

CITY OF BURLINGTON
KIT CARSON COUNTY
CITY COUNCIL
WORK SESSION
AGENDA
17-2020

COMMUNITY BUILDING ROOM A
340 S 14TH STREET
September 14, 2020
6:30 PM

Live Public Streaming (use link below to join)
<https://www.burlingtoncolo.com/virtualcouncilmeeting>

Council members and members of the public must be masked during the meeting in accordance with Executive Order D 2020 138

- 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 August 31
- 4 Public Comment
- 5 Public Hearing – none
- 6 Work Session
Unfinished Business
- 7 New Business
 - A. Approval of a zoning compliance permit
 - B. Appointment of Dan Grinnan to Burlington Housing Authority Board of Commissioners
 - C. Contractor request to defray costs associated with permits and fees
 - D. Approval of mayor's signature on Resolution 2020-07, A Resolution in Support of the State of Colorado Proclamation Proclaiming September 13, 2020 through September 19, 2020, as Direct Support Professional Recognition Week
 - E. Approval of CIRSA quote for liability insurance
 - F. Introduction and discussion of 2021 compensation plan
- 8 Reports from City Departments
Administrator – Jim Keehne
Clerk – Georgia Gilley
- 9 Council Comments
 - A. Mayor Greg Swiatkowski
 - B. Kamron Weisshaar
 - C. Mark Burghart
 - D. Brent Carter
 - E. Melvin Gilley
 - F. Adrian Hernandez
 - G. Troy Schultz
- 10 Adjournment

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

**MINUTES OF THE REGULAR MEETING
OF THE MEMBERS OF THE CITY COUNCIL
City of Burlington
County of Kit Carson
State of Colorado
Burlington Community and Education Center
Recreation Room
340 S. 14th Street
August 31, 2020
6:30 p.m.**

1. Call to order

Mayor Greg Swiatkowski called the meeting to order at 6:30 p.m.

The meeting was also streamed publicly at www.burlingtoncolo.com/virtualcouncilmeeting

Council members present were:

Mark Burghart, Brent Carter, Melvin Gilley, Adrian Hernandez, Troy Schultz
Kamron Weisshaar by virtual attendance

Absent: none

Staff/Officials present:

Greg Swiatkowski, Mayor	Tyson Weisshaar, Activities
Jim Keehne, Administrator	Nick McCarty-Daniels, Library
Georgia Gilley, Clerk	Rol Hudler, Economic Development
Becky Castillo, Treasurer	Nikki Wall, Old Town
Mike Grinnan, City attorney	Mike Konecne, Public Works
Daniel Melia, Airport	

Other's present:

Cailey Dobler	Jhoany Juarez
Arely Castillo	Elizabeth Lopez
Tyson Reents	

2. Pledge of Allegiance

3. Consent Agenda

Approval of the August 31 meeting minutes

Motion by Burghart and second from Carter to approve the consent agenda. Motion passed unanimously.

4. Public comment – none

5. Public Hearing – Approve an application for special exception submitted by Elizabeth Lopez to operate a day care business in a residential zone.

There being no objections from the public, Weisshaar made a motion, and Hernandez voiced a second, to approve a special exception for Lopez to operate a day care business in a residential zone. Motion passed unanimously.

6. Unfinished Business - none

7. New Business

A. FFA Animal Science class request to raise bucket calves at Burlington High School

Motion by Burghart and second from Gilley to allow the FFA Animal Science class to raise two bucket calves at Burlington High School. Motion passed unanimously.

B. Appointment of Burlington Housing Authority Board

Keehne related he spoke with three individuals who expressed interest in serving on the Burlington Housing Authority Board. Keehne recommended council appoint Lisa Shryock, Jessica Schart and Adriana Freel.

Motion by Gilley and second from Carter to approve Shryock, Schart and Freel to the Burlington Housing Authority Board. Motion passed unanimously.

C. Award of bid for pest control

Three bids were submitted after a request for proposal was published. AJ Pest Control and Fumigation, \$6,811.20; S&S Fumigation and Pest Control, \$7,150, and Sprague Pest Solutions, \$19,200.

Motion by Gilley and second from Carter to award the bid to AJ Pest Control and Fumigation. Motion passed unanimously.

