

**CITY OF BURLINGTON
KIT CARSON COUNTY
CITY COUNCIL
REGULAR MEETING
AGENDA
22-2016
COMMUNITY BUILDING ROOM A
340 S 14TH STREET
November 28, 2016
6:30 PM**

- 1 Call to Order**
- 2 Pledge of Allegiance**
- 3 Consent Agenda Items**
Any consent agenda item may be removed from the Consent Agenda and placed under Business if discussion is desired. Otherwise, one motion will pass all items.

Minutes for 11-1-16, 11-7-16 and 11-14-16.
Approval of bills.
- 4 Public Comment**
- 5 Public Hearing**
Approval of transfer of ownership for Burlington Liquors.
- 6 Unfinished Business**
- 7 New Business**
 - A. Approval of the memorandum of estimated timeline and hiring process for the City Administrator position.
- 8 Reports from City Departments**

Clerk- Shelly Clark	Activities- Tyson Weisshaar
Treasurer- Veronica Boyles	Airport-Daniel Melia
Public Works- Tim Ellis	Library-Della Yersin
Police- Barry Romans	Old Town- Nikki Wall
Economic Development- Rol Hudler	
- 9 Council Comments**
 - A. Mayor Dale Franklin
 - B. Rod Murray
 - C. Mike Halde
 - D. Mark Burghart
 - E. Kamron Weisshaar
 - F. Beth Crites
 - G. Harold McNerney
- 10 Adjournment**

Emergency matters that may come before Council may be discussed with decisions to be ratified at a subsequent Council meeting.

**MINUTES OF THE MEETING
OF THE MEMBERS OF THE CITY COUNCIL
CITY OF BURLINGTON
COUNTY OF KIT CARSON
STATE OF COLORADO
6:30PM
COMMUNITY BUILDING ROOM A
340 S 14TH STREET
November 1, 2016**

Mayor Dale Franklin called the meeting to order at 6:30PM.

1 The roll call of members was read and those answering were:

Harold McNerney	Rod Murray
Mark Burghart	Beth Crites

Absent: Mike Halde, Kamron Weisshaar

Staff/Officials:

Shelly Clark, City Clerk
Daniel Melia, Airport
Veronica Boyles, Treasurer
Barry Romans, Police
Della Yersin, Library
Nikki Wall, Old Town
Suzy Velasco, IT
Nick McCarty-Daniels-Library

Also: Clint Wilder
Nathan Hill
Troy Hinkhouse
John Dodson

2 Pledge of Allegiance

3 Consent Agenda Items:

Any consent agenda item may be removed from the Consent Agenda and placed under Business if discussion is desired. Otherwise, one motion will pass all items.

Minutes for 9-19-2016, 9-26-2016, 10-10-2016 and 10-17-2016.

Approval of bills.

Approval of renewing Hotel & Restaurant Liquor License for Chen Vuong Thai.

Approval of renewing 3.2 Beer Off Premises Liquor License for Love's Travel Stops & Country Stores Inc.

Approval of temporary permit for BLT Liquor Investments, LLC DBA: Burlington Liquors.

MOTION by Crites, second by McNerney to approve the consent agenda items.

Those yea: Murray, Burghart, Crites, McNerney

Those nay:

Motion passes.

4 Public Comment

5 Department Head Reports:

Grinnan=>

Clark=> Report is in the packet. Discussed water project – Steve Rabe and Ron McLaughlin are keeping her up to date. Bid openings will be scheduled soon. Discussion about contractors. Should have more info by 11/5. Ellis met with four contractors last week. Completion date is November, 2017. Discussion on start date. Discussion on Della's retirement. McKinley is going to be doing recording of the minutes.

Boyles=> Has helped Mayberry get report ready for loan documents.

Ellis=> Absent

Romans=> Report is in the packet. Did Halloween bags for elementary students. Working with ministerial alliance. Have surpassed previous year's case numbers. Jamie Foster left the Department. Have received applications for cadet program.

Hudler=> Report is in the packet.

Velasco=> Report is in the packet.

Weisshaar=> Report is in the packet.

Melia=> Discussion on CPS hangar. All going fine. Interested party for new hangar. Working on plan by Armstrong. Hangar will be 60' x 60'. Will bring master plan next meeting.

Yersin=> Report is in the packet.

McCarty-Daniels Has kids writing reviews for the newspaper. Solar eclipse. Summer reading program. Interested in story hour for older kids and may coordinate with Activities for this. Murray asked about target audience for older kids. McCarty- Daniels said probably 8-12.

Wall=> Report is in the packet.

