

**CITY OF BURLINGTON
KIT CARSON COUNTY
CITY COUNCIL
WORK SESSION
AGENDA
17-2019
COMMUNITY BUILDING ROOM A
340 S 14TH STREET
September 9, 2019
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 8-26-2019.

4 Public Comment

5 Work Session

Unfinished Business

A. Approval of Pest Control Bids.

New Business

A. Burlington FFA Animal Science class to present their proposal on their bucket calf program.

B. Approval of CIRSA's Property/Casualty quote for liability coverage for the City of Burlington.

6 Reports from City Departments

Administrator- Jim Keehne

Clerk/Treasurer- Shelly Clark

7 Council Comments

A. Mayor Dale Franklin

B. Kamron Weisshaar

C. Mark Burghart

D. Melvin Gilley

E. Harold McNemey

F. Greg Swiatkowski

G. Paul Velasco

8 Adjournment

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

Two bids were presented to Council:
S & S Fumigation and Pest Control- \$7150.00
AJ Pest Control and Fumigation-\$7236.00

Keehne recommended that we award the bid to the lowest bidder, which is S & S Fumigation and Pest Control.

Swiatkowski asked if the treatment is yearly? Keehne explained that the treatment is done monthly. Swiatkowski asked who provided services for the City last year. Keehne shared that S & S Fumigation and Pest Control provide services to the City last year and we did not have any concerns with the service that was provided.

McNerney pointed out that one of the bids has three power sprays and the other bid has two. Jamie Hayes with AJ Pest Control and Fumigation shared that the extra spray is about \$75.00 per unit. McNerney asked Jamie to explain the benefit of the extra spray. Jamie shared that it helps keep the little critters out of the inside of the buildings and keep the general pest down on the outside.

Gilley asked if this could be tabled? Keehne answered yes to tabling bid approval.

MOTION by Gilley, second by Swiatkowski to table the Pest Control bids until the next meeting.

Those yea: McNerney, Swiatkowski, Gilley, Franklin

Those nay:

Motion passes.

- C. Review of Dispatch Service Agreement between the Kit Carson County Commissioners for dispatch and communication operations conducted by Kit Carson County Sheriff's Office.

Keehne shared with Council that the service agreement between the Kit Carson County Commissioners for dispatch and communication operations conducted by Kit Carson County Sheriff's Office is on pages 13-16 of the Council packets. Keehne shared the draft document with the Chief of Police and the City Attorney before presenting it to Council and there were no concerns. Keehne asked Council to review the draft agreement and let him know if there are any charges that need to be made. Keehne would like Council's approval to share the draft agreement with the County Commissioners.

Discussion on concerns with the services that the Burlington Police Department is receiving from the Dispatch Center. Council requested that Keehne setup a meeting with the Kit Carson County Commissioners, Kit Carson County Sheriff's Office, Burlington City Council and Burlington Police Department to discuss the concerns. Keehne will arrange a meeting with all affected parties.

- D. Approval of terms and conditions listed in Burlington-Kit Carson County Airport Lease Agreement.

MOTION by McNerney, second by Swiatkowski to approve terms and conditions listed in Burlington-Kit Carson County Airport Lease Agreement.

Those yea: McNerney, Swiatkowski, Gilley, Franklin

Those nay:
Motion passes.

- E. Authorization of Mayor's signature on contract to buy and sell real estate property from Mike and Teresa Golden (Lots 1&2 of Block 7, Yersin Addition).

MOTION by McNerney, second by Gilley to approve the authorization of the Mayor's signature on the contract to buy and sell real estate property from Mike and Teresa Golden (Lots 1 & 2 of Block 7, Yersin Addition).

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

- F. Review of 2020 Capital Improvements Budget.

Keehne shared the 2020 Capital Improvements Budget with the Council. Keehne asked Council to review the documents and report back with the things that Council feels needs to be reallocated.

