

**CITY OF BURLINGTON
KIT CARSON COUNTY
CITY COUNCIL
REGULAR MEETING
AGENDA
04-2017
COMMUNITY BUILDING ROOM A
340 S 14TH STREET
February 26, 2018
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.

4 Public Comment

5 Unfinished Business

6 New Business

7 Reports from City Departments

Administrator- Jim Keehne

Clerk- Shelly Clark

Airport-Daniel Melia

Police- Barry Romans

Economic Development- Rol Hudler

IT-Suzy Velasco

Activities- Tyson Weisshaar

Old Town- Nikki Wall

Library-Nick McCarty-Daniels

8 Council Comments

9 Adjournment

A. Mayor Dale Franklin

B. Mike Halde

C. Mark Burghart

D. Kamron Weisshaar

E. Beth Crites

F. Harold McNemey

G. Greg Swiatkowski

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



February 26, 2018

City Administrator's Summary Report

February 12 – February 26, 2018

Administration

- Central Blending plant has been in operation for almost 4 weeks, and performing well. Water is called for from wells and blended to ensure nitrate levels are below MCL. Controls of the system are performing as designed and to date, all ongoing testing has shown us below that MCL. We are continuing our efforts to dial in the chlorine injection points at each well so that minimum chlorine is needed at the blending plant. So far, all is going as planned.
- Well 13, North Halde Well experienced a pump failure a couple of weeks ago. Downey drilling replaced the pump (Under Warranty), and we have this well back on line.
- Made application to DOLA for Supplemental Grant Funds for Well 11 relocation and abandonment. Currently this application is sitting in their hands awaiting a decision on whether to fund, DOLA has indicated they should have a response within the next week or so. Well 11 has been cleaned, flushed, tested, and is ready for control programming taking place this week.
- Working with Water/Wastewater to address Sanitary Survey violation of Backflow Prevention, Cross Connection Control Program. Surveys and Letters have been mailed to small commercial, large commercial water users
- Clay Wade of Merrick and Company has departed the City, headed back to the home office in Denver. We are still working with he and Steve Rabe to complete the payouts for work done for the water quality project. This should be accomplished within the next two weeks.
- I have met with the Record and provided them with an update on the Water Quality Project. Article should appear in this weeks addition.

Operations

- Water/Wastewater and Water Quality Project Update – Over the next few months ongoing regular testing is taking place to establish a solid baseline of nitrate levels and chlorine residual levels at the central blending plant. Ongoing testing of contributing wells is also being done with weekly sampling sent to the state for comparison purposes. Once the baseline has been established, monitoring the system over time will result in the removal of public notices.
 - Wells 5, 8, 9 and 10 are currently set up to be available for emergency purposes only, and are no longer supplying water to the distribution system.
 - Wells 1 and 4, both with nitrate levels below the maximum contaminate level are still direct lines to the distribution system and being tested on monthly basis.
 - Wells 2, 6, 7, 11, 12, and 13 have been paired and are supplying water to the blending plant, where the water is blended and tested before placed on the distribution system.
 - Ongoing water quality testing continues, along with continuous monitoring of our chlorination of effluent from the wastewater treatment facility.
 - Ongoing distribution of Cross Contamination/Backflow Prevention Surveys taking place. This will be an ongoing process that will take us into the summer months.