Pankratz=> Absent

6 UNFINISHED BUSINESS:

7 NEW BUSINESS:

- A. Ratification of the Mayor's signature on the representation letter from Holscher, Mayberry & Company, LLC for the 2015 audit. Mayor asked Clark if there is any discussion and she shared that it was completed and it is the exit statement for the council. Mayberry will be coming back to see if we will want to set up next year's audit date. It will probably be in April but it is not certain that we will be prepared for that yet so we can delay it until May if we need to.

MOTION by McNerney, second by Crites to approve ratification of the Mayor's signature on the representation letter from Holscher, Mayberry & Company, LLC for the 2015 audit

Those yea: Murray, Burghart, Crites, McNerney

Those nay:

Motion passes.

- B. Approval of Ordinance 919 Amending Ordinance 917 relating to the authorization of a loan agreement with the Colorado Water Resources and Power Development Authority providing for other details in connection therewith, and declaring an emergency. Discussion on nature of Ordinance 919.

MOTION by McNerney, second by Murray to approve Ordinance 919 Amending Ordinance 917 relating to the authorization of a loan agreement with the Colorado Water Resources and Power

Development Authority providing for other details in connection therewith, and declaring an emergency.

Those yea: Murray, Halde, Burghart, Crites, McNerney

Those nay:

Motion passes.

- C. Nominations for the East Central Council of Local Governments Board of Directors.
Hal has served and would be open to serve again.

MOTION by Murray, second by Crites to nominate McNerney for East Central Council of Local Government Board of Directors.

Those yea: Murray, Burghart, Crites, McNerney

Those nay:

Motion passes.

- D. Discussion on request from IT to purchase two additional user licenses for concurrent use of Caselle at City Hall. Discussion on additional user licenses – Velasco explained the reason for this need for unrestricted licenses. Discussion regarding fees, etc. Clark discussed the need for this regarding Trotter re: other departments being able to use this feature. Consultant will need to have this available as well. We do have some money budgeted for this. Clark shared that Lorraine brought to our attention that we may want to use this for other department's cash receipting.

MOTION by Murray, second by Crites to approve the purchase of two additional user licenses for concurrent use of Caselle at City Hall.

Those yea: Murray, Burghart, Crites, McNerney

Those nay:

Motion passes.

EXECUTIVE SESSION: (7:14pm) CRS Section 24-6-402(2)(f) for the purpose of discussion of a personnel matter.

MOTION by Murray, second by McNerney to move into executive session for the purpose of discussion on a personnel matter, CRS Section 24-6-402(2)(f).

Those yea: McNerney, Murray, Burghart, Crites

Those nay:

Motion passes.

MOTION by Burghart, second by Murray to reconvene back to regular session.

Those yea: McNerney, Murray, Burghart, Crites

Those nay:

Motion passes.

MOTION by Burghart, second by Murray to increase Clark's wages by \$5.00/hr.

Those yea: McNerney, Murray, Crites, Burghart

Those nay:

Motion passes.

8 REPORTS AND COMMENTS FROM MAYOR AND COUNCIL:

- A. Mayor Dale Franklin-
- B. Mike Halde
- C. Mark Burghart
- D. Kamron Weisshaar
- E. Beth Crites- Weeds in median at the Y.
- F. Harold McNerney
- G. Rod Murray- believes we should start advertising for a city administrator in case Clark doesn't work out. Thinks it should be a competitive choice.

MOTION by Murray, second by McNerney to advertise for administrator position.

Those yea: Burghart, Crites, McNerney, Murray

Those nay:

Motion passes

MOTION by Burghart second by McNerney to adjourn the meeting at 7:55 PM.

Those yea: Burghart, Crites, McNerney, Murray

Those nay:

Motion passes.

Dale Franklin, Mayor

Karen McKinley, Deputy Clerk

MINUTES OF THE MEETING
OF THE MEMBERS OF THE CITY COUNCIL
CITY OF BURLINGTON
COUNTY OF KIT CARSON
STATE OF COLORADO
Community Building
340 S 14th Street
6:00 pm
November 7, 2016
Special Meeting

Mayor Dale Franklin called the meeting to order at 6:00 PM.

