

**CITY OF BURLINGTON
KIT CARSON COUNTY
CITY COUNCIL
REGULAR MEETING
AGENDA
06-2020
VIRTUAL MEETING
MICROSOFT TEAMS LIVE EVENT
March 30, 2020
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 from 3-09-2020

4 Public Comment

5 Unfinished Business

6 New Business

- A. Authorization of Mayor signature on Extension of the March 23rd order Declaring a Local Disaster Emergency for the City of Burlington
- B. Approval of the 2020 Dispatch Service Agreement
- C. Approval of bids for Bare-ground and Fertilizer treatment for the City

7 Reports from City Departments

Administrator- Jim Keehne
Treasurer/Acting Clerk – Becky Castillo
Airport-Daniel Melia
Economic Development- Rol Hudler

Activities- Tyson Weisshaar
Library-Nick McCarty-Daniels
Old Town- Nikki Wall

8 Council Comments

9 Adjournment

- A. Mayor Dale Franklin
- B. Kamron Weisshaar
- C. Mark Burghart
- D. Melvin Gilley
- E. Harold McNerney
- F. Greg Swiatkowski
- G. Paul Velasco

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
March 9, 2020**

Mayor Dale Franklin called the meeting to order at 6:32 PM.

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

Harold McNerney	Melvin Gilley
Greg Swiatkowski	Paul Velasco

Absent: Kamron Weisshaar and Mark Burghart

Staff/Officials:	Also:
Jim Keehne, Administrator	
Mike Grinnan, Attorney - Absent	
Suzanne Velasco, Clerk	
Becky Castillo, Treasurer/ Acting Clerk	

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 1-27-2020
Approval of Minutes from 2-10-2020
Approval of Minutes from 2-24-2020

MOTION by McNerney, second by Swiatkowski to approve minutes from 1-27-2020, 2-10-2020 and 2-24-2020

Those yea: McNerney, Swiatkowski, Gilley, Velasco
Those nay:
Motion passes.

4 Public Comment

5 Public Hearing

Approval of Special Event Liquor License for Kit Carson County Cattlewomen

MOTION by McNerney, second by Gilley to approve Special Event Liquor License for Kit Carson County Cattlewomen

Those yea: McNerney, Swiatkowski, Gilley, Velasco

Those nay:
Motion passes.

6 Department Head Reports:

Keehne-> Report is in the packet.
Castillo-> Report is in the packet

7 UNFINISHED BUSINESS:

8 NEW BUSINESS:

- A. Remove Suzanne Velasco as a signer on all bank accounts

MOTION by Gilley, second by Swiatkowski to approve Removal of Suzanne Velasco as a signer on all bank accounts

Those yea: McNerney, Swiatkowski, Gilley, Velasco
Those nay:
Motion passes.

- B. Authorization of Mayor to sign agreement between City of Burlington and Skarco, LLC to perform work at Airport known as our Airport Turnaround Project

MOTION by McNerney, second by Velasco to approve Authorization of Mayor to sign agreement between City of Burlington and Skarco, LLC to perform work at Airport known as our Airport Turnaround Project

Those yea: McNerney, Swiatkowski, Gilley, Velasco
Those nay:
Motion passes.

- C. Approval of Ordinance NO 951 an ordinance to amend certain portions of chapter 13 of the Burlington Municipal code relating to water, sewer and electrical tap fees

MOTION by Swiatkowski, second by McNerney to approve Ordinance NO 951 an ordinance to amend certain portions of chapter 13 of the Burlington Municipal code relating to water, sewer and electrical tap fees

Those yea: McNerney, Swiatkowski, Gilley, Velasco
Those nay:
Motion passes.

- D. Approval of Ordinance NO 952 an ordinance to amend certain portions of Title 15 in order to establish fees for building permit

MOTION by McNerney , second by Velasco to approve Ordinance NO 952 an ordinance to amend certain portions of Title 15 in order to establish fees for building permit

Those yea: McNerney, Swiatkowski, Gilley, Velasco

Those nay:

Motion passes.

- E. Approval of Ordinance NO 953 an ordinance of the council of the City of Burlington Annexing property known as Carousel Court Subdivision

MOTION by McNerney , second by Swiatkowski to approve Ordinance NO 953 an ordinance of the council of the City of Burlington Annexing property known as Carousel Court Subdivision

Those yea: McNerney, Swiatkowski, Gilley, Velasco

Those nay:

Motion passes.

9 REPORTS AND COMMENTS FROM MAYOR AND COUNCIL:

- A. Mayor Dale Franklin
- B. Kamron Weisshaar - Absent
- C. Mark Burghart - Absent
- D. Melvin Gilley – Inquired about why the Outback Bus is going to be shut down?
- E. Harold McNerney – Same question as Gilley
- F. Greg Swiatkowski – Wondering if anything changed with the status of the Chief of Police.
- G. Paul Velasco

9 MOTION by McNerney , second by Swiatkowski to adjourn the meeting at 6:55 PM.

Those yea: McNerney, Swiatkowski, Gilley, Velasco

Those nay:

Motion passes.

