

**CITY OF BURLINGTON
KIT CARSON COUNTY
CITY COUNCIL
WORK SESSION
AGENDA
3-2019
COMMUNITY BUILDING ROOM A
340 S 14TH STREET
February 11, 2019
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.

Approval of minutes- 1-11-2019.

Approval of renewal of liquor license for Pester Marketing Company, DBA: Alta #6142.

4 **Public Comment**

5 **Work Session
Unfinished Business**

New Business

6 **Reports from City Departments**

Administrator- Jim Keehne

Clerk/Treasurer- Shelly Clark

7 **Council Comments**

A. Mayor Dale Franklin

B. Mark Burghart

C. Kamron Weisshaar

D. Melvin Gilley

E. Harold McNemey

G. Greg Swiatkowski

8 **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
January 28, 2019**

Mayor Dale Franklin called the meeting to order at 6:31PM. Mayor Franklin will be a voting member.

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

Harold McNerney
Greg Swiatkowski Melvin Gilley

Absent: Mark Burghart, Kamron Weisshaar

Staff/Officials:	Also:
Jim Keehne, City Administrator	Andrea Kantaras
Shelly Clark, Clerk/Treasurer	
Daniel Melia, Airport	
Barry Romans, Police	
Rol Hudler, Economic Development	
Tyson Weisshaar, Activities	
Suzy Velasco, IT	

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 minutes from 1-14-2019.

MOTION by McNerney, second by Swiatkowski to approve the Consent Agenda Items.
Those yea: Gilley, McNerney, Swiatkowski, Franklin
Those nay:
Motion passes.

4 Public Comment

5 UNFINISHED BUSINESS:

A. Update on Great Outdoor Colorado grant for Parks Planning.

Keehne shared with Council that requests for proposals for the parks and recreation master plan were released in July. Three proposals were submitted to the City: Studio CPG, Landscape and Architecture Planning-\$60,802.00, GreenPly, LLC-\$79,995.00 and Kimley-Horn- \$86,640.00. After rating each proposal, the staff would like to recommend Kimley-Horn. Keehne also shared that he should receive news on grant fund by March 1st.

6 NEW BUSINESS:

- A. Approval of Resolution 2019-01 designating the public places for posting of notice of regular and special meetings of local public bodies of the City of Burlington.

MOTION by McNerney, second by Swiatkowski to approve Resolution 2019-01 designating the public places for posting of notice of regular and special meetings of local public bodies of the City of Burlington.

Those yea: Gilley, McNerney, Swiatkowski, Franklin

Those nay:

Motion passes.

- B. Approval of Ordinance 940A amending Ordinance 940 appropriating additional sums of money to defray expenses in excess of amounts budgeted for the City of Burlington, Colorado for the 2018 budget year.

Section 1. Tourism and Promotional Fund expenditures be increased from \$566,271.00 to \$704,738.00.

- A. \$70,600.00 to account 28-22-52080 VA Clinic, Repair/Maintenance-Building
- B. \$61,465.00 to account 28-28-53062 Old Town, Merchandise for Resale
- C. \$6,402.00 to account 28-23-52029 Welcome Center, Other Professional Services

Section 2. Electric Fund expenditures be increased from \$3,433,687.00 to \$4,987,183.00.

- A. \$1,262,889.00 to account 52-53-52083 Electric Distribution Repair/Maintenance-Infrastructure.
- B. \$168,344.00 account 52-10-59010 Electric Administration, Transfer to General Fund
- C. \$122,263.00 account 52-10-59028 Electric Administration, Transfer to Tourism & Promotional Fund

Section 3. Water and Wastewater Fund expenditures be increased from \$1,350,006.00 to \$2,733,852.00.