- Suez Utility Services has been identified as our maintenance contract company for the water tower. They are in the process of drafting contract for review and signature. We should be in receipt of this this week, and will provide for your review at the next scheduled council meeting.
- Applications for Water/Wastewater Operator are under review, with applicants being scheduled for testing.
- Parks – Our parks maintenance programs have been placed under activities for monitoring and scheduling purposes. This is a better fit than under public works oversight, as the parks and grounds the city maintains are utilized for activity purposes.
 - Maintenance of equipment
 - Addressing signage issue at parks
 - Development of spring fertilization plan – bids to be distributed for pre-emergent spraying
- Streets
 - Asphalt cold patching and repair underway.
 - Alley reparations underway to smooth, level, and keep open.
 - Development of street improvement plan
 - Crack fill activities are underway though have been delayed due to weather events.
 - Beginning to develop plan and timeline for addressing the medians on Rose Avenue and will be working with CDOT to address median at Rose and Lincoln.
- Electric
 - Replacing lines and services as part of system upgrades, both residential and commercial properties.
 - Working with Main Electric to address secondary service lines as phase 1 is underway.
 - Altitude Electric performing work for phase 2 underground upgrades, with boring at Rose and 14th completed. Phase 2 should be completed by March 9th.
 - Main Electric will be moving on to phase 3 this week.
 - Performing tree trimming in alleys to keep trees away from primary lines and secondary lines.
 - Applications for Lineman under review, with applicants being scheduled for testing.

Finance

- Prepping for upcoming election
 - Petitions are available for pick-up
 - Absentee Applications available
- Prepping for Upcoming CIRSA audit
- Working with Old Town and the Community Center on developing cash receipting. Have run into a slight problem in that internet capabilities at both locations are not of a substantial level to properly manage cash receipting. Working to identify another internet source.

Public Safety

- The first police vehicle has arrived in Burlington and is currently in service. The other two will be arriving this week.
- Training calendar is completed and implemented for 2018 based upon departmental and individual officers needs and to meet state requirements.

- Involved in recruiting and hiring a new Officer, one application has been received. We will continue to accept applications as we go through the testing process for the one applicant.

Old Town/Economic Development

- Developed scope of work for DOLA Grant that addresses the East End Remodel and the Park Area, awaiting letter so that work can begin on Old Town Burlington project.
- Ongoing building maintenance issues being addressed.
- Gift shop sales and visitors through Old Town have increased in February over past years numbers. This is very welcome, and we will continue to see additional improvement through completion of the grant project.

Activities

- Programming for 2018 in full swing, initiating new programming opportunities including youth volleyball and dance.
- Working with GOCO to develop RFP for Parks Master and Strategic Planning
- Have taken over oversight of Parks Department
- HS baseball has begun!

IT

- Developing protocols for cash receipting of all locations outside City Hall in conjunction with Finance
- Started the process to implement Windows 365 throughout City services.
- Identifying internet sources for Old Town and Community Center that will allow for cash receipting at these locations.
- Will be working this week with each department to implement e-mail services through Outlook, moving away from G-Mail.

Intergovernmental

- Working with Greg Etl and DOLA for financial assistance for either relocation or lining, re-screening, and cleaning of Well 11
- Working with GOCO and Activities to develop RFP for Strategic/Master planning for parks and programming



www.burlingtoncolo.com

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

**CITY CLERK REPORT
2-26-2018**

Liquor Licensing:

- Renewals: Safeway, Love's, Pizza Hut- Completed.
- Transfer of Ownership:
 - Burlington Liquor- Completed.
 - Western Convenience- Western has put in for a transfer of ownership; they will be leased by Pester Marketing Company. Being processed.
- New Liquor License
 - Mexico 2- Being processed.

Election:

- Dates to be aware of:
 - 1-3-18 first day to pick up application for absentee ballots.
 - 2-1-2018 first day to pick up nomination petitions for circulation.
 - 3-8-2018 Nomination petitions due.
 - 3-15-18 Cancellation of election.
- Petitions being circulated-1
- Absentee ballot application-3

Insurance:

- CIRSA Audit- 3-1-2018

Other

- Pinnacol Audit- Complete.
- Researching Welcome Center contract.
- Preparing for 2017 Financial Audit.
- Court processes- Work in progress.
- Researching business licensing.



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

Council Report February 26, 2018

- Item 1:** We received one of our Explorers back from unfitting and it is now on patrol. The vehicle is well equipped and eagerly awaiting the other two.
- Item 2:** we applied for the JAG grant for the RMS system and we are now awaiting a reply.
- Item 3:** Chris Gramm is doing well is working in Dispatch for two weeks to learn how to work NCIC / CCIC
- Item 4:** We are also working on two other grants, POST and Homeland Security for the North East region.

