

**CITY OF BURLINGTON
KIT CARSON COUNTY
CITY COUNCIL
WORK SESSION
AGENDA
09-2018
COMMUNITY BUILDING ROOM A
340 S 14TH STREET
May 14,2018
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.

Approval of minutes from 4-9-2018 and 4-30-2018.

Approval of renewal for Knight Restaurants LLC, DBA: The Post Bar and Grille

4 Public Comment

5 Work Session

Unfinished Business

A. 2018 Conservation Trust Fund 1st Quarter Financial Report

B. 2018 Special Revenue funds 1st Quarter Financial Report-Tourism Promotional Fund.

New Business

A. Approval of Resolution 2018-04 accepting completion of Burlington Water Quality Improvements Project and Final Settlements for Schedule A, B, C and E.

B. Personnel Manual Update.

C. Discussion on Municipal Requirements to Maintain a Department of Public Health.

D. Set date for joint City/County work session.

E. Set date for field trip-Water Project.

6 Reports from City Departments

Administrator- Jim Keehne

Clerk- Shelly Clark

7 Council Comments

A. Mayor Dale Franklin

B. Mike Halde

C. Mark Burghart

D. Kamron Weisshaar

E. Melvin Gilley

F. 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
April 9,2018

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

Mike Halde
Harold McNerney

Beth Crites
Greg Swiatkowski

Absent:

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

Also:
Roger Hartley
Melvin Gilley

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 3-12-18 to 3-26-18.

Renewal of liquor license for Century Lanes.

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

Those yea: Halde, Weisshaar, Crites, 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

A. Discussion on the 2018 city of Burlington Street Sealing Project and Specifications.

Keehne explained to Council the process for maintenance on the streets and the purpose of the sealing project. He shared that it has been years since the streets have had maintenance done and we are working to preserve what we have. Discussion on street sealing.

New Business

- A. Approval of Resolution 2018-04 Designating Representatives to NMPP Member's Council.

MOTION by Crites, second by Swiatkowski to approve the Resolution 2018-04 Designating Representatives to NMPP Member's Council.

Those yea: Halde, Weisshaar, Crites, McNerney, Swiatkowski

Those nay:

Motion passes.

- B. Approval of Mayor's signature on proposal from Downey Drilling for replacement and abandonment of well #11.

MOTION by McNerney, second by Weisshaar to approve the Mayor's signature on proposal from Downey Drilling for replacement and abandonment of well #11.

Those yea: Weisshaar, Crites, McNerney, Swiatkowski

Those nay: Halde

Motion passes.

7 REPORTS AND COMMENTS FROM MAYOR AND COUNCIL:

- A. Mayor Dale Franklin
- B. Mike Halde
- C. Mark Burghart-Absent
- D. Kamron Weisshaar-
- E. Beth Crites- Thank everyone.
- F. Harold McNerney-
- G. Greg Swiatkowski

8 MOTION by McNerney, second by Crites to adjourn the meeting at 7:28 PM.

Those yea: Halde, Weisshaar, Crites, McNerney, Swiatkowski

Those nay:

Motion passes.

Dale Franklin, Mayor

Shelly Clark, Clerk

**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
April 30, 2018**

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

Beth Crites

Absent: Mike Halde

Staff/Officials:

Jim Keehne, Administrator
Mike Grinnan, Attorney
Shelly Clark, City Clerk
Daniel Melia, Airport
Barry Romans, Police
Rol Hudler, Economic Development
Tyson Weisshaar, Activities
Nick McCarty-Daniels, Library
Nikki Wall, Old Town
Suzy Velasco-IT

Also:

Georgia Gilley
Melvin Gilley

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.

Renewal of liquor license for Shopko Hometown #546.

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

Those yea: Halde, Weisshaar, Crites, McNerney, Swiatkowski

Those nay:

Motion passes.

4 Oath of Office for Council and Appointment of Positions

Mike Grinnan gave the oath of office for the following Council members- Melvin Gilley, Mark Burghart and Kamron Weisshaar.

Mayor Franklin requested approval from Council to reappoint City Attorney-Mike Grinnan, City Administrator-Jim Keehne, and City Clerk/ Treasurer- Shelly Clark.

5 Public Comment

6 Department Head Reports:

Keehne=> Report is in the packet.

Grinnan=>

Clark=> Report is in the packet.

Romans=>Report is in the packet.

