

**CITY OF BURLINGTON
KIT CARSON COUNTY
CITY COUNCIL
REGULAR MEETING
AGENDA
12-2017
COMMUNITY BUILDING ROOM A
340 S 14TH STREET
June 26, 2017
6:30 PM**

1 **Call to Order**

2 **Pledge of Allegiance**

3 **Consent Agenda Items**

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

4 **Public Comment**

5 **Unfinished Business**

6 **New Business**

- A. Approval of proposal from Hydro Optimization and Automation Solutions to serve as the Control System Integrator for the Water Quality Project.
- B. Approval of proposal from Martin and Wood Water Consultants for services relating to the Colorado Department of Public Health and Environment dealing with the City of Burlington Drinking Water Evaluation Reporting.
- C. Discussion and award to Atwell for general services to complete a portion of the electrical conversion.

7 **Reports from City Departments**

Administrator- Jim Keehne
Clerk- Shelly Clark
Public Works- Tim Ellis
Police- Barry Romans
Economic Development- Rol Hudler
IT-Suzy Velasco

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

8 **Council Comments**

- A. Mayor Dale Franklin
- B. Rod Murray
- C. Mike Halde
- D. Mark Burghart
- E. Kamron Weisshaar
- F. Beth Crites
- G. Harold McNerney

9 **Adjournment**

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



Hydro Optimization and Automation Solutions

May 30, 2017
Proposal to City of Burlington
C/O Ron McLaughlin
Water System Improvements
Burlington, Colorado
Merrick & Company
Project No. 1004174968
Hydro Optimization and Automations Solutions, Inc

Hydro Optimization and Automation Solutions, Inc. (HOA Solutions) proposes to furnish the following equipment and services for the above referenced project.

Section 16949 Instrumentation & Controls and 16950 Remote Terminal Units & HMI System

HOA Solutions, Inc. will serve as the Control System Integrator as described in section 16949 and will provide the following equipment and services specified.

HOA Solutions, Inc. will provide shop drawings and As-Builts for all the equipment supplied by HOA Solutions, Inc.

HOA Solutions, Inc. will supply all PLC and HMI programming, software, and configuration, as specified.

HOA Solutions, Inc. will provide the following material, complete with all required control hardware, as described in Section 16949.

- Master control panel with all required hardware to be installed at the Water Blending Plant. Includes PLC, enclosure, computer, PLC programming software, license update for VTSCADA software, radio license update, power supply, antenna, coax, 40' antenna tower, coax grounding kit, surge protection, DC-UPS with battery backup, and all required ancillary panel hardware.
 - Reuse the existing MDS Dual SD4P Protected Transceiver.
- One (1) Remote Terminal Unit located at the existing Well #1-Golf Course, with all required hardware as specified. Includes PLC, back panel, power supply, antenna, coax, surge protection, and all required ancillary panel hardware.
 - Reuse MDS SD4 Radio and antenna mounting structure.
- One (1) Remote Terminal Unit located at the existing Well #2-RC Course, with all required hardware as specified. Includes PLC, back panel, power supply, antenna, coax, surge protection, and all required ancillary panel hardware.
 - Reuse MDS SD4 Radio and antenna mounting structure.
- One (1) Remote Terminal Unit located at the existing Well #4-NAPA, with all required hardware as specified. Includes PLC, back panel, power supply, antenna, coax, surge protection, and all required ancillary panel hardware.
 - Reuse MDS SD4 Radio and antenna mounting structure.
- One (1) Remote Terminal Unit located at the existing Well #5-Tower, with all required hardware as specified. Includes PLC, back panel, power supply, antenna, coax, surge protection, and all required ancillary panel hardware.
 - Reuse MDS SD4 Radio and antenna mounting structure.
- One (1) Remote Terminal Unit located at the existing Well #6-Brown Funeral Home, with all required hardware as specified. Includes PLC, back panel, power supply, antenna, coax, surge protection, and all required ancillary panel hardware.
 - Reuse MDS SD4 Radio and antenna mounting structure.

(402) 467-3750 (402) 467-1568 (FAX)
2601 West L Street, Suite 1 Lincoln, NE 68522

Hydro Optimization and Automation Solutions

- One (1) Remote Terminal Unit located at the existing Well 7-Hobby Works, with all required hardware as specified. Includes PLC, back panel, power supply, antenna, coax, surge protection, and all required ancillary panel hardware.
 - Reuse MDS SD4 Radio and antenna mounting structure.
- One (1) Remote Terminal Unit located at the existing Well #11-Interstate Well, with all required hardware as specified. Includes PLC, back panel, power supply, antenna, coax, surge protection, and all required ancillary panel hardware.
- One (1) Remote Terminal Unit located at the new North Halde Well, with all required hardware as specified. Includes PLC, enclosure, back panel, power supply, radio, antenna, coax, surge protection, and all required ancillary panel hardware.
- One (1) Remote Terminal Unit located at the new South Halde Well, with all required hardware as specified. Includes PLC, back panel, power supply, antenna, coax, surge protection, and all required ancillary panel hardware.
 - Radio and Enclosure will be reused from Well #3.

HOA Solutions, Inc., will also provide the following specified items:

- FCC Radio License update in Owner's Name
- Remote Access
- Radio Path Study
- Training, as specified below:
 - Initial operations Stage (Minimum 8 hours)
 - Follow-up Stage (At least 45 days after startup; Minimum 4 hours)
- 1-Year Warranty from the date of Substantial Completion, as specified

Price for above: \$82,238.00

Adder:

One (1) Remote Terminal Unit located at the existing Waste Water Lagoons, with all required hardware as specified. Includes PLC, back panel, power supply, antenna, coax, surge protection, and all required ancillary panel hardware.

- Reuse MDS SD4 Radio and antenna mounting structure.

