

**CITY OF BURLINGTON  
KIT CARSON COUNTY  
CITY COUNCIL  
REGULAR MEETING  
AGENDA  
11-2019  
COMMUNITY BUILDING ROOM A  
340 S 14<sup>TH</sup> STREET  
May 28, 2019 (Tuesday)  
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 renewal of liquor license for Century Lanes LLC.  
Approval of minutes for 4-29-2019.

4      **Public Comment**

5      **Public Hearing**

Approval of Special Event Liquor License for Burlington Chamber of Commerce for the Celebration of Summer on June 15<sup>th</sup> from 11am to 12am.

5      **Unfinished Business**

6      **New Business**

A. Approval of recommendation on bids for the street sealing project.

7      **Reports from City Departments**

Administrator- Jim Keehne

Clerk/Treasurer- Shelly Clark

Airport-Daniel Melia

Police- Barry Romans

Economic Development- Rol Hudler

Activities- Tyson Weisshaar

IT-Suzy Velasco

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 14<sup>TH</sup> STREET  
April 29, 2019**

Mayor Pro-Tem Kamron Weisshaar called the meeting to order at 6:33PM.

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

Harold McNerney	Mark Burghart	
Greg Swiatkowski	Melvin Gilley	Paul Velasco

Absent: Dale Franklin

Staff/Officials:	Also: Troy Schultz
Shelly Clark, Clerk/Treasurer	
Barry Romans, Police	
Rol Hudler, Economic Development	
Tyson Weisshaar, Activities	
Nick McCarty-Daniels, Library	
Suzy Velasco, IT	

**2 Pledge of Allegiance**

**3 Consent Agenda Items:**

*Any consent agenda item may be removed from the Consent Agenda and placed under Business if discussion is desired. Otherwise, one motion will pass all items.*

Approval of minutes from 4-8-2019.

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

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

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

Those nay:

**Motion passes.**

**4 Public Comment**

**5 UNFINISHED BUSINESS:**

**6 NEW BUSINESS**

- A. Troy Schultz of Eastern Colorado Technology to discuss recycling of computers and computer accessories.

Troy Schultz shared with Council that he would like to see if Council is interested in computer recycling with in the City of Burlington. Schultz was told that there had been a place for computer recycling in the past. Council told Shultz that they are not

opposed to him researching computer recycling and would like computer recycling to be available to our citizens.

- B. Approval of Andy Andreasen as Commission Member to the Planning and Zoning Commission.

**MOTION** by McNerney, second by Burghart to approve Andy Andreasen as a member of the Planning and Zoning Commission.

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

Those nay:

**Motion passes.**

- C. Approval of Mayors signature on the lease agreement with the State Patrol.

**MOTION** by Burghart, second by McNerney to approve the Mayors signature on the lease agreement with State Patrol.

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

Those nay:

**Motion passes.**

- D. Planning and Zoning Commission is requesting a motion from Council to keep the current zoning at All B 7 Yersin Addition (current zoning is residential).

Burghart gave an update to the Council on the petition that the Planning and Zoning Commission received from Michael and Terry Golden for a change in zoning.

Burghart shared with Council that the Commission motioned to leave the zone as residential and the Commission is requesting a motion from Council to keep the zoning as residential. Burghart shared with Council that Goldens will be able to build a garage for personal use but will not be able to build storage units.

**MOTION** by McNerney, second by Swiatkowski to leaving the property at All B 7 Yeasin Addition zoned as residential.

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

Those nay:

**Motion passes.**

#### **7 Department Head Reports:**

**Keehne**- Report is in the packet. Absent

**Clark** - Report is in the packet.

**Melia** - Report is in the packet. Absent

**Romans** - Report is in the packet.

**Hudler** - Report is in the packet.

**McCarty-Daniels** - Report is in the packet.

**Velasco**- Report is in the packet.

**Wall** - Report is in the packet. Absent

**8 REPORTS AND COMMENTS FROM MAYOR AND COUNCIL:**

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

**8 MOTION** by Burghart, second by McNerney to adjourn the meeting at 7:12PM.

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

Those nay:

**Motion passes.**

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Dale Franklin, Mayor

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Shelly Clark, Clerk

**2019 City of Burlington Street Seal Project - 64,500 Square Yards**

Contractor	Complete Project Cost	Cost per SQ/YD	CRS-2R Emulsion	Shot Rate	3/8" Chip	CQS Fog Seal	Labor	Equipment	Mobilization
B&H Paving, Inc	\$ 161,250	\$ 2.50	\$ 60,000.00	0.37	\$ 30,500.00	\$ 18,000.00	\$ 27,075.00	\$ 9,275.00	\$ 13,400.00
A-1 Chipseal Co. McCormick	\$ 224,460	\$ 3.48	\$ 49,665.00	0.37	\$ 56,760.00	\$ 11,610.00	\$ 41,925.00	\$ 48,375.00	\$ 12,900.00
Excavation & Paving, LLC	\$ 172,860	\$ 2.68	\$ 52,890.00	0.37	\$ 52,245.00	\$ 10,320.00	\$ 28,058.00	\$ 28,058.00	\$ 12,090.00
Cobitco, Inc. Fog Seal Only	\$ 13,980								

Contractor	Chip/Seal Project Cost	Cost per SQ/YD	CQS Fog Seal	Cost per SQ/YD
B&H Paving, Inc	\$ 123,195	\$ 1.91	\$ 38,055	\$ 0.59
A-1 Chipseal Co. McCormick	\$ 170,925	\$ 2.65	\$ 53,535	\$ 0.83
Excavation & Paving, LLC	\$ 145,770	\$ 2.26	\$ 27,090	\$ 0.42
Cobitco, Inc. Fog Seal Only			\$ 13,980	\$ 0.22

<b>Recommend</b>		
Contractor	Chip/Seal Project Cost	CQS Fog Seal
B&H Paving, Inc	\$ 123,195	
Cobitco, Inc.		\$ 13,980
<b>TOTAL PROJECT COST</b>		<b>\$ 137,175</b>



May 28, 2019

## City Administrator's Summary Report

April 30 – May 28, 2019

### Administration.

- Dialogue has begun with two entities interested in development projects that will initiate annexation of lands into the City. Currently researching annexation process and requirements for applicant submittals so that process can move forward in a timely manner. Development of annexation requirements is underway. Annexation process is lengthy and may take up to 180 days to enact. On one of the processes, the issue has arisen on whether or not the applicant for annexation must be served by City energy, or whether or not they would be allowed to stay with current provider. At this time we have no provision with our code to address this issue, and we have been informed that past annexations that have occurred whereby the City serviced the newly annexed area, that there was a multi-year payout to the current energy provider as compensation for last territory. Rol is currently researching this and may have additional information for you. Review of past agreements with KC Electric have been completed as well as review of State statute regarding annexation and utilities. The City may annex land, and account for monetarily a percentage for a number of years to the existing utility provider should we chose to accept the change in utility service as a part of annexation. Depending on the scope of annexation allows for certain payments to the existing utility for a number of years.
- A meeting has been scheduled with HUD, Department of Public Housing personnel to discuss the Burlington Housing Authority's actions and lack there of that has placed them in breach of contract with HUD. The Mayor, Lori Strange, Division Director, Office of Public Housing-Office of Field Operations, Velma Navarro, Regional Public Housing Director for Mountains and Plains Network and Myself will be attending the meeting where we are to develop a course of action concerning our HUD funded programs. Meeting is scheduled for May 28, 2019, 10:30 A.M., Community Center, Room A. Additionally, to obtain more information, I was able to meet with Sandy Lambert, Executive Director of the Burlington Housing Authority. Sandy indicated that she is approximately 5 months behind on paperwork submittals to HUD and this is probably the reason for the meeting. She indicated that since her wrist was broken, she fell behind is so overwhelmed with duties and responsibilities that she has not been able to follow through on her position requirements. I have asked her to ask for help in getting this done and should she require our assistance, to let us know so that we can get back into compliance with HUD.
- In your packets is a spreadsheet for results of the bid specifications for the 2019 Street Project, a capital item budgeted. There were 3 bidders for the entire project, and 1 bidder for the fog seal only aspect of the project. All bidders were the same as last year, and we are recommending that we accept the bid again from B&H Paving of Scott City, Kansas to perform the work on the seal and chip aspect of the project and award Cobitco the Fog seal aspect of the project. B&H Paving provided the lowest cost for the Chip Seal and Cobitco came in at the lowest for the fog seal. Both entities performed the work on last years project. That project was inspected and City staff was pleased with the way this turned out and we have experienced no failures in the area that were sealed last year. Work is to begin In June with an anticipated completion date of mid-July, prior to County Fair.