1 The roll call of members was read and those answering were:

Rod Murray Beth Crites
Mark Burghart Harold McNerney

Absent: Mike Halde, Kamron Weisshaar

Staff Officials:

Shelly Clark, City Clerk
Karen McKinley
Tim Ellis, Public Works
Veronica Boyles, Treasurer
Mike Grinnan, City Attorney

Also: Ron McLaughlin

Allyson Junker
Jim McCormick

2 Pledge of Allegiance

3 Awarding of bids for City of Burlington's water project.

There are three different schedules. (See below) Discussion on schedules and which wells would be used. Skarco will look at project to see if he can trim any costs. Discussion on Hitchcock PVC v. HDPE. Believes with some modifications, we can get close to 4 million. McCormick thinks we may be changing specifications from original. Mayor doesn't want to delay any more than necessary. Crites questions 4 inch line v. 8 inch line. An 8 inch line would allow us to serve existing plus outside of town. McLaughlin shared that we could profit from selling to people outside City limits. Mayor thinks we should use 8 inch line.

Schedule A – Pipelines

Van Kirk Brothers Contracting	\$1,154,181.81
McCormick Excavating & Paving	\$1,225,547.40
Concrete Specialities	\$1,498,045.38
K.R. Swerdfeger	\$1,159,100.00
Hitchcock, Inc.	\$1,103,133.00

Schedule B- Well Development

Glacier Construction Co.	\$1,631,000.00
Velocity Constructors, Inc.	\$1,561,143.00
Downey Drilling	\$1,277,120.00

Schedule C – Central Blending Plant

Glacier Construction Co.	\$2,239,000.00
Skarco Design, LLC	\$1,769,602.25
Velocity Constructors, Inc.	\$2,454,824.00

MOTION by McNerney, second by Burghart to approve low bid and give Steve Rabe and Ron McLaughlin authority to see if we can save any costs and lower to 4 million dollars, excluding Well 10.

Those yea: Murray, Burghart, McNerney

Those nay: Crites

Motion passes.

Request to amend the agenda by adding a proposal from Professional Management Solutions for providing monthly financial services.

Discussion regarding having Lorraine Trotter here to get a plan in place for reconciling accounts. We have some money in wrong accounts. Budget needs to be passed soon. Trotter would prefer to do separate proposal to determine if we are over-staffed. Discussion about help for accounts payable. Trotter will set up protocol for us to follow in order to get budget passed.

MOTION by Burghart, second by Crites to approve to approve the proposal from Professional Management Solutions for providing monthly financial services.

Those yea: Murray, Burghart, Crites, McNerney

Those nay:

Motion passes.

4 Council Comments

A. Mayor Dale Franklin

B. Rod Murray

- C. Mike Halde
- D. Mark Burghart-Thanks to whoever fixed his street.
- E. Kamron Weisshaar
- F. Beth Crites
- G. Harold McNerney

5 Adjournment

MOTION by, McNerney, second by Burghart to adjourn the meeting at 6:57 PM.

Those yea: Murray, Halde, Burghart, Crites

Those nay:

Motion passes.

Dale Franklin, Mayor

Karen McKinley, Deputy Clerk

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MINUTES OF THE MEETING
OF THE MEMBERS OF THE CITY COUNCIL
CITY OF BURLINGTON
COUNTY OF KIT CARSON
STATE OF COLORADO
Community Building
340 S 14th Street
6:30 pm
November 14, 2016

Mayor Dale Franklin called the meeting to order at 6:30 PM.

1 The roll call of members was read and those answering were:

Kamron Weisshaar Beth Crites
Harold McNerney Rod Murray

Absent: Mark Burghart
Mike Halde

Staff/Officials:

Mike Grinnan, City Attorney
Veronica Boyles, City Treasurer
Shelly Clark, City Clerk
Karen McKinley, Deputy Clerk
Suzy Velasco, Treasurer
Tyson Weisshaar, Activities
Mike Grinnan, City Attorney

Also: Clint Wilder

2 Pledge of Allegiance

3 Consent Agenda Items

Any consent agenda item may be removed from the Consent Agenda and placed under Business if discussion is desired. Otherwise, one motion will pass all items.

Approval of the bills.

MOTION by McNerney, second by Murray to approve the consent agenda items.

Those yea: Weisshaar, Crites, McNerney, Murray

Those nay:

Motion passes.

4 Public Comments

5 Departments

Attorney-Mike Grinnan

Clerk- Shelly Clark- Report is in the packet. Discussion about water rate increase.

Treasurer- Veronica Boyles
IT – Suzy Velasco

Amendment to Agenda:

- A. Weisshaar to discuss Michael Martin Murphy Christmas Concert.**
Discussion on concert and whether or not to hold concert. Council made consensus agreement to allow Weisshaar to negotiate contract. If the correction to the contract can't be made, Weisshaar can cancel the concert.
- B. Approval of Employee Christmas Bonuses.**
Discussion on employee Christmas bonuses.

