

**CITY OF BURLINGTON
KIT CARSON COUNTY
CITY COUNCIL
WORK SESSION
AGENDA
5-2019
COMMUNITY BUILDING ROOM A
340 S 14TH STREET
March 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- 2-11-2019.

Renewal of liquor license for Restaurant Panaderia Mexico Inc.

4 Public Comment

**5 Work Session
Unfinished Business**

New Business

A. Paul Velasco/ Council Vacancy

B. Approval to add Adam Wycoff as a signer on the Library account at Equitable.

C. Merrick and Company – Preliminary Engineering Report – Nitrate Removal Treatment Report preparation for CDPHE

a. Acceptance of proposal and authorize Mayor to sign document

D. Council to designate Ex-Officio member to Planning & Zoning Commission to replace Councilman Halde

E. Colorado Land Investments I, LLC – Offer to grant CLI first right of refusal on properties in Burlington Industrial Park

a. Authorize City Administrator to negotiate cost of identified parcel, and if acceptable to provide CLI with first right of refusal.

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 McNerney

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
Community Building
340 S 14th Street
6:30 pm
February 11, 2019

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

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

Kamron Weisshaar Mark Burghart Harold McNerney
Greg Swiatkowski Melvin Gilley

Absent:

Staff/Officials:
Jim Keehne, City Administrator
Mike Grinnan, City Attorney
Shelly Clark, City Clerk/Treasurer

Also:

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 9-24-18.

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

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

Those yea: Burghart, Weisshaar, Gilley, McNerney, Swiatkowski

Those nay:

Motion passes.

4 Public Comments

5 Departments

A. Administrator- Jim Keehne- Report is in the packet.

B. Attorney- Mike Grinnan

C. Clerk- Shelly Clark- Report is in the packet.

6 Work Session Topics

Unfinished Business

New Business

7 REPORTS AND COMMENTS FROM MAYOR AND COUNCIL:

A. Mayor Dale Franklin- Discussion on Bonny Dam.

B. Mark Burghart- Asked if the Baby Pool will be open this summer. Keehne explained that the Baby Pool will be open this summer. He gave an update on the repairs that need to be made for the Baby Pool.

C. Kamron Weisshaar

D. Melvin Gilley- Discussion on anonymous letters received.

E. Harold McNerney

F. Greg Swiatkowski

8 MOTION by Burghart, second by Swiatkowski to adjourn the meeting at 7:08PM.

Those yea: Burghart, Weisshaar, Gilley, McNerney, Swiatkowski

Those nay:

Motion passes.

Dale Franklin, Mayor

Shelly Clark, Clerk

Minutes of the Burlington Library Board Meeting February 21, 2019

Present for the meeting were Adam Wycoff, Jenny Yahn, Virginia Steach, Philippa Standley, Nick McCarty-Daniels and Lisa Brewer taking minutes. Daphne Viergutz was absent.

The meeting was opened at 5:15 p.m. and there were no minutes reviewed from the January 10, 2019, meeting.

A motion was made by Jenny to accept Adam volunteering to be president and have his name on the library's Equitable Account. The motion was seconded by Philippa and carried unanimously.

The proper paperwork will be initiated for taking retired president Pam Murphy's name off the special library account at Equitable Savings and Loan. Then Adam will get his name on the card. Adam suggested that it might be a smart move to transfer that account into a C D account that could earn some interest for the Library.

Nick discussed the benefits of trying to establish a Friends of The Library organization that could apply for a 501 "C"3 status that would be advantageous to the Library.

A motion was made by Philippa to seek an attorney's advice on this matter. The motion was seconded by Jenny and carried unanimously. Nick will get an appointment set for the Library on the March 6th legal aid Zoom meeting. Jenny suggested that Heidi Hillman might be someone to contact about helping with the paperwork for this type of application.

Upcoming activities at the Library are the March 16th "Build your own first aid kit" event and the May 3rd Star Wars Day. Nick has been purchasing items for early learning kits that can be checked out for use at home – he has been using GRT grant funds for these items and the backpacks that will contain them. Anschutz grant funds have been used to purchase K'nex kits and LittleBits electronic components, a microscope and telescope for our Friday Skills Camps and for other planned events aimed at older children.

