

**CITY OF BURLINGTON
KIT CARSON COUNTY
CITY COUNCIL
WORK SESSION
AGENDA
13-2018
COMMUNITY BUILDING ROOM A
340 S 14TH STREET
July 9,2018
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 6-25-2018.

Approval of renewal of Liquor License for D & D Liquor LLC.

4 Public Comment

5 Work Session

Unfinished Business

New Business

A. Approval of Ordinance 934 Collection of Delinquent Charges to be certified to the Treasurer of Kit Carson County. For the property located at 2182 Martin Avenue, Burlington, Colorado.

B. Andrew Ross with NMPP to discuss the rate studies for Electric and Water.

C. Triple H to discuss rate increase.

6 Reports from City Departments

Administrator- Jim Keehne

Clerk/Treasurer- 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
6:30PM
COMMUNITY BUILDING ROOM A
340 S 14TH STREET
June 25, 2018**

Mayor Dale Franklin called the meeting to order at 6:31PM.

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

Harold McNerney	Kamron Weisshaar	Mark Burghart
Greg Swiatkowski	Melvin Gilley	

Absent: Mike Halde

Staff/Officials:

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

Also:

Roger Hartley

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 on 5-14-18, 5-29-18, and 6-11-18.

MOTION by McNerney, second by Burghart to approve the minutes for 5-14-18, 5-29-18 and 6-11-18.

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

Those nay:

Motion passes.

4 Public Comment

5 UNFINISHED BUSINESS:

A. Approval of Mayor's Signature on the Kit Carson County and City of Burlington Intergovernmental Agreement to Merge Public Health Agencies.

MOTION by McNerney, second by Weisshaar to approve the Mayor's signature on the Kit Carson County and City of Burlington Intergovernmental Agreement to Merge Public Health Agencies.

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

Those nay:

Motion passes.

6 NEW BUSINESS:

A. Discussion on adding a Code Enforcement Officer to the Police Department.

Keehne shared with Council that he would like approval to add a Code Enforcement Officer, the title of this position will be Neighborhood Services. This position will take the place of one of the Patrol Officer positions. Keehne feels this position will assist in the recruitment of Officers. The Neighborhood Services position will perform duties of code enforcement, parking, animal control and addressing nuisance issues. There will be an opening in the Police Academy in January 2019, the person we hire for Neighborhood Services will attend the academy to become a sworn Officer. We will hire a person to replace the person attending the academy. Discussion on the Neighborhood Services position. Council made a consensus vote to approve adding this position to the Police Department.

B. Field trip to the Water Treatment Facility.

7 Department Head Reports:

Keehne- Report is in the packet.

8 REPORTS AND COMMENTS FROM MAYOR AND COUNCIL:

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

Dale Franklin, Mayor

Shelly Clark, Clerk/Treasurer

City of Burlington

Ordinance 934

**AN ORDINANCE FOR THE COLLECTION OF DELINQUENT CHARGES TO BE
CERTIFIED TO THE TREASURER OF KIT CARSON COUNTY, STATE OF COLORADO**

THE COUNCIL OF THE CITY OF BURLINGTON, COLORADO ORDAINS:

WHEREAS, in accordance with section 8.12.70 of the Burlington Municipal Code of Ordinances and in accordance with Colorado Revised Statute Section 31-20-105, the City of Burlington may cause any or all delinquent charges to be certified to the Treasurer of the County, and to be collected and paid over by the County in the same manner as taxes are authorized to be paid and;

WHEREAS, the City Council is advised that delinquent charges remain unpaid for the abatement of a nuisance, documented as weeds in excess of 10" throughout the property and extending into the City Right of Way, and where trees and shrubbery had grown into City Right of Way, located on and about the property located and known as 2182 Martin Avenue, Burlington, CO. 80807, and;

WHEREAS, the City was required, after proper notice, to abate the nuisance at a cost to the City of \$919.15, said nuisance being on the property located at 2182 Martin Avenue, Burlington, CO. 80807, and;

WHEREAS, the City is allowed a ten percent penalty for the collection cost, as well as penalty on any amounts which remain delinquent, and;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Burlington Colorado, as follows:

SECTION 1. There is hereby levied upon the property located at 2182 Martin Avenue, Burlington, Colorado, 80807 the amount of \$3,854.92 for the abatement of the above described nuisance, together with a ten percent penalty of \$385.49 for a total charge of \$4,240.41.

