

**CITY OF BURLINGTON
KIT CARSON COUNTY
CITY COUNCIL
REGULAR MEETING
AGENDA
18-2018
COMMUNITY BUILDING ROOM A
340 S 14TH STREET
September 24, 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 9-10-2018.

4 **Public Comment**

5 **Unfinished Business**

6 **New Business**

- A. Presentation of 2017 Audit by Tim Mayberry with Holscher, Mayberry & Company, LLC
- B. Presentation of 2017 City of Burlington's Financial Analysis.
- C. Approval to add a new Board Member to the Housing Authority Board.
- D. Amending minutes from May 29, 2018.

7 **Reports from City Departments**

Administrator- Jim Keehne

Clerk/Treasurer- Shelly Clark

Airport-Daniel Melia

Police- Barry Romans

Economic Development- Rol Hudler

Activities- Tyson Weisshaar

IT-Suzy Velasco

Library-Nick McCarty-Daniels

Old Town- Nikki Wall

8 **Council Comments**

9 **EXECUTIVE SESSION: CRS Section 24-6-402(2)(f) for the purpose of discussion of a personnel matter and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees.**

10 **Adjournment**

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

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

Head meeting on Wednesday, he will be conducting a budget workshop and they are welcome to attend.

- B. Approval of Mayors signature on the CIRSA Property/Casualty Preliminary 2019 Contribution Quotation.

MOTION by McNerney, second by Swiatkowski to approve the Mayors signature on the CIRSA Property/Casualty Preliminary 2019 Contribution Quotation.

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

Those nay:

Motion Passed

7 REPORTS AND COMMENTS FROM MAYOR AND COUNCIL:

- A. Mayor Dale Franklin- Shared that the article in the paper about the Water Project was well written. Would like an ordinance in place to require addresses on all houses and business.
- B. Mike Halde
- C. Mark Burghart- Shared with Council that he was approached by a citizen asking if the City would be willing to help with marking Burlington.
- D. Kamron Weisshaar-Absent
- E. Melvin Gilley
- F. Harold McNerney
- G. Greg Swiatkowski

8 MOTION by Burghart, second by Halde to adjourn the meeting at 7:21 PM.

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

Those nay:

Motion passes.

Dale Franklin, Mayor

Shelly Clark, Clerk

AMENDED
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
May 29, 2018

Mayor Dale Franklin called the meeting to order at 6:30PM.

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

Kamron Weisshaar
Mark Burghart

Harold McNerney
Greg Swiatkowski

Melvin Gilley
Mike Halde

Absent:

Staff/Officials:

Jim Keehne, Administrator
Mike Grinnan, Attorney
Shelly Clark, City Clerk/Treasurer
Daniel Melia, Airport
Barry Romans, Police
Rol Hudler, Economic Development
Tyson Weisshaar, Activities
Nick McCarty-Daniels, Library
Nikki Wall, Old Town
Suzy Velasco-IT

Also:

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 Public Hearing

Approval of the Special Event Liquor License for Burlington Chamber of Commerce on 6/15/18 at Old Town and 6/16/18 at Parmer Park.

MOTION by McNerney, second by Swiatkowski to approve the Special Event Liquor License for the Burlington Chamber of Commerce on 6/15/18 at Old Town and 6/16/18 at Parmer Park.

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

Those nay:

Motion passes.

6 Department Head Reports:

Keehne=> Report is in the packet.

Grinnan=>

Clark=> Report is in the packet.

Romans=>Report is in the packet.

Hudler=> Report is in the packet.

Velasco=> Report is in the packet.

Weisshaar=> Report is in the packet.

Melia=> Report is in the packet.

McCarty-Daniels=> Report is in the packet.

Wall=> Report is in the packet.

DOCUMENT CREATED
BY SHELLEY CLARK
CLERK
CITY OF BURLINGTON, CO

7 UNFINISHED BUSINESS:

- A. 1st quarter Enterprise Funds financial report.
- B. Discussion on the updated City/County IGA.

8 NEW BUSINESS:

AMENDED

- A. Nomination for Mayor Pro Tem.

Nomination for Hal McNerney to serve as Mayor Pro Tem.

MOTION by Swiatkowski, second by Halde to nominate McNerney as Mayor Pro Tem.

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

Those nay:

Motion passes.