D. Discussion on electrical outages

Keehne provided council an in-depth report regarding the recent electrical outages and the various ways the city is working to address outages and the length of time power is out. Konecne also answered questions about needs for the electrical department.

8. Reports from city departments

Wall reported Old Town's Pioneer Day was profitable, although attendance was a little light, which worked well with the COVID restrictions. While gate fees are down, those who are coming in are making purchases in the gift shop.

Tyson Weisshaar wanted to thank the high school football and volleyball coaches for stepping in to run some programs. He is anxious to start some programs and is anticipating a good number of registrants.

McCarty-Daniels reported the library received a \$10,000 CARES grant and spending may start as early as next week.

Keehne encouraged council members to attend the budget workshop at the community center Wednesday, Sept. 9, from 10 a.m. to 4 p.m.

9. Council comments

Gilley asked about rezoning property adjacent to Lincoln Street from residential to industrial and what procedures and timeframes are needed to rezone property.

10. Adjournment

With a motion by Burghart and second from Gilley, the meeting adjourned at 7:18 p.m. Motion passed.

Greg Swiatkowski, Mayor

ATTEST:

Georgia Gilley, City Clerk

RESOLUTION 2020-07

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

***A RESOLUTION IN SUPPORT OF THE STATE OF COLORADO PROCLAMATION PROCLAIMING
SEPTEMBER 13, 2020 THROUGH SEPTEMBER 19, 2020, AS DIRECT SUPPORT PROFESSIONAL
RECOGNITION WEEK***

WHEREAS, direct support professionals, direct care workers, and in-home support workers are primary providers of publicly-funded, long-term support and services for individuals with disabilities; and

WHEREAS, direct support professionals must build close, respectful, and trusted relationships with the individuals they help support; and

WHEREAS, direct support professionals help those with disabilities participate fully in their communities and remain connected to family and friends; and

WHEREAS, direct support professionals provide a broad range of individualized support enabling individuals to live meaningful and productive lives; and

WHEREAS, direct support professionals are important in supporting an individual with disabilities to avoid costlier institutional care; and

WHEREAS, the City of Burlington recognizes the contribution of Dynamic Dimensions, Inc. and Staff of direct support professionals that help strengthen our community by fostering greater inclusion for persons with disabilities;

THEREFORE, IT IS RESOLVED by the City Council of the City of Burlington, Colorado to join with other communities across our state in endorsing the State of Colorado Proclamation, proclaiming September 13, 2020 and September 19, 2020, as

DIRECT SUPPORT PROFESSIONALS RECOGNITION WEEK

ADOPTED at Burlington, Colorado, this 13th day of September, 2020

CITY COUNCIL OF BURLINGTON

SIGNED _____
Greg Swiatkowski, Mayor

ATTEST _____
Georgia Gilley, City Clerk

August 31, 2020

Georgia Gilley, City Clerk
City of Burlington
P.O. Box 366
Burlington, CO 80807

RE: 2021 Property/Casualty Preliminary Contribution Quotation

Dear Georgia:

Enclosed is the preliminary quotation for your 2021 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.

The legal climate confronting law enforcement has continued to hit municipalities in Colorado and elsewhere, affecting the liability market. Law enforcement claims in Colorado and elsewhere, as well as the recent legislation affecting liability exposures, have dramatically increased the cost of liability coverage for 2021. Reinsurers are concerned about public officials' liability claims as well. We are hearing of instances where insurers are leaving the public entity market altogether.

On the property side, wind and hail losses this year have been less than recent years. However, Colorado continues to be classified as a "cat" state, one where catastrophic losses are likely. The property market continues to raise deductibles and dramatically increase the cost of insurance.

The COVID-19 pandemic has resulted in stricter communicable disease exclusions becoming universal in property policies. And, although we have not seen any significant COVID-19-related liability claims among our membership, we can expect that reinsurers will include communicable disease exclusions in liability policies as well.

In summary, whether individually insured or as part of a pool, municipalities and other insurance consumers are all facing a hard market for property and liability insurance. A significant portion of your 2021 quotation reflects these conditions.