WWTP Monitoring site: \$8,020.00

****NOTE: Deduction if completed while well project is occurring: \$2045.00****

Price DOES NOT include Sales Tax, Bond (per discussion with Ron), and antenna tower base and tower erection at Blending Plant. HOA will provide antenna tower as noted above.

Installation of cable, enclosures, conduit, wire, etc. to be done by others. HOA Solutions will terminate control wires on only the items supplied by HOA Solutions. Wire termination for equipment not supplied by HOA Solutions is to be done by others.

Respectfully,



Randy Shotkoski
Hydro Optimization and Automation Solutions, Inc.

(402) 467-3750 (402) 467-1568 (FAX)
2601 West "L" Street, Suite 1 Lincoln, NE 68522

MEMORANDUM

June 2, 2017

TO: City of Burlington, c/o James Keehne, City Manager

CC: Steve Rabe, Mike Grinnan, Tim Ellis, Clay Wade

FROM: Ron McLaughlin

SUBJECT: BURLINGTON WATER QUALITY IMPROVEMENTS – CONTROLS

Background

After no construction bids were received, three separate contracts were negotiated for Schedules A, B, and C. The Controls Item (Schedule C) was omitted at the time because:

- Dustin Skarphol (Skarco LLC) was not familiar with controls subcontractors and removing this item simplified negotiations.
- The one proposal for control work (by HOA) was \$95,000 and considered too high.
- The Denver area controls contractors contacted expressed no interest.
- EMC, the City's on-call controls contractor, stated that they could handle controls work at a *much lower cost*.

After a few months (and some urging), EMC submitted a Proposal on May 19th for the Controls Work. The amount is \$143,000, not including the control tower or bonds. The comparative total cost would be approximately \$155,000.

Negotiations with Randy Shotkoski of HOA (Hydro Optimization & Automation Solutions) were then restarted. The result is that attached Proposal in the amount of \$83,638. This new Proposal includes bonds, but not the installation of the furnished control tower. The approximate comparative cost is \$89,000. (Per Steve's memo, I had requested HOA to determine the cost of the Bonds and add that to his Proposal.)

Recommendations

1. Accept the HOA Proposal in the amount of \$83,638. Mike – I think the Notice of Award should state something like: "The Award is based on the HOA Solutions proposal dated June 2, 2017. Except as modified by your Proposal, the general provisions of the original

Contract Documents, Water Quality Improvements Schedules A, B, and C for the City of Burlington, dated August 2016, by Merrick & Company apply.”

2. Controls Tower. Contract for constructing the controls tower base and erecting tower. We will provide design drawing. Preferably (for simplicity), this work would be done by Skarco LLC as a Change Order to Schedule C Contract, or with Hitchcock, Inc. as a Change Order to Schedule A Contract.
3. Consider redoing the controls for the Wastewater Treatment Plant to be compatible with the new system. Per HOA's Proposal, this would add \$5,975 to the award, if authorized now so that work could be done simultaneously. This probably should be a separate purchase order, not charged to the Water Quality Improvements project.

Enclosed: HOA Solutions Proposal
EMC Proposal



Utah:
Corporate Headquarters
501 W. 700 S.
Salt Lake City, UT 84101
PH: 801.366.4100
PH: 800.433.4548
FX: 801.487.7437

Colorado:
4905 "B" Ironton St.
Denver, CO 80239
PH: 303.574.9448
PH: 800.511.7734
FX: 303.574.9389

Idaho:
7292 W Airway Ct
Boise, ID 83709
PH: 208.322.8100
FX: 208.322.5400

Visit us online at: www.emcsolutions.com or www.cwsilver.com

Quote# 101029

Burlington upgraded Radio SCADA Package

TO: Allyson Junker Merrick Engineering

Subject: Radio SCADA package upgrades

Energy Management is pleased to offer Merrick Engineering and the City of Burlington this proposal for the upgraded SCADA system and additional radio system adding in additional well sites and the blending plant. Our proposed package comes complete with all the following:

- Additional radios systems for new wells
- Blending Plant Control/PLC panel
- Programming Blending Plant
- Programming remote sites
- New PC for central sites
- New Polyphasers and cable for existing radios
- Moving existing abandoned radios systems to new sites
- Upgrading SCADA system to current software

Not included in our proposal.

40ft radio tower at the Blending plant for radio antenna

TOTAL COSTS \$143,000

Feel free to contact EMC or myself, at any time with questions we will be happy to assist you.

Regards

Lenny Fleck
303.574.9448
Lfleck@emcsolutions.com



Martin and Wood Water Consultants, Inc.
538 Commons Drive, Golden, CO 80401
Phone: (303) 526-2600. Fax: (303) 526-2624
www.martinandwood.com

June 14, 2017

Mayor Dale Franklin
c/o Mr. Steve Rabe
City of Burlington
415 15th St.
Burlington, CO 80807

Delivered via E-mail

Re: Proposal for Services
Response to State Regarding
Nitrate Investigation

Dear Mr. Rabe:

Martin and Wood Water Consultants, Inc. (Martin and Wood) is pleased to present this proposal for services relating to the Colorado Department of Public Health & Environment's (CDPHE) May 18, 2017 letter entitled "RE: Request for additional information regarding the City of Burlington's evaluative report submitted December 1, 2016, Compliance Order on Consent DW.12.15.132005" and March 14, 2017 memorandum with the subject "Drinking Water Evaluation Report Review and Comments City of Burlington, Nitrate Source Analysis". The letter and memorandum appear to be consistent with their comments, and as such, will be addressed as if they are one document.