Nomination for Mayor Pro Tem:

Nomination made by Hal McNerney for Kamron Weisshaar to server as Mayor Pro Tem.

MOTION by Swiatkowski, second by Halde to nominate Weisshaar as Mayor Pro Tem.

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

Those nay:

Motion passes.

- B. Appointment of boards:

- Board of Adjustments and Appeals
 - Melvin Gilley
- Planning Commission
 - Hal McNerney
- Economic Development
 - Mark Burghart
- Activities Advisory
 - Mike Halde, Greg Swiatkowski
- Outback Arts Council
 - Kamron Weisshaar

Mayor Franklin asked that every Council member try to find someone to replace current members.

- C. Approval of Mayor's signature on the letter of support for ChargePoint for charging stations in Burlington.

MOTION by McNerney, second by Halde to approve the Mayor's signature on the letter of support for ChargePoint for charging stations in Burlington.

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

Those nay:

Motion passes.

9 REPORTS AND COMMENTS FROM MAYOR AND COUNCIL:

- A. Mayor Dale Franklin
- B. Mike Halde
- C. Mark Burghart

DOCUMENT CREATED
BY SHELLEY CLARK
CLERK,
CITY OF BURLINGTON, CO. N.H.

- D. Kamron Weisshaar
- E. Melvin Gilley
- F. Harold McNerney
- G. Greg Swiatkowski

10 MOTION by McNerney, second by Swiatkowski to adjourn the meeting at 7:29PM.

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

Those nay:

Motion passes.

Dale Franklin, Mayor

Shelly Clark, City Clerk

DUPLICATE



September 24, 2018

City Administrator's Summary Report

September 10 – September 24, 2018

Administration

- Well 11 abandonment has not yet been completed due to conflicts with contractors schedule. We are hoping to get back on their schedule in the very near future.
- 2019 Budget Development is ongoing. Staff held a very productive workshop September 12th where we were able to look at proposed budget numbers and begin the detailed process of justifying expenditures and making necessary cuts. This collaborative process was performed more as training in budgeting exercise, and how to focus on the big picture rather than individual departments. Staff was highly engaged in the process.
- The City has partnered with North Winds Surveying to address property boundary issue in Old Burlington area. North Winds has completed the surveying of the area and is in process of obtaining signatures for filing of plat with County Assessor's Office.
- GOCO Grant for Park and Recreation Master Planning is being finalized for submission. Once completed a copy will be distributed for your review. RFP's for the Master plan were due September 21st. Two entities of the 17 invitations to bid submitted the required paperwork. This information is under review at this time to ensure all components of the RFP have been addressed.
- Follow-up meeting was scheduled with the Economic Development Committee and John Pekaric to discuss marketing Burlington as a place to relocate from the hustle and bustle of City Life. Discussions were had on population trends in our area and marketing demographics. Present at the meeting were representatives of the City, County and Chamber of Commerce, along with the ED Committee.
- Enclosed in your packets is information from CML about Amendment 74, "Just Compensation for Reduction in Fair Market Value by Government Law Regulation." As CML cite in their summary of this ballot measure are Amendment 74 could have a dramatic impact on state and local government. The impact being fiscal in nature that can have disastrous consequences, resulting in decreased services to the community. As a part of this informative packet, they have included a summary of the Amendment, talking points for elected officials concerning this initiative, a sample resolution opposing Amendment 74, sample letter to the editor, anecdotal information from Oregon Measure 37, that was later repealed as it had cost the state several billion of dollars in filed claims. Please review the information. We will work with the Record to submit an article, and have posted on our website.

Operations

- Water/Wastewater
 - Abandonment of old well 11 is being scheduled with Contractors.
 - 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 through the Fall.