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. We can run a deductible analysis for you and help you identify additional deductible options 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, 2021, will be adjusted for any changes made to your 2021 renewal application. Moreover, quoted contributions may also change if CIRSA membership changes significantly for 2021 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 2021 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 2021 CIRSA Property/Casualty members is attached.

The acceptance form must be completed and returned to CIRSA by *Thursday, October 1, 2020*. When completing your form, please make sure to:

- Initial next to your entity's desired deductible option for 2021
- 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 2021 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 majority of the carriers that provide coverage for each program are unable to provide quotes until later this year. We anticipate that quotations for these optional 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 governing body upon request.

Thank you for the opportunity to serve you. We look forward to continuing our relationship with you in 2021.

Sincerely,



Tami A. Tanoue
Executive Director

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CIRSA Property/Casualty Pool
Preliminary 2021 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	\$138,880.75
Reserve Refund Contribution	\$0.00
Impact of Loss Experience	(\$2,533.10)
Total 2021 Preliminary Quotation before Credits	\$136,347.65

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	(\$1,503.00)			
Balance Remaining from Prior Years' LC Credits	(\$0.00)			
Total Preliminary Quotation at Current Deductible with all Available Credits	\$134,844.65			

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	\$133,010.55	
\$5,000	\$5,000	\$5,000	\$5,000	\$129,519.43	

*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, 2021	<input type="checkbox"/> Quarterly Billing January 1, April 1, July 1, and October 1, 2021
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Preliminary 2021 Contribution Quotation Continued

This preliminary quotation includes all exposures reported on your entity's 2021 Property/Casualty Renewal Application and any Application Amendment Requests received by CIRSA before August 14, 2020.

* Regarding the Liability Deductible shown on page 1, a \$500 deductible quotation is offered to members, if requested, for general liability. However, police professional and public officials errors and omissions deductibles cannot go below \$1,000.

** Regarding the Property Deductible shown on page 1, an additional property deductible will apply separately to each location in a National Flood Insurance Program (NFIP) Zone A if total building and contents values at that location are in excess of \$1,000,000. The deductible will be the maximum limit of coverage which could have been purchased through NFIP, whether it is purchased or not.

Based upon the selections made in your 2021 Property/Casualty Renewal Application, the City of Burlington has elected to participate in Uninsured/Underinsured Motorist Coverage.

If this is incorrect, or you wish to change your selection at this time, please contact your Underwriting Representative at (800) 228-7136 or (303) 757-5475.

The undersigned is authorized to accept this preliminary quotation on behalf of the City of Burlington.

We accept this preliminary quotation for January 1, 2021 to January 1, 2022. We understand our final invoice may increase or decrease depending upon the number of CIRSA Property/Casualty members for 2021, actual excess insurance premiums, and any changes made to our 2021 renewal application.

Signature: _____ Date: _____

Title: _____

Signature must be that of the Mayor, Manager, Clerk or equivalent (such as President of a Special District.)

Both pages of this form must be returned by Thursday, October 1, 2020. A mailed, faxed or e-mailed copy is acceptable. Please return to:

Monique Ferguson, Underwriting Administrative Assistant
3665 Cherry Creek North Drive
Denver, CO 80209
Fax: (303) 757-8950 or (800) 850-8950
E-Mail: MoniqueF@cirsa.org

PROPOSED 2021 PROPERTY/CASUALTY COVERAGES

The types and monetary limits of the proposed coverages to be provided to CIRSA Property/Casualty members for the coverage period of January 1, 2021 to January 1, 2022 are generally described below. The scope, terms, conditions, and limitations of the coverages are governed by the applicable excess and/or reinsurance policies, the CIRSA Bylaws and Intergovernmental Agreement, and other applicable documents.

I. TYPES OF COVERAGES (subject to the limit on CIRSA's liability as described in Section II below):

- A. Property coverage (including auto physical damage and public relations expense and privacy breach expense)
- B. Liability coverage:
 - 1. General liability
 - 2. Automobile liability
 - 3. Law enforcement liability
 - 4. Public officials errors and omissions liability
 - 5. Cyber (security and privacy breach liability)
- C. Crime coverage (including employee dishonesty and theft of money and securities)

II. CIRSA RETENTIONS, LOSS FUNDS, AGGREGATE LIMITS, AND MEMBER DEDUCTIBLES:

For the coverages described in Section I, CIRSA is liable only for payment of the applicable self-insured retentions and only to a total annual aggregate amount for CIRSA members as a whole of the amount of the applicable CIRSA loss fund for the coverage period. There is no aggregate excess coverage over any loss fund.