- A. \$262,225.00 account 53-61-54030 Water Capital, Nitrate Reduction-Pipeline
- B. \$696,587.00 account 53-61-54031 Water Capital, Nitrate Reduction-Wells
- C. \$349,840.00 account 53-61-54032 Water Capital, Nitrate Reduction-Blending Plant
- D. \$75,194.00 account 53-61-54033 Water Capital, Nitrate Reduction-Engineering/Administration

Section 4. Solid Waste Fund expenditures be increased from \$414,200.00 to \$425,099.00

- A. \$3009.00 account 55-85-52012 Solid Waste, Administrative Fee Expense
- B. \$7530.00 account 55-85-52022 Solid Waste, Trash Tipping Expense
- C. \$360.00 account 55-85-52029 Solid Waste, Other Professional Services

MOTION by McNerney, second by Swiatkowski to approve Ordinance 940A amending Ordinance 940 appropriating additional sums of money to defray expenses in excess of amounts budgeted for the City of Burlington, Colorado for the 2018 budget year.

Those yea: Gilley, McNerney, Swiatkowski, Franklin

Those nay:

Motion passes.

C. Acceptance of resignation from Councilman Halde.

MOTION by McNerney, second by Gilley to accept Councilman Halde's resignation.

Those yea: Gilley, McNerney, Swiatkowski, Franklin

Those nay:

Motion passes.

7 Department Head Reports:

Keehne- Report is in the packet.

Clark - Report is in the packet.

Melia - Report is in the packet.

Romans - Report is in the packet.

Hudler - Report is in the packet.

Weisshaar- Report is in the packet.

McCarty-Daniels - Report is in the packet. Absent

Velasco- Report is in the packet.

Wall - Report is in the packet. Absent

8 REPORTS AND COMMENTS FROM MAYOR AND COUNCIL:

- A. Mayor Dale Franklin
- B. Mike Halde- Resigned
- C. Mark Burghart-Absent
- D. Kamron Weisshaar-Absent
- E. Melvin Gilley
- F. Harold McNerney
- G. Greg Swiatkowski

8 MOTION by Gilley, second by McNerney to adjourn the meeting at 7:30PM.

Those yea: Gilley, McNerney, Swiatkowski, Franklin

Those nay:

Motion passes.

Dale Franklin, Mayor

Shelly Clark, Clerk



February 11, 2019

City Administrator's Summary Report

January 29 – February 11, 2019

Administration

- Meeting with Merrick and Company held in Denver, January 21st, to discuss completion of engineering report to be prepared and submitted to CDPHE as final report for water quality project and the last step in our Order on Consent regarding the City's approach to addressing the nitrate issue. Merrick and Company will perform work required by CDPHE and prepare final report. They hope to have project completed by mid-Spring. The City has until December 01, 2019 to submit final report, though will submit once completed by Merrick. Cost for preparation of report to include engineering reports and financial analysis is estimated at \$12,000 - \$15,000.
- Previous correspondence addressed the tabling of the re-implementation of business licensing in Burlington. Due to much public disagreement with the proposed implementation and fees, and legitimate concerns expressed by the community, we have decided to revisit the entirety of Title 3, Chapter 3.08 of the Burlington Municipal Code pertaining to License Requirements, as well as Title 5, Chapter 5.08 pertaining to Transient Dealer's Licenses. These areas will be addressed through research of best practices currently in place in Colorado communities and developing new code regarding these issues. This will be a process that we require a great deal of time though we will be moving forward throughout the year to adopt and implement.
- Have been working with John Sabo of Benisch and Company who have contracted with CDOT to plan the Highway 385 corridor improvement, to hold Public Meeting in Burlington. We met with them last fall here in Burlington as they were travelling around seeking community and County wide input for this project. They have been prioritizing the list of improvements that all want to see and held a community meeting in Wray at the end of the year. CDOT and Benisch are planning to have a public meeting here in Burlington on Thursday, February 21st at 5:30 PM at the Community Center. We will coordinate with the Record, Radio, and City Website regarding the meeting once Agenda is received from Benisch.
- Last meeting you were apprised of a grant opportunity for the construction of a taxiway turnaround to be located at the South end of the airport runway. This project is a part of our Airport Master Plan and is estimated to cost \$1.32 million. The FAA will fund \$1.2 million of the project, leaving \$132,000 to be funded through State and Local Government. The State (CDOT) will fund \$66,000, Kit Carson County has agreed to fund \$16,500, the City will fund \$16,500 and we have been in contact with DOLA to fund the remaining \$33,000. Currently, we await word from DOLA on the requirements for their funding participation. We will keep you informed of any progress made along these lines.
- On February 6th, a meeting was held at City Hall where we were informed by John Flynn of Aspen Rhodes, who maintains an office in Denver, of their interest in purchasing and re-purposing Core Civics facility, for the processing of Hemp and the extraction of CBD oils. He indicated that he is having difficulty in determining who to talk to with Core Civic about the acquisition of this property. He requested the City's assistance in getting him in touch with the right people. We are looking into this now. Still no word from Core Civic regarding the potential lease of the facility to the feds, to be used as a san ICE holding facility.
- The CML Compensation Survey has been completed with an update of salary ranges for the City of Burlington. Information submitted in performing this survey will be utilized during the budget season to update staff