SECTION 2. That the City Council by this ordinance does so elects that said delinquent charges, as set forth above, be made or levied to be certified to the Treasurer of Kit Carson County and to be collected and paid over by the Treasure of the County in the same manner as taxes are authorized.

PASSED, ADOPTED and ORDERED PUBLISHED this 9th day of July 2018

Dale Franklin, Mayor

[SEAL]

ATTEST:

Shelly Clark, City Clerk

STATE OF COLORADO)

County of Kit Carson)ss.

CLERK'S CERTIFICATE

City of Burlington)

That I, Shelly Clark, the official City Clerk of the City of Burlington, do by these presents, say that the foregoing Ordinance NO. 934 was passed and adopted by the City Council of the City of Burlington in the 9th day of July 2018, and that the foregoing Ordinance is a true, correct and full copy of the Ordinance as shown in Ordinance Book 12 of the records of the City of Burlington, Burlington, Colorado.

Dated this 9th day of July 2018.

Shelly Clark, City Clerk

STATE OF COLORADO)

County of Kit Carson)ss.

CLERK'S CERTIFICATION OF PUBLICATION

City of Burlington)

That I, Shelly Clark, the official City Clerk of the City of Burlington, do by these presents, say that the foregoing Ordinance No. 934 and Clerk's Certificate attached thereto was published in the *Burlington Record*, a weekly newspaper of general circulation in Burlington, Kit Carson County, Colorado, on July 13th, 2018, and "Proof of Publication" is filed herewith.

Dated this 13 th day of July 2018.

Shelly Clark, City Clerk



July 09, 2018

City Administrator's Summary Report

June 25 – July 09, 2018

Administration

- Ongoing monitoring and testing continues for the Central Blending Plant and supporting Wells. This will be ongoing though we are hopeful the testing will be moved to 2 times per month once public notifications cease. We have been in contact with CDPH&E and are discussing ceasing the notifications. On Friday, we were informed that public notices will no longer be required to be posted as of the end of July. CDPH&E written order will be distributed sometime in the next couple of weeks removing this obligation to post, which has proven to be a hardship to the city as it is confusing to our users when coupled with our message that the water is safe to consume, thereby posing a hardship on the City where our goal is to regain the public's trust in the services we provide.
- Re-drill of well 11 began this week, we anticipate this part of the project to be completed by July 31st.
- The 2018 City of Burlington Street Seal project will be completed once the Fog Seal is applied. This application is being scheduled with COBITCO and will begin either the week of July 30th or the following week. Weather permitting, this will be a two-day project, causing minimal disruption to traffic flow. Notices will be sent to affected neighborhoods again. Currently planning for 2019 project to determine those areas in the most need as well as costing for street overlay where none exist.
- The water Consumer Confidence Report has been distributed and filed with the State. We have received no feedback from consumers regarding the report. Additionally, we have mailed violation notices to all users regarding the Backflow Prevention Cross Contamination Control Program instituted this year as a result of our Sanitary Survey. Report indicates that the City of Burlington is now in compliance with State mandated standards.
- ServPro of Colorado Springs completed the mold abatement process at the VA Clinic, and the clean-up process prior to construction. Construction work began June 29th with drywall installation and texturing. They broke for the 4th of July, returning on the 5th to touch up, paint, insulate, and clean. The VA clinic opened doors for patient access July 9th. The project has been completed at a cost of approximately \$60,000.
- Developing Capital Improvement Plan with all departments in Public works (Water/Sewer, Electric, Streets, Parks).
- We are working with facility maintenance personnel to assess all City properties for repair and major maintenance issues that require addressing. Priorities will be established with funding to come in the form of capital improvement plans for 2019.
- The Intergovernmental Agreement concerning the merging of the Kit Carson County Health Department with that of the City of Burlington was signed by the Board of County Commissioners on June 27th, and is currently in effect. Again, the City Administrator will act as a liaison between the Board of Health and the City Council.
- In your packet there are a few pro-forma reports (financial statements) concerning utilities for the City of Burlington. Andrew Ross of NMPP and staff have been tasked with performing rate studies for our utilities, and is present tonight to present the financial statements and recommendations regarding rates, and cash reserve policies for our utilities, as we begin the planning process for Burlington's future needs.

