

**CITY OF BURLINGTON
KIT CARSON COUNTY
CITY COUNCIL
WORK SESSION
AGENDA
19-2018
COMMUNITY BUILDING ROOM A
340 S 14TH STREET
October 8, 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 9-24-18

4 Public Comment

5 Public Hearing

Approval of Special Event Liquor License for Our Hometown Charitable Foundation.

6 Work Session

Unfinished Business

New Business

- A. Approval of Resolution 2018-06 supporting the grant application for a local parks and recreation grant from the State Board of Great Outdoors Colorado Trust Fund and the completion of the City of Burlington Parks and Recreation Master Plan
- B. Approval of Resolution 2018-07 opposing "Amendment 74", an attempt to amend the Colorado Constitution to drastically limit State and Local Government services at a high cost to Taxpayers.
- C. Approval of Resolution 2018-08 supporting "Proposition 110", a statutory change seeking to increase the State Sales Tax rate by .62 percent as a dedicated funding stream for State, Municipal, County, and Multimodal Transportation Infrastructure.

7 Reports from City Departments

Administrator- Jim Keehne

Clerk/Treasurer- Shelly Clark

8 Council Comments

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

9 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
September 24, 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
Shelly Clark, 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:

Lorraine Trotter
Drew Lehr
Sandy Lambert

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.

MOTION by Swiatkowski, second by Burghart to approve the minutes from 9-10-2018.

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

Those nay:

Motion passes.

4 Public Comment

5 UNFINISHED BUSINESS:

6 NEW BUSINESS:

- A. Presentation of 2017 Audit by Drew Lehn with Holscher, Mayberry & Company, LLC.

Lehn shared with Council the governmental activities and business-type activities results from fiscal years 2015-2017. Lehn did voice concerns with the General Fund, Tourism and Promotional Fund and the Airport Fund.

B. Presentation of 2017 City of Burlington's Financial Analysis.

Lorraine Trotter shared information with the Council on the financial analysis of the City. Trotter shared the same concerns with the General Fund, Tourism and Promotional Fund and the Airport Fund. Both Trotter and Lehn's concerns are the decrease in revenue and the increase in expenditures. They encouraged Council to look at ways to increase revenues and make serious changes throughout the City to help cut costs.

C. Approval to add a new Board Member to the Housing Authority Board.

Sandy Lambert requested to Council to add Barb Blandford to the Burlington Housing Authority Board.

MOTION by Swiatkowski, second by McNerney to approve adding Barb Blandford to the Burlington Housing Authority Board.

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

Those nay:

Motion passes.

D. Amending minutes from May 29, 2018.

Old Motion:

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.

AMENDED MOTION

Nomination for Mayor Pro Tem:

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

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

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

Those nay:

Motion passes.

7 Department Head Reports:

Keehne- Report is in the packet.

Clark - Report is in the packet.

Melia - Report is in the packet.

Romans - Report is in the packet.

Hudler - Report is in the packet. Absent

Weisshaar- Report is in the packet.

McCarty-Daniels - Report is in the packet.

Velasco- Report is in the packet.

Wall - Report is in the packet.

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.

MOTION by McNerney, second by Burghart to move into executive session for the purpose of discussion on a personnel matter, CRS Section 24-6-402(2)(f). (7:30)
Those yea: McNerney, Weisshaar, Burghart, Gilley, Swiatkowski
Those nay:
Motion passes.

MOTION by McNerney, second by Weisshaar to reconvene back to regular session.
Those yea: McNerney, Weisshaar, Burghart, Gilley, Swiatkowski
Those nay:
Motion passes.

EXECUTIVE SESSION: CRS Section 24-6-402(4)(a) for the purpose to discuss the purchase, acquisition, lease, transfer, or sale of real, personal, or other property interest

MOTION by Weisshaar, second by Burghart to move into executive session for the purpose of discussion on a personnel matter, CRS Section 24-6-402(4)(a).
Those yea: McNerney, Weisshaar Burghart, Gilley, Swiatkowski
Those nay:
Motion passes.