CDPHE appears to be requesting that Burlington propose additional activities to confirm the source(s) and identify possible strategies to mitigate sources or manage transport of nitrate in the aquifer. This proposal consists of an outline to address CDPHE's concerns and is as follows:

- Identify potential nitrate sources
 - Recognize the potential for additional nitrate sources as identified by CDPHE
 - Exfiltration of untreated wastewater from the City's collection system
 - Leachate from biosolids that were buried in the vicinity of the wastewater facility during the liner installation

- Note that the historical City leach field has also recently been identified as a potential nitrate source
- Address CDPHE's request for nitrate source confirmation activities
 - State that we believe nitrate source confirmation activities are not necessary and present an undue financial burden on the City
 - City wells located in the northern portion of the City that have elevated nitrate concentrations are located in the downgradient flow direction from the historic landfill
 - Pesticides were only detected in City wells and not in surrounding wells
 - The City wells where pesticides were detected were all located downgradient from the historic landfill
 - Cobalt and Nickel are likely to be landfill derived
 - Historic Landfill was not lined
 - City wells located in the southern portion of the City that have elevated nitrate concentrations are located in the downgradient flow direction from the historic wastewater treatment facilities and leach field
 - Leachate from unlined wastewater lagoons, treated wastewater discharge, leachate biosolids, and historic leach field are all in the same general area
 - Leakage from the City sewage pipeline is likely as it is constructed of clay tile and likely impacted from roots and deterioration due to age
 - Would likely have an impact on all City wells located within and downgradient from the sewage pipelines
 - Groundwater sampling at each of these sources would be costly and is not necessary due to the character and likelihood of the identified potential sources to contribute to the elevated nitrate levels
 - The long history of impacts from the identified sources suggests that impacts have been occurring for a long time and thus are likely widespread
 - Mitigation of sources that have been contributing nitrates to groundwater for multiple tens of years, and in some cases for over 100 years, would be cost prohibitive due to the dispersion that has occurred over time and the area impacted
 - The City proposes to implement a sewer line maintenance schedule where sections of sewage lines will be investigated and repaired or replaced on a yearly budgeted basis
 - An upgraded wastewater treatment system is beyond the City's resources at this time and is thus not an option

- Landfill site reclamation and/or a leachate collection system is beyond the City's resources at this time and is thus not an option
- The City's current blending project is the preferred mitigation strategy and is requiring significant City resources

- Address CDPHE's Well 11 concerns
 - Elevated nitrate concentrations were coincident with the landowner's action spreading large quantities of manure on the field where Well 11 is located
 - Elevated nitrate concentrations occurred after nitrate isotope sampling occurred
 - Explains a new nitrate source that is animal waste derived

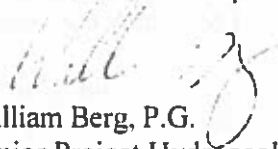
 - Communication with landowner planned

We would prefer a deadline for response to CDPHE of September 1, 2017 due to prior work commitments and summer vacations.

We estimate the cost to draft the response to CDPHE, incorporate the City's comments, and finalize the response to be between \$2,500 and \$4,000.

If this proposal and the terms thereof are not acceptable as to form of contract, budget or scope of work, I will be available at your convenience to discuss these items. Please contact me at 720-836-6565 or by email at wberg@martinandwood.com.

Sincerely,
**MARTIN AND WOOD
WATER CONSULTANTS, INC.**



William Berg, P.G.
Senior Project Hydrogeologist

Contract for Professional Services

The services provided in this proposal, for the project **Nitrate Source Response**, unless otherwise noted, will be billed in accordance with the attached Schedule of Hourly Rates and Expenses, which are subject to change effective January 1st of each calendar year.

Upon acceptance of this contract, it is mutually agreed by **City of Burlington (CLIENT)** and **Martin and Wood Water Consultants, Inc. (CONSULTANT)** that:

1. CLIENT'S RESPONSIBILITY

1.1 CLIENT shall provide all criteria and full information as to CLIENT'S requirements for the Project; designate a person or party and named upon acceptance of this agreement, to act with authority on CLIENT'S behalf in respect to all aspects of the Project; examine and respond promptly to CONSULTANT'S submissions; and give prompt written notice to CONSULTANT whenever he observes or otherwise becomes aware of any defect in the work.

1.2 CLIENT shall also do the following and pay all costs incident thereto:

- a. Furnish to CONSULTANT all of the following which exist at the beginning of this contract and relate to the work to be performed pursuant to this contract and any of the following which CLIENT may authorize in connection with this contract: core borings, probings and subsurface explorations, hydrographic surveys, laboratory tests and inspections of samples, materials and equipment and similar data; appropriate professional interpretations of all of the foregoing; environmental assessment and impact statements, property, boundary, easement, right-of-way, topographic and utility surveys, property descriptions; zoning and deed restrictions; all of the above of which CONSULTANT may rely upon in performing his services.
- b. To the extent it is within CLIENT'S control to do so, guarantee access to and make all provisions for CONSULTANT to enter upon public and private property.
- c. Furnish approvals and permits from all governmental authorities having jurisdiction over the Project.
- d. Provide field control surveys and fix reference points and base lines.

1.3 CLIENT shall pay all costs incident to obtaining bids or proposals from Contractor(s).

2. Billings for work performed hereunder by the CONSULTANT will be made as stated above.

3. A late payment penalty of 1-1/2% per month shall accrue on balances unpaid 30 days after the date of mailing of invoice to CLIENT. If no payment is made within 60 days after the date of billing, CONSULTANT may, after giving seven days' written notice to CLIENT, suspend services under this Agreement until he has been paid in full all amounts due him for services and expenses.