Dale Franklin, Mayor

Becky Castillo, Treasurer/ Acting City Clerk

**AN ORDER DECLARING A LOCAL DISASTER EMERGENCY IN AND FOR THE
CITY OF BURLINGTON, COLORADO**

WHEREAS, COVID-19 is a highly contagious virus that has spread to numerous countries throughout the world, including the United States; and

WHEREAS, on March 10, the Governor of Colorado declared a State of Emergency for the State of Colorado due to COVID-19; and

WHEREAS, on March 11, 2020, the World Health Organization (“WHO”) declared the worldwide outbreak of COVID-19 a “global pandemic”, pushing the threat beyond the “global health emergency” it had announced in January; and

WHEREAS, the Colorado Disaster Emergency Act, C.R.S. § 24-33.5-701, et seq. (the “Act”), provides procedures for statewide and local prevention of, preparation for, response to, and recovery from disasters and emergencies; and

WHEREAS, pursuant to the Act, an “emergency” is an unexpected event that places life or property in danger and requires an immediate response through the use of state and community resources and procedures, and an “emergency epidemic” is cases of an illness or condition, communicable or non-communicable, caused by bioterrorism, pandemic influenza, or novel and highly fatal infectious agents or biological toxins; and

WHEREAS, pursuant to C.R.S. § 24-33.5-709, a local disaster emergency may be declared “only by the principal executive officer of a political subdivision”; and

WHEREAS, pursuant to the City of Burlington Charter and Municipal Code, the Mayor is the chief executive officer of the city and therefore may declare or proclaim a local emergency; and on the 23rd day of March, 2020, the Mayor declared a local disaster emergency. A copy of the declaration is attached hereto. Pursuant to C.R.S. § 24-33.5-709(1), the declaration of a local emergency shall not be continued beyond a period of seven days or removed except by action of the City Council; and

WHEREAS, pursuant to C.R.S. § 24-33.5-709(1), any order declaring, continuing, or terminating a local disaster “shall be given prompt and general publicity and shall be filed promptly with the ... city clerk ... and with the office of emergency management”; and

WHEREAS, pursuant to C.R.S. § 24-33.5-709(2), the effect of declaring a local disaster emergency “is to activate the response and recovery aspects of any and all applicable local and inter-jurisdictional disaster emergency plans and to authorize the furnishing of aid and assistance under such plans; and

WHEREAS, Colorado law provides for declaring a local disaster emergency to assist local governments in responding to and recovering from emergency events, including epidemics; and

WHEREAS, by declaring a local disaster emergency, the City Administrator of the City of Burlington will be better able to respond to the emergency and work with other jurisdictions as appropriate and outlined in various applicable emergency management plans; and

WHEREAS, because of the COVID-19 pandemic, which occurred or began to occur on March 5, 2020, the City of Burlington is suffering or has suffered a disaster emergency as defined in the Act.

WHEREAS, the City Council finds that it is appropriate and in the interests of the public health, safety, and welfare and would further protect property, for the City Council to ratify the actions of the Mayor and to extend the declaration until such time as the City Council terminates such declaration.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BURLINGTON, COLORADO, DECLARES:

Section 1. Local Emergency Disaster. That the City Council hereby determined that the presence of COVID-19 virus within the State of Colorado and Kit Carson County constitutes a local disaster emergency that warrants the mobilizing of emergency response and the furnishing of aid and assistance by the City of Burlington. The State of disaster is hereby extended and shall remain in effect until such a time as the City Council terminates such declaration.

Section 2. Powers. This declaration grants the City Administrator all emergency powers set forth in the Burlington Municipal Code including but not limited to the ability to implement the following measures in addition to such other measures as may be necessary and appropriate:

Suspending review and processing of Planning and Zoning Commission and Board of Adjustment and Appeals related concerns until the Local Disaster Emergency has been terminated.

Providing for remote access City Council meetings through telephonic or electronic means for continuity of government.

Closure or limiting access to public buildings to meet State mandates regarding meetings and implementing social distancing protocols in those facilities with limited access.

Allow for continuation of essential services, implementing social distancing measures to mitigate the spread of COVID-19.

Implementation of stay at home measures in compliance with Executive Order D 2020 017.

Implementing measures to conduct a Municipal Election on April 07, 2020, and declaring that election an essential municipal service, that are compliant with State mandates regarding social distancing and stay at home measures.

Section 3. Declaration to be Filed with Colorado Office of Emergency Management. It is further ordered that this Declaration shall be given prompt and general publicity, filed immediately with the City Clerk and a copy shall be sent to the Colorado Office of Emergency Management.

DECLARED AND ADOPTED on this 30th day of March, 2020.