Coverages in excess of CIRSA's self-insured retentions are provided only by the applicable excess insurers and/or reinsurers in applicable excess and/or reinsurance policies, and shall be payable only by those excess insurers and/or reinsurers. The limits of coverage provided by the excess insurers and/or reinsurers for the coverage period shall be described in the coverage documents issued to the members. Aggregate and other limits shall apply as provided in said documents.

A. CIRSA PROPOSED SELF-INSURED RETENTIONS FOR THE COVERAGE PERIOD:

- 1. \$1,000,000 per claim/occurrence property*
- 2. \$100,000 per claim/annual aggregate public relations expense and privacy breach expense
- 3. \$1,000,000 per claim/occurrence liability
- 4. \$1,000,000 each and every claim public officials liability
- 5. \$500,000 per claim/annual aggregate cyber (security and privacy breach liability)
- 6. \$150,000 per claim/occurrence crime

*Subject further to CIRSA retention of first \$5,000,000 each and every hail/wind loss and/or occurrence

B. CIRSA LOSS FUND AMOUNTS FOR THE COVERAGE PERIOD:

Loss fund amounts are as adopted or amended from time to time by the CIRSA Board of Directors based on the members in the Property/Casualty Pool for the year and investment earnings on those amounts. Information on the current loss fund amounts is available from CIRSA's Finance Department.

C. PROPOSED EXCESS INSURANCE LIMITS FOR THE COVERAGE PERIOD:

1. Excess property: to \$500 million each claim/occurrence
2. Excess liability: to \$10 million each claim/occurrence; \$5 million excess auto liability; \$10 million annual aggregate for public officials errors and omission liability
3. Excess crime (optional): to \$5 million per claim/occurrence

D. MEMBER DEDUCTIBLES:

A member-selected deductible shall apply to each of the member's claims/occurrences. Payment of the deductible reduces the amount otherwise payable under the applicable CIRSA retention. Allocated loss adjustment expenses are included in the member deductible.

EXPLANATION OF CREDITS AVAILABLE AND ACCEPTANCE OR WITHDRAW PROCEDURES

LOSS CONTROL AUDIT SCORE CREDIT

CIRSA members who received a Loss Control Audit Score of 80 or higher in 2020, and renew their membership in 2021, are eligible for a Loss Control Audit Score Credit. This credit is offered to all members that take an active role in preventing or reducing their losses by complying with the CIRSA Loss Control Standards.

If you did not receive a credit for 2021 and would like to receive one in future years, please contact your Loss Control Representative.

LOSS CONTROL CREDIT ACCOUNT

The CIRSA Board of Directors has approved your use of any balance in the Loss Control Credit Account, except any Special Credit monies, to pay 2021 contributions. Your entity's balance in this account on August 25, 2020, if any, is shown on the quote letter.

ACCEPTANCE PROCEDURES

Please complete the enclosed acceptance form indicating your decision for 2021 and return it to the CIRSA office *on or before Thursday, October 1, 2020*. Failure to return the form in time may result in the imposition of penalties under CIRSA Bylaw Article XIV upon withdrawal.

WITHDRAWAL PROCEDURES *(if applicable)*

The enclosed Article XIV of the CIRSA Bylaws describes withdrawal procedures from CIRSA. **Written notice of withdrawal must be received by CIRSA no later than Thursday, October 1, 2020, for a withdrawal without penalty effective January 1, 2021.** No withdrawing member shall be eligible for the above-described credits.

Article XIV should be read in its entirety for any penalties which would otherwise apply. Withdrawing members who subsequently apply to rejoin CIRSA may be subject to such terms and conditions as established by the CIRSA Board of Directors.