4. The CLIENT agrees to pay reasonable collection costs plus attorneys' fees incurred by the CONSULTANT in the collection of any amounts due to the CONSULTANT upon completion or cancellation of this contract.
5. Upon acceptance of this proposal the CLIENT agrees to pay as an advance retainer the sum of **\$0.00** to the CONSULTANT. Said retainer shall be credited to the account of the CLIENT and shall be applied to the final billing for the Project.
6. In recognition of the relative risks and benefits of the Project to both the CLIENT and the CONSULTANT, the risks have been allocated such that the CLIENT agrees, to the fullest extent permitted by law, to limit the liability of the CONSULTANT and Consultants officers, directors, partners, employees, shareholders, owners and sub-consultants for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert-witness fees and costs, so that the total aggregate liability of the CONSULTANT and Consultants officers, directors, partners, employees, shareholders, owners and sub-consultants shall not exceed \$50,000.00, or the CONSULTANT's total fee for services rendered on this Project, whichever is greater. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.
7. Any modifications of this contract must be in writing and signed by the authorized representative of both the CONSULTANT and the CLIENT.
8. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or the CONSULTANT. The CONSULTANT's services under this Agreement are being performed solely for the CLIENT's benefit, and no other party or entity shall have any claim against the CONSULTANT because of this Agreement or the performance or nonperformance of services hereunder.
9. If CLIENT fails to any substantial degree to perform in accordance with the terms of this contract, CONSULTANT may terminate this contract without any further obligation to CLIENT for such cancellation, if CONSULTANT gives CLIENT written notice of such failure of performance and CLIENT fails to remedy such failure within seven days of receipt of such notice. If CLIENT remedies the failure, this contract shall be reinstated and CONSULTANT shall be excused for any delay of performance caused by the failure of CLIENT to perform. CLIENT can terminate this contract upon written notice to CONSULTANT, such termination to be effective upon CONSULTANT'S receipt of such notice. Upon any termination, CLIENT shall pay CONSULTANT for all services rendered through the date of termination, all reimbursable expenses incurred through the date of termination, and all expenses reasonably incurred by CONSULTANT in connection with the termination of the contract.
10. All documents including Drawings and Specifications prepared by CONSULTANT pursuant to this Agreement are instruments of service in respect of the Project. They are not intended or represented to be suitable for reuse by CLIENT or others on extensions of the Project or on any other project. Any reuse without written verification or adaptation by CONSULTANT for the specific purposes intended will be at CLIENT'S sole risk and without liability or legal exposure to CONSULTANT from all claims, damages, losses and expenses including attorneys' fees

arising out of or resulting from. Any such verification or adaptation will entitle CONSULTANT to further compensation at rates to be agreed upon by CLIENT and CONSULTANT.

11. It is intended by the parties to this Agreement that the CONSULTANT's services in connection with the Project shall not subject the CONSULTANT's individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary contained herein, the CLIENT agrees that as the CLIENT's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against the CONSULTANT, a Colorado corporation, and not against any of the CONSULTANT's individual employees, officers or directors.
12. In an effort to resolve any conflicts that arise during the design and construction of the Project or following the completion of the Project, the CLIENT and the CONSULTANT agree that all disputes between them arising out of or relating to this Agreement or the Project shall be submitted to nonbinding mediation. The CLIENT and the CONSULTANT further agree to include a similar mediation provision in all agreements with independent contractors and CONSULTANTS retained for the Project and to require all independent contractors and CONSULTANTS also to include a similar mediation provision in all agreements with their subcontractors, subCONSULTANTS, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution among the parties to all those agreements.
13. In providing services under this Agreement, the CONSULTANT shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality.
14. The CONSULTANT makes no other representations or warranties, whether expressed or implied, with respect to the services rendered hereunder. The CONSULTANT shall exercise usual and customary professional care in its efforts to comply with applicable codes, regulations, laws, rules, ordinances, and such other requirements ("Laws") in effect as of the date of execution of this Agreement. It is understood, however, that various Laws are subject to varying and sometimes contradictory interpretation. The CONSULTANT shall exercise its professional skill and care consistent with the generally accepted standard of care to provide design that complies with such Laws. The CONSULTANT cannot warrant that all documents issued by it shall comply with said Laws.

If this proposal and the terms stated above are acceptable, please sign one copy and return it to our office. This agreement will serve both as an authorization for us to proceed with the Project and further as the contract between the CONSULTANT and the CLIENT concerning the Project. This proposal will be open for acceptance for 60 calendar days from the date of this proposal, unless changed by us in writing.



Martin and Wood Water Consultants, Inc.

538 Commons Drive . Golden, CO 80401
Phone: (303) 526-2600 . Fax: (303) 526-2624
www.martinandwood.com

SCHEDULE OF HOURLY RATES AND EXPENSES
Calendar Year 2017

CLASSIFICATION	HOURLY RATE
Principal Engineer or Principal Hydrogeologist	\$ 205.00
Senior Engineer or Senior Hydrogeologist	\$ 190.00
Senior Project Engineer or Senior Project Hydrogeologist	\$ 176.00
Project Engineer or Project Hydrogeologist	\$ 150.00
Staff Engineer or Staff Hydrogeologist	\$ 132.00
Draftsperson or Technician	\$ 85.00
Administrative	\$ 82.00
OTHER CHARGES	
Outside Services and Expenses	Cost plus 10%
Vehicle Mileage	\$ 0.59 per mile
Testimony Time	Hourly Rate +25%

The Schedule of Hourly Rates and Expenses will be reviewed in January of 2018
And the rates may be subject to change.

MARTIN AND WOOD WATER CONSULTANTS, INC.

EXHIBIT 1

SERVICE ORDER NO. 6

ISSUED PURSUANT to GENERAL SERVICES AGREEMENT executed on March 29, 2016

BETWEEN **City of Burlington AND Atwell, LLC**

Date: **June 21, 2016**

Service Order Type: **Time and Materials - Estimate**

Scope of Services

This Service Order is for the engineering and design of the City of Burlington 2017 Power Distribution Upgrades. This service order also includes construction management services to include issuance of construction documents to Bidders, respond to Bidder's inquiries, select the contractor and support Burlington with placing the construction purchase order, and oversight of construction.

Atwell will design distribution upgrades associated with 4160V conversion to 13.8kV to eliminate the aging transformer at the Light Plant, and to complete the 13.8kV trunkline upgrades for improved reliability. These upgrades were outlined in the 2007 Long Range Plan (LRP) and discussed on Wednesday, June 7, 2017 during a visit to Burlington by Atwell.