- Ron Puckett, PlainsTel met with Rol and I to discuss the City's ability to partner with them to bring Broadband access to Burlington. PlainsTel is interested in partnering with the City to buildout their broadband system to provide for increased internet servicing here in Burlington. As near is understood at this time, The State will provide for the major portion of the buildout with PlainsTel and the City partnering to fund the rest of the project. The City has the ability to fund it's share through grant application to the state for this project as well, through DOLA or other State funding opportunities. We will be checking further into this. Adequate broadband that is affordable is an absolute requirement for economic development in today's world. Banking institutions, corporations, governmental services, educational opportunities, and medical services require a certain level of service allowing for bandwidth and speed to provide their customers with service and security. Our opportunities for requisite speed and band width in Burlington are extremely limited to government services and medical services at this time. We will continue ways to explore opportunities that will allow for continued buildout of broadband services.
- Outback Express Bus has been inoperable for the last couple of weeks due to absence of driver. We have advertised for a part time driver position, interviewed several candidates for the position and will be making an offer this week based on driver requirements for the position. We hope to be operational by June 03<sup>rd</sup> .

## Operations

- Water/Wastewater
  - Request for bids have been published in the Record for work to be performed on the Legacy Drainage project, a part of our 2019 Capital Plan. The City will provide for all materials needed for the project with local contractors responsible for the excavation, bedding and installation of drainage pipe, manholes, tracer wire, etc. All materials needed for this project have been ordered. I have met with Legacy on this project, and have requested an easement through the North portion of their property to install and maintain the service line. This information has been sent to ownership and am waiting on response.
  - Development of bid specifications for sewer line replacement also a part of the 2019 capital plan. Also checking into "cure in place" lining applications for this project.
  - Sewer flushing in process
  - Fire hydrants being exercised
  - Notices on backflow device requirements have been delivered to those required to have devices and have them tested annually. Those refusing to address this issue face the possibility of having their potable water supply turned off, as required by State rules and regulations. These notices are a requirement to maintain compliance with CDPHE.
- Parks
  - Scheduling of island renovation
  - Pool boiler was found to have failed burners. New burners have been ordered and once received will be installed and the boiler turned on. Once operational, slide will be scheduled for certification. Once certified, pool will be ready for opening. We still remain hopefully the pool will open as scheduled for May 28<sup>th</sup>. Splash Park was officially opened for the season on May 16<sup>th</sup>.
  - Water leak at Merchant Park Ball Field was repaired.
  - Mowing operations are underway at all City owned concerns.

- Streets
  - Alley grading
  - Street sweeping and patching
  - Crack fill work has been completed on areas affected by the upcoming 2019 Street Project
  - Performing asphalt cutting and removal on certain streets where asphalt has failed. Bedding and compaction activities will be performed where asphalt is removed. Hot mis will be applied and rolled to gain good seal, further protecting our streets.
  - Assisting parks with the pool maintenance a readying for up-coming season.
  - Getting quotes together for front end loader. Existing loader is a 2000 John Deere with over 14,000 hours. The rear end has gone out and is being repaired at this time. We are able to borrow from county should the need arise while this loader is being repaired. Checking into acquisition of new or used hence the quotes. Also checking into lease options as well. Will keep you apprised as time goes on.
  
- Electric
  - Osmosis has provided costs for testing of poles identified to be replaced. Proposal is under review at this time.
  - Street light replacement
  - Placing new underground for lights in Outback Park
  - New LED 400w light has been installed on Lincoln Avenue, are going to watch for the next few weeks to ensure performing as advertised and their ability to meet the needs of Burlington. Goal is to replace all lights on Rose and Lincoln with the larger 400w LED's to provide for better lighting and coverage, to reduce City's demand, and to provide savings on City electric charges.