CITY OF BURLINGTON, COLORADO

Dale Franklin, Mayor

[SEAL]

ATTEST:

Rebecca Castillo, City Clerk (Acting)

STATE OF COLORADO)
County of Kit Carson)ss.
City of Burlington)

CLERK'S CERTIFICATE

That I, Rebecca Castillo, the official acting City Clerk of the City of Burlington, do by these presents, say that the foregoing Local Disaster Emergency Declaration was passed and adopted by the Mayor of the City of Burlington on the 30th day of March, 2020, and that the foregoing Local Disaster Emergency Declaration is a true, correct and full copy of the Declaration as shown in Ordinance Book 13 of the records of the City of Burlington, Burlington, Colorado.

Dated this 30th day of March, 2020.

Rebecca Castillo, City Clerk (acting)

STATE OF COLORADO)

County of Kit Carson)ss. CLERK'S CERTIFICATION OF PUBLICATION

City of Burlington)

That I, Rebecca Castillo, the official acting City Clerk of the City of Burlington, do by these presents, say that the foregoing Local Disaster Emergency Declaration and Clerk's Certificate attached thereto was published in the *Burlington Record*, a weekly newspaper of general circulation in Burlington, Kit Carson County, Colorado, on April 2nd, 2020, and "Proof of Publication" is filed herewith.

Dated this 30th day of March, 2020.

Rebecca Castillo, City Clerk (acting)

DISPATCH SERVICE AGREEMENT

This Agreement (the "Agreement") is made effective the 1st day of January 2020, by and between the Board of County Commissioners of Kit Carson County, Colorado, whose address is P.O. Box 160, Burlington, Colorado 80807 (the "County"), and the City of Burlington, whose address is 415 15th Street, Burlington, Colorado 80807 (the "City"). The County and/or the City may also be referred to as a "Party" or the "Parties". The dispatch and communication operations shall be conducted by the Kit Carson County Sheriff, whose address is 251 16th Street, Suite 103, Burlington, Colorado 80807 (the "Sheriff"). When the County and the Sheriff are intended to be referred to jointly, they shall be collectively referred to as the "Kit Carson County Sheriff's Office" ("K.C.C.S.O.).

WHEREAS, pursuant to C.R.S. 29-1-201, as amended, and C.R.S. 30-11-107, as amended, the County and City may enter into an agreement by which the K.C.C.S.O. would provide "Emergency and Non-emergency Dispatch Service," as defined by this Agreement, for the City; and

WHEREAS, the County and City have previously entered into an agreement concerning the control, operation, management, and cost sharing of a joint Communications/Dispatch Center; and

WHEREAS, the City has determined that it is more cost effective to contract for Emergency Dispatch Service with the K.C.C.S.O than to fund, equip, and staff its own Dispatch and Communications Center; and

WHEREAS, the K.C.C.S.O. provides Emergency and Non-emergency dispatch functions and has the capability to provide emergency and nonemergency dispatch services for the City; and

WHEREAS, the K.C.C.S.O. agrees to provide Emergency and Non-emergency Dispatch Service for the City under the following terms and conditions.

NOW, THEREFORE, the Parties agree as follows:

1. K.C.C.S.O. shall provide Emergency and Non-emergency Dispatch Service to the City. Emergency and Non-emergency Dispatch Service means emergency or non-emergency communication of any kind received by K.C.C.S.O. which requests or requires emergency service by the City's and County's emergency medical, fire, and/or law enforcement service providers and non-emergency dispatch communications which requests or requires non-emergency service communication from or to the City's non-emergency service providers without consideration as to the type of call or complaint received by K.C.C.S.O.
2. K.C.C.S.O shall provide Emergency and Non-emergency Dispatch Service for the City for a period of one (1) year, commencing on January 01, 2020, and ending on December 31, 2020. The Parties shall, in good faith, begin negotiation of a new Dispatch Service Agreement in July 2020.
3. In consideration of the County's promises and efforts under this agreement, the City shall pay the County \$100,000.00 for the term of this Agreement, apportioned equally and payable per month. The City's payments to the County shall be made as follows:

- 3.1 Each monthly payment shall be paid in advance on the first day of each month for services to rendered in that calendar month.
 - 3.2 All monthly payments shall be due and payable by City without any further notice or demand from the County.
 - 3.3 Each monthly payment shall be made by the City and shall be made payable to the County and delivered to the attention of: Kit Carson County Administrator, or in any manner subsequently directed by the County.
 - 3.4 Each payment shall clearly identify it is a monthly payment being made pursuant to this Agreement and identify the calendar month for which the City intended the payment to apply. The County, in its discretion, may apply any monthly payment received from the City to any past due amount or monthly payment then due and owing to the County pursuant to this Agreement.
4. Except for the emergency and Non-emergency Dispatch Service expressly contracted for herein, the K.C.C.S.O. and the City shall not be obligated to provide or assist the other Party with any emergency or non-emergency services of any kind unless expressly requested by either Party.
 5. This Agreement does not, and is not intended to, obligate or require the K.C.C.S.O. to change, alter, modify, or develop any different K.C.C.S.O. dispatch related procedures, policies, and/or standards; purchase or use any special or additional equipment; or, alternatively, prohibit the K.C.C.S.O. from implementing any future communication-related changes that the K.C.C.S.O., in its sole judgement and discretion, believes to be in all Parties to this Agreement best interests and with prior notice provided as to changes to be implemented.
 6. The City shall provide fees for requests made to K.C.C.S.O. for additional services pertaining to law enforcement activities at a rate of:
 - 6.1 Dispatch audio recordings - \$25.00 per incident; No Charge if City provides thumb-drive;
 - 6.2 Printing of dispatch related documents - \$0.25 per page; No Charge if City provides thumb-drive;
 - 6.3 Code-Red and Reverse 911 calls for City residents - \$0.25 per call/per phone number initiated by K.C.C.S.O. with the approval of the Sheriff.
 - 6.4 District Attorney requests for recordings or dispatch related documents must be on request form from the Office of the District Attorney, City will provide thumb-drive.
 7. The City of Burlington Police Department shall not auto forward phone lines to the K.C.C.S.O after hour, except during critical incidents, emergencies or disaster situations.
 8. Neither the City nor the County is responsible for the independent acts and/or omissions of the other Party, or their officers, employees, or agents. Further, it is the intent of the Parties that each Party shall be responsible for the negligent, willful, or intentional acts or omissions of their respective public safety personnel.