MOTION by McNerney, second by Weisshaar to approve Employee Christmas bonuses in cash.
Those yea: Weisshaar, Crites, McNerney, Murray
Those nay:
Motion passes

6 Work Session Topics

Unfinished Business
None

New Business

- A. Water Efficiency Plan**
Discussion on Water Efficiency Plan – renewable energy, cost savings.
Discussion on rebates for zeroscaping and other water-saving measures.
Crites shared several areas in the plan that need corrected.

MOTION by McNerney, second by Murray to approve the Water Efficiency plan contingent on corrections.
Those yea: Weisshaar, Crites, McNerney, Murray
Those nay:
Motion passes.

7 REPORTS AND COMMENTS FROM MAYOR AND COUNCIL:

- A. Mayor Dale Franklin** – Asked Clark to explain discussion with Don Duerst and the State today.
- B. Kamron Weisshaar** – Asked why Parks Dept. was cleaning up leaves at elementary school. Clark shared they used the street sweeper we had on loan. Clark said she will ask more questions.
- C. Beth Crites** – Asked about extension from State.
- D. Harold McNerney**
- E. Rod Murray**

8 MOTION by Crites, second by Weisshaar to adjourn the meeting at 7:37 PM.
Those yea: Weisshaar, Crites, McNerney, Murray
Those nay:
Motion passes.

Dale Franklin, Mayor

Karen McKinley, Deputy Clerk

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PO	Vendor	Amt.	Dept	Description
50980	Accutest	\$ 161.50	Water	Waste Water Samples
50982	Accutest	\$ 252.50	Water	Nitrate Samples
51095	Accutest	\$ 38.00	Water	E-Coli Testing
51033	Accutest	\$ 176.50	Water	Waste Water Samples
51114	Accutest	\$ 38.00	Water	E-Coli Testing
49913	Advanced Auto Parts	\$ 243.86	Streets	2-12 Volt Batteries
51061	Advanced Auto Parts	\$ 62.06	Streets	Versatile Tractor Loader Parts
48472	Advanced Auto Parts	\$ 49.14	Streets	Hydraulic Hose & Filters for Versatile Tractor
50936	Advanced Auto Parts	\$ 5.50	Electric	Ring Terminals
48478	Advanced Auto Parts	\$ 197.98	Streets	Batteries for Freightliner
51071	Allegiance Cobra Services	\$ 44.65	Admin	November Cobra Services
51093	AlSCO	\$ 17.00	Comm Center	Dust Mops, Mop Handles
51111	AlSCO	\$ 17.00	Comm Center	Dust Mops, Mop Handles
51098	Amack's	\$ 2,390.66	Various	September Fuel Used
48448	Amazon	\$ 136.85	Misc	Shark Navigator Vacuum for VA Clinic
50042	Amazon	\$ 68.32	IT/Admin	10 Key Calculator-It, Advil & Tylenol-Admin
50960	Ascap	\$ 343.50	Old Town/Activities	Music License Fee
51110	AT&T	\$ 323.43	Various	November Long Distance
51069	Black Hills Energy	\$ 1,223.13	Various	October Gas Charges
51115	Butler Snow	\$ 10,000.00	Water	Services Rendered for Bond Counsel Regarding Loan Agreement
48476	Bomgaars	\$ 59.84	Streets	Chain Saw Chain & 2 Cycle Oil
48479	Bomgaars	\$ 25.94	Shop	Snow Brushes/Scrapers
51078	Burlington Chamber Commerce	\$ 383.34	Admin	Monthly Chamber Dues
48473	Burlington Home Center	\$ 95.51	Water	7 Brackets for Desk & Tire Slime Sealant
49911	Burlington Home Center	\$ 35.98	Water	2 Heaters for Well House
50701	Burlington Home Center	\$ 29.49	PD	Snow/Ice Melt
51065	Burns, Figa & Will, P.C.	\$ 2,259.50	Admin	Hutton Educational Foundation
51070	Caselle	\$ 3,200.00	Admin	Increase Concurrent User Licenses
50041	CDW Government	\$ 99.75	IT	Power Adapters for Wireless AP's
50697	Chief Law Enforcement Supply	\$ 248.48	PD	PD Jacket for New Hire
51089	Cirsa	\$ 354.70	Liability	October Deductible for Claim PC6000731-1
51085	City of Burlington-Bond Repayment	\$ 35,000.00	Water	Monthly Bond Repayment
51092	Colorado Limited, Inc.	\$ 375.00	Old Town	Colorado Gear for Gift Shop
50700	Computer Central	\$ 12.99	PD	Memory Card
51079	Cuellar, Socorro	\$ 800.00	Misc	VA Clinic Monthly Cleaning
51063	Display Sales	\$ 1,204.00	Admin	Christmas Bulbs
51068	DPC Industries	\$ 40.00	Water	Chlorine
51116	E-470 Public Highway Authority	\$ 5.00	Water	License Plate 231EAB Toll Fee
50696	Embroidery RX Plus	\$ 109.73	PD	Uniforms-PD Polos & Embroidery for New Hire & Jacket for Snyder
51109	Great America Financial	\$ 59.05	Admin	Mailing Meter Rental
51081	Grinnan, Michael	\$ 2,500.00	Admin	Monthly Legal Services
51113	Henry, Lois	\$ 1,000.00	Old Town	Horse Drawn Wagon Rides on 12/16 & 12/23
51074	Herman Lumber	\$ 33.99	Admin	Deadbolt to Re-Key City Hall
48475	Herman Lumber	\$ 23.14	Water	Liquid Nails, Grille Sidewalle, 2 Outlets
48474	Herman Lumber	\$ 28.91	Old Town/Comm. Center	Filters for Old Town, Gorilla Glue for Activities
51099	Herman Lumber	\$ 19.05	Water	Pipe Fittings
51096	Herman Lumber	\$ 158.40	Water	Plywood & Supplies for Ron's Desk
49912	Herman Lumber	\$ 17.98	Electric	Ice Brushes/Scrapers
51100	Herman Lumber	\$ 9.99	Water	Box of Screws
48477	Herman Lumber	\$ 25.49	Comm Center	Snow/Ice Melt
51107	Herman Lumber	\$ 1.72	Water	Molly/Toggle Bolts
49914	Herman Lumber	\$ 12.99	Parks	Tire Repair for Wheel Barrow
51120	Herman Lumber	\$ 6.99	Electric	Duct Tape
51121	Herman Lumber	\$ 9.99	Electric	Tee-Pipe for Light Plant
51066	Howell, David	\$ 60.00	Activities	Running Lights During Outback Arts Council Performances
23139	Ingram	\$ 782.73	Library	October Book Purchases
50855	John Deere Financial	\$ 56.78	Electric	Nitrogen
50961	John Deere Financial	\$ 245.26	Streets	Water Pump for Street Sweeper
49906	John Deere Financial	\$ (98.40)	Welcome Center	Credit/Return Mower Oil
49906	John Deere Financial	\$ 116.88	Welcome Center	Oil & Oil Filter for John Deere Mower
51086	Kit Carson County	\$ 5,833.33	PD	Monthly Dispatch Fees
51103	Kit Carson County Landfill	\$ 20.23	Streets	Dumping Fees
51082	Knapp, Arrianne	\$ 25.00	Judicial	Cleaning Courthouse