7 Department Head Reports:

- Keehne**- Report is in the packet.
- 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.
- Weisshaar**- Report is in the packet.
- McCarty-Daniels** - Report is in the packet. Absent
- 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-Asked about fixing the mud hole south of DDI's office.
- B. Kamron Weisshaar-Absent
- C. Mark Burghart-Absent
- D. Melvin Gilley-Asked if Safeway owns the building that the Post Office is in?
Shared information about bids for Pest Control Bids.
- E. Harold McNerney
- F. Greg Swiatkowski
- G. Paul Velasco-Absent

8 MOTION by McNerney, second by Swiatkowski to adjourn the meeting at 8:45PM.

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

Dale Franklin, Mayor

Shelly Clark, Clerk

Pest Control Bids For 2019-2020

S & S Fumigation and Pest Control

AJ Pest Control & Fumigation

Old Town	\$3,000.00	\$2,700.00
Community Center	\$1,200.00	\$1,320.00
Airport House	\$480.00	\$540.00
Airport	\$840.00	\$780.00
Police Department	\$480.00	\$540.00
Library	\$480.00	\$540.00
VA Clinic	\$480.00	\$540.00
City Hall	\$480.00	\$540.00
Dog Pound	\$360.00	\$540.00
Discount	-\$650.00	-\$804.00
Total	\$7,150.00	\$7,236.00

S & S Fumigation and Pest Control

P.O. Box 100
Burlington, CO 80807
719.346.8708

August 12, 2019

To the City of Burlington

Each site is treated with the appropriate chemical to eliminate the general pest control of ants, spiders, crickets, roaches, & mice. The following is our bid for pest control treatment for the following locations.

<u>SITES OF PEST CONTROL TREATMENT</u>	<u>Monthly</u>	<u>Yearly</u>
Community Center	100.00	1200.00
VA Clinic	40.00	480.00
Old Town (including all outlining buildings)	250.00	3000.00
City Hall	40.00	480.00
Airport	70.00	840.00
Airport House	40.00	480.00
City Library	40.00	480.00
Police Department	40.00	480.00
Dog Pound	30.00	360.00
Total	650.00	7800.00

(Placement of more bait boxes for mice are needed around the Airport, Airport House and Police Department @ \$15.00 per box)

If the City of Burlington would like to pay in advance for one year's service, we are offering one month free per location (that is \$650 in savings) for a total balance of \$7150.00.

*Two power sprays around the outside areas per year at no extra charge.

Sincerely,



Steve Schoen, Owner/Operator
S&S Fumigation and Pest Control

AJ Pest Control & Fumigation

P.O Box 92

Burlington, Colorado 80807

719-343-3900

August 9, 2019

To the City of Burlington

Pest Control Bid 2019-2020

License# 16924

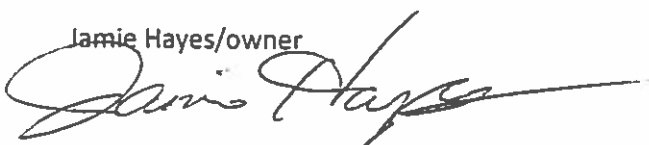
Applicator ID: 36432

SITES OF PEST CONTROL TREATMENT	Monthly	Yearly
All Buildings at Old Town	225.00	2700.00
Community Center	110.00	1320.00
Airport House	45.00	540.00
Airport	65.00	780.00
Police Department	45.00	540.00
Library	45.00	540.00
VA Clinic	45.00	540.00
City Hall	45.00	540.00
Dog Pound	45.00	540.00
Total :	670.00	8040.00

10% Discount if paid in full at the start of the 1yr of Service 7236.00 Discount

Each site is treated with appropriate chemical to eliminate general pest control: ants, spiders, crickets, roaches, and mice .Tamper proof Bait Boxes will be placed accordingly where needed. 3 power sprays around the outside of all buildings described in the bid, the start of spring, summer, and fall. This Bid does not include Termite Control .

Jamie Hayes/owner



AJ Pest Control & Fumigation

Bucket Calf Proposal

Overview

The Burlington FFA Animal Science class would like to propose to the City of Burlington, our ideas to raise and take care of two bucket calves for the 2019-2020 school year. The bucket calves would be raised in dairy calf huts outside of the chicken coop in a secure enclosed pen. To secure the safety of the calves we would have a panel fence with a hotwire fence on the inside. We then plan to use the chicken coop as a storage area for our supplies including bottles, hay, starter feed, straw, and milk bags. The chicken coop would be secured by a keyless pad entry lock. Our class has also prepared a budget sheet, and feed and care plan for the bucket calves to go along with this proposal. We have decided that this is one of the best ways to learn about animal nutrition, care, growth, and health, as well as responsibility in a real-world situation. We believe that raising calves would be more relatable to the agricultural industry in our community.