There was some discussion about seeking a high school student to replace Virginia when she graduates. She will see if she can think of anyone who would be interested.

Randy Ramos has expressed interest in becoming a Board member and Nick will contact her and invite her to the March meeting.

A motion was made by Jenny to adjourn the meeting. The motion was seconded by Philippa and the meeting was adjourned at 5:45 p.m.

The next meeting will be on March 14, 2019, starting at 5:15 p.m.

Submitted by Lisa Brewer
February 25, 2019

February 28, 2019

City of Burlington
Attn: James Keehne, City Administrator
415 15th Street
Burlington, Colorado 80807

**RE: PRELIMINARY ENGINEERING REPORT
NITRATE REMOVAL TREATMENT**

Dear Mr. Keehne:

CDPHE has determined that Burlington must still prepare and submit a Preliminary Engineering Report addressing the design of nitrate treatment facilities. Although their terminology is different, the stated purpose is to facilitate a short final design and construction period - should the blending system fail to meet prescribed nitrate levels. Therefore, what is conventionally referred to as "pre-design" level is required.

Scope of Work

Report work tasks would include:

1. Presentation and analysis of individual well nitrate concentration trends – and blending system performance – since project startup.
2. Projection of probable require treatment capacity to be used in the comparative cost analysis. Note this is needed since obviously the plan will involve a split treatment approach.
3. We may also have to synthesize (or compare) which wells may experience high nitrate – because pipeline transmission may be found to affect comparative costs.
4. The seven scope items listed in ¶15.19 of Consent Order, Attachment B.
 - i. *A detailed evaluation of treatment options*
 - ii. *Full consideration of treatment residuals management and disposal*
 - iii. *Identification of a selected treatment option with the associated justification for the selection*
 - iv. *Conceptual-level design and permitting evaluations of the selected option*
 - v. *Planning-level costs for selected option*
 - vi. *Identification of funding sources for the selected option*
 - vii. *A proposed implementation plan and schedule for installation of the selected option. The plan and schedule must facilitate the supplier's ability to address and resolve, as quickly as possible, continuing exceedences (sic) of the nitrate MCL at one or more entry points in accordance with the following:*
 1. *Exceedences (sic) of the nitrate MCL at one or more entry points that continue through December 1, 2018 present concerns about the overall success of the blending program and must be addressed.*



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Denver, Colorado 80211



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hello@merrick.com
www.merrick.com

2. *Exceedences (sic) of the nitrate MCL at one or more entry point that arise in the future may be indicative of changes in factors critical to the blending program (i.e. water quality, water quantity, infrastructure limitations) and must be addressed.*

5. Submission of the Report to CDPHE and providing discussion/information needed to obtain approval.

Schedule

The State has required that the report be submitted no later than December 1, 2019. The (95%) draft will be furnished to Burlington no later than August 1, 2019, with the goal that initial submittal to CDPHE will be by October 1, 2019.

Method of Payment

Work will be done on an hourly plus actual expense basis, as an extension to the ongoing services agreement (used for the Blending project). Merrick's updated rate schedule for 2019, applicable to this assignment, is attached.

The State's review of a preliminary engineering report is very discretionary – and can significantly affect the amount of work (cost) required. A reasonable estimate for this report is approximately \$20,000. It is requested that Burlington budget \$25,000 for the Report at this time. We agree to complete the described scope for a budget not-to-exceed \$25,000 unless an increase is justified, and is approved by Burlington.

Please sign below and return a copy of this Proposal if accepted and Merrick is authorized to proceed.

Respectfully submitted,
MERRICK & COMPANY



Ronald C. McLaughlin, PE & LS

Attachment: Rate Schedule

The above Proposal is approved by the City of Burlington and the Engineer is authorized to proceed.