## Intergovernmental

- DOLA meeting in Burlington May 7<sup>th</sup>, Community Center, Old Town
- CAMU Meeting to be held in Burlington on May 10<sup>th</sup>, Community Center.
- CML Outreach meeting held in Burlington May 10<sup>th</sup>, Community Center.
- MCC held a coffee with the president at their location, May 14<sup>th</sup>.
- Colorado's Office of Emergency Management did a community engagement forum at the Community Center, May 15<sup>th</sup>.
- HUD Meeting scheduled May 28<sup>th</sup>, Community Center, Council Room.





[www.burlingtoncolo.com](http://www.burlingtoncolo.com)

415 15<sup>th</sup> Street Burlington, CO 80807 Phone 719-346-8652 Fax 719-346-8397

**CITY CLERK/TREASURER REPORT  
5-28-2019**

**Clerk**

**Liquor Licensing**

- Renewals
  - Century Lanes LLC. – They are renewing their liquor license, doing a moderation of premise and changing the LLC stock holders.
- Special Event Permit
  - The Chamber of Commerce is requesting approval of a Special Event Permit for the Celebration of Summer on June 15<sup>th</sup> from 11am to 12am.

**Election**

- There are several election trainings scheduled in the next couple of months that I will be attending.

**CIRSA**

- We have started to receive request for Special Event liability coverage. Most of these requests will come during the summer months.
- Current claims being processed: We do not have any current claims.
- The CIRSA audit was conducted on 4-23-19 and we received a 2019 audit score of 91. Loss Control Credits are awarded to members who achieve at least 80 percent compliance. This score is lower than it has been in years past and I will be working with John Colvin at CIRSA to try to obtain a higher score for next year.
- I will be working on the application for the renewal of the Property/Casualty Insurance with CIRSA.

**Other**

- Renewal of slide permit at the swimming pool has been processed and is completed. The inspection was done on 5-23-19.
- Jim and I have conducted several interviews for the Bus Driver position. We hope to have this filled by next week. The successful application will have to provide us with a current CPR and First Aide Certification, have a DOT physical and follow all the City requirements for employment. This position will be a full time/part time position until Penny is able to return to work.

**Finance**

- Working on open enrollment for CEBT.
- We had the audit the week of May 13<sup>th</sup>. The Auditor's met with Jim and I on Thursday afternoon and shared several things that we will need to work on throughout 2019. We have made several changes over this last year that proved to be beneficial. Once the audit is complete we will inform you on the recommendations that were made.
- I have included in the packet a copy of the engagement letter from Holscher, Mayberry and Company.

# Holscher, Mayberry & Company, LLC

Certified Public Accountants

Member of the American Institute of Certified Public Accountants  
Governmental Audit Quality Center  
and Private Company Practice Section

May 15, 2019

To the City Council  
City of Burlington

We are engaged to audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Burlington for the year ended December 31, 2018. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process. If you have any questions or concerns that you would like for us to include as part of our audit procedures, please feel free to contact us directly.

## Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated January 14, 2019, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

## Other Information in Documents Containing Audited Financial Statements

Our responsibility for the supplementary information accompanying the financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

## Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will communicate our significant findings at the conclusion of the audit. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We expect to begin our audit on approximately May 13, 2019 and issue our report no later than July 31, 2019.

This information is intended solely for the use of the City Council and management of the City of Burlington and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,



Timothy P. Mayberry, Principal  
Mayberry & Company, LLC  
(303) 906-0744 Direct  
tpmayberry@hmcpcas.biz



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14111 US Highway 385 - Burlington CO 80807 - 719.346.5352

## Council Report 4.29.19

- Continuing work on the Master Plan project for 2019
  - Reviewing draft report
- Working on Taxiway turnaround Grant for 2019
  - Finalized Independent Fee Estimate paperwork

### April 2018 Fuel

Total- 4,592.8 Gallons

Avgas- 1,305.48 gallons

Jet fuel- 3,287.32

Gross sales- \$16,555.21

### April 2019 fuel

Total- 3,957.45 gallons

Avgas 839.87 gallons

Jet Fuel- 3,117.58 gallons

Gross Sales- \$13,923.28



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

## **Council Report May 28, 2019**

We received full use of E-Force on the 21<sup>st</sup>. While we are still working on many parts to this new system, this will be a game changer for us. This will allow us to move documents and Muni citations into the municipal court system faster, search records, search persons, locate and identify evidence along with quarterly and annual audits of evidence and stats, lots and lots of stats.