MOTION by Burghart, second by Gilley to reconvene back to regular session.
Those yea: McNerney, Weisshaar, Burghart, Gilley, Swiatkowski
Those nay:
Motion passes.

Council gave Keehne direction to move forward with the property at 2182 Martin Avenue.

8 REPORTS AND COMMENTS FROM MAYOR AND COUNCIL:

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

8 MOTION by Burghart, second by McNerney to adjourn the meeting at 8:17PM.
Those yea: Halde, Burghart, Weisshaar, Crites, McNerney, Swiatkowski
Those nay:
Motion passes.

Dale Franklin, Mayor

Shelly Clark, Clerk



October 08, 2018

City Administrator's Summary Report

September 24 – October 08, 2018

Administration

- Well 11 abandonment to be performed this week. Additional work to be completed are relocation of the chlorine injection port on the discharge assembly, mount electrical junction box with galvanized steel post and uni-strut, installation of bollards around well, pouring concrete pad around the well. This will complete the project.
- After Auditor's report, meetings have been held with all department heads to further discuss cutting budget numbers, and taking a good hard look at the personal services aspect of each budget to identify ways in cutting back and combining services to resolve the duplication of duties issues. To date, we have been diligently working to identify areas that cause a reduction in expenditures as well as identify areas to improve so as to boost revenues. To this end, we are not prepared at this time to engage council with the "Budget Workshop". We ask that this be placed on hold for a couple of weeks at which time we can go through the information. This can either be performed at the regularly scheduled October 29th meeting, or can be moved to a special session that can be held on October 22nd. Again, our goal with this workshop is to present to you a plan for a balanced budget for 2019, to review the specific nuances of the budget and to plan for a successful 2019.
- GOCO Grant for Park and Recreation Master Planning has been completed, and is ready for submission to GOCO once a Resolution from Council is obtained. That Resolution, 2018-06, has been presented to you this evening. Once signed, the complete grant will be electronically submitted for review and comment, sent back to us for finalization, then re-submitted once editing has taken place. We are most confident our grant as submitted will score high, though this does not guarantee funding.
- I have continued to meet with John Pekaric regarding new marketing plan to promote living in Burlington/Kit Carson County. Currently, he has been seeking support from all entities in Kit Carson County and will be looking to identify marketing firm with costs for services over the next few months. We wish to keep this on our radar as we move into the budget season, as moving marketing dollars towards promotion rather than the tourism side will be important in this endeavor.
- At the last meeting, you were provided with information regarding Amendment 74, a constitutional ballot initiative providing for "Just Compensation for Reduction in Fair Market Value by Government Law Regulation." As CML cite in their summary of this ballot measure 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. Before you this evening is Resolution 2018-07 indication the City's opposition stance to this amendment. You are encouraged to adopt the resolution as this Amendment to our Constitution holds dire consequences, if enacted, that can affect our way of governance, and sustainability of our community.
- Also before you this evening is Resolution 2018-08 that if adopted, indicates the City's support for Proposition 110, a statutory change allowing for an increase in the State sales tax rate from 2.9% to 3.52%, or approximately \$0.06 for every \$10 in taxable sales. This increase will provide for a dedicated funding stream for our transportation infrastructure. Municipalities and counties will split 40% of the revenues generated from this tax to be distributed in the form of Highway User Tax Fund, in essence doubling the amount of fees currently

distributed. This increase will be borne by everyone who spends money in Colorado, residents and visitors alike, and provide for an additional \$130,000 in revenues to assist in addressing our failing street infrastructure.

Operations

- **Water/Wastewater**
 - Abandonment of old well 11 is scheduled for this week 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 end of the year.
 - Developing bid specifications for Sewer line replacement as specified in the 2018 budget.
 - Changes being implemented in our lead/copper testing procedures where there will be changes to sampling sites.

- **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. Three islands of the eight will be addressed this year. Throughout the winter, time will be spent prepping remaining sites to complete project in early spring.
 - Weekly mowing and maintenance of City owned properties has occurred. Winterization of sprinkler systems taking place this week, as is pool areas, baseball and softball fields.