September 14, 2020

City Administrator's Summary Report

August 31 – September 14, 2020

Administration

- Update on Burlington Housing Authority, on September 03, 2020 an organizational meeting was held with the newly appointed Board of Commissioners. Also present was Daniel Grinnan, who is interested in joining the Board. The Commissioners were all in favor of having Mr. Grinnan a part of the board. Therefore, the Commissioners of the Burlington Housing Authority request the appointment of Mr. Daniel Grinnan to the Board. We are asking City Council to appoint Daniel Grinnan to the BHA Board. On Tuesday, September 08, The Board held a joint meeting with the Cheyenne Wells Housing Authority where discussion was held on the Burlington Housing Authority contracting with the Cheyenne Wells Housing Authority to provide for Executive Director Services, where Mari Mitchek will serve as a part time ED for both Cheyenne Wells and Burlington, with each entity splitting the costs for services. This arrangement is fair and equitable to both parties. They have also adopted the new By-Laws and in effect have placed me on the board to represent the City of Burlington's interests. From here on, meetings are scheduled for the first Tuesday of every month, and as otherwise scheduled.
- Currently, we are 29 weeks into the COVID-19 pandemic, complying with orders issued by both the Governor's Office and Colorado State Department of Public Health and Environment. Over the last several weeks, we have witnessed a lessening of the orders, allowing more freedom to move about our community and County, and return to work. These have all been good signs in that we are experiencing a slow-down nationwide in the number of reported cases and are more successful in testing more people, all of which has had an effect in "flattening the curve" indicating we are finally able to get things more under control. Because of this, our economy is starting to head in the right direction, though we have a lot of catch-up to do. With the lessening of restrictions, a sharp rise in the number of COVID-19 cases has been experienced here in the US, with all states reporting surges in positive cases. Colorado and Kit Carson County have experienced this surge with 43 positive cases reported since June 30 through August 27. Worldwide there have been over 28 million persons infected by the virus, a 66% increase in the last five weeks with approximately 915,000 reported deaths attributed to the infection. 23% (approximately 6.5 million) of all reported cases have occurred in the U.S. Colorado has experienced over 60,000 confirmed cases and Kit Carson County has reported 76, up two cases over the last 2 weeks.

The State of Colorado has extended the mask mandate. Be prepared to wear masks in those environments where masks are required.

- The Intergovernmental Agreement regarding the disbursement of Coronavirus Aid, Relief and Economic Relief Act funds was signed and returned to the county. Kit Carson County's share of CARES funding is \$608,831 which is allocated based on population of each municipality. The City of Burlington's share of this is \$269,371.49. The City is in process of developing numbers for reimbursement purposes. The funds may only be used for necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19), funds that were not accounted for in the budget most recently approved as of March 27th, 2020, and were incurred during the period that begins March 1, 2020, and ends on December 30, 2020. Funds may not be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Currently, we are looking at all expenditures that would be reimbursable as a part of the CARES Act under necessary expenses, i.e. election expenses that went over budget; hardware, software, licensures and fees associated with virtual meetings or conducting remote business operations; costs associated with identification and retrofitting a Tier 4 non-acute care facility (Community Center) to house asymptomatic persons in need of quarantine, and library infrastructure concerns allowing them to host remote sessions and continue to conduct business remotely. Those funds that are not utilized will be used to implement a small business grant program for Kit Carson County businesses. The businesses must be able to show a necessity of need and must have been affected by COVID-19 closures. The County and municipalities got together on Friday, August 7th to work out the details of the grant program for businesses and disbursement of funds. Applications for grant funding can be found on the Kit Carson County Website, City of Burlington Website, and all municipalities in Kit Carson County. Applications are simple to complete, with each being reviewed by a committee for fund disbursement. To date, 20 applications have been received and approved for payment of funds, totaling approximately \$100,000 being distributed to assist affected businesses.
- Budget preparation is underway. To date we have received the Total Assessed Valuation of property in the City's incorporated boundary, valued at \$42,178,054, approximately \$29,000 over last year. The City has implemented a tax of 8.6 mills on each dollar's worth of property per this assessed value, providing for \$362,731.26 in property tax the City may use for defraying necessary expenses and paying all legal obligations for the upcoming year.
The capital improvement plan has been reduced to \$1.2 million and may be further pared down once operating expenses are determined. The 2021 compensation plan is currently being developed and will be shared with you at tonight's council meeting.
The departmental budget workshop was held at the Community Building on September 09th, from 10 AM – 5 PM where we as a group had our first glimpse of the draft budget. In both the General Fund and Tourism and Promotional Fund work still needs to be done to pare down expenditures to get more in line with projected revenues, which are down slightly from last year projections. Our goal is to present to Council on October 12th a complete budget document. Thanks to all who

attended this workshop and their attention to what needs to be accomplished. A special thanks to Greg Swiatkowski and Kamron Weisshaar for their attendance and input during this session.