Still working on abatements, but we are defiantly making progress. We have had several trees cut down, yards and weeds mowed and debris cleaned, but there are many more to work on.

*" To Serve and Protect "*

## ECONOMIC DEVELOPMENT REPORT FROM ROL

Several of you have been informed about the status of the Kit Carson Correctional Center since the bids were awarded by the Federal Bureau of Prisons. I am taking this opportunity to update the entire council.

The original request for bids from the Federal Bureau of Prisons was for an additional 9,800 beds. This was to be split between seven different private prisons with each getting 1,400 inmates.

The Kit Carson Correctional Center was one of the seven different locations to be under consideration by the Federal Bureau of Prisons.

The day the bids were opened, Core Civic was, quite bluntly, underbid by their main competitor, GEO. GEO is the second largest private prison company, behind Core Civic, which is number one.

This is where it gets interesting. The bid awarded to GEO was for 5,000 beds. Shortly after the winning bid was announced, the Federal Bureau of Prisons informed Core Civic they were closing one of their facilities immediately. With that closure, the number of beds gained by the Federal Bureaus of Prisons was only 2,800.

It is obvious that the Federal Bureau of Prisons is 7,000 beds short of the initial request for bids.

I do know that the president wants and needs more beds. The major problem at this point in time is that Congress has not yet approved all of the requested funding by the President of the United States.

In the meantime, Core Civic has informed me they are in serious discussions with two states to house their overflow of inmates. They have said their intent is to get the Kit Carson Correctional Center opened as soon as possible.

Core Civic is very appreciative of all of the assistance we provided when the State of Colorado was not providing them with the letter they needed to present to the Federal Bureau of Prisons in regard to screening any out of state inmates.

That leaves us with the only option that we have always had since the prison was closed and that is simply to wait and assist Core Civic whenever they need some assistance from the City of Burlington.

To illustrate to you how difficult retail is becoming in the United States, I recently read an article that stated there will be approximately 16,200 store closings in 2019 as the retail apocalypse continues. Not good news for anyone other than Walmart and Amazon.

With my report I have included an invitation from several agencies of the Colorado government to invite you to the "Rural Prosperity Tour In Burlington."

The event is Tuesday, June 4, from 4 p.m. to 7 p.m. at the Burlington Community and Education Center.

Light food and drinks will be provided.

The purpose of the rural tour is to advocate for action and opportunity. They will be providing information about the various programs, funding and resources of state agencies that are available to provide assistance to rural Colorado.

If you plan to attend, I would appreciate knowing in advance as we need somewhat of a head count for light food and drinks.



You are cordially invited to the [Rural Prosperity Tour stop in Burlington](#) on June 4<sup>th</sup>

The purpose of this rural tour is to advocate for action and opportunity. We will be providing information to your community about the various programs, funding, and resources our state agencies and partner organizations offer, and how to take advantage of such opportunities. ***This is free and open to the public.***

**Showcase Details**

**When:** Tuesday, June 4, 2019 from 4:00 PM to 7:00 PM

**Where:** [Burlington Community and Education Center | 340 South 14th Street | Burlington, CO 80807](#)

Light food and drinks will be provided

Time	Subject	Speakers
4 pm	Arrive	
4:05 pm	Introduction	Beisy Markey, Executive Director, Colorado Office of Economic Development and International Trade
4:10 pm	Legislative Recap	Leslie Hylton, Legislative Liaison, Office of Economic Development and International Trade
4:15-5:05 pm	Business and Community Support from State Agencies	<ul style="list-style-type: none"> <li>• Colorado Office of Economic Development and International Trade</li> <li>• Colorado Department of Local Affairs</li> <li>• Colorado Department of Labor and Employment</li> <li>• Colorado Workforce Development Council</li> </ul>
5:05-5:30 pm	Additional Resources	<ul style="list-style-type: none"> <li>• Eastern Colorado Small Business Development Centers</li> <li>• Startup Colorado</li> <li>• Colorado Housing and Finance Authority</li> <li>• Colorado Lending Source</li> </ul>
5:30 – 7 pm	Closing Remarks; Move into Resource Fair	

