



# Minutes of the Burlington City Council Meeting

Paramount Theater, 128 E. Front Street, Burlington, NC  
7:00pm - Tuesday, December 7, 2021

The City Council of the City of Burlington held a regularly scheduled meeting at the Paramount Theater, 128 E. Front Street, Burlington, NC, 27215, on December 7, 2021 at 7:00 p.m.

Mayor Ian Baltutis presided.

**Council Members Present:**

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

**Staff Present:**

City Manager Hardin Watkins  
City Attorney David Huffman  
Interim City Clerk Michelle Parker-Evans  
Notary Public Beverly Smith

**Council Members Absent:** None

**CALL TO ORDER:** Mayor Ian Baltutis

**INVOCATION:** Councilmember Bob Ward

**APPROVAL OF MINUTES:**

A motion was made by Councilmember Ward and seconded by Councilmember Owen to approve the minutes of the November 1, 2021 Worksession and the November 16, 2021 City Council meeting. The motion was unanimously approved.

**Special Presentation:** Mayor Pro Tem Kathy Hykes

Mayor Pro Tem Hykes presented a plaque to Mayor Baltutis in appreciation of his service to the Burlington City Council and community. She applauded his accomplishments during his six years as Mayor. She commended the many hours he spent working with schools and reading to young children.

**CERTIFICATION OF ELECTION:** Interim City Clerk, Michelle Parker-Evans

Interim City Clerk Michelle Parker-Evans confirmed the certification of the election held November 2, 2021, certified by the Alamance County Board of Elections and the Guilford County Board of Elections as follows:

**Votes for Mayor Position:**

<i>Jim Butler</i>	<i>4,541</i>
<i>Ian Baltutis</i>	<i>3,324</i>
<i>Write-In Votes</i>	<i>26</i>

**Votes for Council Member Positions:**

<i>Ronnie Wall</i>	<i>4,483</i>
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<i>Harold Owen</i>	<i>4,274</i>
<i>Bob Byrd</i>	<i>3,222</i>
<i>Dejuana Bigelow</i>	<i>3,117</i>
<i>Write-In Votes</i>	<i>37</i>

Interim City Clerk Michelle Parker-Evans confirmed that Jim Butler was the duly elected Mayor for a two-year term expiring December 31, 2023, pursuant to law.

Interim City Clerk Parker-Evans confirmed that Harold Owen and Ronnie Wall were duly elected Council members for four-year terms expiring December 31, 2025, pursuant to law.

**ORGANIZATION OF NEW CITY COUNCIL:**

**OATH OF OFFICE NEWLY ELECTED OFFICIALS:**

Notary Public Beverly Smith administered the Oaths of Office to the following recently elected members: Mayor Butler and Councilmembers Owen and Wall.

**NEW COUNCIL CONVENES – Election of Mayor Pro Tem – Oath of Office:**

Mayor Butler called for nominations of Mayor Pro Tem.

Councilmember Ward nominated Councilmember Harold Owen as Mayor Pro Tem. There were no other nominations.

Upon a motion by Councilmember Ward, seconded by Councilmember Wall, it was resolved unanimously to elect Councilmember Harold Owen as Mayor Pro Tem.

Notary Public Smith administered the Oath of Office to Mayor Pro Tem Owen.

**COMMENTS FROM NEWLY ELECTED OFFICIALS**

Mayor Pro Tem Harold Owen and Councilmember Wall commented on the great turnout at the meeting. They both looked forward to seeing Burlington grow and prosper. They also looked forward to working with citizens and staff.

Mayor Butler was honored to serve as Mayor. He recognized and thanked all his family and campaign workers. He spoke about having a unified Council-Manager form of government. He reiterated that although he was the spokesperson, he was a part of Council.

**CODE OF ETHICS DISCLOSING CONFLICTS OF INTEREST** – Interim City Clerk, Michelle Parker-Evans

There were no conflicts of interest reported.