- **Streets**
 - Alley reparations underway to smooth, level, and keep open.
 - 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.
 - HUTF meeting in Brush attended on October 5th.
 - CDOT in town this week to change out signal cabinets at 24 and 18th and 24 and 14th. This will result in all way stops while switch is being made and may cause minor traffic disruptions.

- **Electric**
 - Concrete pads have been poured at the sub-station to accommodate the new switch. Switch to be installed, synced and energized within the next 4-9 days. Crew will be working with contractor to assist with switch install and trouble-shooting any issues that arise.

Finance/Clerk

- 2017 Audit has been filed with the State in compliance with reporting guidelines.
- 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

- Department preparing for the second annual Trunk or Treat program to be held October 31st from 5-7 p.m. Department is requesting the 300-400 blocks of 14th/Main Street be closed during this event. Department will be working with business owners on notification of event and the serving of hot dogs and chips to those in attendance. Department will also be working the movie theater for the nights entertainment.
- 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.
- If adopted, resolutions 2018 – 06-08 will be placed on website.
- Collaborating with staff to message for upcoming election concerns.

Airport

- Scheduling to pick up the street sweeper obtained through auction through FAA/DIA, and get back to the Burlington Airport.
- Developing fee structure and revenue sources for 2019 budget process for the Burlington Kit Carson County Airport.

Intergovernmental

- Working with NMPP to finalize Solid Waste Rate Study, and rate setting for water.

- CML District Meeting was held October 2nd in Vona. Meeting was very informative with focus on ballot initiative that have a direct impact on Municipal Government, urging either support or opposition to several ballot initiatives. Thanks to Elected Officials and staff in attendance.
- Attended HUTF Meeting in Brush to review required annual reporting requirements.
- DOLA will be holding their Tier 2 Impact Hearings in Burlington, November 6-8. Working with DOLA on arrangements



www.burlingtoncolo.com

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

**CITY CLERK/TREASURER REPORT
10-8-2018**

Clerk

Liquor Licensing

- Approval of the Special Event Liquor License for Our Hometown Charitable Foundation. The Special Event License will be issued for November 16th from 5:30pm to 12am.

CIRSA

- Claim was filed on September 19th for an accident with one of the patrol vehicles. We received two estimates: Carlin Auto Body- \$2180.30 and C & C Autobody- \$4762.79. We are waiting to hear back from CIRSA on this claim.
- Update on the claim for the switch in the Electric Department. The pad for the concrete has been poured and the installation of the switch should be completed by the end of next week (10-12-18).
- I will be attending the CMCA Conference in Colorado Springs from October 17th – 19th.
- The CML Fall District 5 meeting in Vona provided information on Amendment 74, Proposition 112, Proposition 110. They also gave an update on the CML policy development and shared CML resources available to Municipalities.

Finance

- After the presentation of the audit on August 27th, Jim and Department Heads have been working hard to find areas in the budget that we can decrease expenditures.
- Budget Workshop has been moved to October 29th.
- Nikki and I had a conference call with Robert Thompson about the requirements that need to be followed for the DOLA grant.
- Daniel and I have filed the first two reimbursements for the Airport grant.
- I have been working with the Department Heads to ensure they have the line items they need for budgeting purposes for 2019.
- The new time keep module has been successfully implemented.

STATE OF COLORADO)
)ss.
County of Kit Carson)

CLERK'S CERTIFICATE

That I, Shelly Clark, the official City Clerk of the City of Burlington, do by these presents say that the foregoing Resolution was authorized and adopted by the City Council of the City of Burlington on the 8th day of October, 2018.

DATED this 8th day of October, 2018.

Shelly Clark, City Clerk

[SEAL]

STATE OF COLORADO)
)ss.
County of Kit Carson)

I, Shelly Clark, a Notary Public in and for the County of Kit Carson in the State of Colorado, do hereby certify that Dale Franklin, Mayor of the City of Burlington in the County of Kit Carson in the State of Colorado, who is personally known to me to be the person whose name is subscribed to the foregoing Resolution, appearing before me this day in person, acknowledged that he signed, executed, sealed and delivered the said instrument in writing as his free and voluntary act and deed as such Mayor and as the free and voluntary act of the City of Burlington in the County of Kit Carson in the State of Colorado, for the uses and purposes therein set forth.