By: _____
(City of Burlington)

Date: _____





**Schedule of Standard Hourly Billing Rates
(continuing clients)**

PERSONNEL WORK CLASS	MINIMUM QUALIFICATIONS	2019 HOURLY RATE
Senior Principal Engineer	MS in Engineering 25+ years relevant experience, Professional Registration, recognized expertise	\$205.00
Principal Engineer	BS in Engineering plus 20+ years relevant experience, or MS in Engineering plus 15+ years relevant experience, Professional Registration	\$179.00
Senior Project Engineer	BS in Engineering plus 15+ years relevant experience, or MS in Engineering plus 13+ years relevant experience, Professional Registration	\$140.00
Project Engineer	BS in Engineering plus 8+ years relevant experience, or MS in Engineering plus 6+ years relevant experience, Professional Registration	\$128.00
Professional Engineer	BS in Engineering plus 4+ years relevant experience, Professional Registration	\$113.00
Engineer in Training	BS in Engineering	\$88.00
Resident Engineer/ Senior Resident	BS in Engineering plus 4+ years relevant experience; or 10 years relevant experience	\$95.00
Resident Inspector	BS degree or 4+ years relevant experience in heavy construction	\$85.00
Survey Crew	Two person survey crew complete with Total station or other equipment	\$150.00
Hydrologist		\$120.00
Senior Designer with CAD Station	10 years relevant experience	\$116.00
Engineer drafter with CAD Station	4 years relevant experience	\$85.00
Engineer Technician		\$62.00
Administrative		\$60.00

*Rates will be negotiated for personnel with qualifications not described in the above schedule.
Monthly rates can be furnished for full-time Inspectors.*

BILLABLE EXPENSES:

Subconsultant	Cost plus 5%
Travel	Cost
Printing/Reproduction	Cost
GPS System	\$100.00/unit/day
Vehicle Mileage	Current Allowable IRS Rate

*This Schedule of Standard Hourly Billing Rates is considered to be "CONFIDENTIAL" information. Release of any information contained herein to third parties is prohibited without express written consent of Merrick & Company.
The above billing rates will be held firm through December 31, 2019.*



**Colorado Land
Investments I, LLC**

February 21, 2019

Jim Keehne

City Administrator

City of Burlington

Jim,

I am following up on our conversation about vacant land in the Burlington Industrial Park, we would like to submit the following offer:

1. I measured the north end of the property (parcel 1) approximately 20 acres. I am assuming that there would be a no build restriction of 300 feet radius around the city well located on the Northwest edge of the parcel. Based on that assumption we are valuing the parcel at \$80,000.00
2. On the south end (Parcel 2) we would have interest in approximately 10 acres which would extend south to the edge of the large depression and the large sand pile that is on the property. We are valuing this parcel at \$50,000.00.

We don't feel it's in the best interest of the City of Burlington that we buy these properties and speculate on development. We would rather ask for an option of first right of refusal on these properties as we work with our clients to develop a business plan for them and the city that will create jobs and a long-term revenue stream for all parties involved.

By granting a first right of refusal, that allows us to work with our clients knowing that we have an option on this property for development. At the same time, you have not taken the property off the market. We would like to ask for a term of 3 years or agreement that expires December 31, 2021.

Let me know your thoughts regarding our proposal.

Sincerely,

A handwritten signature in black ink that reads "Dan Slinger".