- Looking at replacing water line running from 1st Street to Hitchcocks' property to address several line breaks in the existing pipe.
 - Developing bid specifications for Sewer line replacement as specified in the 2018 budget.
- Parks
 - Rose Avenue islands are currently being addressed with the placement of decorative rock, and native plant vegetation on drip system taking place. Application will clean up existing islands, making them more attractive, and create a n efficient maintenance system. The drip system will assist in water conservation measures as well as cut down on expenses incurred for water usage.
 - Weekly mowing and maintenance of City owned properties underway.
 - The Splash park closed on the 17th and is being winterized.
 - Attention being given to new sod laid in Parmer Park, as it is apparent that water coverage is not hitting all areas that have been re-sodded. Have implemented longer watering times in affected areas with no days off (weekends) that have been occurring. Additionally, addressing the heads themselves to ensure adequate water coverage to affected areas.
- Streets
 - Alley reparations underway to smooth, level, and keep open.
 - Working with parks, time permitting to assist with Rose Avenue medians.
 - Rose Avenue/Lincoln Street island was addressed through removal of ½ the island. Once removed, concrete was poured and has set. Area has been striped by CDOT, and medial was painted where island once stood. This project was also a part of the 2018 Capital Budget, implemented to accommodate large trucks turning and accident mitigation.
 - Tree trimming in alleyways taking place.
 - Mowing and sweeping of City Rights of Way taking place.
 - Received notification from CDOT that traffic signs, ordered last year, have finally been completed and are ready for pick-p at their facility in Denver. Will be making necessary arrangements to have picked up.
- Electric
 - Main Electric and Linemen continue to work to complete the electrical conversion project. Have been working with County to address the power needs at the County Courthouse as part of their remodel project. Boring of underground was completed Wednesday, September 12th. Energizing took place September 24th, causing disruption to power in the area for several hours. As this was a scheduled outage, all affected consumers were notified in advance.
 - Main Electric, electrical conversion contractors are back in town after a quick trip to address East Coast outages caused by the Hurricane that struck the Carolina's. With their return, the conversion project is back on track with installation of the North power lines and poles to be completed, industrial area power addressed through the installation of regulators and platform, and the underground that needs to be placed on the West side of the City. The majority of the work has been completed and we are greatly looking forward to the day when we can call this complete.

Finance/Clerk

- Audit overview with Holscher, Mayberry & Company, LLC (auditor) providing council with overview, and Lorraine Trotter (City Accountant) providing annual report to be conducted tonight. Audit will be filed with State before September 30th.
- Assisting with budget development.

Library

- With school in session again, afternoon reading has picked up. Currently have 12 involved in the reading program, an all time high!
- Expending grant funds on furniture for teen reading program, to entice more youth to utilize the Library.

Public Safety

- Police Department is assisting Administration in the management of nuisance/zoning issues for which complaints have been received. Neighborhood Services Officer, Shelby Carter has been busy identifying and contacting property owners where nuisances exist in hopes of gaining voluntary compliance with abatement processes.
- Officer Darrin Newbury working through the FTO Program and performing well. He has been a welcome addition to the team
- The last few weeks have been extremely busy with law enforcement related issues and calls for service. Resources have been taxed heavily during this period, though the department has been able to meet the caseload and respond appropriately to these high profile incidents.
- 2019 Budget preparation work being completed.

Old Town/Economic Development

- Pioneer Days is scheduled for the end of the month, with Old Town seeking volunteers to dress in period appropriate clothing and assist with the event. There will be authentic chuckwagon fare for sampling with catered meals taking place as well. There are still plenty of tickets available, so hope to see everyone there.
- Developing plan and timeline for initiating Old Town improvements, funded through the DOLA grant. Start date looking to be the later part of September, after Pioneer days.

Activities/Community Center

- Working with Parks on Island rehabilitation on Rose Avenue.
- Facility rentals continuing at a high level.
- In process of grant application through GOCO for planning, where consultants will be utilized to develop a comprehensive master plan for parks and recreation concerns.

IT

- Updating web site to include job descriptions and announcements for open positions, community events, requests for proposals, bid specifications, and public notifications.
- Further developing time keeping piece and staff training of system.
- Advertised Parks Master Plan RFP and all open positions, deadline for submittal was September 21st.

Airport

- Maintenance activities such as mowing, painting, equipment maintenance, and general upkeep being performed during this time of year. Emphasis now is on the bindweed that has made yet another appearance.
- Through the FAA/DIA auction, the City of Burlington was the successful bidder for the Elgin Street Sweeper, 2008 model with 39,000 miles. This is in much better condition than the current sweeper used by the City. Overall cost to the City will be \$4,000. Over the next year, the plan is to completely go through and update this piece of equipment (Paid for by streets), utilize it at airport grounds until 2020 at which time it can be converted to use other than the airport (In town usage). Currently planning for delivery to the Airport.
- Through other funding resources, additional dollars have become available for airport infrastructure. We are working with Armstrong to develop grants to access some of these funds to address airport infrastructure needs of high priority.