compensation for 2020. Survey included salary ranges for each position and benefit survey for all employees, allowing us to stay competitive in the labor market for like positions.

- Last year, we received a request for building permit from private citizen. The construction of the type of structure requested through the permit is not allowed through zoning, so a request has been made for zoning change of this particular property. To effect change, the planning and zoning committee must review and make recommendation to Council. A preliminary meeting has been scheduled with the two remaining members on that board, to be held Friday, February 15 at 4:30 PM. The meeting will go over the authority of the planning and zoning committee and what their role is in the community. A separate meeting (not yet scheduled) will be held to hear the proposed land use change.

Operations

- Water/Wastewater
 - Transmitter at Well 11 has been replaced, Flow meter has been tested and is operational. Prior to placing well 11 back on line and into the distribution system, testing of the water for bacteria was performed. Testing indicated the presence of bacteria, isolated to the pipe between the well head and the pump house. This pipe has been loaded with chlorine to decontaminate, has been bled off, and new sampling has been taken. Awaiting results at this time.
 - Distribution of Cross Contamination/Backflow Prevention Surveys has been completed. Distribution of test compliance letters has been completed. Preparing for year-end report to be filed with State by end of March. Currently working with CDPHE to regarding backflow prevention and cross contamination to ensure our testing methods, procedures, and records are in compliance.
 - Developing bid specifications for Sewer line replacement as specified in the 2019 budget. This replacement will take place in 2019, early spring.
 - Developing bid specifications for Storm water run-off to address Legacy Drainage Issue, as specified in 2019 budget. Original plan submitted for this project has been changed where rather than an open drain pan, runoff will be in pipe and routed down to where existing drain pipe exists on 9th street.
 - Meeting with Merrick to address development of engineering report for CDPHE
- Parks
 - Boards for bleachers are being either being painted or replaced.
 - Maintenance of equipment is underway.
- Streets
 - Addressing drainage issues around 5th street to ensure open flow of drainage concerns, cleanout and planning of drainage concerns in area. Will be working with local contractor (property owner in affected area) to address concerns.
 - Alley reparations underway to smooth, level, and keep open.
 - Tree trimming in alleyways taking place, working with electric department to address tree trimming.
 - Beginning process for 2019 Street Improvements based on budget.
 - Street sweeper is in for repairs to get ready for spring clean-up. Upper and lower bearings for brooms are being replaced as well as conveyor system rehabilitation.

- Electric
 - Received permit for installation of solar panels at private residence. Have researched Title 13, Chapter 14 Net Energy Metering Rules of the Municipal Code. Two-way meter ordered, and preliminary agreement is in place to implement. Construction will begin in next couple of weeks. Once completed, State Electrical Inspector will review and sign off on permit allowing for use, owner and City will sign agreement at that time. Tree Trimming in process to remove branches from secondary drops to businesses and residences.
 - Developing bid specs for pole replacement plan
 - Job Announcement for vacant position has been generated and posted. To date, one application has been received from person with electrical education and experience, though all is on the residential side. We are continuing to accept applications for position and will perform testing of applicants at month end.