**ADDITIONS:**

Item G: Burlington Fire Department Fire Prevention – Skills Based Incentive Program

Item H: Burlington Police Department Annual Wrecker Rotation Contract

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

**ADOPTION OF AGENDA:**

Mayor Pro Tem Owen made a motion seconded by Councilmember Ward to adopt the agenda. The motion was unanimously approved.

**CONSENT AGENDA:**

- A.** To approve the 2021 North Carolina Firefighters’ Association Annual Roster Certification pursuant to N.C.G.S. §58-86-25.

Alvis, Lawrence	Golden, Christopher
Andrews, Logan	Guthrie, Jeremy
Ashley, Elan B.	Haley, Landon
Bailey, Brad	Handy, Travis
Bailey, Stephen	Harris, James N.
Bailey, Shannon	Hart, Branden
Baker, Zachary	Hartung, Wesley B.
Barger, Nathan	Hauser, Matthew
Baulding, Joshua	Howard, Adam
Benthe, Tyler	Irby, Ricky
Boger, Lindsey	Jenkins, Darren
Bolden, Chase	Jones, Alyson
Brady, Joshua	Karper, Joseph
Britt, Greg	Keck, Blair
Broomer, Joshua	Kerns, Randall
Byrd, Robert	Lawrence, Matthew
Chandler, Seth	Lee, Justin
Chavez-Corral Abraham	Lewis, Jacob
Clayton, Tanner	Lewis, Jerry
Cobb, James	Lineberry, Christopher
Cole, Alexander	Loy, Jr., Charles
Comba, Daniel	Loy, Jr., Joseph
Craven III, James R.	Mann, Steven
Crawford, Kathryn B.	Mansfield, Russell
Davis, Anthony	Marrs, Zachary
Deal, Lee	Massey, Jordan C.
Dixon, Adam K.	Matthews, Justin
Doss, Adam	Mebane, Jay L.
Everett, Chad	Morton, Landon
Fleming, Chad	Motley, Kelby
Fulcher, Joshua	Mulford, Eric
Garrett, Samuel	Murphy, Thurman
Givens, Vincent	Murray, Mark A.

Murray, Matthew  
Nunn, Michael G.  
Oliver, Jesse D.  
Page, Ethan D.  
Parrish, Samuel  
Paschal, Kyle  
Payne, Jacob  
Poteat, Walker  
Pruitt, Matthew D.  
Quintana, Alyssa  
Ramirez, Raul  
Reed, Bradley  
Riddell, Nathaniel M.  
Riggan, Robert  
Riley, Eugene  
Rudd, Adam H.  
Sharpe, David  
Shaw, James  
Shepherd, Jeffrey  
Shields, Trenton  
Shoffner, Greyson  
Shoffner, Jeffrey D.

Smith, Brandon R.  
Smith, Christopher A.  
Smith, Kevin M.  
Spencer, William J.  
Stanfield, Samuel D.  
Stanfield, Stephen N.  
Stevenson, David B.  
Stout, Shawn  
Sykes, Travis  
Teague, Tyson S.  
Tickle, Todd  
Waller, Christopher B.  
Watkins, Tony  
Watlington, Paul  
Willets, Michael  
Wilson, James  
Wilson, Joshua  
Winebarger, Ryan  
Wolford, Caleb  
Wright, Brock  
Wright, Donald  
Wrightenberry, Ronald

- B.** To adopt the 2021 General Records and Program Records Retention Schedules for Local Government Agencies issued by the NC Department of Cultural Resources, pursuant to N.C.G.S. §121-5 (c) and 132-8.
- C.** To approve Proposed Fees and Charges Schedule Changes to be effective January 1, 2022.
- D.** To amend Budget Amendment 2022-16 – Project Ordinance to recognize funding awarded to the Burlington Police Department by the US Department of Justice COPS Hiring Program.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BURLINGTON, NORTH CAROLINA, that pursuant to Section 13.2 Chapter 159 of the General Statutes of North Carolina, the following Project Ordinance is hereby adopted.