" To Serve and Protect "

ECONOMIC DEVELOPMENT REPORT FROM ROL

I am now in a position to inform you that the real estate division of Safeway for this particular region has been in Burlington to check out several sites.

I would caution you to not be overly optimistic about this information as it has happened in the past resulting in nothing positive for Burlington and the area.

I have been in contact with them several times over the past weeks and have learned that I needed to update my knowledge about several factors in order to enter serious discussions in regard to a new store in Burlington.

Competition in the grocery field continues to increase almost daily. As an example, Winn-Dixie and Tops Friendly Market are, in all probability, going to declare bankruptcy this month.

The giant in the room is Amazon. They continue to come up with new ideas and implement them quickly. As most of you are probably aware of, Amazon is now offering free two hour grocery delivery in several test markets across the United States.

This is, perhaps, the most convenient thing Amazon has come up with yet in their continuous drive for complete domination of not only the grocery market, but all others as well.

Bill Harris, author of "Kids These Days: Human Capital and the Making of Millennials," has warned that Amazon's seemingly unstoppable drive for scale and efficiency could spell disaster:

"If consumers are better off, who cares if it is a monopoly?" he wrote. "Lowering costs as far as possible sounds good until you remember that one of these costs is labor. One of those costs is us."

All of this information goes back to where I informed you I need to increase my knowledge. I have always read a considerable amount of material throughout my life. I now am consuming even more as I need to be totally updated on what is going on in regard to business in the United States.

I think I must be in a position to address concerns about Amazon in an intelligent manner when talking to corporations such as Safeway.

In my humble opinion, much of what is happening in the metro areas of the United States does not apply to rural America. Obviously, I need to be informed to make my presentation on the positive effects of coming to Burlington.

One final note: Good news for this area if it is accurate. John Deere has raised sales forecasts amid signs of farm recovery. The company has said there are early signs of a recovery for the markets.

They are projecting to increase equipment sales by 29 percent.

If they are correct in their projections in regard to the market it will be huge for us.

Memorandum

To: Council
From: I.T. Department - Suzy Velasco
Date: 2/22/18
Re: Council Report for 2/26/18

- Migration from Google's G Suite email services to Microsoft's Office 365 and Exchange Online took place during the week of 2/19/18. This involved both manual export and import of data for each user's account and automated migration of email messages to the new email platform.
 - City of Burlington email services will not be accessible from 2/23/18 – 2/26/18 during this migration process.
 - This change affects staff, city council members, and contractual agents that utilize City of Burlington email services.
 - An update on the conclusion of email migration will be provided at the council meeting
- Implementation of Toughbook laptops donated to the PD will take place on 3/9/18 in coordination with Barry.
- **Notify Me Statistics as of 2/22/18:**
 - **Calendar Subscriptions**
 - Activities – 98
 - Business - 28
 - Community - 66
 - Government – 35
 - Library – 43
 - Old Town – 45
 - **Agendas Module**
 - Subscribers - 20
 - **Newsflash Subscriptions**
 - Business - 36
 - Community - 73
 - Government – 42
 - **Jobs Module Subscriptions**
 - 30
 - **Bids Module Subscriptions**
 - 44
 - **Total Subscriptions**
 - 560
- **Facebook Statistics as of 2/22/18**
 - 626 likes (Burlington, CO page)



340 S. 14th St Burlington, CO 80807 Tel:(719) 346-8918 Fax:(719) 346-8982 tyson.weisshaar@burlingtoncolo.com

Burlington Activities Department

February 20, 2018

→ We have wrapped up our Skills & Drills basketball program. This was instructed by our high school basketball teams. Everything went very well. Below is our income/expense report. We used some of the revenue and gave to both basketball programs for helping with this program. Hopefully they will continue to instruct our program as it gets our young participants working directly with the high school athletes.