Public Safety

- Still working with Colorado State Patrol to upgrade carpet in both CSP office and that of PD. Half of the PD has been installed, with the remaining scheduled to be completed by month end. As a part of all of the upgrades, the lighting has been determined to be in need of repair. Rather than replace ballasts and fluorescent bulbs, LEDS are being installed, which will result in energy savings.
- The PD continues to receive notice that funding will be forthcoming on the JAG grant, developed to replace the departmental report management system. E-Force, the vendor of the new system has been notified, and ready to implement program once funding is received. Hopefully by month end, funding will be in hand.
- Development of hiring/promotional/retention program in process.
- Animal Shelter rehabilitation is taking place to bring shelter into compliance with state standards. Also developing MOU with EPAWA for sheltering of animals.

Library

- Implementing circulation weeding process for 2019 to stay abreast of circulation numbers
- Program development for 2019 underway
- Developing programs for teens to gain in teen demographic usage of the Library
- Ongoing efforts to digitize historical documents with State

Old Town

- Web Site development and design
- Bid specifications published for work to be performed as part of DOLA grant that will address East end rehabilitation, create walkways, and informational signage throughout Old Town.
- Coordinated efforts with Activities for the hosting of No-Till conference.

Activities/Community Center

- No-Till activities scheduled with Old Town and IT to ensure the needs of the conference and attendees are met. This year, approximately 400 persons attended the event.
- Winter activities underway with great participation

IT

- Updating web site to include job descriptions and announcements for open positions, community events, requests for proposals, bid specifications, and public notifications.
- Working with Old Town on website development and design
- Assisted with technological needs at No-Till Conference

Airport

- Equipment maintenance and repair is underway.
- Working with entities to identify and repair issues with runway lights.
- Working with private entities and Armstrong Consulting to take advantage of work to be performed at no cost to City regarding expansion of services at the Airport
- Working with Armstrong Consultants, FAA, State, Local government entities and DOLA to fund grant project for taxiway turnaround project.

Economic Development

- Shopko closing
- Assisting with the 2020 Census
- Participating in County Growth Committee meetings, research, and grant writing
- Working with private investment group regarding acquisition of Core Civic property

Intergovernmental

- County wide Growth Committee meetings – attending monthly
- CDOT Highway 385 Corridor Improvement Public Meeting, February 21st, 5:30 PM, Community Center
- County Commissioners would like to hold a joint City/County meeting again. They would like to host this meeting Monday, February 25th at the Dish Room.



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**CITY CLERK/TREASURER REPORT
2-11-2019**

Clerk

- The updates to the Municipal Code have been sent in for codification.
- Caselle is offering a User Group in Fort Morgan on March 19th and 20th. Ashley and I will both attend the User Group on the 19th and I will attend on the 20th. They will be reviewing System Management/User setup/Online Setup, Cash Receipting, Utility Management/Service Orders, General Ledger/ Excel Add In/ Budgeting, Accounts Payable/Purchase Orders and Payroll/Timekeeping.

Finance

- In January we re-initiated the business licensing program through direct mailings to every business in Burlington and beyond. A letter, renewal paperwork and an application were sent to the businesses requesting that they provide information requested on the documents along with a \$50.00 fee. The purpose of the program was to help track the business activities coming in and out of Burlington, monitor collection of sale tax and to help provide data to utilize for economic development purposes. During the week of January 25th City Hall was inundated with both positive and negative feedback from business owners. Jim and I spent a large amount of time fielding phone calls and meeting with business owners. We received many suggestions on what the business owners would like to see happen with the business licensing. On January 30th we made the decision to stop the process of the business licensing, return any funds that were remitted. In the process of moving forward, we would like to update Title 5 of the Municipal Code, to include business licensing, vender licensing and transient dealer licensing.
- The contract for collection services with Wakefield and Associates has been submit.
- We have scheduled the Financial Audit for May 13th-17th.