Operations/Public Works

- Water/Wastewater
 - All sampling of wells and blending plant were performed last week, along with total water testing, and composite testing at the Wastewater Treatment Facility
 - Capital Improvement Plan Development
 - Additional Composite testing and blending plant testing took place this last week along with the annual pump motor maintenance.
 - Water line repair being conducted on East end.

- Parks
 - Bathroom cleaning occurring daily
 - Weekly mowing is underway
 - Weed spraying
 - Park Maintenance is underway
 - Capital Improvement Plan Development

- Streets
 - Street sweeping underway.
 - Pothole repair and maintenance in process.
 - Grading and cleaning of alleys underway.
 - Drain cleaning taking place
 - Oil and grease of all equipment
 - Capital Improvement Plan Development

- Electric
 - Are utilizing Damien Berger, PE and Senior Project Engineer for Atwell to draft Inspection and Maintenance Plan for City of Burlington Electrical Distribution System. The goal of which is to address and reduce outages, properly maintain our system, and to provide quality and consistent service to our consumers. On June 11th, Electric Department, Public Works Director and City Administrator met with Damien Berger to work on and develop maintenance program for the City's Electric system, Goals were developed, trouble spots identified, and capital projects discussed. During budget season, these items will be further fleshed out. While creating the maintenance plan, it was discovered that during the Conversion Process, a couple of switches were not installed which has an affect on the West circuit in Burlington. Atwell is currently in contact with the sub-contractors on that project to install the proper switches. Although this will not cure outages, affected areas will be smaller and length of outage should be shorter.

- During the month of September to date, one outage has occurred:
 - 09/05 – East Loop - Cause was identified as a bird that tripped two fuses, resulting in loss of power to Kubota . Outage duration was 30 minutes. Advertisement for Apprentice Lineman has been posted and will remain in place until staffing levels are achieved.
- Tree trimming as needed.
- Have met with Asplundt Tree Trimming from Kansas, who service this area. They have driven Burlington and inspected all primary lines for tree trimming to be provided. They have indicated cost for services to be approximately \$1,000 a day for 100 days of work to remove limbs from the line. We will budget accordingly and have hopes that we can get approximately 25% of the work done this year.
- Capital Improvement Plan Development

Public Safety

Benjamin Gramm and Daniel Almiron have begun their employ with the Burlington Police Department and currently are attending the Basic Law Enforcement Academy at Otero Junior College in La Junta. The 16-week course began August 17th. We will keep you apprised of their performance throughout the academy experience. Their addition to the department brings the staffing level to five. Processes are already in place to hire two more persons and will have on board once another academy class begins. Hopefully before end of the year. Staffing allocation for the police department is set at seven for next year.

Chief Hill is progressing well with his leadership and management training and he is in the final aspect of this training, expected to be through and certified by end of October. LT Laverenz is also receiving some leadership and management training so that he and Chief Hill are able to build a strong executive/management team that will serve both the community and police department well.



To: City council members
From: Georgia Gilley, Clerk
Date: Sept. 14, 2020
Subject: Clerk's report

We are wrapping up the 2019 CIRSA Loss Control audit with David Krajicek. He will let me know his findings once he completes his work.

After going through this audit, I will be working to come up with training opportunities for the departments that need to start up again after COVID-19 created an interference. Public works completed a snowplow training last week and will be participating in regular monthly trainings, or more often if needed. My goal is to have every department involved in trainings pertinent to their department. Trainings are available online.

I am taking the first-year CMCA classes as they come up. Due to the pandemic, they are offered virtually, and most are recorded and available to view through Oct. 2.