DAILY SCHEDULE

Week of: September 8

	9/8	9/9	9/10	9/11	9/12	9/13	9/14
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7:00 AM	Sydney Cure	Daylea Garner	Sam Jones	McClane Rider	Lexi Ramriez	Sydney Cure	Daylea Garner
6:30 PM	McClane Rider	Lexi Ramriez	Sydney Cure	Daylea Garner	Sam Jones	McClane Rider	Lexi Ramriez

NOTES

McClane and Sydney are gone Saturday, September 14th

Daylea is gone Sunday, September 8th

TO DO

August 30, 2019

Shelly Clark, City Clerk
City of Burlington
P.O. Box 366
Burlington, CO 80807

RE: 2020 Property/Casualty Preliminary Contribution Quotation

Dear Shelly:

Enclosed is the preliminary quotation for your 2020 contribution to the CIRSA Property/Casualty Pool.

As we have previously advised you, the excess/reinsurance market continues to be unfavorable in Colorado and elsewhere. Your quotation reflects these unfavorable conditions.

Colorado now has the unfortunate reputation of being No. 1 in hail losses nationwide. The property market has responded by raising deductibles, dramatically increasing the cost of insurance, and in some situations, withdrawing from the market altogether. Whether individually insured or as part of a pool, municipalities and other insurance consumers are all facing a hard market for property insurance. A significant portion of your 2020 quotation reflects these conditions.

Another situation being faced by municipalities in Colorado and elsewhere is the legal climate confronting law enforcement. Our members have experienced some severe law enforcement liability claims that have increased the cost of liability coverage for 2020.

Despite these market conditions, CIRSA remains committed to keeping each member's cost of risk as low as possible. One of the benefits of pooling is that those members with substantial member equity will experience less of an impact from these rate increases than newer members, who have less equity in the pool.

Whether you are a long-time or newer member, now is a good time to look at your chosen property and liability deductibles. Many of our members have greatly expanded their budgets and operating expenditures over the past several years, but have not increased their chosen deductibles accordingly. A higher deductible is one way in which you may be able to greatly offset the increase in your contribution for 2020. Linda Black, Chief Financial Officer, will be reaching out in coming weeks to those members we have identified as having an imbalance between their operating expenditures and their chosen deductibles. We can run a deductible analysis for you and help you choose deductibles that are more in line with your financial capacity.

Of course, being a member of a pool offers you significant benefits that are not available elsewhere. CIRSA will continue to offer you the very best in risk management services specifically tailored to your needs. Please see the attached brochure for a summary of those services.



The attached quotation sheet provides a preliminary quotation. Final invoices, e-mailed on January 1, 2020, will be adjusted for any changes made to your 2020 renewal application. Moreover, quoted contributions may also change if CIRSA membership changes significantly for 2020 and/or actual excess insurance premiums are not adequately funded by the budget established within your rate.

The attached quotation sheet provides information on your 2020 contribution, the amount of any Loss Control Credits available to your entity, and optional payment plans. In addition, a general description of the types and monetary limits of the proposed coverages to be provided to 2020 CIRSA Property/Casualty members is attached.

The acceptance form must be completed and returned to CIRSA by *Tuesday, October 1, 2019*. When completing your form, please make sure to:

- Initial next to your entity's desired deductible option for 2020
- Write the amount of any available Loss Control Credits you wish to use in the appropriate section of the *Loss Control Credits* table on the Quotation sheet
- Indicate which payment option you would like for 2020 on the Quotation sheet
- Return the signature page signed by an authorized signer

Please note that if you have requested quotations for any of the Optional Coverage Programs including Equipment Breakdown, Excess Crime, Excess Cyber (Data Privacy and Network Security), Community Service Workers' Accident Medical Plan, Sports Accident Medical Plan, Occupational Accidental Death and Dismemberment Plan, Volunteer Accident Medical Plan, No-Fault Water Line Rupture and/or Sewer Back-Up coverage, Property Damage Caused by Member's Operation of Mobile Equipment coverage, or Detainee Medical coverage, they are not included in this mailing. The carriers that provide coverage for each program are unable to provide quotes until later this year. We anticipate that quotations for these coverages will be mailed to members in October.

If you have any questions about your renewal quote, please don't hesitate to contact us. Courtney Fagan, Strategy and Member Engagement Manager, is available to offer any further explanation of your quote that you may require. Courtney can be reached at (720) 728-1304 or courtneyf@cirsa.org. We are also available to give presentations to your council or board of trustees upon request.