9. Each Party agrees to indemnify, defend, and hold harmless the other Party, its agents, officers, and employees from all claims whatsoever that may arise against the other Party as a result of the negligent, willful or intentional acts or omissions of the Party or their respective public safety personnel.
10. Each party shall process and defend, at its own expense, any and all claims of whatsoever kind in nature, with respect to that Party's acts or omissions of services or otherwise in response to Emergency and Non-emergency Dispatch Service.
11. Previous agreements between the County and the City for dispatch services are rendered null and void upon signing this Agreement.
12. Either Party may terminate this Agreement term and give notice of sixty (60) days to the other Party that on such date all of the Party's rights and obligations under this Agreement, except as expressly reserved, shall cease. The City's written notice shall operate as a notice to quit or terminate this Agreement and the City may proceed to recover advance payment of fees on a pro-rata basis for unprovided service as noted in this Agreement. The obligation of the City to pay to the County, and the right of the CITY to recover all fees and other charges accrued up to the time of termination of this Agreement from the County, together with costs of collection, including attorney's fees and costs, shall survive termination of the Agreement.
13. Any notice under this Agreement shall be in writing and shall be effective when actually delivered or when deposited in the mail addresses to the Parties as follows:

Kit Carson County:	Kit Carson County Board of Commissioners Attn: Kit Carson County Administrator P.O. Box 160 Burlington, CO 80807
City of Burlington:	City of Burlington Attn: City Administrator 415 15 th Street Burlington, CO 80807
14. This Agreement is made and entered into in the State of Colorado and shall in all respects be interpreted, enforced and governed under the laws of the State of Colorado. The language of all parts of this Agreement is intended to and, in all cases, shall be construed as a whole, according to its fair meaning, and not construed strictly for or against any Party.
15. This Agreement shall not become effective prior to approval by the County Board of Commissioners and City's governing body. The terms of this Agreement may be amended by mutual written agreement of the County and the City.

16. If a court of competent jurisdiction finds a term, or condition, of the Agreement to be illegal or invalid, then the term, or condition, shall be deemed severed from this Agreement. All other terms, conditions, and provisions of this Agreement shall remain in full force.

17. For and in consideration of the mutual promises, acknowledgments, representations, and agreements set forth in this Agreement, and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, The County and the City hereby agree and promise to be bound by the terms and provisions of this Agreement.

IN WITNESS WHEREOF, _____ for the City, hereby acknowledges that they are authorized to execute this Agreement on behalf of City and hereby accepts and binds the City to the terms and conditions of this Agreement on this _____ day of _____, 2019.

WITNESS:

THE CITY OF BURLINGTON,

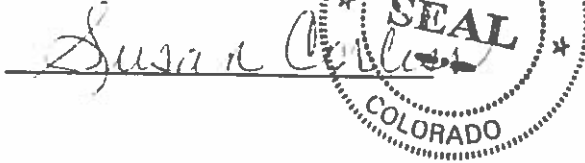
BY: _____

Dale Franklin, Mayor

IN WITNESS WHEREOF, Cory Wall, Chairperson, Kit Carson County Board of Commissioners, hereby acknowledges that they have been authorized by a resolution of the Kit Carson County Board of Commissioners (a certified copy of which is attached) to execute this Agreement on behalf of the COUNTY OF KIT CARSON and hereby accepts and binds the COUNTY OF KIT CARSON to the terms and conditions of this Agreement on this 9th day of October 2019.

WITNESS:

COUNTY OF KIT CARSON,



BY: _____

IN WITNESS WHEREOF, Tom Ridnour, in his official capacity as the KIT CARSON COUNTY SHERIFF, hereby concurs and accepts the terms and conditions of this Agreement on this 9th day of October, 2019.