Intergovernmental

- Working with NMPP to finalize Solid Waste Rate Study, and rate setting for water.
- CML District Meeting to be held October 2nd in Vona. Meeting begins at 4:00 P.M. followed by social hour and dinner. Plan on attending.
- DOLA will be holding their Tier 2 Impact Hearings in Burlington, November 6-8.

AMENDMENT 74



And these are just a few examples of the implications. For more information, visit the Colorado Municipal League's website at www.cml.org.

Brochure produced by the Colorado Municipal League.



Colorado Municipal League
1144 Sherman Street
Denver, CO 80203
(p) 303-831-6411 / 866-578-0936
(f) 303-860-8175
www.cml.org

WHAT YOU NEED TO KNOW BEFORE VOTING ON AMENDMENT 74

You will be making an important decision on November 6.

Amendment 74 will subject your hometown to unprecedented levels of legal exposure at the public's expense.

AMENDMENT 74?

Financed by certain special interests as a state constitutional amendment to strengthen "private property rights," Amendment 74 is a thinly veiled attempt to protect special-interest profits at the expense of everyday Coloradans.

Amendment 74 will diminish your city or town's ability to provide basic services residents depend on at the taxpayers' expense.



Amendment 74 will undermine the ability of local governments to protect their residents and communities in vital areas such as:

- public safety and crime reduction
- clean air and water
- preserving neighborhood integrity
- transportation, sewer maintenance, and other critical infrastructure
- trash collection
- parks, recreation centers, and other neighborhood amenities

If Amendment 74 passes, it will:

- hold your community liable simply for operating in the public interest
- increase lawsuits and costly litigation — all financed by you, the taxpayer
- increase the cost of government while simultaneously reducing essential municipal services
- decrease the quality of life for all Coloradans — for the benefit of out-of-state special interests



14111 US Highway 385 - Burlington CO 80807 - 719.346.5352

Council Report 9.24.18

Continuing work on the Master Plan project for 2018

Began work for the master plan with an airport survey last week

Spraying for bindweed and mowing operations

August Fuel sales data

Total gallons pumped 9,715.10 Gallons

Gross fuel sales \$39,657.39

5,418.29 Jet fuel gallons pumped

4,296.85 gallons Aviation gasoline pumped

August 2017 Fuel Sales

Total 10,225.08 gallons

Gross sales 30,103.82

8,445.57 jet fuel gallons

1,778.51 avgas gallons

"Eastern Colorado's Premier Aviation Experience"



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

Council Report September 24, 2018

As a department we volunteered for the Midway theater, serving customers and selling tickets. We had a great time.

We're getting ready for Taser training, and night shoots. We just sent two officers to a three-gun academy, and they brought back some good ideas for firearms education.

We're working on making 3-D models of each school as part of a preparedness for the department and will expand in other ideas in the future.

" To Serve and Protect "

ECONOMIC DEVELOPMENT REPORT FROM ROL

We have a bit of new activity on the south side of Interstate 70. Love's Travel Shops and Country Stores is planning to increase their gas pumping stations. They have informed me they plan to increase the number of gas pumps as the demand continues to increase.

The company is also considering installing a Subway Store on the South side of their present structure. They would then have a Carl's Junior on the North side and a Subway Store on the south side.

Tony Lee is going to make his extended stay hotel, Woodsprings Inn, into an Econo Lodge.

I would assume this would help him considerably at this site as most travelers are familiar with Econo Lodgo.

There are rumors circulating (within the travel industry...not locally) that the Burlington Inn may be torn down and replaced with another large motel (It currently has 110 rooms; however, not all are available for rentals) and a restaurant. Applebee's name is being tossed around.

Please keep in mind that the above has not been confirmed. It is simply information that I have gotten when talking to other hotel chains.

As we continue to keep in touch with most everyone about a new Super Store, it is obvious that there is such turmoil in the grocery business it is difficult for a decision to be made.

A good example is Kroger Foods. The company sales grew less than expected the last quarter and the price of their stock dropped. Kroger continues to lower prices and overhauling the layout of its stores.

At the same time, Walmart, Target and Amazon reported strong sales for the quarter. A large portion of these sales were fueled by grocery sales. This, most certainly, is more competition for traditional grocers such as Kroger, Safeway and Albertson's.