Thank you for the opportunity to serve you. We look forward to continuing our relationship with you in 2020.

Sincerely,



Tami A. Tanoue
Executive Director

enc.





CIRSA Property/Casualty Pool
Preliminary 2020 Contribution Quotation
City of Burlington

Current Deductibles:

Liability	Auto Liability	Auto Physical Damage	Property
\$1,000	\$1,000	\$1,000	\$1,000

Description	Amount
Contribution Before Reserve and Loss Experience	\$147,489.91
Reserve Refund Contribution	\$0.00
Impact of Loss Experience	-\$1,370.75
Total 2020 Preliminary Quotation before Credits	\$146,119.16

To Renew with Current Deductibles

Initial Here: _____

Loss Control Credits

Description	Amount	Credit Options - You must write in the amount that you wish to use. Amount may be split between available options.		
		Credit PC Contribution	Deposit/Leave in Account	Send Check
2020 Loss Control Audit Credit	(\$1,757.00)			
Balance Remaining from Prior Years' LC Credits	(\$0.00)			
Total Preliminary Quotation at Current Deductible with all Available Credits	\$144,362.16			

Alternative Deductibles

Liability	Auto Liability	Auto Physical Damage	Property	Revised Quote (Before Credits)	To Accept New Deductible Option - Initial Here (Choose Only one)
\$2,500	\$2,500	\$2,500	\$2,500	\$142,263.46	
\$5,000	\$2,500	\$2,500	\$5,000	\$139,461.49	
\$5,000	\$5,000	\$5,000	\$5,000	\$138,245.14	

*Contact Linda Black, CFO at (720) 605-5440 or lindab@cirsa.org if you are interested in other options.

Billing Options (Please indicate which option you choose)

<input type="checkbox"/> Annual Billing on January 1, 2020	<input type="checkbox"/> Quarterly Billing January 1, April 1, July 1, and October 1, 2020
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September 09, 2019

City Administrator's Summary Report

August 26 – September 09, 2019

Administration.

- John Brandon Construction, a local concrete contractor, has begun the planning process for installation of street drain pans on 15th and 13 Streets. The project is being coordinated with the Streets Department. The project may get underway yet this week though will be completed by September 20th.
- The Legacy Drainage project will begin this week. City crews are working to remove vegetation and to prep area for forming and pouring of concrete. Aeschlimans Construction of Burlington will be performing all concrete work with the application coordinated with Water/Wastewater Department. Once concrete is installed, city crews will backfill and prepare surrounding ground to transition to the drain pan.
- Lease Agreement for new Airport Hangar construction has been disseminated to affected party for review. Airport Manager will be working with Lessee to identify and establish boundaries that will be written into lease prior to signing.
- The Dispatch Service Agreement has been provided to the County for review. No further information available on this agreement at this time.
- 2020 operating budget is being developed with year end number projections and 2020 operating projections under development. Department heads will be meeting 9/11 for an in depth look at budget projections and work to address needs so as to present a balanced budget by year end. Meeting will begin at 11:00 A.M at the Community Center with a working lunch provided. Your attendance at this meeting is optional, though if you wish to attend please let me know so that proper arrangements can be made.

Operations

- Water/Wastewater
 - Performing ground preparation for Legacy Drainage Concrete work to be performed.
 - Currently performing monthly sampling of water system to determine nitrate levels and bacterial levels. Also performing daily process and control testing.
 - Addressing leak at Golf Course to protect of potable water supply. Will be placing new valve boxes and fixing broken lines.
 - Working with Merrick to identify where water loss may be occurring in system.
- Parks
 - Mowing operations are underway at all City owned concerns.
 - Repair of irrigation system in parks - ongoing
 - Scheduling of tree row clean-up, Parmer Park – Continuation – will begin after Labor Day.

- Streets
 - New stop signs have been placed at Senter Avenue and 14th Street. Traffic signal light was struck by truck causing irreparable damage to the signal light. Light was removed with temporary signs installed until new all-way stop signs could be installed. No complaints or concerns have been received to date.
 - Assisting parks with the pool maintenance concerns.
 - Street sweeping underway
 - Will be assisting John Brandon Construction with installation of traffic pans.
 - Will assist the water department with the installation of storm drainage pan at Legacy Addition.
 - Alley grading and filling of pot holes is taking place. Alleys have been roughed up this year due to heavy rains and usage of alleys.