WITNESS:

KIT CARSON COUNTY SHERIFF,

Susan Corless

BY: _____

Tom Ridnour



www.burlingtoncolo.com

415 15th Street • PO Box 366 • Burlington, CO 80807 • Phone 719.346.8652
email: jim.keehne@burlingtoncolo.com

March 30, 2020

Council,

Three local company's, CynMar, LLC., Green Horizons, and Burlington K-Lawn responded to request for bids, submitting bids for Fertilizer and Weed Control (two applications) and Bareground Treatment (one application). Bids were opened at 1:00 P.M, March 19, 2020 at City Hall. Present for opening were Mike Konecne, Public Works Director and Becky Castillo, Acting City Clerk. All bids were recorded at time of opening. Results are as follows:

FERTILIZER AND WEED CONTROL BID		BAREGROUND BID	
2 Applications Spring/Fall		1 Application	
Fertilizer/Weed Control NAME		Bareground Treatment	TOTAL
Green Horizons	\$12,133.39	\$5,244.90	\$17,378.29
Burlington K-Lawn	\$11,653.96	\$5,082.75	\$16,736.71
CynMar LLC	\$11,295.50	\$4,837.90	\$16,133.40

Staff recommends that the Fertilization and Weed Control Bid be awarded to the lowest bidder, CynMar, LLC.



March 30, 2020

City Administrator's Summary Report

March 09 - 30, 2020

Administration.

- At the February 10th Council meeting there was a request to look at the placement of handicap parking spaces mid-block in the 300 and 400 blocks on 14th Street. I have met with Greg Etl of DOLA regarding our project and he indicated that we should first establish a drainage plan that would be funded through an Administrative Grant up to \$25,000. I have identified two firms willing to provide a quote for this project, JVA Engineering, Boulder, and SGA Engineering, Gunnison. Once quotes are obtained, we can write a DOLA Main Street grant that would repair the existing concrete, replace curb and gutter, upgrade the drainage system, and replace sidewalk. As we previously spoke, sidewalk, curb, and gutter costs are typically borne by the property owner. Here is an opportunity for us to be very proactive in our efforts to gain ADA compliance on our main street and to do so through little costs borne by property owners. Will be working hard to secure Admin Grant and further developing Main Street grant for funding. Since the last meeting, we have been working to come up with a temporary solution to the handicap access from parking on Main Street. The biggest issue we face is our diagonal parking as most temporary ramps address only parallel or 90-degree parking. Rather than fabricate ramps, we have determined that it will be more cost effective in the long run to do curb cuts at this time and ramp the sidewalk. We will begin this project once we have a new design for street parking in place that identifies and represents handicap parking and identification.
- On February 25, met with Troy Bernberg of Northland Public Finance regarding restructuring or refinancing our debt for wastewater and water quality project. After document review is completed, will bring information to City Council as to whether or not to refinance. Preliminary numbers indicate that we may be able to save over the life of the bond debt, though wish to really digest the information prior to making a recommendation. Since our last meeting, we have engaged Mr. Bernberg and Northland Securities as the City of Burlington's Placement Agent for re-financing our Bonds. As you all know, the interest rate on federally backed securities has dropped to virtually 0. This means that the lending rate has also been reduced, though we have seen an uptick in mortgage lending rates as mortgage backers aren't interested in securing loans at low interest rates. Currently Mr. Bernberg has worked with Staff to provide him with updated information regarding our water and wastewater systems, as well as to provide transcripts related to the 2014 Bond release. Northland Securities has completed the publication or announcement of our desire to seek re-financing of our bonds (looking for better rates). Will Keep you all apprised of additional information as it comes in.
- Becky has assumed responsibility for the upcoming municipal election. Election Judges and staff have been identified and are in place. A TABOR Election Notice was drafted and mailed to all registered voters, in compliance with Colorado Election Laws. Ballots have been developed and disseminated to those that have requested Absentee Ballots. Additionally, we checked with State officials to determine if we could hold a mail ballot election rather than a polling place election. We were informed that it was passed the deadline to do so and that to do it now would put us in violation of election laws. This being the case, we have renewed our efforts to distribute as many absentee ballots as possible. To date, over 150 absentee ballots have been distributed. Our polling place

will be operational on April 07th. The Community Center will be open for voting from 7 am – 7 pm. We will be practicing social distancing and are exploring ways to expedite the process and still meet our group meeting limitations that have been established by the State. I believe we have a good plan in place and are prepared for our upcoming election.