MEMORANDUM

To: Mayor and City Council
From: Steven G. Rabe, Consultant
Date: November 28, 2016

C.R.S. 24-6-402(3.5) states that the local government body shall establish job search goals, including the writing of a job description, deadlines for applications, requirements for applicants, selection procedures and the time frame for appointing a City Administrator, all in an open meeting of said body. As proposed, the following should provide the framework for meeting these statutory requirements:

Estimated Timeline

- City Council approves hiring process on November 28, 2016
- Initial ads are placed by December 3, 2016
- Application packets ready by December 5, 2016
- Application deadline on January 6, 2017
- Semi-finalists determined by January 13, 2017
- Phone interviews with Semi-finalists conducted by January 27, 2017
- Finalist pool submitted to Council by January 30, 2017
- Council interviews week of February 6, 2017
- Council decision no later than February 13, 2017
- City Administrator start date no later than March 13, 2017

Process

- Advertise position
- Consultant to create Application Packets, to include:
 - Letter from Consultant
 - Instructions for Completing Your Application Package
 - Hiring Process Timeline
 - Job Description
 - The Ideal Candidate
 - Standard Employment Application; and
 - Self- Evaluation
- Initial screening of applicants by Consultant
 - Selection of Semi-finalists
 - All applicants will be informed via letter of their status
- Phone interview of Semi-finalists by Consultant
- List of Finalists submitted to City Council
 - List of Finalists made public
 - Finalists scheduled for interviews
 - Finalist packet created, to include:
 - Letter from Consultant
 - Salary & Benefits Sheet

Travel Reimbursement Form; and
Information and Release Form
Others informed of status via letter
Consultant to do reference checks
Finalist Orientation Session with Department Heads
Interview with City Council
Consultant to facilitate Background/MVR
Council to establish parameters for negotiations
Successful candidate contacted via phone by Consultant
Consultant to negotiate with successful candidate
Consultant to draft employment agreement
Unsuccessful candidates informed via letter of their status