In summary, the 4160V conversion scope includes:

- The alley west of 13th Street (13th Street Alley)
- The 14th Street alley including feeders to City Hall and the Hospital
- Railroad Avenue east of the Light Plant
- Replace old copper conductors along 8th Street alley north of Martin
- Railroad Avenue west of the Light Plant and all the taps running south to feed the center of the City from 16th Street alley to Lincoln Street, and the feeder along Senter to Genessee Street.

In summary, the 13.8kV trunkline upgrades include:

- Faye Street from 8th Street east to Bonny Drive
- West side of 21st Century Equipment and conductor upgrade to the switch at Senter Avenue and Genessee Street
- Underground feeder from the east side of Light Plant to the west side of Light Plant

Project Name: **2017 Distribution Upgrades**

Compensation: **\$115,000 Estimated Time and Materials**

Client Office: **415 15th Street, Burlington, CO 80807**

Execution:

City of Burlington:

By: _____
Signature

Printed Name

Its: _____
Title

Date

Atwell, LLC:

By: _____
Signature

Printed Name

Its: _____
Title

Date

June 26, 2017

City Administrator's Summary Report

June 13 – June 26, 2017

Administration

- Sale of City Property to Stratton Equity Coop
 - Met with Dan Slinger June 14th where we looked at property in question and determine size of parcel to be acquired. Originally had proposed approximately 11 acres to be purchased. Stratton Equity Coop has looked at the area and determined they wish to square off their property with this purchase, acquiring approximately 12 acres. Currently being surveyed whereby size and legal description can be obtained for contractual purposes.
- Budget Preparation is ongoing. Gathering information and documentation for process.

Operations

- Water/Wastewater and Water Quality Project Update
 - Schedule A – Installed new potable water lines South of blending plant to connect to well 6. Installing new potable water lines from blending plant to the East. Begin installing relief valves
 - Schedule B – Working to coordinate well house work at North and South Halde sites with Schedule C.
 - Schedule C – Forming of blending plant tank lid. Pour will take place in next couple of weeks, anticipated lid placement in early July.
 - Merrick and Company has identified contractor, HOA Solutions of Nebraska, for controls components. The controls are a design-build format, specific to this project. Scope of controls project will be design, build, installation, and test, in other words, all work needed to result in the system working as specified. In packets is memo from Merrick & Company recommending a Notice of Award be drafted, accepting HOA proposal to include reworking the controls at the wastewater treatment facility to be compatible with the new water systems controls.
 - 2016 Annual Consumer Confidence Report has been submitted per requirement. 2017 2nd Quarter report due July 5th. This will be drafted this week, once we have additional test information on Well 11.
 - Simplex-Grinnell performed required testing on City backflow systems. They will provide report and schedule for any repairs needed.
 - Received a Proposal for Services and Contract for Professional Services from Martin and Wood outlining additional costs and services required to address CDPH&E's letter to the City of Burlington, requesting additional information on the source of Nitrates in the groundwater. Attached is report and request to enter into agreement with Martin and Wood to address CDPH&E's issues.

- Parks
 - Bathroom rehabilitation and cleaning in Merchants Park has been completed.
 - Parmer Park utilized for Celebration of Summer event. Many compliments received from public on what park looked like.
 - Mowing deck received and in service.
 - Mowing and weed spraying in full swing through the season.
- Streets
 - Mowing and weed spraying of City Right of Ways in process.
 - Asphalt patching on Rose Avenue completed.
 - Alley repair undertaken in 100 blk between 12th and 13th Streets to fill large hole.
- Electric
 - Andrew Ross of Nebraska Municipal Power Pool regarding electric distribution and rate studies has put together contract for electric cost and rate design study looking at reserve funds and rates to ensure the proper mix. Contract for services will appear in 2018 budget. Work will begin at first of the year , should funds be appropriated.
 - Pole inventory in process develop replacement plan and to align distribution system.
 - Work completed on South end of town where underground line for lights and irrigation had to be replaced.
 - Underground line replacement for irrigation of East end islands is underway.
 - Atwell, electrical consultants were on site June 7th to assess City's electrical distribution, and to develop bid specifications for electrical conversion project. As a part of their visit they will map our electrical distribution system and assess needs for electrical looping to reduce service disruption. Atwell has provided an estimate for time and material needed for engineering and design of the City of Burlington's 2017 Power Distribution Upgrades Project. The agreement covers construction management services including development of bid documents, responding to bidder inquiries, and selecting contractor for project. The estimate is attached to your packet and totals \$115,000. Funding of this will come from Electric Reserve Funds. We are looking to accomplish the conversion project yet this year.

Finance

- Lorraine Trotter working with staff to bring accounts to a level of consistency across departments. This entails the development of line items and accounts that are consistent across departments. This will allow us to be more effective in our finance department, and bring us more up to date with traditional accounting systems in use, where departmental accounts will be broken into personnel services, operations, capital improvement, and debt services. Each area will be further broken down for proper coding purposes. This system will provide a better picture of how our funds are being utilized and give more control of expenditures to department heads. Steve Rabe adjusting final numbers and assisting in completion of 2017 budget

- Audit work is in process, continue to provide auditors with information they have requested to complete the 2016 audit. To date, we have been informed that the audit is going well and we appear to be in better shape this year than last. In working with the auditors, we have already identified several areas in need of improvement for future. The City's inventory system needs to be overhauled and tracked by department on a regular basis. We are developing this and will be ready to implement fairly soon. Another area of concern is the Airport. Lorraine, Shelly, and I will be developing process for improved financial reporting providing us the means to track revenues and expenditures. Additionally, our administration of grant funding has been lacking. We will be improving this area as well.
- Enterprise Fund Review – June 26th
Review of Enterprise Fund status year to date

Public Safety

- Statewide emergency planning exercise held June 15-16. Chief Romans and PD participated in exercise that went well. Exercise was designed to assess readiness level of entities participating in event from operations to communication, as well as inter-organizational cooperation.
- Stripping of old patrol cars taking place, getting ready for auction. Look to include in Don Witzels auction, held in September.
- Assisting in managing Code Enforcement issues.