	<i>INCOME</i>	
Participants		
Paid Boys Participants (23 x \$25)	\$575.00	
Paid Girls Participants (28 x \$25)	\$700.00	
Total Income	\$1,275.00	
		<i>EXPENSE</i>
Tricked Out Tees & Signs (T-Shirts)		\$426.00
BHS Girls Basketball Instructor		\$300.00
BHS Boys Basketball Instructor		\$300.00
Total Expense		\$1,026.00
Total Income & Expense	\$249.00	

→ We have also wrapped up our first session of gymnastics. Our second session is underway and we have 20 participants in this session compared to 23 from the first session. This session will conclude March 17.

→ A few programs that are ongoing include dance (concludes on April 7 with a recital), Martial Arts, and Fullbody 40. Everything is still going well for these programs.

→ Youth Council is continuing to work on our annual spring fundraiser. Youth council members received their tickets to sell at our February meeting on the 13th and will be selling tickets until the end of the month. After that, tickets will only be available at the activities department for the pre-sale price of \$10. Tickets will be available at the door for \$12. The subcommittee members are also out asking businesses for donations for the fundraiser. All the proceeds from this event go towards scholarships for graduating seniors who have been involved in the youth council. They must fill out the scholarship application and be selected as a recipient by a three-member panel made up from the activities advisory board members. Since we started this annual fundraiser 5 years ago, we have awarded 33 scholarships at \$200 each, for a total of \$6,600 compared to the one \$200 scholarship that we used to give out by simply budgeting it and awarding to the youth council member with the most volunteer hours. This year, the fundraiser will be held on Sunday, March 11 at the community center.

→ Traveling basketball is going well. We are in the middle of the season. We hosted games on Feb 18 versus Genoa-Hugo and will host games on Feb. 25 versus Flagler. One nice addition to hosting the games was our local PTO offering concessions during the games. This was well received as they brought in over \$400 on Feb. 18. Hopefully they will have another good day when we host games on Feb. 25. The season for traveling basketball runs through early March, so we still have a few weeks left.

→ As I mentioned in my last report, we hosted the Denver Nuggets Skills challenge back in January and sent several of our first place qualifiers to the sectional competition in Northglenn. One of our competitors, Avery Churchwell, won his division at the sectional event and has now qualified for the state competition, which I believe is held at the Pepsi Center, and if my memory serves me correctly, he will get to attend a Nuggets game that evening after the state competition.

→ For our first go with a volleyball program, we have a total of 36 participants. 25 of them are in grades 3-6 and 11 of them in grades 1-2. This will be instructed by Tiffany Stults who coaches the jr. high volleyball. Grades 3-6 will meet on Monday evenings and Saturday mornings, beginning Feb. 26 and go through March 31 while grades 1-2 will meet on Saturday mornings beginning March 3 and go through March 31. We will not have any sessions over spring break week as that will occur during our program. For a first time program, I think we have fairly good interest with the participants that we have signed up.

→ Outback Arts Council hosted "Hot Club of Cowtown" on Feb. 8 at the Midway Theater. This was a venue change from the high school auditorium and things went well. We sent out letters to our OAC members asking for feedback regarding the venue change, but haven't heard anything from anyone. The concert had a great turnout with about 160-170 people in attendance. The theater was almost full as it only seats 180. We brought in \$515 at the door, and will host our next concert, "Scarborough Fair," at the Midway Theater on Sunday, April 22 at 7pm. This will be the last concert of the 2017-18 concert season.