Sales at the local Safeway store continue to be strong.



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

Burlington Activities Department

September 19, 2018

→ We have started fall programs. We have already had gymnastics, fullbody 40 workout, speedball and dance going on. Martial Arts is an on-going program and participation numbers are increasing as the school year has begun and less activities are going on for families. We are working on getting a volleyball skills camp going, hopefully will have all the logistics worked out with the gym usage by end of this week and start the camp in early October.

→ We were able to put out a fall/winter activities booklet for the first time ever. This will help reduce the amount of flyers we will have to print as this includes all of the fall/winter programs we will have, as well as advertising for several other activities/events in Burlington through December.

→ We are currently winterizing the pool and splash park. Hopefully everything will be completely done by the end of September. The last weekend for people to enjoy the splash park was Sept. 15/16, which worked out great as we saw a stretch of hot weather over the weekend.

→ Youth Council had the first meeting on August 30. We are getting ready to go to Elitch's to get our annual tour of the haunted houses that they put on to give us ideas for our haunted house. We are planning to do a family-friendly haunted house in conjunction with Old Town Ghost Town on Oct. 27, and will also do the "scary" haunted house on that same evening with the clean-up taking place on Oct. 28 as the barn is rented the following weekend for an event.

I have also been approached from the OHCF board and the hospital to get some youth council members to help with a couple of events, getting those members of the youth council some opportunities to get some volunteer hours. We will also be scheduling a Sunday afternoon to do our annual Trick-or-Treat So Kids Can Eat program, where the youth council members will go collect non-perishable food items to be donated to the local food bank.

→ Outback Arts Council hosted the first concert of the 2018-19 season on Sept. 13 featuring the DooWah Riders. This was held down at the Midway Theater and had a very good turnout. We took in over \$200 in admission at the door and over \$600 in season ticket sales, many of which were new memberships. The next two concerts will take place at the BHS auditorium on Feb. 28 (Todd Oliver) and March 31 (7th Ave).

Community Center

→ We continue to be busy with many rentals throughout the week and have a few weekend events scheduled through the month of October. We have also already been in contact with the coordinator for the No-Till Conference working on some of the minor issues from the last conference, trying to problem solve some of the logistical issues to make this next year's conference better.

Parks

→ The median rehab project is slowly moving along. All the islands have now had the new valves put in for the drip system. Two of the islands have the big decorative rock placed and Tony is working to get another one or two of them ready for the rock as well. One island now has some native grass plants in the ground. We will continue to work on this project as other duties and time allows.

→ We laid 11 pallets of sod at Parmer Park to address the large bare/weed spots. The sod is taking very well in a couple of the spots. With the stretch of 90+ degree weather, we are trying to get more water put on to help the other spots of sod really take before it gets too cold out for the roots to take hold. I would like to thank all the parks and streets employees, as well as Lorenzo and coach Hrovat for helping get all the sod laid in a 3-day span.

→ **Other Activities in the works:** Rentals of Community Center, Volleyball, Youth Council (haunted house), Gift Gala, Craft Fair, Breakfast with Santa, No Till Conference

THE LIBRARY

581

CHECKOUTS THIS MONTH.

**13 Programs
with 120 people
in September.**

Oct. 19th, library
will host
Northeast
Directors
meeting.

Back room of library is
being refitted as a
multipurpose room.

History of Kit Carson
County book has been
digitized and will be
uploaded to internet
starting in October.

September 2018 City Council Report—Old Town Museum

- Creating workplan with timeline for DOLA grant project in progress. We have finalized designs for signage, working to complete paint color selection and get landscape cleared and prepped for install of stone.
- Pioneer Days event on Sept 29th, we have our marketing materials out. Fingers crossed to have good weather and a great turn out. We raised \$3600 in sponsorship to help offset cost of event to date.
- All bill boards that were damaged in KS have been fixed—we are back in action!
- Planning has also begun for fall/winter events including Ghost Town, and our Christmas events and craft show. We have some fun ideas for the Winter Wonderland as this event continues to grow from year-to-year.
- Putting preliminary ideas together for a “shop local” grassroots marketing campaign as we approach the holiday season. Campaign will include local business video clips on facebook and our website, and possibly a Every Door Direct postcard mailer to remind locals their dollars spent local matter. More to come next month on that.