- Sec. 1. The project authorized is the US Department of Justice Community Oriented Policing (COPS) Hiring Program (CHP) Project Ordinance. Grant #16-17 is used to hire and retain 6 new police officers. Grant #21-22 is used to hire and retain 6 new police officers. This is a federal grant program with 75% federal funding with a minimum 25% city match.
- Sec. 2. The officials of the City of Burlington are hereby directed to proceed with this project within the terms stated in the Grant contract.

Sec. 3. The following revenues are anticipated to be available to the City to complete the project:

Grant#16-17 (BA2017-23)

01017000-39999	Appropriated Fund Balance	\$ 245,029
52004017-32023	Federal Grant 16-17	735,060
52009000-30700	Operating Transfer In	245,029

Grant#21-22 (BA2022-16)

<b>01017000-39999</b>	<b>Appropriated Fund Balance</b>	<b>803,000</b>
<b>52004022-32023</b>	<b>Federal Grant 21-22</b>	<b>750,000</b>
<b>52009000-30700</b>	<b>Operating Transfer In</b>	<b>803,000</b>

Sec. 4. The following amounts are appropriated for the project:

Grant#16-17 (BA2017-23)

01048500-49100	Operating Transfer Out	245,029
52051000-40200	Personnel Services	727,069
52051000-40500	Fica Taxes	50,870
52051000-40600	Group Insurance	115,700
52051000-40700	Retirement Expense	53,200
52051000-40800	401K	33,250

Grant#21-22 (BA2022-16)

<b>01048500-49100</b>	<b>Operating Transfer Out</b>	<b>803,000</b>
<b>52051000-40200</b>	<b>Personnel Services</b>	<b>1,101,800</b>
<b>52051000-40500</b>	<b>Fica Taxes</b>	<b>70,400</b>
<b>52051000-40600</b>	<b>Group Insurance</b>	<b>224,000</b>
<b>52051000-40700</b>	<b>Retirement Expense</b>	<b>110,800</b>
<b>52051000-40800</b>	<b>401K</b>	<b>46,000</b>

Sec. 5. The Finance Director shall report on the financial status of this project as directed by the City Council and shall inform the Council of any unusual occurrences.

Sec. 6. Copies of this Project Ordinance shall be made available to the Budget Officer and the Finance Director for direction in carrying out this project.

Sec. 7. That this ordinance shall take effect upon passage.

- E.** To approve Municipal Agreements between the City of Burlington and the NC Department of Transportation (NCDOT) for the required utility relocations and construction of sidewalks and multi-use paths as part of NCDOT Project U-6010 and authorize the Finance Department to move the required amount from the unassigned fund balance into a restricted balance fund.

- F. To reappoint the following Boards and Commissions members to the Airport Authority with terms to expire on December 31, 2025.
- Dr. Samuel Powell – City Appointment (reappointment)
  - John McDonald – City Appointment (reappointment)
  - Keith Hall – Joint Appointment by City and County (reappointment)
- G. To approve the implementation of the Burlington Fire Department Fire Prevention Skills Based Incentive Program.
- H. To approve amendments to the Burlington Police Department Annual Wrecker Contract.

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

### **CITY COUNCIL DISCUSSION ON FOCUS POINTS FOR 2022**

Mayor Butler opened the floor for current Councilmembers to discuss any focus points they would like to add to the working list for the upcoming year.

Mayor Pro Tem Owen spoke about Burlington being a hardworking, resilient community and the opportunity for attracting growth to the community.

Councilmember Ward spoke about the economic opportunities and his desire to continue to work on those endeavors.

Councilmember Hykes spoke about her desire for prosperity for all people in Alamance and the City of Burlington. She added that housing and hunger needed to be addressed, as well as pay for employees.

Mayor Butler added that homelessness, broadband and compensation for staff were important issues.

Mayor Pro Tem Owen concluded with acknowledging the strong relationship between the City and County. He recognized all elected officials in the audience.