Hudler=> Report is in the packet.

Velasco=> Report is in the packet. Absent

Weisshaar=> Report is in the packet.

Melia=> Report is in the packet.

McCarty-Daniels=> Report is in the packet.
Wall=> Report is in the packet.

7 UNFINISHED BUSINESS:

- A. 2018 1st Quarter Financial Report.

8 NEW BUSINESS:

- A. Approval of bids for street sealing project.

MOTION by McNerney, second by Swiatkowski to approve B&H Paving Inc. for \$198,453.00 and Cobitco, Inc. for \$24,033.00.

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

Those nay:

Motion passes.

9 REPORTS AND COMMENTS FROM MAYOR AND COUNCIL:

- A. Mayor Dale Franklin- Thank Beth Crites for her service on Council. Welcomed Melvin Gilley to Council. Thanked the City for their assistance with the fire.
- B. Mike Halde
- C. Mark Burghart
- D. Kamron Weisshaar
- E. Melvin Gilley- Asked about the graffiti around town.
- F. Harold McNerney
- G. Greg Swiatkowski

10 MOTION by Weisshaar, second by Burghart to adjourn the meeting a 7:40PM.

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

Those nay:

Motion passes.

Dale Franklin, Mayor

Shelly Clark, City Clerk

Financial Report 2018 1st Quarter
Special Revenue Funds
Conservation Trust Fund
And
Tourism Promotional Fund

Attached is the first quarter financial report for the Conservation Trust Fund and Tourism Promotional Fund.

Revenues for the Conservation Trust Fund are generated not through taxation, as with the General Fund, but from lottery proceeds from the State of Colorado, distributed to local government based on population. Expenditures from Conservation Trust Fund are reserved for development, upgrade, and maintenance of parks and recreation grounds and facilities. While expenditures from this fund have been minimal in the past, the City anticipates utilizing these funds in 2018 for the development of a parks and facilities Master Plan. As you can see on the balance sheet there is currently \$196,930.03 in that fund.

The Tourism and Promotional fund revenues are comprised of lodging tax revenues, reserved by ordinance to be expended for the "purpose of promoting tourism, advertising the community, attracting conferences, conventions and meetings or for the other purposes related to attracting tourist and visitor business to the city." Other revenues for this fund come from charges for goods and services, fees, and other forms of revenue derived from tourism related business. Expenditures are used to fund conferences and meetings at the Community/Education Center and to provide for operational expenditures incurred through Old Town. The Special Revenue Fund is responsible for collecting revenues from the Welcome Center to cover personal costs associated with its operation, as well as collected minimal rent from the V.A. Clinic to cover facility maintenance costs.

The 2018 budget reflects a \$68,000.00 shortfall in this fund. To shore this up, we will look to improve upon attracting visitors to Burlington, and increasing fee structures related to this fund. This will not resolve the shortfall, where the remainder will be made up through Interdepartmental Transfers of funds.

On the balance sheet for the first quarter, the Tourism and Promotional Fund has a shortfall of \$74,350.09. Even with the shortfall the Tourism and Promotional is up 9% over last year's 1st quarter. The busy season for this fund is fast approaching and that will help bridge the gap in revenue over expenditures.

Revenues

Source 10- Lodging Tax is at 14.46% there has been a 10% decrease over this year compared to last year. We will see an increase in this line item in the second quarter, with the busy season fast approaching. In the Other Grant line item. Old Town has received a \$50,000.00 grant from DOLA with a 53% match in funds. Some of this match will be through contributions and in-kind services. Funding is reimbursed for work performed and will be recorded as revenue once received. The completion date for this project is September 2019.

Source 21- Rental Income- Community Center is at 110% for the year, this is attributed to the No Till Conference.

Source 22- Rental Income- VA Clinic is at 23% this is because of the contribution from Kit Carson County. We have not received rental payments from the VA Clinic since October and we are still waiting for a lease agreement for them. Mike Grinnan has been in contact with the VA Clinic and is trying to get an agreement in place and rental payments current.

Source 23- Administrative Service Fee- Welcome Center we have not received funds from CDOT, they have been invoiced for \$83,480.00. Jim shared with you in his report at the last meeting that we meet with CDOT and will be receiving and increase in 2019 of approximately 25%.