Old Town/Economic Development

- REDI Grant has been submitted. We will hear about award in late July.
- Events and rentals beginning to pick up, with bookings scheduled every weekend throughout the summer months.
- HVAC system being repaired.
- Met with State and Regional Economic Development representatives on June 20th. Discussion was on how State can assist in promoting economic development in this area and what is being done in other areas of the state. Focus was on attracting and retention of business through building on community assets i.e., Education, Health Care, Tourism, Arts and Culture, Broadband Development.

IT

- Development of Time Keeping piece and interface with accounting is ongoing and training underway.
- Implementation of timekeeping piece this month.

Intergovernmental

- Joint City Council;/County Commissioner meeting will be held August 21st, 6:30 P.M. at the Ambulance Shed located at 1576 Lowell. Enter through the West Door. Dinner will be provided prior to meeting.
- At the request of CoreCivic, we have provided letters of support for their submittal of a proposal to the Federal Bureau of Prisons for use of the Kit Carson County Correctional Center for housing of criminal aliens.

FINANCIAL REPORT

2017 ENTERPRISE FUND REVIEW – YEAR TO DATE

The Water/Sewer, Electric, and Solid Waste Funds have been established as enterprise funds in order to provide for the operation and maintenance of the City's water and sewer facilities, electric distribution system, and trash disposal obligations. These enterprise funds are in compliance with various TABOR provisions concerning the operation of government-owned businesses.

Water/Sewer Enterprise Fund

Revenue for the Water/Sewer Fund is comprised of proceeds from water sales, sewer user fees, tap fees, and various non-operating revenues. Expenditures for this fund consist of operating expenses, improvements and repair to the water distribution and sewer collection systems, and the repayment of debt obligations as they pertain to the water quality improvement project.

Revenues for water sales increased in 2016. This is a good sign especially in light of Core Civic reducing their water needs significantly at mid-year. YTD 2017 water sales numbers remain strong running at 40% of budget after 42% of the year has gone by. We are now in that period of the year where water sales will rapidly increase, keeping us on pace to meet 2017 revenue projections. I realize that we have increased water rates over the last few years, though there may be slight room for an additional increase there. A look We can further explore this during the budget cycle as we should have better numbers, where we can take into account all expenditures allocated to this fund as well.

Expenditures for the Water Fund in 2017 remain in line with the budget. Included in expenditures is the offset to the grant and loan funds that appear in revenue for funding of the Water Quality Project. To date we are on track with this project both for time and fiscal concerns.

For the remainder of the year, we are looking to build on reserves to address future capital needs. Once the water quality project is completed we will begin the planning phase for additional upgrades needed in the system, especially on the wastewater side of the fund. Additionally, for 2018, we will budget for a rate study to be completed. A preliminary look at average water rates around the state indicate, a cost of \$57.22/10,000 gallons, where ours are \$47.50 for the same amount. Although a good rate for our customers, it ties our hands when it comes to funding capital improvements and projects related to servicing our failing infrastructure. We will also be building into this fund the need to have a comprehensive assessment completed of our sewer and storm water systems so as to better serve our public.

Electric Enterprise Fund

Revenue for the Electric Fund consists primarily of charges for services as a result of energy distribution sales to customers. Expenditures in this fund consist of operating expenses including the wholesale purchase of energy, and improvement and repair to the electric distribution system.

Historically, the Electric fund has experienced the situation of revenues far outpacing expenditures, with the unassigned fund balance continuing to increase. Much of this is due to the electrical conversion project not being addressed, even though it was budgeted in 2016, causing unexpended funds to rise sharply, where revenues exceeded expenditures by \$1 Million. Over the last few years, the City has relied on its revenue to shore up the General Fund and the Airport Fund, and we must be aware of and take the necessary steps to wean our reliance from this fund. Anticipated revenues for 2017 represent similar numbers to our 2016 experience. Year to date numbers indicate revenues still outpacing expenditures though slightly down from budget numbers. Here as in the General Fund, demand has been lessened by the temperate winter and the long wet spring. Now that we are into the warm weather, demand will increase substantially, with an anticipated result of revenues exceeding budgeted numbers.

The 2017 proposed budget indicates that \$1.2 million is spent in maintenance and repair. This is for the conversion project, whereby upgrades in line capabilities and switching systems will aid in the electrical distribution system becoming healthier in providing for better reliability for our customers. The conversion project also decommissions an old transformer at the old power plant, a piece of equipment currently relied on to provide distribution throughout the community. I have been told the transformer is worn out and in danger of failing, and the conversion project addresses this issue. As this is a project again budgeted for, it is imperative we move forward with its completion. Currently, the Electric Department is working with Municipal Energy Association of Nebraska (MEAN) and our electrical consultants (Atwell) to review our distribution systems, identify what needs to be done, and implement the conversion project. Atwell has completed their assessment of our systems, and have submitted a proposal for the 2017 distribution upgrades (Conversion Project), for engineering and design of the system upgrades, construction management services, issuance of construction documents to bidders, responding to bidder inquiries, selecting the contractor, placing of construction purchase order, and construction oversight. Cost for this will be no more than \$115,000. The final number for the conversion project should be around the \$1.2 million mark.

For the later part of 2017, I believe the establishment of a formal reserve policy is appropriate for the Electric Fund. This would look like establishing a minimum operating reserve balance, ideally maintaining a balance of approximately 30% for contingency purposes. Additionally, maintaining a reserve fund of approximately \$400,000, from which we can grow for planned capital projects, thereby avoiding future debt payments. These reserve funds coupled with equipment replacement reserve fund and a rate stabilization reserve fund will provide for the City's future needs and approximately \$2 million to use in case of a catastrophic event.