In order for this process to move forward and allow the City to begin to solicit applications, the City Council may choose to utilize one of the following options:

- Approve the application process and timeline as outlined in this Memorandum;
- Approve the above as amended; or
- Other action as the Council deems appropriate.



www.burlingtoncolo.com

415 15th Street Burlington, CO 80807 Phone 719-346-8652 Fax 719-346-8397

**CITY CLERK REPORT
11-28-2016**

On the agenda is approval of the minutes from 11-1-16, 11-7-16 and 11-14-16. Also is the approval of the transfer of ownership for Burlington Liquor. They have presented all of their paperwork and need approval of the Council.

Steve asked that approval of the memorandum of estimated timeline and hiring process for the City Administrator position be added to the agenda.

Update on Water Project:

Notice of Awards:

Schedule A- Hitchcock, Inc. – \$1,051,550.36

Schedule B- Downey Drilling, Inc. - \$1,252,900.00

Schedule C- Skarco, LLC. - \$1,668,352.00

Attached is the newly revised project budget after Steve's discussion with Brad Monson this morning. Based on our estimates, and contingent on the Authority's approval, we still are able to maintain a 5% contingency, but the City will have to cough up another \$16,361 for the project because of the proposed engineering fees. If what he says is true, the City's total debt will be \$2.5 million, but you already have a \$330,000 in principle forgiveness and may expect an additional \$260,000 at year's end which would lower your annual payment from \$96,906 to \$74,036 per year. It will be nice if we are able to keep everything in place.

Beth shared her concerns with the Water Efficiency Plan. If any of the other Council members have concerns there is still time to share those with Merrick. I misunderstood Allyson and on the last agenda I had approval of Water Efficiency Plan and the Council needed to make changes to the draft and it will be up for approval sometime in the near future.

I am sure you are all aware that the White-Collar Overtime Pay Expansion has been blocked.

Steve will have the budget ready for the December 12th meeting. I have published for the public hearing on the 12th.

	PROJECT BUDGET				Received To Date
	Total	SRF	City	DOLA	
Revenue					
Net Proceeds from SRF	\$ 2,250,000	\$ 2,250,000			\$ -
D&E Grant	\$ 250,000	\$ 250,000			\$ -
Supplemental Loan Request	\$ 250,000	\$ 250,000			
DOLA Grant	\$ 2,000,000			\$ 2,000,000	\$ -
City Resources	\$ 89,192		\$ 89,192		\$ -
Total -	\$ 4,839,192	\$ 2,750,000	\$ 89,192	\$ 2,000,000	\$ -

	Spent to Date	
Expenses		
Project		
Schedule A	\$ 1,051,550	\$ 594,126
Schedule B	\$ 1,252,900	\$ 707,889
Schedule C	\$ 1,668,352	\$ 942,619
Controls	\$ 75,000	\$ 42,375
Total -	\$ 4,047,802	\$ 2,287,009

Project Contingency	\$ 202,390	\$ 114,350	\$ -	\$ 88,040	\$ -
Total -	\$ 202,390	\$ 114,350	\$ -	\$ 88,040	\$ -
Project Total -	\$ 4,250,192	\$ 2,401,359	\$ -	\$ 1,848,834	\$ -

Professional/Administrative Services					
Engineering (Design)	\$ 330,000	\$ 250,000	\$ 28,833	\$ 51,166	\$ -
Construction Inspection	\$ 200,000	\$ 98,641	\$ 1,359	\$ 100,000	\$ -
Environmental Assessment	\$ 13,000		\$ 13,000		\$ -
Survey & Mapping	\$ 24,000		\$ 24,000		\$ -
Soils Analysis	\$ 3,000		\$ 3,000		\$ -
Legal Services	\$ 10,000		\$ 10,000		\$ -
Administrative Services	\$ 9,000		\$ 9,000		\$ -
Total -	\$ 589,000	\$ 348,641	\$ 89,192	\$ 151,166	\$ -
Total Project -	\$ 4,839,192	\$ 2,750,000	\$ 89,192	\$ 2,000,000	\$ -

November 17, 2016

DRAFT



2480 W. 26th Avenue, Unit B225
Denver, Colorado 80211
Tel: +1 303-964-3333
Fax: +1 303-964-3355
www.merrick.com

City of Burlington
Attn: Shelly Clark, City Clerk
415 15th Street
Burlington, Colorado 80807