Source 26- Administrative Service Fee- Outback Art Council is at 6.87%. There is one more concert schedule for 2018. The fiscal calendar year starts in the fall and ends in the spring. Outback Art Council schedules 3 concerts within our calendar year. Attendance has been limited this year and we will explore ways in which to increase numbers.

Source 28- Old Town Revenue is at 13.73%, Gate Fees-3.92%, Catered Meals- 0%, Gift Shop Sales 26%, Concession- 7.55%, Rental Income- 13.50% and Donations 4%. The revenues are up 62% over 1st quarter of last year. We will see increases in all areas in the next quarter.

Expenditures

Community/Education Center has expended 65.94% of their budget. Keep in mind the main event for the Community Center in the Promotional Fund is the No Till Conference. We should not see major expenditures in this account throughout the remainder of the year.

VA Clinic has spent 26.48% of the budget, with 25% being for Cleaning and 50% for utilities.

Welcome Center has expended 28.06% of their budget. This is in line with what was budgeted for 2018.

Activities is at 30.07%. Performers Fees-30% and 55.98 spent in Other Contractual Services. The Fees expended in Other Contractual Services are a once' a year charge.

Old Town through the first quarter has expended 22.88% of the 2018 budget. They are in line with the budget for 2018.

CITY OF BURLINGTON
 BALANCE SHEET
 MARCH 31, 2018

TOURISM PROMOTIONAL FUND

ASSETS

28-00-11001	CASH IN BANK	(172,980.49)	
28-00-11021	PETTY CASH		32.93	
				<u> </u>
	TOTAL ASSETS			(172,947.56)

LIABILITIES AND EQUITY

LIABILITIES

28-00-21010	ACCOUNTS PAYABLE		729.65	
28-00-21020	SALARIES PAYABLE		2,568.88	
28-00-21021	FICA PAYABLE		832.76	
28-00-21022	FEDERAL W/H PAYABLE		287.95	
28-00-21023	STATE W/H PAYABLE		148.75	
28-00-21026	RETIREMENT PAYABLE		298.82	
28-00-21027	HEALTH INSURANCE PAYABLE		1,637.74	
28-00-21029	AFLAC INSURANCE PAYABLE		13.28	
28-00-21030	COLONIAL LIFE PAYABLE		5.25	
28-00-21031	JOHN HANCOCK 401K LOAN PAYABLE		142.25	
				<u> </u>
	TOTAL LIABILITIES			6,665.31

FUND EQUITY

28-00-30010	FUND BALANCE	(84,193.41)	
	REVENUE OVER EXPENDITURES - YTD	(<u>74,350.09)</u>	
	BALANCE - CURRENT DATE	(<u>158,543.50)</u>	
	TOTAL FUND EQUITY			(158,543.50)
	TOTAL LIABILITIES AND EQUITY			(151,878.19)

CITY OF BURLINGTON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2018

TOURISM PROMOTIONAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>REVENUES</u>					
<u>SOURCE 10</u>					
28-10-41042 LODGING TAX	31,079.52	31,079.52	215,000.00	183,920.48	14.46
28-10-41160 REIMBURSEMENTS	(260.13)	(260.13)	.00	260.13	.00
28-10-44044 CAROUSEL	.00	.00	300.00	300.00	.00
28-10-46090 OTHER MISCELLANEOUS REVENUE	.00	.00	500.00	500.00	.00
28-10-47030 OTHER GRANTS	.00	.00	50,000.00	50,000.00	.00
TOTAL SOURCE 10	30,819.39	30,819.39	265,800.00	234,980.61	11.59
<u>SOURCE 21</u>					
28-21-44045 VENDOR ACTIVITY FEES	.00	.00	100.00	100.00	.00
28-21-44050 RENTAL INCOME	22,086.87	22,086.87	20,000.00	(2,086.87)	110.43
TOTAL SOURCE 21	22,086.87	22,086.87	20,100.00	(1,986.87)	109.88
<u>SOURCE 22</u>					
28-22-44050 RENTAL INCOME--VA CLINIC	5,000.00	5,000.00	21,600.00	16,600.00	23.15
TOTAL SOURCE 22	5,000.00	5,000.00	21,600.00	16,600.00	23.15
<u>SOURCE 23</u>					
28-23-44015 ADMINISTRATIVE SERVICE FEES	.00	.00	83,480.00	83,480.00	.00
TOTAL SOURCE 23	.00	.00	83,480.00	83,480.00	.00
<u>SOURCE 26</u>					
28-26-44015 ADMINISTRATIVE SERVICE FEE OAC	515.00	515.00	7,500.00	6,985.00	6.87
TOTAL SOURCE 26	515.00	515.00	7,500.00	6,985.00	6.87
<u>SOURCE 28</u>					
28-28-44035 GATE FEES/SEASON PASSES	1,176.00	1,176.00	30,000.00	28,824.00	3.92
28-28-44041 CATERED MEALS	.00	.00	8,000.00	8,000.00	.00
28-28-44042 GIFT SHOP SALES	10,447.58	10,447.58	40,000.00	29,552.42	26.12
28-28-44043 CONCESSION SALES	498.10	498.10	6,600.00	6,101.90	7.55
28-28-44050 RENTAL INCOME	1,350.00	1,350.00	10,000.00	8,650.00	13.50
28-28-47050 DONATIONS RECEIVED	200.00	200.00	5,000.00	4,800.00	4.00
TOTAL SOURCE 28	13,671.68	13,671.68	99,600.00	85,928.32	13.73
TOTAL FUND REVENUE	72,092.94	72,092.94	498,080.00	425,987.06	14.47