For 2018, we will look to complete the Electrical Distribution Loop and will again be working with Atwell, and MEAN to assist with this project. Included in the 2018 budget will be requests for funding of this project. Additionally, we will also seek funding to be set aside for a rate study that will take into account continual reserve funding for future capital projects and then comparing reserve funding to revenues and expenses to ensure our rates are appropriate for moving into the future.

Solid Waste Fund

The Solid Waste Fund has been set up as a pass-thru fund used to account for trash fees the City collects, and payment to the City's private contractor, providing for the removal and disposal of solid waste within the City's boundaries.

Revenues for the Solid Waste Fund are generated through billing our customers for trash services within the service boundary of the City. Revenues consist of trash pick-up fees and tipping fees our trash contractor bills to us and we pass on to our consumers. In essence this fund acts more as a pass through billing mechanism, as we keep a percentage of the funds collected as an administrative fee for billing and collection of funds. Although in theory, this is good practice and should work to the benefit of the City, 2016 revenues did not meet projections. Additionally, expenditures exceeded revenues, indicating that our fees may be too low. 2017 year to date numbers are better than last year, with a slight increase of revenue. Again, we are watching this fund closely to ensure we are able to build reserves to offset any capital needs that may pop up. Our goal is to maintain a reserve of \$75,000. I will be including in the 2018 budget a rate study to be performed to ensure we are covering our costs for this service while maintaining the ability to build our reserve.

A Look Ahead

As we move forward, we are working closely with Lorraine Trotter to develop proper coding and allocation for both revenues and expenditures. I am a firm believer in having a system in place where we know on a day by day basis what our budgets are, anticipated revenues, and expenditures. This entails work on budget system development, and training of all Department Heads in coding and how to read a budget. I believe we can accomplish this during this year's budget preparations, and have everyone on the same page as we move forward. Currently, I am looking at the Airport Fund, a Special Revenue Fund, assessing our ability to set up and move forward as an Enterprise Fund. This will entail determining future capital needs and our revenue stream to ensure our expenses won't exceed revenue as is currently the case. Much of this will be accomplished through grant awards and the possibility of long term loans. Right now there are no existing plans in place for future needs, though am working with Daniel to create our needs list and then prioritize the when and how to accomplish. I hope to have a report together by next meeting to review our plan for the Airport.



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

Council Report June 26, 2017

Item 1: Shane Whitmore graduated from the academy and has begun his FTO program. We are very proud of Shane and his accomplishments!

Item2: We participated in a state wide drill for an airborne epidemic. The drill was successful, and we met our goals.

Item3: Celebration of summer went well, no issues.

" To Serve and Protect "

ECONOMIC DEVELOPMENT REPORT FROM ROL

Update On The Prison:

We received word this week that Core Civic, owners of the Kit Carson Correctional facility in Burlington, is submitting for consideration in response to a Request for Proposal issued by the Federal Bureau of Prisons.

The solicitation is for the management and operation of a contractor-owned/contractor-leased, contractor-operated correctional facility to house federal low-security, adult male inmates that are predominantly criminal aliens.

We now have letters of support from the Kit Carson County Commissioners, The Burlington Chamber of Commerce, City Administrator Jim Keehne, Mayor Dale Franklin, and Economic Development Director Rol Hudler.

I have taken the liberty of contacting Senator Michael Bennett and Senator Cory Gardner to solicit their assistance in making this become a reality.

Andrea Evans, representing Core Civic, has informed me the Federal Bureau of Prisons usually issues a long term contract.

If this does come to a successful conclusion, the city would not be involved in any way as the contract will be between Core Civic and the Federal Bureau of Prisons.

We would no longer receive the 25 cent prisoner per day we were receiving with state of Colorado inmates; however, Core Civic would have to continue to pay property taxes, utilities to the City of Burlington.

This is far from a done deal; however, on the surface it certainly does appear to be promising.

One particular reason I feel optimistic is that President Trump, just last week, is calling for a 14 percent in federal prison jobs, including 1,850 fewer correctional officers, while projecting a 2 percent increase in prisoners under the more aggressive prosecutions of illegal immigrants and drug offenders.

More than 80 percent of those 6,132 prison jobs are currently vacant; the rest of the positions would be eliminated through attrition over fiscal 2018, according to the spending plan for the Justice Department.

It would appear that President Trump highly favors private prisons over federally run facilities.

This, obviously, make the Core Civic proposal quite appealing.

About 19 percent of federal inmates are in private prisons or re-entry centers. Industry experts say private prisons are well positioned to boost their market share because they have more beds available than government run facilities, which are running 14 percent over official capacity.

So...keep your fingers crossed...we, at least, have a shot.

The Federal Bureau of Prisons will be visiting the Kit Carson Correctional Center as well as several others who are in the mix.

If you have any additional questions, please feel free to ask.

We also had a meeting at Old Town last Tuesday with Stephanie Copelands, executive director of the office of Economic Development and international Trade, Meredith Marshall, Senior Regional Manager for Regional Development, Cathy Ritter, Director of Colorado Tourism Office. Nikki Wall, Jim Keehne, Robbie Fearon, Taryn Mulch and Rol Hudler.

An excellent round robin of discussion took place with some excellent information being passed on in regard to economic development and tourism.