Dan Slinger

Associate Broker

Colorado Land Investments



March 11, 2019

City Administrator's Summary Report

February 25 – March 11, 2019

Administration

- Merrick has provided the City of Burlington with a proposal to address the Engineering Report for Nitrate Removal Treatment as required by Colorado Department of Public Health and Environment as final submission for the Order on Consent the City has been operating under since 2014. Timeline has also been provided. Note that cost and timeline have both increased since the initial discussion with Merrick. Cost is now anticipated to be \$20,000, though the City is requested to budget \$25,000 for the project. Enclosed in your packet is the written proposal by Merrick to be approved and signed by Mayor, serving as notice to proceed.
- REDI Grant has been submitted to DOLA for the Kit Carson County Growth Committee funding of the Economic Planning and Capacity Grant providing for Strategic Planning, Target Marketing, and Professional Consulting Services for Kit Carson County and incorporated areas to address a declining population base. Grant request is \$39,200. Grant was reviewed and approved prior to submittal by Greg Etl.
- REDI Grant has been submitted to DOLA for the Burlington-Kit Carson County Airport funding of an Infrastructure grant that supports economic diversification providing for local match funds for the Taxiway Turnaround Project to address safety concerns and FAA Compliance issues. Grant request is \$33,667.
- Currently in process of drafting Tier 1 Grant to DOLA for Energy and Mineral Impact Assistance Fund Grant for the Burlington-Kit Carson County Airport funding of an Infrastructure grant that supports economic diversification providing for local match funds for the Taxiway Turnaround Project to address safety concerns and FAA Compliance issues. Grant request is \$33,667. This grant application will be submitted by March 30th.
- A Planning and Zoning Commission meeting was held. Friday March 4 at 4:00 P.M. We were a little short on attendance with 2 of the 3 members in attendance. Although no action was required from the commission they did hear a request for re-zoning a certain area of town. From here, a public hearing has to be held to accept input from the public on the feasibility of the re-zone application. The public hearing must be posted and affected property owners notified at least 15 days prior to the hearing. Our goal is to hold this hearing on Tuesday, April 2nd, at Room A, Community Center. We are in need of Council participation at the Planning and Zoning meetings, not as voting members though as ex-officio members of the commission (By virtue of ones position or office, whereby one provides for direction or support of decisions made by board or commission).
- The Kit Carson County Growth Committee met on Thursday, March 7th in Stratton. An overview of the Grant was presented and a scope of work to be completed by the committee was reviewed. The goal is to get the committee working on completing its obligations under the grant prior to approval of the funding of the project.
- We have received an offer concerning vacant land in the Burlington Industrial Park from Colorado Land Investments. A copy of the offer and area map is provided in the packet. Our understanding of this is that investors are looking for property to put in greenhouses for growing of hemp. A good opportunity for economic development. Although in the offer, it values each parcel at a certain dollar amount, the main impetus of the proposal is to seek first right of refusal for property should an offer come in prior to their completion of work with clients who have expressed an interest in the land. I have since had the properties appraised, where they have appraised for \$6,200 and \$6,800 per acre respectively. Should you wish to grant them first right of refusal, I will notify them of the costs involved should they wish to move forward.

Operations

- **Water/Wastewater**
 - Flow meter at Well 11 is acting up again. Downey Drilling has been notified and are working to replace flow meter. Once replaced, we will have flow tested and put back on line.
 - Distribution of Cross Contamination/Backflow Prevention Surveys has been completed. Distribution of test compliance letters has been completed. Year-end report has been filed and deemed in compliance with State standards.
 - Testing of Lead and Copper piping has been initiated. This is a 40-day process so test results will not be back for a while yet.
 - Pumping records of contributing wells have been placed on state portal, as required.
 - Bacterial testing of contributing wells has been completed.
 - Wastewater testing has been completed.
- **Parks**
 - Over the last couple of weeks have spent a great deal of time removing snow from sidewalks around park areas and City owned property, and assisting streets with snow removal.
- **Streets**
 - Snow removal, snow removal, snow removal.
 - In process of adjusting this years street improvement plan to meet budget constraints. This year will not be as big as last, though will address those areas that are in greatest need. One area in which we will not be able to address this year is the re-surfacing issues on Donelan, Beaverton, and Marion streets.
 - The freightliner truck is in the shop for repairs where it is experiencing some leaks. Additionally, the backhoe is also in for repairs, also has some leakage issues and problems with hydraulics.
- **Electric**
 - Continuing to work with Osmosis to provide costs for testing of poles identified to be replaced.
 - Job Announcement for vacant position has been generated and posted. To date, we have received 7 applications for the position have been received. Currently in the process of notifying applicants and determining testing schedule. The goal is to have position filled by mid-April.
 - Have inventoried items eft behind by Main Electric as part of the conversion project. This items for which there is a use we will keep. Those without usage will be returned to Main Electric.

Public Safety

- Carpet has been installed throughout the PD. LED lighting has been installed to replace the old fluorescents. Painting of walls has almost been completed. All of this has provided for quite the facelift to the PD providing staff with an office space in which they want to work.
- 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, as the department has received additional notification that funding is scheduled to be released in the next few days.
- Development of hiring/promotional/retention program in process.
- Animal Shelter rehabilitation is taking place to bring shelter into compliance with state standards.

Library

- Implementing circulation weeding process for 2019 to stay abreast of circulation numbers
- Review of books underway to determine purchasing needs for this year.

Old Town

- Web Site development and design
- Working on digitally cataloguing all inventory assigned as museum in nature, a very tedious and time-consuming process, though one in need of performing.
- Scheduling of upcoming events taking place. Already have over 450 reservations for School Day, held before school is out. This may become a two-day event instead of the one, due to the number of students taking advantage of the offering.