CITY OF BURLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2018

TOURISM PROMOTIONAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
<u>COMMUNITY/EDUCATION CENTER</u>					
28-21-52019	CATERED MEALS	15,026.87	15,026.87	20,000.00	4,973.13 75.13
28-21-52062	CONFERENCE/MEETING EXPENSES	1,453.48	1,453.48	1,500.00	46.52 96.90
28-21-52080	REPAIR & MAINTENANCE-BUILDING	1,098.78	1,098.78	5,000.00	3,901.22 21.98
28-21-53060	KITCHEN SUPPLIES	26.07	26.07	200.00	173.93 13.04
	TOTAL COMMUNITY/EDUCATION CENTER	17,605.20	17,605.20	26,700.00	9,094.80 65.94
<u>V.A. CLINIC</u>					
28-22-52029	OTHER PROFESSIONAL SERVICES	2,400.00	2,400.00	9,600.00	7,200.00 25.00
28-22-52050	UTILITIES	1,006.58	1,006.58	2,000.00	993.42 50.33
28-22-52080	REPAIR & MAINTENANCE-BUILDING	284.20	284.20	1,500.00	1,215.80 18.95
28-22-52099	OTHER CONTRACTUAL SERVICES	307.45	307.45	2,000.00	1,692.55 15.37
	TOTAL V.A. CLINIC	3,998.23	3,998.23	15,100.00	11,101.77 26.48
<u>WELCOME CENTER</u>					
28-23-51010	SALARIES & WAGES-REGULAR	9,616.43	9,616.43	35,849.00	26,232.57 26.82
28-23-51013	SALARIES & WAGES-OVERTIME	407.44	407.44	.00	(407.44) .00
28-23-51020	FICA	766.80	766.80	2,742.00	1,975.20 27.96
28-23-51022	W.C./UNEMPLOYMENT/COBRA INS	.00	.00	400.00	400.00 .00
28-23-51030	RETIREMENT	485.69	485.69	1,792.00	1,306.31 27.10
28-23-51040	HEALTH/DENTAL/VISION/LIFE INS	3,112.16	3,112.16	10,763.00	7,650.84 28.92
28-23-52029	OTHER PROFESSIONAL SERVICES	3,225.00	3,225.00	.00	(3,225.00) .00
28-23-52050	UTILITIES	2,028.05	2,028.05	14,000.00	11,971.95 14.49
28-23-52080	REPAIR & MAINTENANCE-BUILDING	300.23	300.23	5,000.00	4,699.77 6.00
28-23-52099	OTHER CONTRACTUAL SERVICES	37.50	37.50	.00	(37.50) .00
28-23-53030	FLOWER SUPPLIES	.00	.00	1,500.00	1,500.00 .00
28-23-53099	OTHER COMMODITIES	238.66	238.66	.00	(238.66) .00
	TOTAL WELCOME CENTER	20,217.96	20,217.96	72,046.00	51,828.04 28.06
<u>ACTIVITIES</u>					
28-26-52021	PERFORMERS' FEES	4,200.00	4,200.00	14,000.00	9,800.00 30.00
28-26-52029	OTHER PROFESSIONAL SERVICES	.00	.00	500.00	500.00 .00
28-26-52099	OTHER CONTRACTUAL	347.09	347.09	620.00	272.91 55.98
	TOTAL ACTIVITIES	4,547.09	4,547.09	15,120.00	10,572.91 30.07