Community Center

→ The No-Till conference went very well back on Feb. 6 & 7. We have that conference booked for 2019, with the dates set for Feb. 5 & 6. We do have a few things that their board wanted us to check into for tweaks to improve for future conferences here. The main issues that I will be looking at is reducing sound in the rec room from the storage room, some sort of accordion style door separating the rec room from the outdoor exit from the rec room, and switching some thermostat controls. Currently, the council room (room A) has the thermostat control panel and controls the temp in that room as well as the kitchen. This is an issue as the kitchen gets hot with the caterers cooking and they would like to turn on the AC, while the people in room A would like the heat. This has been an issue for a few other renters in the past as well. I will be checking into having the thermostat control panel from room A control both room A and room B, and then possibly relocate the control panel from room B to the activities office, and have it control the office and kitchen. Currently, the control panel in room B controls that room and the activities office.

→ The Father/Daughter banquet went over very well once again. We had over 230 people attend the event put on by Firm Family Foundations (Lynette Penny), even with the snow we received that afternoon/evening. Really, it just added to the theme of "Frozen" making the event seem like she decorated outside as well as inside.

→ We continue to see many rentals of the community center, anything from small meetings to large events. We have several weddings booked for 2018. We have also brought in some other events. We have had a Lifeline Health Screening come into the community center. They were here on Feb. 19 and had several people, many which were walk-ins attend. They will also be coming back in May. This has proven to be a great addition as they were able to catch a few health issues with some individuals and sent three people to the hospital as they found some health issues that needed to be evaluated further.

We also have brought SanDia Hearing in on a monthly basis. They have been coming to Burlington for quite some time and have been using the McArthur Senior Center for their testing, but have switched to using the community center for the needs. This will be an ongoing monthly rental.

The other big event that we have coming to the community center is a four-day conference being held by KC Electric. This conference will be April 2-5, bringing in up to 150 people.

Parks

→ With taking over supervision of the parks department, I'm learning as we go. Currently, when weather allows, we are trying to get all the edging done at the parks. Out at Parmer Park, one piece of equipment, like a plastic "stepping stone" broke and the new piece has been ordered. It should be here sometime this week and will get replaced once we have it. We are also going to be putting up signage at the parks for pets to be on leash and to clean up after their pet.

→ We have placed bids in the paper for both the bareground treatment as well as the spring & fall fertilizer & weed control for the 2018 season. Sealed bids must be submitted to city hall by 1pm on March 9, as we will open the bids at that time.

→ We will begin preparations for spring and have the mowers ready to go when the cutting season is ready to begin. This will include getting the thatching attachments on the mowers and making sure everything is ready to go when needed. We will also be spending some time cleaning and organizing the shop out at the hangar.

→ **Other Activities in the works:** Youth Volleyball Camp, Softball Pitching Clinic ?, Summer Baseball/Softball Registrations, OAC concerts, Rentals of Community Center, Summer Day Camps, Swimming Pool

February 2018 City Council Report—Old Town Museum

- James and George have spent January & Feb working on small projects throughout the facility. We painted and laid new carpet in the research room, reorganized all the obituaries and research files, and built a small fitting room. James also repaired/rebuilt the two red wagons that we use to haul guests to the Carousel throughout the year, it was in pretty bad shape and will be much safer now.
- January & February while slow, have been the largest on record (we were of course closed last year, so we looked as far back as 2005). We are optimistic about what our numbers to date mean for the year ahead.
- School Days letters have went out to area schools for the May 8th event. So far we have 5 schools confirmed to attend.
- We are starting to get busy with event rentals, lots of calls coming in to book dates throughout the year.
- Working on redesign of our billboards in KS and the one in our parking lot that the City owns. We hope to have the new creative up by end of March.
- I attended the Colorado Tourism Leadership Journey Experience II in Colorado Springs on Feb 6-8. It was a great opportunity to apply our readings to experiences at the Air Force Academy and the USOTC. Our next meetings will be in April, in Buena Vista.

THE LIBRARY

855

CHECKOUTS THIS MONTH.

**18 Programs
with 193 people
in January**

**March
Madness of
comic book
characters.**

**Library board
is evaluating and
creating Library Policy.**

**Children's section completed.
New shelves, new paint. Much
more kid friendly. Great
feedback from the community.**