- With the annexation of Carousel Court into the City limits of the City of Burlington, the land plats have been filed with the County. The developer of the property, Grinnan Construction, has begun the process for development and will be submitting a building permit for the construction of a spec home in the sub-division. As a part of this, streets will be platted and deeded to the City, and we will begin the process for infrastructure review and mapping.
- “Coffee with the Community” meetings are being held the first and third Monday’s of the month, 7:00 – 9:00 A.M., the purpose of which is to obtain feedback from the community on issues or topics of importance in which the community wishes to be informed. The last session was held March 16th at the Community Center. Five persons in addition to City Staff, were in attendance. Discussion was around the Sales Tax ballot initiative in clarifying ballot language and dialogue regarding the need for additional funding. Discussion was also had on the development of a cross wind runway at the airport. This is an item already listed in our airport master plan though is pretty far down the priority list to accomplish. We will have future discussions with Armstrong Consulting regarding this issue. With the COVID-19 restrictions, Coffee with the City will be placed on hold until such a time as meetings can be held again and the Community Center is opened for public use.
- The plan for the Airport Turnaround Project is to begin construction this week. Skarko will be the contractor of record and will have various sub-contractors performing certain work aspects of the project. Again, our fixed wing operations will be affected by this project for a period of approximately 45 days. Rotary aircraft we still be able to access our airport during this time. With the COVID-19 outbreak, medical clinics and the like have stopped operations in an attempt to mitigate the spread of this virus. To that end, Doctors that utilize our airport on a regular basis have already discontinued service in Kit Carson County, so the timing of our project is good and won’t have severe effects on our operations. We hope to complete this on time so as not to disrupt the springtime agricultural spray operations that occur at our airport. We will continue to supply you with weekly updates as the project progresses.
- Over the last couple of weeks, you have all become more aware of the COVID-19 worldwide pandemic. We are not immune to this in Kit Carson County, and have already been made aware of numerous cases in Colorado, one in Kit Carson County. Kit Carson County Department of Public Health and Environment and Office of Emergency Management has declared an Emergency and initiated the opening of the KCC Incident Command System to properly navigate and assist others throughout these troubling times. As the City Representative, I have several briefings daily to keep apprised of a very fluid situation, from which we implement the ever-changing rules and guidelines. As you all are aware, several guidelines have come in the form of orders from both the Federal and State government, that we must ascribe to in the performance our duties and to mitigate the spread of the virus and protect our communities to whatever extent possible. To that end, we have changed our council meetings from in person to remote access by ordinance. Rules and instructions on this will be forthcoming. Additionally, the City of Burlington and Kit Carson County have also declared a Local Disaster Emergency to assist in our mitigation efforts of this virus (This Emergency Declaration must be extended at tonight’s meeting per CRS requirements). We have implemented protocols to maintain the social distancing directives and to mitigate contact with the public. Certain public buildings are closed or have limited access to facilities to reduce contact with the public, all in an attempt to keep staff safe and to mitigate spread. Currently, the Community Center, Old Town, and Library are closed to public access. Staff is performing cleaning and maintenance activities. City Hall

has limited public access and we are doing our best here to reduce public contact through the issuance of directives and instructions related to utility billing, building permits, etc. As we all know, this will get worse before it gets better. The situation is already having an affect on our business community and on city government as a whole. We know that as our economy continues to slow, less revenues come in which can have dire effects on an already struggling local economy. Revenue projections already indicate a nationwide slowdown of anywhere between 25 and 40%. Because of this, I have issued directives that we will not be performing some of our capital plans because of revenue projections, and purchasing is limited to only essential needs to conduct business at this time. None of us know how long this will continue, though as we have not yet reached a leveling off in reported cases, it is predicted to continue for at least the next 30 days. We will strive to keep you informed through facebook, website, and periodic remote meetings as to the status of virus mitigation.

- Bids have been published for fertilizing and weed spraying of City Owned property.
- We have temporarily delayed the hiring process for City Clerk, and Bus Driver for the COVID-19 outbreak. The bus currently is not in operation because of virus, though as soon as we are able, will begin services. Will be looking to do video conferencing for interview purposes. The clerk position is an appointed position and we want to bring the best possible candidate to City Council for appointment. Testing and Interviews have been delayed due to meeting requirements, and the inability to maintain social distancing.
- In your packets, and up for discussion again is the Contract with Kit Carson County, Dispatch Service Agreement. We have been operating for the first three months of 2020 without a signed agreement. Services are continuing as last year, and since the first of the year, better communication is occurring between the City and the county. The County Commissioners and the Sheriff have both signed off on this agreement.

Operations

- Tap fees and building permit cost Ordinances have been filed and published. Will be effective on April 01.
- Bid Specs developed for equipment acquisition were published, with two respondents, Honnen Equipment and Wagner Cat. We have put this equipment acquisition on hold due to the Covid-19 outbreak, knowing the economic impact this will have on our community, now is not the time to be investing in new equipment. Bidders have been notified and once this situation has passed, we may have to re-bid.
- Water/Wastewater
 - Conducting process control and nitrate testing at blending plant and contributing wells
 - Wastewater composite testing and Regulation 85 compliance testing taking place
 - Quarterly report to the State has been submitted for Wastewater treatment facility.
- Parks
 - Assisting with Community clean-up efforts
 - Cleaning and maintenance of equipment taking place.
 - Bathroom cleaning occurring daily
 - Maintenance in Parks
 - Tree Row Cleanup behind tennis courts.
- Streets
 - Street sweeping underway.
 - Pothole repair and maintenance in process.
 - Grading and cleaning of alleys underway.
 - Tree Row clean up behind tennis courts.