Allied

CITY OF BURLINGTON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2018

TOURISM PROMOTIONAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>OLD TOWN</u>					
28-28-51010 SALARIES & WAGES--REGULAR	30,095.75	30,095.75	107,217.00	77,121.25	28.07
28-28-51011 SALARIES/WAGES--PART-TIME	.00	.00	35,150.00	35,150.00	.00
28-28-51013 SALARIES & WAGES--OVERTIME	.00	.00	1,225.00	1,225.00	.00
28-28-51020 FICA	2,295.29	2,295.29	10,985.00	8,689.71	20.89
28-28-51022 W.C./UNEMPLOYMENT/COBRA INS.	.00	.00	5,898.00	5,898.00	.00
28-28-51030 RETIREMENT	559.38	559.38	3,641.00	3,081.62	15.36
28-28-51040 HEALTH/DENTAL/VISION/LIFE INS.	8,018.20	8,018.20	27,689.00	19,670.80	28.96
28-28-52015 CONSIGNMENT FEES	1,713.25	1,713.25	7,000.00	5,286.75	24.48
28-28-52019 CATERING FEES	.00	.00	5,000.00	5,000.00	.00
28-28-52021 PERFORMER'S FEES	.00	.00	250.00	250.00	.00
28-28-52029 OTHER PROFESSIONAL SERVICES	232.78	232.78	4,000.00	3,767.22	5.82
28-28-52030 ADVERTISING/LEGAL NOTICES	9,457.48	9,457.48	40,000.00	30,542.52	23.64
28-28-52031 PRINTING	25.76	25.76	200.00	174.24	12.88
28-28-52046 COMMUNITY RELATIONS	15,730.15	15,730.15	52,000.00	36,269.85	30.25
28-28-52050 UTILITIES	9,203.09	9,203.09	38,000.00	28,796.91	24.22
28-28-52070 DUES & SUBSCRIPTIONS	.00	.00	250.00	250.00	.00
28-28-52071 TRAVEL/MILEAGE/MEALS/LODGING	1,078.76	1,078.76	2,500.00	1,421.24	43.15
28-28-52080 REPAIR & MAINTENANCE--BUILDING	3,497.52	3,497.52	15,000.00	11,502.48	23.32
28-28-52081 REPAIR & MAINTENANCE--VEHICLE	.00	.00	300.00	300.00	.00
28-28-52084 REPAIR & MAINTENANCE--OTHER	58.56	58.56	1,500.00	1,441.44	3.90
28-28-52099 OTHER CONTRACTUAL	347.08	347.08	40,000.00	39,652.92	.87
28-28-53010 OFFICE SUPPLIES	159.88	159.88	1,700.00	1,540.12	9.40
28-28-53011 SPECIFIC USE SUPPLIES	1,454.71	1,464.71	3,000.00	1,535.29	48.82
28-28-53012 PROGRAM SUPPLIES	.00	.00	1,800.00	1,800.00	.00
28-28-53047 FUEL	42.05	42.05	500.00	457.95	8.41
28-28-53061 MUSEUM EXHIBITS	9.99	9.99	3,500.00	3,490.01	.29
28-28-53062 MERCHANDISE FOR RESALE	16,084.87	16,084.87	29,000.00	12,915.13	55.47
TOTAL OLD TOWN	100,074.55	100,074.55	437,305.00	337,230.45	22.88
TOTAL FUND EXPENDITURES	146,443.03	146,443.03	566,271.00	419,827.97	25.86
NET REVENUE OVER EXPENDITURES	(74,350.09)	(74,350.09)	(68,191.00)	(109.03)	

RESOLUTION 2018-04

STATE OF COLORADO)
County of Kit Carson) **ss. RESOLUTION OF THE CITY COUNCIL**
OF THE CITY OF BURLINGTON IN
THE COUNTY OF KIT CARSON,
STATE OF COLORADO

**A RESOLUTION ACCEPTING COMPLETION OF BURLINGTON WATER
QUAILITY IMPROVEMENTS PROJECT AND FINAL SETTLEMENTS FOR
SCHEDULE A, B, C AND E.**

WHEREAS, there has been submitted to the City Council of the City of Burlington completion of the Burlington Water Quality Improvements Project; and final settlements for Schedule A (Hitchcock, Inc.), Schedule B (Downey Drilling, Inc.), Schedule C (Skarco LLC.) and Schedule E (Hydro Optimization and Automation Solutions).