**RE: FINAL DESIGN PHASE BILLING FOR
WATER QUALITY IMPROVEMENTS PROJECT – DESIGN PHASE ENGINEERING COSTS**

Schedule A: Pipelines	\$1,051,550.31	
Fee = 6.5%		\$68,350.77
Schedule B: Wells	\$1,252,900	
Fee = 8.5%		\$106,496.50
Schedule C: Central Blending	\$1,668,352	
Fee = 8.5%		\$141,809.92
Controls – Estimate:	\$75,000	
Fee = 8.5%		<u>\$6,375.00</u>
Total Final Design Phase Engineering Fee		\$323,032
Plus Well Permit Fees (billed by Martin & Wood)		\$276.60
Less Amount Previously Billed		<u>-\$197,370</u>
Net Fee Due:		<u>\$125,939</u>

Well 10 Line and Structure (Not Awarded)

Pipelines for Well 10 (Hitchcock)	\$95,830	
Fee = 6.5%		\$6,229
Well 10 Improvements (Downey)	\$112,350	
Fee = 8.5%		<u>\$9,550</u>
Total for Well 10:		<u>\$15,779*</u>

*Proposed Agreement to defer this fee amount; payable when/if this improvement is actually constructed by the City.

Ronald C. McLaughlin, PE & LS

MEMORANDUM
November 16, 2016

TO: Steve Rabe
CC: Shelly Clark
FROM: Ron McLaughlin
SUBJECT: WATER PROJECT BUDGET

We've received a "final" proposal from Downey Drilling, Inc. for Schedule B.

Total Construction Proposals (which exclude the Well 10 work), assuming award of Schedule B, are:

Schedule A (Hitchcock)	\$1,051,550.36
Schedule B (Downey)	\$1,252,900.00
Schedule C (Skarco)	\$1,668,352.00
Controls (Not Awarded – Estimate)	<u>\$75,000.00</u>
Total	<u>\$4,047,802.36</u>

If this works, recommend award of Schedule B to Downey. I do not have ancillary costs (e.g. Attorney, easements, surveys). Attached are calculations for design phase engineering.

Good estimate for Construction Phase Engineering can't be made until we meet with Contractors and get schedules. Will be higher than usual because of State/Davis Bacon requirements.

Rough Estimate, Construction Phase:	\$220,000
- includes Martin and Wood (well),	
CTL Thompson (soils, concrete) R.J. McNutt (electrical, controls)	

Would like to have left about \$200,000 (5% for construction contingencies).



480 15th Street * PO Box 423 * Burlington, CO 80807 * Phone 719.346.8353 * Fax 719.346.8302

Council Report November 28th, 2016

- Item 1:** Halloween went without any problems.
- Item2:** We are working with Shop-Ko to establish a shop with a cop program. The program relies on donations of cash and Shop-Ko cards to purchase toys for children.
- Item 3:** We hosted 4 applicants for the cadet program and have narrowed the 4 applicants down to two.
- Item 4:** We worked with Varsity Sports to raise funds for shirts that say, "In Burlington we back the Blue" with advertisement of the sponsors on the back. We gave these shirts away at the coffin races and they seemed to be a hit. We also took third place in the coffin race.
- Item 5:** We were also granted a tandem axle 20' enclosed cargo trailer that has a generator to power air conditioning and heat. We would like to eventually set this trailer up to assist in the processing of larger crime scenes, use at events and many other uses. This trailer was at no cost to the city or department other than going to get it.

" To Serve and Protect"

ECONOMIC DEVELOPMENT REPORT FROM ROL

An interesting development in our economy with the closing of CCA's private prison has been, at this point in time, not as dramatic as we originally anticipated.

Obviously, the city will suffer the utility loss and, eventually, the property tax will be considerably lower than in the past; however, local businesses that I have talked to have related they have not seen a loss in business since the closure.

I was visiting with one of the local liquor store owners who had a number of customers who worked at the prison. I was told their business has actually increased. They stated they were very surprised.

The store is seeing a number of new customers they have never seen previously.

There are a few rentals now available since the closure; however, not the number we thought would be on the market when the prison closed.

There are still positions open in several Burlington businesses. The down side is that most of these jobs do not pay what correctional officers were making at the prison.

And, as you all know, our school enrollment in September was up 15 students. There were 53 enrolled in school whose parent (or parents) worked at the prison so well all anticipated a decline in enrollment not an increase.

Quite honestly, I do not have a clue why we are holding beyond expectations. I am surprised but very pleased.

While we are on the subject of the prison, I would assume that when President elect Trump takes office with a majority in the Senate and the House we will begin to see a change in several laws that will see an increase in the number of people going to prison.