- Repair efforts at swimming pool and splash park are still in process. Pool has been sandblasted and re-surfaced, awaiting parts for pumps at both pool and splash park. Both pool and Splash park may not open this year due to COVID-19.
- Electric
 - Replacement plan for transformers has been developed so that we can reduce time of outages to major businesses and service providers in our community. Transformers will be ordered and kept in stock until needed.
 - Have begun Pole Replacement Plan
 - Short lived power outage occurred week of March 16th due to gas line being struck during building remodel efforts. Electrical power was taken off-line so as not to have a catastrophic community event.

Public Safety

- Paul Schultz, Chief of Police (retired) has been training and instructing Nate Hill over the last 30 days. Training and instruction have included seven days of intensive work with not only Nate but members of the Police Department. The entire department received a training block on 7 Habits of Highly Effective People and How to Assess and Improve Operations of Small Law Enforcement Agencies. Leadership texts have been assigned as mandatory reading and include “The Leadership Challenge”, “Police Supervision”, “Traits for Successful Law Enforcement Leadership, 21st Century Leadership Mistakes in Small Law Enforcement Agencies”, “12 Traits of Effective Police Leaders”, “The Leading Brain”. Training is being conducted on Crime mapping, hiring and retention, community policing, and other high value topics for boosting competencies in our leadership there at the department. Nate is progressing well with the program and feedback to date has been that he is fully engaged and supportive of the process.
- The Police Department conducted interviews and testing of two applicants for the Neighborhood Services position. Christopher Flatt was offered and accepted the position. He will begin work on March 9th. Training of NSO Flatt has taken place since that time.
- On March 29th testing for the open positions of police officer were conducted. Testing included a written test, physical ability test, and oral interview. Will provide with an update at tonight’s meeting.

Intergovernmental/Upcoming Events

- March 16 – ? – Daily meetings and updates on COVID-19 for planning and response purposes.
- March 16 – Coffee with the City
- April 6 – Coffee with the City
- April 7 – Municipal Election, 7 am – 7 pm, Community Center



www.burlington.com

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

To: City Council
From: Becky Castillo, City Treasurer
Date: 3/27/2020
Re: Treasurer's Report

- The printing of ballots and envelopes were completed and delivered to City Hall the afternoon of the 23rd.
- Absentee ballots have been mailed out this week. At this time, we are just shy of 200 mailed or handed out ballots. Have been working with the County election office to make sure we have updated information on all registered voters within the City limits.
- Encourage all registered voters to fill out an absentee ballot form to prevent as much traffic as possible at the polling place on April 7th.
- Met with the election judges and informed them of the precautions we are taking at the polling place. Judge oaths have been taken and given their judges manual to review.
- Anyone that waits until election day to vote may incur wait times due to the rules of social gatherings. I will have 4 judges spread 6 feet apart, hand sanitizer and Lysol spray to help prevent the Coronavirus spread. I will also have home made masks available to all judges.
- Coronavirus precautions have been set at City Hall trying to limit the contact we have with the public. We are having more traffic in office with the drop off and pick up of absentee ballots/forms.
- The City did not shut off anyone this month due to nonpayment of utilities. We waived the fees associated with that as well. Any balance not paid is carried over to next month's billing.

- Met with Carla Foth for an interview to be broadcasted over KNAB. Spoke with her about the City utilities not having shut off in March. Also, interviewed with her about the election and suggesting everyone to fill out an absentee voter form to help prevent as much traffic as possible at the polling place.
- Been posting on the City facebook page and working with Burlington record for all the releases of information regarding the Coronavirus and Election information. The Burlington Record has been amazing at helping us get everything published as it is being released.
- The City office has fielded extra phone calls due to the Coronavirus. Citizens have concerns about their utility bills, election status and how to accommodate the restrictions that have been set by the Governor.
- Process payroll on a bi-weekly basis and payroll taxes.
- Process accounts payable every week.
- Working on homework and tests for my Accounting class
- Working with Mayberry & Company to prepare for Audit. Audit is scheduled May 4-8 this year. I am working on gathering needed information to upload into their system as needed.
- Outback Bus is not currently running due to interviews being put on hold due to the Coronavirus. Interviews will be re-scheduled as soon as we are able to get the service back into effect.



14111 US Highway 385 - Burlington CO 80807 - 719.346.5352

Council Report 3.30.2020

- Continuing work on the Master Plan project for 2019
 - FAA and CDOT are reviewing and preparing final comments on the draft master plan. Once this is done, the final master plan will be ready to view.
- Taxiway turnaround project
 - Contractor has completed the bonding process
 - April 1st- pre construction meeting
 - April 2nd - Job officially starts

Feb 2019 Fuel

Total- 2,422.77 Gallons

Avgas- 675.55 gallons

Jet fuel- 1,747.22 Gallons

Gross sales- \$ 8,897.41

Feb 2020 Fuel

Total- 2,548.44 gallons

Avgas- 835.57 gallons

Jet Fuel- 1,712.87 gallons

Gross Sales- \$ 9,158.73

ECONOMIC DEVELOPMENT REPORT FROM ROL

WOW! What a difference a month makes. Stay safe everyone.