WHEREAS, the contents of the Plan have been found to be consistent with the goals of the City of Burlington; and that notice for final settlement was made on February 23, 2018.

NOW THEREFORE, IT IS RESOLVED by the City Council of the City of Burlington, that Burlington Water Quality Improvements Project was completed on January 29, 2018 and final settlement for all schedules have been completed.

ADOPTED at Burlington, Colorado, this 14th day of May, 2018.

CITY COUNCIL OF BURLINGTON

SIGNED _____

Dale Franklin, Mayor

ATTEST _____

Shelly Clark, Clerk and Treasurer

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

CLERK’S CERTIFICATE

That I, Shelly Clark, the official City Clerk of the City of Burlington, do by these presents say that the foregoing Resolution was authorized and adopted by the City Council of the City of Burlington on the 14th day of May, 2018.

DATED this 14th day of May, 2018.

Shelly Clark, City Clerk and Treasurer

[SEAL]

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

I, Shelly Clark, a Notary public in and for the County of Kit Carson in the State of Colorado, do hereby certify that Dale Franklin, Mayor of the City of Burlington in the County of Kit Carson in the State of Colorado, who is personally known to me to be the person whose name is subscribed to the foregoing Resolution, appearing before me this day in person, acknowledged that he signed, executed, sealed and delivered the said instrument in writing as his free and voluntary act and deed as such Mayor and as the free and voluntary act of the City of Burlington in the County of Kit Carson in the State of Colorado, for the uses and purposes therein set forth.

Given under my hand and notarial seal this 14th Day of May 2018.

[SEAL]

Notary Public

My Commission Expires: _____

**City of Burlington Personnel Management Manual
Adopted by City Council June 01, 2017**

4-A-7 Trial Period

Whenever the term "Trial Period" is used in this Manual, it shall mean up to the first six (6) months of employment for a newly hired, non-police employee (and up to twelve (12) months for all sworn Police Department personnel). An employee's trial period may be extended up to six (6) months if, in the opinion of the employee's Department Head and the City Administrator, the initial trial period was not sufficient to assure the capability of the employee to serve in their appointed position.

Employees whose service is satisfactory during the trial period may become regular full-time or part-time employees, subject to the availability of funds, the continued existence of the position, and continued satisfactory work performance in the position.

An employee may be terminated with or without cause at any time during and after the trial period if his or her performance continually fails to meet minimum performance standards.

At least two (2) weeks prior to the time when a trial period is scheduled to end, the employee will be given a non-compensation-related performance evaluation. The review is conducted by the employee's Department Head based on the trial employee's strengths and weaknesses. The evaluation will determine whether: a) the employee should be classified as regular full-time or part-time, (b) the employee should continue as a trial employee for a period not to exceed an additional six (6) months, or (c) the employee should be dismissed. Successive evaluations will be given annually in accordance with Section 6-A-1.

During the trial period, the employee is eligible for employee benefits such as sick leave; however, vacation leave will be earned credit and applied to the employee's leave after a period of six (6) months of service. If the employee is not retained, then credited benefits will be deemed not to have been earned and no compensation with respect to such unearned benefits will be due to the employee upon termination.

A new employee, upon completion of the trial period, will normally be eligible for a pay increase of two percent (2%) or \$50.00 per month, whichever is greater unless the City Administrator has approved other terms at the time of hire.

Commented [JK1]: delete

When the City of Burlington adopted the 2018 Budget, it adopted the new Compensation Plan, creating ranges of pay for hiring purposes, whereby every new employee, regardless of experience, previous compensation, or other competencies, are hired at what is known as entry level. With our pay for performance system, movement through the range is predicated upon ones' own performance, rather than time in position. This ensures the City is not acting in a discriminatory manner or pay being subjective. Therefore, at time of hire, everyone is paid the same at entry into the position for which they were hired to perform, and at the end of the trial period a decision is made to place into full time status, remain in a probationary type status, or terminate employment. No additional compensation is awarded or earned.