Given under my hand and notarial seal this 8th Day of October, 2018.

[SEAL]

Notary Public

My Commission Expires: _____

WHEREAS, the fiscal impact for similar language in Washington was estimated at \$2 billion dollars for state agencies and \$1.5 billion for local governments over the first six years; and

WHEREAS, individuals filed billions of dollars in claims in Oregon before the residents the takings initiative three years after its passage.

NOW THEREFORE, IT IS RESOLVED by the City Council of the City of Burlington opposes Amendment 74 and strongly urges a vote of NO this November.

ADOPTED at Burlington, Colorado, this 8th day of October, 2018.

CITY COUNCIL OF BURLINGTON

SIGNED _____

Dale Franklin, Mayor

ATTEST _____

Shelly Clark, Clerk

CLERK'S CERTIFICATE

County of Kit Carson)
)ss.

That I, Shelly Clark, the official City Clerk of the City of Burlington, do by these presents say that the foregoing Resolution was authorized and adopted by the City Council of the City of Burlington on the 8th day of October, 2018.

DATED this 8th day of October, 2018.

Shelly Clark, City Clerk

[SEAL]

STATE OF COLORADO)
)ss.
County of Kit Carson)

I, Shelly Clark, a Notary Public in and for the County of Kit Carson in the State of Colorado, do hereby certify that Dale Franklin, Mayor of the City of Burlington in the County of Kit Carson in the State of Colorado, who is personally known to me to be the person whose name is subscribed to the foregoing Resolution, appearing before me this day in person, acknowledged that he signed, executed, sealed and delivered the said instrument in writing as his free and voluntary act and deed as such Mayor and as the free and voluntary act of the City of Burlington in the County of Kit Carson in the State of Colorado, for the uses and purposes therein set forth.

Given under my hand and notarial seal this 8th Day of October, 2018.

[SEAL]

Notary Public

My Commission Expires: _____

NOW THEREFORE, IT IS RESOLVED by the City Council of the City of Burlington joins with leaders across the state in endorsing this transportation solution as the right answer to address years of neglect of our state's transportation needs and to address the concerns we have heard from our local citizens. Join us in support of Proposition 110 and vote YES this November.

ADOPTED at Burlington, Colorado, this 8th day of October, 2018.

CITY COUNCIL OF BURLINGTON

SIGNED _____
Dale Franklin, Mayor

ATTEST _____
Shelly Clark, Clerk

STATE OF COLORADO)
)ss.
County of Kit Carson)

CLERK'S CERTIFICATE

That I, Shelly Clark, the official City Clerk of the City of Burlington, do by these presents say that the foregoing Resolution was authorized and adopted by the City Council of the City of Burlington on the 8th day of October, 2018.

DATED this 8th day of October, 2018.

Shelly Clark, City Clerk

[SEAL]

STATE OF COLORADO)
)ss.
County of Kit Carson)

I, Shelly Clark, a Notary Public in and for the County of Kit Carson in the State of Colorado, do hereby certify that Dale Franklin, Mayor of the City of Burlington in the County of Kit Carson in the State of Colorado, who is personally known to me to be the person whose name is subscribed to the foregoing Resolution, appearing before me this day in person, acknowledged that he signed, executed, sealed and delivered the said instrument in writing as his free and voluntary act and deed as such Mayor and as the free and voluntary act of the City of Burlington in the County of Kit Carson in the State of Colorado, for the uses and purposes therein set forth.

Given under my hand and notarial seal this 8th Day of October, 2018.

[SEAL]

Notary Public

My Commission Expires: _____

MEMORANDUM

TO : [Name]

FROM : [Name]

SUBJECT : [Subject]

1. [Text]

2. [Text]

3. [Text]

4. [Text]

5. [Text]

6. [Text]

7. [Text]

8. [Text]

9. [Text]

10. [Text]

11. [Text]

12. [Text]