Activities/Community Center

- Fundraising activities for Burlington Youth Council are underway.
- Working with local contractors to identify solution to water leakage issue on North end of building.

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

Airport

- Equipment maintenance and repair is underway.
- Working with entities to identify and repair issues with runway lights, identified as an issue that is grant eligible and will be included as part of Taxiway Turnaround Project
- 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.
- A lot of snowplowing and keeping runway clear over the last couple of weeks. The weather conditions have hampered the flights in and out of Burlington over the last couple of weeks.
- Draft Master Plan Report has been received from Armstrong Consultants. It is currently under review and being edited. Once complete it will be filed with the FAA and accepted by The City of Burlington.

Economic Development

- Shopko still closing
- Assisting with the 2020 Census
- Participating in County Growth Committee meetings, research, and grant writing

Intergovernmental

- Thanks to those of you who took the time to complete and return the CDOT questionnaire. These have been provided to CDOT for inclusion in their 385 improvement study.
- We have received word from Great Outdoors Colorado (GOCO) that a request for funding for the Parks and Recreation Master Plan was denied. All we know at this time is that they had 30 requests for funding totaling \$1.65 million, and only \$250,000 in funding to award. We have attempted to contact GOCO for discussion purposes on how to improve our opportunity for consideration in the future. To date, GOCO has not responded to our request.
- On Wednesday, March 6th, I received a copy of Resolution No. 19-037 from the County, whereby Kit Carson County has been declared a Second Amendment Sanctuary County. Resolution is attached for your review. This issue is receiving a lot of press Statewide at this time, and surely there will be a great deal of discussion at the State and local level as time goes on. This will have no effect on the services provided to our constituents by law enforcement.

RESOLUTION NO. 19-037

STATE OF COLORADO)
) ss.
COUNTY OF KIT CARSON)

At a regular meeting of the Board of County Commissioners for Kit Carson County, Colorado, held at the Court House in Burlington on Tuesday the 8th day of January, 2019, there were present:

- Cory Wall..... Chairman
David L. HornungCommissioner
Gary Koop.....Commissioner
Crystal Richards County Clerk
Tom Ridnour.....Sheriff
Paula Weeks.....County Administrator

when the following proceedings, among others, were had and done, to-wit:

WHEREAS, C.R.S. §30-11-101, provides that Counties have the authority to adopt and enforce ordinances and resolutions regarding health, safety, and welfare issues; and

WHEREAS, C.R.S. §30-11-101, provides that the powers of a county as a body politic and corporate shall be exercised by a board of county commissioners; and

WHEREAS, the Second Amendment to the United States Constitution, adopted in 1791 as part of the Bill of Rights, protects the inalienable and individual right of the people to keep and bear arms; and

WHEREAS, the Supreme Court in the Districts of Columbia v. Heller, 554 U.S. 570 (2008), decision affirmed an individual's right to possess firearms, unconnected with service in a militia, for traditionally lawful purposes, such as self-defense within the home; and,

WHEREAS, the Supreme Court in McDonald v. Chicago, 561 U.S. 742 (2010), affirmed the right of an individual to "keep and bear arms." As protected under the Second Amendment, is incorporated by the Due Process Clause of the Fourteenth Amendment against the states; and,

WHEREAS, the Supreme Court, in United States v. Miller, 307 U.S. 174 (1939), opined that firearms that are part of ordinary military equipment, or with use that could contribute to the common defense are protected by the Second Amendment; and,

WHEREAS, Article II, Section 3 of the Constitution of Colorado provides that all "persons have certain inalienable rights, among which may be reckoned the right of enjoying and defending their lives and liberties; of acquiring, possessing and protecting property; and of seeking and obtaining their safety and happiness"; and

WHEREAS, Article II, Section 13 of the Constitution of Colorado provides that the "right of no person to keep and bear arms in defense of his home, person and property, or in aid of the civil power when thereto legally summoned, shall be called in question"; and

WHEREAS, Article II, Section 11 of the Constitution of Colorado provides that no "ex post facto law, nor law impairing the obligation of contracts, or retrospective in its operation... shall be passed by the general assembly"; and

WHEREAS, Article II, Section 7 of the Constitution of Colorado provides that the "people shall be secure in their persons, papers, homes and effects. From unreasonable searches and seizures"; and