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. CDPH&E has been notified that the City of Burlington has fulfilled its requirements regarding public notices, believe a baseline has been established, and ongoing posting of public notices is confusing to the populace, posing a hardship to the City of Burlington who has been diligently working to build trust in its new systems. Notices will no longer be posted as of July 31st.
 - Ongoing water quality testing continues, along with continuous monitoring of our chlorination of effluent from the wastewater treatment facility.
 - Ongoing distribution of Cross Contamination/Backflow Prevention Surveys taking place. This will be an ongoing process that will take us into the summer months.
 - The Legacy Drainage Project has been removed from this year's capital plan, moved to 2019, to free up funds for the VA Clinic abatement process.

- Parks
 - Parks and swimming pool were prepared for last weekends' swim meet. This was coordinated with several departments.
 - Working with streets on design of Rose Avenue Islands and to change from sprinkler system to drip system for vegetation. Have coordinated project with CDOT to ensure affordability and sustainability of this project. Sprinkler change has been completed on 4 islands to date. Once this is completed, vegetation will be planted, rock placed (can use left over chip from street project), and large decorative rock placed (provided by CDOT).
 - Weekly mowing and maintenance of City owned properties underway.
 - Working with CDOT and Welcome Center to replace bathroom fixtures as needed, and trash cans throughout the property.

- Streets
 - Alley reparations underway to smooth, level, and keep open.
 - 2018 Street project sealing and chip application completed. Currently sweeping up excess chip during time when street sweeper is operational. We are limping along in this regard, experiencing minor repairs needed to be made on a daily basis. Fog sealing has been scheduled, with work to begin either the week of July 30th or the following week.
 - In the planning stage for 2019 Street improvement plan.
 - Working with parks, time permitting to assist with Rose Avenue medians, and will be working with CDOT to address median at Rose and Lincoln.
 - Spraying of vegetation in streets performed on daily basis.
 - Formed and poured concrete handicap radius and street pan at Lincoln and Lowell.

- **Electric**
 - Main Electric and Linemen continue to work to complete the electrical conversion project. Timeline to completion did not end as planned, as Main Electric continues to be on-site for at least the next couple of weeks.
 - Working with the school district to update lighting as a part of their improvement plan and resurfacing project. We have supplied the street lights (LED's) and they are installing. Goal is to increase safety in and around the schools and to provide for greater uniformity.
 - Tree trimming to begin to address tree growth into primary and secondary lines.
 - Capital project to address tree trimming also moved to next year.
 - Working with parks and activities to address electrical needs for last weekends' swim meet.
 - Happy to report that all street lights on Rose Avenue are operational.

Finance/Clerk

- Audit report to Council scheduled for July 30th.

Library

- Summer activities have been scheduled and there has been an increase in attendance of these events.

Public Safety

- 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.
- Job description and compensation range for Code Enforcement position has been completed, and position has been advertised. This position will assist in recruitment efforts for sworn positions, and will perform duties of code enforcement, parking, animal control, addressing nuisance issues, and evidence technician work.
- 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.