Memorandum

To: Council
From: I.T. Department - Suzy Velasco
Date: 6/20/17
Re: Council Report for 6/26/17

- Routine maintenance & updates performed on city workstations & equipment
- Troubleshooting & repair for reported user issues
- Performed monthly database maintenance for all databases in Caselle on 6/20
- Performed monthly back-up of Caselle databases on 6/20
- Website updated to reflect current and upcoming events and information
- Upcoming projects-
 - Continuing implementation for online time entry with Caselle Connect Online
 - Continuing employee records migration and reclassifying employees to reflect updated positions in Human Resources module in Caselle
- **Notify Me Statistics as of 6/20/17:**
 - **Calendar Subscriptions**
 - Activities – 88
 - Business - 26
 - Community - 62
 - Government – 33
 - Library – 39
 - Old Town – 40
 - **Agendas Module**
 - Subscribers - 19
 - **Newsflash Subscriptions**
 - Business - 34
 - Community - 67
 - Government – 39
 - **Jobs Module Subscriptions**
 - 29
 - **Bids Module Subscriptions**
 - 39
 - **Total Subscriptions**
 - 475
- **Facebook Statistics as of 6/20/17**
 - 511 likes (Burlington, CO page)



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

Burlington Activities Department

June 21, 2017

→ Activities are in full swing as we are just over half way through June. Day camps are going great. We are seeing anywhere between 65-80 kids for each day camp which is keeping us very busy. T-ball and Coach Pitch are going every evening Monday through Thursday. This will go through June 29 (same as day camps). We hosted the Cal Ripken league tournament on June 13 & 17. Everything went well and the regular season for this age group is over. Now they are moving into the all-star teams and we have been hosting practices for the 11 year old and 12 year old teams in the evenings after T-ball and Coach Pitch games. 12U girls are in their league tournament now which is being held in Limon. They too will be headed into all-star teams. 13-15 Babe Ruth boys will be finishing their regular season on June 21 and will go to the league tournament in Limon on June 24 before heading into all-stars. 16U girls will be hosting the annual "Thunder on the Plains" tournament June 24 & 25. We have 6 teams total participating (Burlington, Limon, Wray, La Junta has two teams, and Rocky Mountain Remix from Littleton). They will also be playing a few more games going into mid-July. 16-18 boys will also play until mid-July. They have played a double header at Colby and played in the Goodland tournament June 16 & 17. Adult co-ed has 5 teams in our local league and has been playing since June 4. This will end with the league tournament on July 16. The only summer program that is completely wrapped up is our Blastball program for our 3 & 4 year olds. I will be getting an income/expense report to you soon for this program.

→ The programs we having coming up that haven't begun yet are youth boxing (instructed by BPD), crafts 4 kids, and backyard conservation program (instructed by the USDA office).

→ Things are going well at the pool. The slide passed the inspection and we recently received our registration sticker from the amusement rides and devices program which is good for another year. Hopefully we will have some hot days strung together and see many people using our pool.

→ We hosted our annual local Rockies Skills Challenge back on June 4. This event is free of charge for girls and boys ages 6-13. We had 10 kids register and participate. The winners of each division have the opportunity to compete in the sectional round in July and a chance to qualify for the state competition to be held at Coors Field before a Rockies game.

→ Community Center continues to be utilized for many meetings and other events. We are starting to fill up our rental calendar with events through October. Hopefully this trend will continue through the winter months.

→ **Other Activities in the works:** updating inventory, fall programs



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Airport Department Report- 6-26-17

Mostly normal operations for this time of year-

-Mowing

-Spraying weeds

In addition to the normal weed spraying operations, I'm actively working on getting the Bindweed situation under control. I've noticed a huge jump in the amount of bindweed this year over the past couple of years. The plan is to get everything sprayed now and then come back in September and spray again.

New Business

Airport Planning services and Airport engineering services bids-

The period for accepting bids for planning and engineering services has ended and we only received bids from our current consultant company, Armstrong consultants. I am very happy that they decided to bid and want our continued business.

Armstrong has been our consultant since 2003 and had helped us through 14 projects over that time as well as numerous small projects and assistance with CDOT and the FAA. We have a great relationship and I've been extremely pleased with the work they have done during my time here. I recommend that we accept their bid and continue our contract in the future

May Fuel Sales

Jet-A- 16,138.51 Gallons

100LL- 1,789.04 gallons

Total gallons pumped- 17,927.55

"Building a Stronger Community For Tomorrow!"

THE LIBRARY

142

CHILDREN'S BOOKS ALREADY READ
THIS SUMMER.

16

Extra hours open to the
public in June with half-day
Saturdays

Top 3 days in 2017

1. June 7- 127

2. May 22- 106

3. June 22- 100

June 7th- Highest single day
checkouts in two years.

10,000+ ITEMS

2017 WILL BE THE LARGEST
BOOK SALE THE LIBRARY HAS
EVER HAD.

PROGRAMS

JUNE



MAGICIAN:
BROUGHT IN
142 PEOPLE.



AUTHOR VISIT:
BROUGHT IN 17 PEOPLE.



SUMMER READING:
BROUGHT IN
66 PEOPLE

June 2017 City Council Report—Old Town Museum

- Our summer shows are off to a great start-we have dinner theatre shows remaining on June 24th, July 22, and August 26th.
- Our event calendar is booked through June, most of July, and all of August.
- I have been asked to join the Colorado Tourism Office marketing advisory committee. This is an honor and a privilege for me to serve in this capacity. I will be traveling or teleconferencing once a month to their meetings.
- Celebration of summer car registration event was good, we served approximately 180 meals. This is down from previous years, and I have already begun communicating with event organizers with ways to improve and draw a larger crowd. After purchasing supplies for meals, we made roughly \$375.

MONTH	GIFT SHOP SALES	RENTALS	Group/Meal	GATE	TOTAL	
JAN	\$215.25	\$100.00			\$315.25	
FEB	\$336.07	\$650		4/\$20	\$1,006.07	
MARCH	\$1,749.07	\$600		163/\$951.60	\$3,294.69	
APRIL	\$2,708.48	\$500		198/\$1232	\$4,740.48	
MAY	\$7,964.66	\$500	\$1,210	1060/\$4,469.30	\$14,143.93	
JUNE	\$3,352.87	\$1800	\$1,330	450/\$2,601.20	\$9,084.07	As of 6/20