This month, I just have a few things to bring you up to date.

I have had several telephone conversations with Core Civic in regard to Kit being re-opened. As you are aware of, the governor has signed the new bill. It does allow Core Civic (or for that matter, any private holding facility) to place out of state inmates into a privately owned correctional institution.

However, that little thing called the coronavirus has, basically, put everything on hold.

The Colorado Department of Corrections does not want any out of state inmates into Colorado until the coronavirus pandemic is totally under control.

The Colorado Department of Corrections is having to deal with the coronavirus in their own facilities. They do not have a huge number of cases as of this writing; however, this virus spreads like wildfire and it could present serious problems to the department.

The statement from Core Civic is that the opening of the Kit Carson Correctional facility has been put on hold by the Colorado Department of Corrections.

I would assume that is correct; however to be totally fair, I cannot imagine that Core Civic wants to bring inmates from another state into Colorado at this time. No reason for them to have to deal with coronavirus in Burlington. I am also assuming they are battling it in most, if not all, of their facilities throughout the United States.

With all of the above being stated, Core Civic is still on track to get the Kit Carson Correctional facility open as soon as possible.

It seems like everything is slowing coming to a halt in life....thanks to the coronavirus.

Eventually, we will resume life but I feel it is going to be a game changer for everyone in the world. Think how 9-11 changed our lives.

The coronavirus will, in my opinion, change so many things. We are going to see more businesses utilizing working at home as the virus has shown us this can be done very successfully. Certainly, not all businesses, but many.

It may even change our eating habits. At the present time, more money is spent in restaurants than at super markets. This, too, could change.

Let me close this report with some good news for our school system and the students enrolled in it.

Have visited with Ronny Puckett, general manager of Plains Cooperative Telephone Association.

Ronny has contacted our school district and is offering the following to the district to assist the students in remote learning.

Free aerial installation, no connection fees, no service fees until June 1.

Thanks to Plains Telephone for helping out our students in this time of crisis.

Continue to wash your hands....and stay safe.



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

Burlington Activities Department

March 24, 2020

→ We are following all the guidelines that have been put in place and have cancelled or postponed virtually all programs and events at the community center through April 18. We are continuing to monitor things to see if we will need to extend that deadline. For those events that want to, we will reschedule them for a later date. We have closed the doors to public, but continue to work, taking advantage of the time by doing some deep cleaning at the community center.

→ Everything regarding summer activities is still being planned, with the understanding that we may not be able to offer any programs. We are working on the pool and splash park to make sure they will be ready to go, if we will be able to do so. As for summer baseball & softball, I will be attending the annual Babe Ruth state spring meeting via zoom on Sunday morning, and will have a better idea of what Babe Ruth headquarters will have in place for guidelines for our competitive traveling teams. We have extended our deadline to register, which is what all of the towns that are in the league have done at this time.

→ **Other Activities in the works:** Rentals of Community Center, Youth Council (volunteer opportunities), Spring Fling, summer baseball/softball, day camps, swimming pool

Burlington Library

3/30/20

- Stopped all programs on 3/17/20.
- Finished repainting the interior of the library 3/18/20
- Canceled Summer Performers 3/23/20
- Reduced to curbside service only on 3/24/20
- Been contacted to possibly support teachers getting material to students who are unable to access the internet at home 3/24/20
 - Have offered mobile hot-spots to provide internet, but not yet sure of details.
- Offering eBooks and eAudiobooks through Cloud Library
- Offering limited wi-fi services outside the library
- Answering questions over phone and through Facebook
- Seeking to support parents with children at home unable to attend school
- Cleaning and disinfecting the library
- Cleaning and organizing arts and craft supplies
- Working on adding obituaries to digital archive
- Maintaining records for physical collection
- Weeding books that are damaged or unused
- Adjusting summer reading to eliminate the need to purchase material
- Maintaining and organizing year-round bookstore
- Maintaining and organizing book storage
- Inventorying all items in physical collection
- Continuing to add books to collection with the State Grant until July

March City Council Report—Old Town Museum

- Bid specs for our capital improvement projects (2 buildings and concession stand improvements) have been completed. We hope to be able to run call for bids in mid-May, depending of course on state of things with virus.
- School Days is still tentatively planned for May 12th, although we of course have lost all Kansas schools that were planning to attend.
- Planning has begun for the 2020 season of can can shows and gunfights as well. We will hopefully be hiring in late April for these positions
- Work is about ½ done on the bar/floor sink in the barn. This time of closure has allowed us to work on cleaning of the grounds, the barn project, inventory and organizing of our store rooms and other small projects that we haven't had the uninterrupted time to complete previously. We are taking advantage of this time to get much accomplished.
- Thankfully, before closing to the public on March 19th, we had already surpassed our March 2019 revenues, so our trend of increase year over year continues. Of course the rest of the year will be questionable at this point.