Old Town/Economic Development

- Summer Activities are underway with gun fights and can-can girls performing. Gearing up for the monthly Dinner show with the second month event already sold out for the Saturday show. A Friday night event has been offered for the remainder of the season, which has also sold out.
- Rentals of facilities are picking up.
- Developing plan and timeline for initiating Old Town improvements, funded through the DOLA grant.

Activities/Community Center

- Swim meet held last weekend with assistance coming from parks and electric departments.
- Working with Parks on Island rehabilitation on Rose Avenue.
- Facility rentals picking up.
- Baseball activities have concluded for the season.

IT

- Updating web site to include job descriptions and announcements for open positions, community events, and public notifications.
- Updated website to include new public notices regarding water project and annual Consumer Confidence Report
- Working with Chamber of Commerce to update business lists
- Further developing time keeping piece of Caselle for staff usage

Airport

- Maintenance activities such as mowing, painting, equipment maintenance, and general upkeep if full swing this time of year.
- Looking into acquisition of a used fuel truck, 2,000 gallons, to service the refueling of jets. Existing situation is dangerous and time consuming.
- As previously reported, City has been approached by private entity desiring to erect up to three additional hangars (30x50). This will entail additional infrastructure work at apron areas. We are coordinating our efforts with Armstrong our Master Planners, to identify most likely area where this can be accommodated. This will assist the airport in being more self-sufficient, as City would lease the footprint to the hanger owner on an annual basis, result in increased fuel sales, and additional airport traffic. I have even heard discussion on bringing a flight instructor in, to teach our future in the art of flying.
- Anticipating Federal Grant award to be announced sometime this month.

Intergovernmental

- Working with VA to address building maintenance issues.
- Working with NMPP to finalize Solid Waste Rate Study
- Meeting with NMPP July 11th to review Meter Audit for electric department.
- Will be meeting with XCEL Energy in Denver on July 24th to discuss cooperation on construction of a new substation.



www.burlingtoncolo.com

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

CITY CLERK/TREASURER REPORT

7-9-2018

Clerk

Liquor Licensing-

- Liquor Training for all licensed liquor establishments will be held on July 19th at the Community Center.
- Liquor Training for all Law Enforcement will be held on July 19th at the Community Center.
- Renewal for D & D Liquor LLC, DBA: Davis & Davis Liquor. There have not been any reports from Liquor Enforcement on any violation. D & D Liquor has filed all documents to renew their liquor license. I am requesting Councils approval to renew the license for D & D Liquor.

CIRSA

- Processed and issued several requests for special event coverage.
- Current claims being processed:
 - 3-7-2018- Electric Department-Switch- An inspection has been completed and we were notified that the replacement of the switch will be covered under our equipment breakdown policy.
 - 6/10/2018- Windshield on vehicle broke at softball game. This claim was denied by CIRSA.
 - 6/14/2018- Earthscapes Unlimited was doing work in the alley at Jasmine and 14th and hit a power line with their boom truck, causing two power poles to fall down. The City had approximately \$7800.00 in damages.
 - 6/24/2018- Well #1 was hit by lighting and burnt the module that starts and stops the well. The module was replaced and a claim has been submitted to CIRSA.
- CIRSA renewal completed on 5-23-18.
 - The City will see an increase in 2019 due to adding the Water Treatment Facility and updating some of the property amounts.

Other

- I have started developing the application and certificate for the Business Licensing. I hope to have it ready for review by Mid-August.
- Working on setting up a public hearing for the Board of Adjustment and Appeals. Jim Sharp is requesting to install a car port and would like to have the setback in the front to be 22 feet and the side setback at 5 feet.

Finance

Audit

- Review of Audit is set for July 30th.
- Reviewed the process in Code for collecting Lodging Taxes. Updated forms and sent letters reminding the businesses of the requirement for filing their taxes.

Human Recourses

- Updated the termination packets.
- Reviewing hiring packets.