We request that City Council approve the deletion of the highlighted area above. All City employees will be provided with a copy of the updated policy to replace the existing policy.



May 14, 2018

City Administrator's Summary Report

May 01 – May 14, 2018

Administration

- Ongoing monitoring and testing continues for the Central Blending Plant and supporting Wells.
- Monthly report and Quarterly Report submitted to Colorado Department of Public Health and Environment concerning water quality and our continued posting in public places. Note that the message has been changed to state that potable water from the city's distribution system is below prescribed MCL levels and is completely safe to consume. Message has also been placed on City's website under newer format to take off or alert status.
- Downey Drilling and Martin and Wood put in test hole at new Rudy Well location on 05/02. All went great and new hole will be bored right on top as soon as screen arrives (approximately 2 weeks). From there new screen, casing and pump are placed. Casing properly bedded to meet municipal standards. Piping from new well head to existing pump house and tied into distribution system. Old well is then properly abandoned. Lines are disinfected and inspected prior to placing on line with distribution system. All should be completed by mid-June.
- Bids for the 2018 City of Burlington Street Seal and Chip Project were awarded May 1st. Current plan is to begin project on or about June 1st. Already beginning to receive product for storage.
- Included as handout are the results of research into City requirements for maintaining a department of public health, and draft Inter-Governmental Agreement for Kit Carson County and City of Burlington to merge services.
- Beginning process for 2018 CCR for community reporting on water quality.
- Met with ChargePoint, a company interested in utilizing grant funding for implementing charging stations along the I-70 corridor for electric vehicles. They have identified Burlington as a prime location and must work in collaboration with community, and station to implement program and be eligible for grant funding. Will continue to monitor this project as they build support for this initiative. I have suggested, should we decide to place in Burlington, that it be placed at the welcome center or old town to drive business to that location. Either there or at one of the hotels or service stations. ChargePoint will perform a community assessment to determine the most viable location for this.
- Have met with PlainsTel to discuss their plans for submitting for grant funding through the state to place broadband access through fiber optic lines throughout Burlington. Plan is to fund 80 % grant funds that will become available the early part of this year to provide coverage to the un-served and under-served areas in rural Colorado, and 20% from the carrier (Plainstel). No cost to the City at this time. Will continue to monitor this program as well and offer our assistance to get grant funding. Broadband access is an integral part of economic development and business growth, therefore we should be very involved and supportive of this initiative.

Operations

- **Water/Wastewater and Water Quality Project Update** – 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.
 - Ongoing water quality testing continues, along with continuous monitoring of our chlorination of effluent from the wastewater treatment facility.
 - Ongoing testing of nitrates and chlorine residual taking place weekly
 - Ongoing distribution of Cross Contamination/Backflow Prevention Surveys taking place. This will be an ongoing process that will take us into the summer months.
 - Planning for Annual Water Quality Report underway.
 - Beginning processes for relocation of the Rudy Well.
 - Beginning processes for Legacy Drainage project which will entail all departments working together to address run-off issue as outlined in capital improvement plan

- **Parks**
 - Cynmar has performed the ground kill and fertilization application on City owned property and have begun the fertilization application. This should be completed by the end of this week.
 - De-thatching of all park grounds and City property has been completed.
 - Water has been turned on in the parks and other City properties.
 - Working with streets on design of Rose Avenue Islands and to change from sprinkler system to drip system for vegetation.
 - Have begun the work required to open pool and splash park. Splash Park will open May 21st, followed by opening of the pool on May 29th.

- **Streets**
 - Asphalt cold patching and repair underway.
 - Will be performing asphalt cuts on Senter to take out and replace sections that are in need. Cutting has been performed, will be removed once asphalt plants are up and running.
 - Alley reparations underway to smooth, level, and keep open.
 - Chip seal bids have been awarded with B & H Paving performing the seal and chip aspect and COBITCO performing the fog seal. Work is anticipated to begin on or about June 1st, weather permitting. Rebuild of hopper on street sweeper has been completed and will be utilized to pick chip up after sealing process, as well as cleaning streets.
 - 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**
 - Main Electric and Linemen scheduling switching process for Hospital which completes Phase 1 of the conversion project. Already working on Phase 3 which will be completed soon now that easement is in place after behind 21st Century. W
 - Timothy Ehrlich, Journeyman Lineman has been offered and accepted a position with the Electric Department, anticipated start date the week of May 21st.