Please join us after the presentations for our Resource Fair, where presenting organizations will be providing free business consulting and additional information on their respective programs.

Please RSVP [HERE!](#)

We look forward to seeing you there!  
The Rural Prosperity Tour Team







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

## Burlington Activities Department

### May 23, 2019

→ Youth Council has wrapped up for the 2018-19 year. We presented volunteer hour awards to the graduating seniors, who compiled 2351.5 hours as a class. Megan Burghart had the most hours, 236, and received the mayor's award. Some of the kids have signed up to do volunteer hours over the summer as well. We will get it going again next August/September.

→ We hosted the Elvis tribute concert on May 17. There was about 140-150 people in attendance. Waiting on our share of the gate to see how much money we will bring in on a concert that we didn't have any expenses for. Our share of the gate is going to be 35%.

→ Summer activity booklets were published and distributed in early May. We have everything either underway or starting in the next week or two. All of the traveling baseball/softball teams are underway with t-ball & coach pitch beginning May 29. Blast ball will begin May 31 and day camps will be on Tuesdays & Thursdays in June, with the first one on June 4.

→ The pool is set to open May 28, if we can get the boiler working. CEM came out on May 14<sup>th</sup> and was able to identify why the boiler quit last year. The burners have basically disintegrated and have to be replaced. The parts were ordered and are to be delivered May 23 and installed on May 24. Hopefully this will resolve the issue and start to heat the pool, which will hopefully allow us to be open on our scheduled day. If not, we will have to delay the pool opening.

### Community Center

→ Rentals continue to be consistent with several rentals each week. We have booked several weekend events, especially during the summer and early fall months, as the months of June & July has every weekend booked, plus we will have several summer activities going on throughout June and July.

→ Other Activities in the works: Rentals of Community Center, summer baseball/softball, day camps, swimming pool, summer activity booklet



# Memorandum

**To:** Council  
**From:** I.T. Department - Suzy Velasco  
**Date:** 5/23/19  
**Re:** Council Report for 5/28/19

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- Routine maintenance & updates performed on city workstations & equipment
- Troubleshooting & repair for reported user issues
- Website updated to reflect current and upcoming programs, events, and information
- Draft website layout has been completed—we are in round 3 of revisions with designers, with a final draft approval due by June 21<sup>st</sup>. We are still on target for our launch date of August 22<sup>nd</sup>.
- Website content revisions are underway—this consists of updates and revisions obtained through partnership with department managers to refresh information on various City processes and programs to serve as a reference point for citizens and prospective citizens.
- After several issues that have halted the repair & replace project for the Parmer Park cameras, we are now exploring alternative options for camera to dvr communication at the park, primarily through wireless technology to circumvent the expense of trenching, conduit, and new cable.
- **Notify Me Statistics as of 5/23/19:**
  - **Calendar Subscriptions**
    - Activities – 104
    - Business - 34
    - Community - 73
    - Government – 39
    - Library – 46
    - Old Town – 52
  - **Agendas Module**
    - Subscribers - 29
  - **Newsflash Subscriptions**
    - Business - 44
    - Community - 82
    - Government – 47
  - **Jobs Module Subscriptions**
    - 33
  - **Bids Module Subscriptions**
    - 54
  - **Total Subscriptions**
    - 637
- **Facebook Statistics as of 5/23/19**
  - 819 likes (Burlington, CO page)

# CHECKOUTS THIS MONTH.

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**16 Programs  
with 152 people  
in May.**

**Kick-off to  
Summer  
Reading on  
June 7th**

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**Telescope, microscope,  
GPS, Makey-Makey,  
Action Camera now  
available for checkout**