### **PUBLIC COMMENT PERIOD**

Suzanne Shauffner, 611 Westridge Drive, Burlington NC addressed the Council by reading a resolution regarding the dangers of nuclear weapons. She shared a signed letter on behalf of religious and community groups. She asked the City of Burlington to join other cities that have signed the United Nations treaty to prohibit nuclear weapons.

The Chair of the Alamance County Commissioners, John Paisley, reiterated the great working relationship between the City and County and thanked the Council for their work.

There were no other public comments.

### **CITY COUNCIL COMMENTS**

Mayor Butler read the following announcements:

**Crews began Upgrades of Aging Water Meters with New Smart Meters last week**  
The City is upgrading to smart meters that will improve both staff efficiency and customer billing experience. Crews will begin replacing the City's 24,000 aging water meters in the coming months. Most meters are expected to be replaced by the end of 2022. Water meters in Burlington are located outside the home, so residents will not need to be present during installation. Installers will work Monday – Friday from 7am – 5pm and Saturdays from 9am to 4:30pm. A door hanger will be placed on residents' front doors several days prior to the installation. Installers will be wearing neon yellow t-shirts with U.S. Bronco on the back and will have an ID badge with the city of Burlington's logo. For local businesses, technicians will schedule a convenient time for the meter replacement to cause minimal disruption. For more information, visit <https://burlingtonnc.gov/WaterMeter> or call (336) 222-5100.

**Today** the Burlington Police Department held a memorial for Patrolman Sonnie Vaughn that was killed in the line of duty on December 7th, 1938. They were joined by members of the Vaughn family and officers wore commemorative badges that are in keeping with the badge style during Patrolman Vaughn's tenure with the Burlington Police Department. This occurs annual to remember the ultimate sacrifice of Patrolman Vaughn.

**This week December 5-11** is NC Winter Weather Preparedness week. The best thing you can do to be prepared for winter weather is to review your family emergency plans with everyone in your home. You should also make sure your emergency supply kit is up to date and stay informed about weather forecasts.

#### **Holiday Magic – this Saturday December 11<sup>th</sup> from 4-7pm**

The streets of Downtown Burlington will truly be filled with "Holiday Magic" during this 3 hour special event! Performances from local dance groups, food vendors, shopping at local businesses, photo booths, face painting, balloon twisting, non-profit organizations, Santa & Mrs Claus, trackless train rides and more will fill the streets and surrounding Depot area on Saturday, December 11th from 4-7pm.

#### **Home for the Holidays Pet Adoption Special – through Dec 31**

Adopt any pet for only \$20 during the Home for the Holidays Adoption Special. Now through December 31st at Burlington Animal Services Pet Adoption & Resource Center. Visit [www.burlingtonnc.gov/pets](http://www.burlingtonnc.gov/pets) to view available pets and make an appointment to visit.

**City Offices Closed**

Christmas Holiday - December 23 - 27, 2021

New Year's Day - December 31, 2021

**January Swim Lesson Registration – register through Dec 19**

Registration ends December 19th for American Red Cross January swim lessons at the Maynard Aquatics Center. Ages 6 months-adults. Call 336-222-5043 or go to [BurlingtonNC.gov/aquatics](http://BurlingtonNC.gov/aquatics) to register.

Mayor Butler spoke about attending the “Coffee with Cops” with the Burlington Police Department. He applauded the efforts of the Department for their involvement in community events.

City Manager Watkins announced the sudden death of a City employee, Brent Jones, who was employed in the City’s Water & Sewer Pipe Maintenance Division as a Maintenance Worker I. Manager Watkins asked for thoughts and prayers for the family and colleagues of Brent Jones.

There being no further business, Councilmember Hykes made a motion seconded by Councilmember Ward to adjourn. The motion carried unanimously,

The meeting was adjourned at 8:05 pm.

Respectfully submitted,

V. Michelle Parker-Evans

V. Michelle Parker-Evans  
Interim City Clerk