- Linemen are addressing the abundance of street lights that are out, replacing with LED's. Several areas in town have experienced street light outages, caused by either wrong type of bulb being utilized, power disruptions to lights (line breaks), blown fuses, or burnt bulbs. As these are identified, we are putting each on timeline for repairs.
- Working with the school district to update lighting as a part of their improvement plan and resurfacing project.

Finance/Clerk

- Year-end numbers (2017) have been used to update budget document, and prepare for audit.
- First quarter budget numbers have been updated. In your packet you have the first quarter financial report for the Special Revenue Funds comprised of Conservation Trust Fund and Tourism and Promotional Fund. At the next council meeting you will be provided with first quarter information on enterprise funds (Water/Wastewater, Electric, Solid Waste, and Airport).

Public Safety

- Police Department is working with Electric Department to address street light outages, to be proactive in addressing our lighting rather than reactive to citizen complaints.
- Police Department is assisting Administration in the management of nuisance/zoning issues for which complaints have been received. Currently looking have developed process for addressing several properties with reports provided to the City Administrator.
- 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 open positions. Developing hiring and recruiting system to attract personnel for more long-term employment.
- Working with Hospital and Rotary for planning of a bike tour through Burlington/Kit Carson County as part of the "Losing for Life" Program sponsored by the Rotary.

Old Town/Economic Development

- Signage being addressed as part of the City of Burlington's commitment to promoting tourism, whereby several signs are getting a facelift.
- Internal signage at Old Town will be addressed as part of City match to DOLA Grant
- Website development underway with Denver Post offering to develop dedicated site for Old Town Burlington.
- School Days were held May 8th, super participation both inside and outside of Burlington.
- Have completed the hiring process for Summer help and will have a great staff to work with in assisting to promote Burlington.

Activities/Community Center

- Activities programming in full-spring-swing and has good participation.
- Planning process and registration for Summer programming
- Pool upkeep and maintenance taking place in conjunction with Parks and Streets to get pool and splash park ready for opening by May 21st
- Working with Parks on Island rehabilitation on Rose Avenue.
- Cal Ripkin baseball has begun!

IT

- Updating web site to include job descriptions and announcements for open positions
- Updated website to include new public notices regarding water project

Intergovernmental

- Working with Dawn James, Kit Carson County Director of Public Health to develop process for addressing the City of Burlington's need to have a Public Health Department and Public Health Officer. Information is provided as handout as to merging City/County resources to address this issue.
- Working with GOCO and Activities to develop RFP for Strategic/Master planning for parks and programming
- Have made plans to attend this years' CML Conference held in Vail, CO, June 19-22. This is a great opportunity to network with peers, discuss best practices in local governance and administration, and attend sessions on emerging issues that will affect communities throughout Colorado.
- Schedule of Joint City/County Meeting
- Schedule Field Trip



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**CITY CLERK/TREASURER REPORT
5-14-2018**

Clerk

Liquor Licensing

- Transfer of Ownership- Western Convenience Stores to Alta #6142
- Renewals
 - Century Lanes
 - Shopko
- Request for renewal
 - The Post Bar and Grille- All required documents have been filed. I am requesting approval from Council.

CIRSA

- Processed and issued several requests for special event coverage.
- Current claims being processed:
 - 3-7-2018- Electric Department-Switch- This claim is being reviewed by our equipment breakdown policy. An inspection has been completed and we are currently waiting on replacement quotes.
 - Working on Property/Casualty Renewal

Other

- Working on addresses for the upcoming 2020 census.
- Researching what other Cities charge for all fees and business licensing.
- Finalizing open enrollment for CEBT.
- Slide permitting and inspection paperwork
- Renewal for General Liability Insurance for the Airport.

Finance

- Jim and I spent a few hours reviewing the first quarter financial and made corrections on several line items. I feel that the quarterly review will be a good practice for all departments and Council and will help to streamline the annual audit.
- Lorraine will be in the office on May 17th to work on audit prep. The audit is scheduled for the first week of June and we begin audit prep the 3rd week of May.
- Approval of Resolution 2018-04- accepting completion of Burlington Water Quality Improvements Project and Final Settlements for Schedule A, B, C and E. This resolution is part of the process required to finalize the grants and loans.
- Processing reimbursements for Water Project.
- Meeting with CDOT and the Welcome Center to discuss the responsibilities of each entity.