WHEREAS, Article II, Section 15 of the Constitution of Colorado provides that "[P]rivate property shall not be taken or damaged, for public or private use, without just compensation," which the Colorado Supreme Court has indicated includes a legal interference with the physical use, possession, disposition, or enjoyment of the property, including temporarily; and

WHEREAS, it is the desire of the Board to declare its support of the Second Amendment to the United States Constitution and the Colorado Constitution protecting citizens' inalienable and individual right to keep and bear arms; and

RESOLUTION NO. 19-037

WHEREAS, the members of this Board took an oath to support and defend the United States Constitution, the Constitution of the State of Colorado and the laws of the State of Colorado, insofar as they are constitutional,

NOW, THEREFORE BE IT RESOLVED by the Board of County Commissioners of Kit Carson County by the authority granted the Board by the laws of the State of Colorado and people of Kit Carson County, Colorado to stand and defend their rights and liberties, which are guaranteed by the United States and Colorado Constitutions, we hereby declare this Resolution to be a Second Amendment "Sanctuary County."

BE IT FURTHER RESOLVED that this Board affirms its support for the duly elected Sheriff of Kit Carson County, Colorado in the exercise of his sound discretion and affirms its resolve to support decisions by our Sheriff to not enforce any unconstitutional firearms law against any citizen,

BE IT FURTHER RESOLVED that this Board will not authorize or appropriate government funds, resources, employees, agencies, contractors, buildings, detention centers or officers for the purpose of enforcing law that unconstitutionally infringes on the right of the people to keep and bear arms.

ADOPTED this 6th day of March, 2019 at Burlington, Colorado.

Motion made by _____, seconded by _____, motion carried.

BOARD OF COUNTY COMMISSIONERS

Cory Wall, Chairman

Gary Koop, Commissioner

David L. Hornung, Commissioner

Ridnour, Sheriff

STATE OF COLORADO)
)ss.
COUNTY OF KIT CARSON)

I, Crystal Richards, Deputy County Clerk and ex-officio Clerk of the Board of County Commissioners in and for the County and State aforesaid, do hereby certify that the annexed and foregoing Resolution is truly copied from the Records of the Proceedings of the Board of County Commissioners of said Kit Carson County, now in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the County at Burlington, this 6th day of March, 2019.

Attest:

Crystal Richards, Deputy County Clerk



www.burlingtoncolo.com

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

**CITY CLERK/TREASURER REPORT
3-11-2019**

- I will need all your Municipal Code books brought to City Hall, so we can get all the new updates added to them. Please have them to City Hall no later than March 27th.
- I have been working on the records management and trying to start the process of moving records from City Hall to storage.
- Ashley and I have been working on a collection process for the delinquent utility accounts. As I shared with you in my February report, we have contracted with Wakefield and Associates. Delinquent accounts from 2013 to 2018 have been sent to Wakefield and they have been successful in collecting on several accounts.
- I am working with Neal Heyer on completing the audit for Pinnacol. Pinnacol does an audit yearly and it generally is done through the mail. They schedule on site audits every several years and this year was the year for our on-site audit. This audit is every useful to the City, as the Auditor checks our coding of employees and does a verification of employees to be sure we are reporting the correct information. I think this audit process has been a great learning tool for me and I think the process went well. I hope to hear back from Pinnacol by May.
- As I shared with you in one of my previous reports, I met with Linda De Herrera several months ago about the compliance processes for the City Bus. With the information that Linda shared with me I was able to develop policies to help with the compliance requirement for the City Bus. As part of the compliance requirement, we also must do an annual report to the U.S. Department of Transportation for drug and alcohol testing. This report was completed on March 1st.
- There have been seven pay requests submitted for Airport grant funds to date. The total dollar amount of these submittals is \$140,156.86 and the City has received payment on five of the seven in the amount of \$130,797.05.
- Jim and I met with Frank Urman on Wednesday to discuss the renewal rates. Frank shared with us that the overall CEBT rate renewal increase is 5.1% and our group rate increase is 6.5%. This will be on the March 28th agenda for discussion.
- I met with Nate Brown from AirMedCare to learn more about the services they can provide for our employees. Nate meet with several city employees on March 5th.