A story by Bloomberg stated: "If Trump is going to deport 2 or 3 million immigrants, they will need to be incarcerated somewhere while awaiting deportation or trial. It looks like the momentum may shift back toward the use of private prisons."

Obviously, nothing definite at this point in time; however, this certainly has great possibilities of an turning point for CCA and other private prison companies.

CCA did replace a large number of air conditioners at our facility in Burlington this past month. Not a small investment....was somewhat surprised at this as well.

The Hines family has completed the purchase of Burlington Liquor. Papers were signed on Thursday, Nov. 17.

Congratulations to both parties involved.

In closing, allow me to put in a plug for the 26th Annual Parade of Lights. It will be Friday, Dec. 9, at 7 p.m. The theme is "Toyland."

I know you are all extremely busy but would love to have you enter the parade. It is, without a doubt, one of the finest in Eastern Colorado.

Entry sheets are available in The Burlington Record and at City Hall.

City of Burlington
Kit Carson Correctional Center
Contract Monitor
Monthly Report November 2016
Norma H. Pankratz

Governors Office

Thanks to Rol Hudler and Shelly Clark on their prompt reply to the Governor's office requesting additional information concerning the City Utilities paid by CCA to date. I am also keeping both of them updated by copies of emails and contacts made.

JBC meetings

November 14 10:30 – 11:30 Presentation of the FY 2017-2018 Budget Request by Governor Hickenlooper.

November 16 9:00 – 10:30 Briefing for Capitol Construction Budget

December 20 1:30 – 5:00 Briefing for the Department of Corrections

January 9, 2017 1:30 – 4:30 Hearing for the Department of Corrections

The 2 important meetings will be December 20 and January 9.

I have been monitoring any mentions of CCA as well as by email contacts. I sent a letter to Senator Cory Gardner asking for his assistance in the possibility of housing Federal ICE inmates at KCCC. There are about 25,000 Haitian detainees on the Mexico border. I copied Mayor Franklin, ED Rol Hudler, City Administrator Shelly Clark, Kit Carson County Commissioners, and CCA contact Andrea Evans on the letter.

Norma Pankratz, Contract Monitor City of Burlington

November 2016 Council Report- Old Town

- Old Town Ghost Town was a huge success! The large crowd loved the zombie gunfight, and we had enough candy for everyone until about 4:45.
- Burlington 1st grade brought 45 students on 11/22 for their annual trip. We do pioneer presentations, hands-on stations and crafting stations in addition to a tour of the buildings.
- Old Town Country Christmas on Dec 9th after the parade of lights is fast approaching as is our Old Town Winter Wonderland Christmas Tree stroll event with horse-drawn wagon rides on Dec 16th and Dec 23rd, and Old Town holiday craft & gift show on Dec 17th. To date we have 8 buildings sponsored for the Christmas tree decorating contest and fundraiser for Prairie Family Center. We hope you will bring your families for these special events at Old Town.
- Old Town will be featured in the CTO (Colorado Tourism Office) 96-page magazine "Alive: A Colorado Tourism Magazine" with a featured article and photo spread for the 2017 issue. This exposure, combined with other marketing efforts, could be a game changer for our 2017 tourism to Burlington and its attractions.
- So far, November has seen double the amount of tourists from 2015. I am pleased to report that we have had 120 pay gate admissions in November. This is a 5 year high!!

Here is the YTD for the Museum thru 11/22/16:

MONTH	GIFT SHOP SALES	RENTALS	Group/Meals	GATE	TOTAL
JAN	\$547.95			52/\$262	\$809.95
FEB	\$833.42	\$100		25/\$142	\$975.42
MARCH	\$1,512.68			161/\$738.80	\$2,251.48
APRIL	\$2,060.51	\$40	\$2,377	215/\$931	\$5,376.01
				1129/\$4,717.1	\$16,267.9
MAY	\$7,040.84	\$650	\$3,860	0	4
					\$11,626.5
JUNE	\$5,026.77	\$1,200	\$1,710	841/\$3,689.80	7
JULY	\$5,795.00	\$1,986	\$985	966/\$4,513.80	\$13,079.8

					0
					\$10,296.0
AUGUST	\$3,804.00	\$700	\$2,050	780/\$3,742	0
SEPTEMBER					
R	\$3,074	\$400	\$598	534/\$2,615	\$6,687
OCTOBER	\$2,846.01			311/\$1,525	\$4,371.01
NOVEMBER	\$1,354.79	\$100	\$1260	120/\$678	\$3,392.79
					\$75,133.97