- Electric
 - Currently working with administration to address auditor concerns surrounding inventory.
 - Concrete pad as part of budgetary concerns has been completed.
 - Cleaning Shop yard to remove all items that have exceeded their useful life.
 - Addressed power outage last weekend due to bird in transformer.
 - Costing being determined for potential annexation of area South of Cemetery that addresses installation of power to area.

Public Safety

- Meeting with Hospital Administrator to discuss possibility of having S.A.N.E. (Sex Assault Nurse Examiner) Nurses trained at hospital. Additionally will be meeting to discuss mental health assistance to be offered through hospital. The need has become greater to have trained and reliable staff on hand to aid in managing community issues.
- Working with school district staff to coordinate active shooter training.
- 2020 budget preparation.

Library

- Meeting with State staff on use of new database
- Summer Youth Reading Programs have ended with good participation of younger age groups. Still exploring ways to involve older age groups.
- Youth reading programs offered in afternoons
- 2020 budget preparation

Old Town

- Web Site development and content design work has been completed, and new website is live.
- Working to complete requirements for DOLA grant as they pertain to Old Town Rehabilitation efforts. To date, the painting has been completed on the east end and have moved on to work on walkways, irrigation, and signage opportunities. Concrete forming and pouring in process. Come by and take a look!
- Worked with Shelly to complete and submit quarterly report to DOLA.
- 2020 Budget preparation.

Activities/Community Center

- Fall programming underway, dance starts next week, TKD still in process, and have hopes of bringing gymnastics to Burlington in October.
- Rental of the Community Center every weekend through mid October
- Youth Council has started and already planning for Haunted House
- 2020 Budget preparation.

IT

- Web Site development and content design work has been completed, and new website is live.
- Updating website with news and content
- 2020 budget preparation

Airport

- Fuel sales have remained strong all summer with increased traffic through agricultural spraying, emergency service providers, and even military aircraft purchasing fuel. Total 2019 July fuel pumped is 161% of 2018 total fuel pumped, with sales up 140% over last year.
- Working with private entities and Armstrong Consulting to take advantage of work to be performed at no cost to City regarding expansion of services at the Airport. Lease agreement has been developed and distributed to concerned parties.
- Maintenance of airport grounds in process for summer/fall seasons.
- 2020 Budget Preparation

Economic Development

- Assisting with the 2020 Census
- Working with Administration to vacate utility easement that exists under old shopko building
- Staying connected with Core Civic regarding their potential return to Burlington
- Have been contacted regarding the implementation of marijuana dispensaries in Burlington

Intergovernmental

- Coordinating joint Council/BCC meeting to be held last meeting of this month.
- Research of language for change in Building and Construction, and Zoning Ordinances for proposed code updates. Hope to have a comprehensive draft completed by end of September.
- Planning and Zoning meeting Tuesday, September 10, 5:00 PM at Community Center, to hear request for change in zoning for 600 block Donelan Street. Will set date for public hearing and notify affected area by mail as to hearing and purpose of hearing.



www.burlingtoncolo.com

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

CITY CLERK/TREASURER REPORT
9-9-2019

- Included in the packet is a copy of the Burlington FFA proposal to the City of Burlington for a bucket calf program. Members of the FFA will be present to share their proposal with the City Council.
- In the packet you will find a summary sheet with the Pest Control bids. I have also included copies of both vendors bid sheets. We are recommending approval of the lowest bid, S & S Fumigation.
- In the packet is the 2020 Property/Casualty Preliminary Contribution Quote. I have included with the quote a letter from Tami Tanoue-Executive Director with CIRSA explaining why there is an increase in the premium. I am recommending that we keep our coverage the same, with the \$1000.00 deductible. The premium will be \$144,362.16, which is an increase of \$13,186.04. If we increase the deductible to \$2500.00 it will only save the City \$2098.70. I am requesting from Council a motion to approve the CIRSA Property/Casualty Pool Preliminary 2020 Contribution Quotation.
- Working on 2020 budget.
- **Reminder-2019 CML Fall District 5 Meeting** will be held in Cheyenne Wells on Oct 1st from 4-8pm. Please let me know if you would like to attend and I will register you. The deadline to register is September 20th.

