- C. To approve Budget Amendment 2022-22 to accept a Fire Department donation from the Kia Accelerate the Good Program

**Increase Revenues:**

01004530 30111	Contributions- Fire	\$ 1,020
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**Increase Expenditures:**

01053532 43300	Departmental Supplies	\$ 1,020
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- D. To defer the public hearing and consideration of the Applicant’s petition for annexation at 0 Timber Trail (PID 120430) to a future time pursuant to N.C.G.S. 160D-202, Burlington City Code Section 40.40, and the terms of the Annexation Agreement executed by the Applicant and the City and filed in the Alamance County Register of Deeds
- E. To defer the public hearing and consideration of the Applicant’s petition for annexation at 1718 Burch Bridge Road (PID 127783) to a future time pursuant to N.C.G.S. 160D-202, Burlington City Code Section 40.40, and the terms of the Annexation Agreement executed by the Applicant and the City and filed in the Alamance County Register of Deeds
- F. To approve 60-month Biosolids Handling Professional Service Agreements with Synagro, LLC and McGill Environmental respectively
- G. To approve a 6% market adjustment for all full-time employees, excluding sworn police staff and telecommunicators; and to approve increasing the grade level minimums and maximums by 3% to be effective beginning April 1, 2022. This does not apply to appointed employees nor elected officials

A motion was made by Mayor Pro Tem Owen and seconded by Councilmember Hykes to approve the consent agenda. The motion carried unanimously.

**STAFF REPORTS:**

Chandler Vaughan, Elon Fellow, shared an overview of the Digital Inclusion Alliance Report. She stated that the Alliance included 28 representatives from county government, towns and cities, educational institutions, and nonprofits. The purpose of the plan was to provide elected officials input from citizens regarding digital inclusion.

Leaders met for over seven months to develop the plan. The plan was essential to assist with identifying gaps in technology capacity that would ensure that everyone had access to digital technology. She indicated that digital literacy impacted a large number of seniors.

During the pandemic, it was determined that individuals who lacked digital technology and digital literacy were not able to work from home, receive medical attention or help their children with school.

1072 households completed the survey regarding digital technology.

North State Fiber expanded fiber lines to areas including Burlington. She recommended that the City of Burlington join the Digital Inclusion Alliance. She asked the Council to think of innovative ways to help with the digital technology surveys to achieve more accurate data.

## **NEW BUSINESS**

Mayor Butler recognized Conrad Olmedo, Planning Manager, to discuss Planning items.

- 1) REZONING-22-0002: Mr. Olmedo stated the rezoning request was for Medium Density Residential (MDR) to be Light Industrial (LI). The property was located at the south side of the intersection of Danbrook Rd. and Bonnar Bridge Pkwy., addressed as 0 Danbrook Rd., and consisted of Alamance County Tax Identification Numbers 106952. The future land use plan for this area included business parks and light industrial. The request was consistent with the land use. Staff received some public comments, and the applicant followed up with information sessions. Planning and Zoning recommended approval. Mr. Olmedo asked that this item be scheduled for a public hearing on March 15, 2022.
- 2) UDOTA 2-22: Staff requested a Unified Development Ordinance Text Amendment to Section 4.5.11 (Fence or Wall), subsection d.ii., Easements. This amendment dealt with the placement of fences within easements. There were no public comments received by staff. The Planning and Zoning Commission recommended approval. Mr. Olmedo asked that this item be scheduled for a public hearing on March 15, 2022.
- 3) LOCAL HISTORIC DISTRICT AMENDMENT: Jamie Lawson, Principal Planner presented a request to amend the Local Historic District Overlay (LHO) boundaries, and removal of the following four properties: 1004, 1010, 1016 and 1022 West Davis Street, also identified as Alamance County Tax Identification Numbers 125084, 125089, 125539 and 125546 (respectively). The properties are currently zoned Medium Density Residential (MDR) and Local Historic Overlay (LHO). Ms. Lawson reported that the Historic Preservation Commission unanimously recommended denial of the request, and the Planning and Zoning Commission recommended denial of the request (4-3). There were many public comments received and forwarded to City Council. She asked that the item be scheduled for a public hearing on March 15, 2022.

Mayor Butler mentioned the standard revisions for the Historic District that staff was currently working on. He asked if the applicant was aware of the revisions. Ms. Lawson indicated that the applicants were aware that the City received a grant to update the standards and the process was underway. The applicants still wished to proceed.

The timeline on presenting the revisions to Council was planned for July 2022. There would be drafts and public meetings on the revisions in the interim. Council would receive a full document with rewrites to consider. Manager Watkins interjected that it would be a participatory process along the way that would engage elected officials and the community.

Councilmember Hykes asked for clarification on whether staff had already made some changes to speed up the Certificate of Occupancy process. Ms. Lawson stated that the process was to work with the community as soon as possible when applications were received. She noted that there were different types of applications and three levels of approval. She added that the standards were antiquated (30 years old), and the process would be included in the rewrite.

A motion was made by Councilmember Hykes and seconded by Mayor Pro Tem Owen to approve the new business items and set the items for public hearing on March 15, 2022.

### **PUBLIC COMMENT PERIOD**

Mayor Butler opened the floor for public comments for topics not on the agenda.

Mayor Butler recognized Suzanne Shoffner, 611 Westridge Drive, Burlington NC. Ms. Shoffner continued to seek the Council's support regarding a resolution on the prohibition of nuclear weapons. She urged Council to adopt a resolution to join other cities who had shown their support.

### **CITY COUNCIL COMMENTS**

Mayor Butler recognized former Mayor Ian Baltutis and Senator Amy Galey, who were present in the audience.

Council briefly discussed the compensation action taken to help maintain trained and competent employees, and to show their appreciation to staff.

Mayor Butler thanked Manager Hardin Watkins for his leadership for the past six years.

### **SWEARING IN OF INTERIM CITY MANAGER**

Interim City Clerk Michelle Parker-Evans administered the oath of public office to Interim City Manager David Cheek.

### **CLOSED SESSION**

A motion was made by Councilmember Ward and seconded by Mayor Pro Tem Owen pursuant to G.S. 143-318.11(a)(4) to discuss an economic development matter.

Council returned to open session at 9:57 pm.

There being no further business, Councilmember Hykes made a motion seconded by Mayor Pro Tem Owen to adjourn. The motion carried unanimously,

The meeting was adjourned at 9:58 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "V. Michelle Parker-Evans", with a long horizontal flourish extending to the right.

V. Michelle Parker-Evans, NCMMC  
Interim City Clerk