

**CITY OF BURLINGTON  
KIT CARSON COUNTY  
CITY COUNCIL  
REGULAR MEETING  
AGENDA  
20-2020  
COMMUNITY BUILDING ROOM A  
340 S 14th STREET  
October 26, 2020  
6:30 p.m.**

**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 liquor license renewal for BLT Liquor Investments LLC dba Burlington Liquors  
Approval of liquor license renewal for Love's Travel Stops & Country Stores, Inc. dba Love's Travel Stop #644

**4 Public comment**

**5 Public hearing**

Approval of application for special review to operate embroidery business in a residential zone, namely 327 7th Street.

**6 Unfinished business**

**7 New business**

Approval of mayor's signature on Option to Extend/Renew letter from EECOG regarding Outback Express  
Review of Burlington Planning & Zoning Commission meeting  
Review proposed budgets for the Enterprise Funds

**8 Reports from city departments**

Administrator – Jim Keehne	Economic Development – Rol Hudler
Clerk – Georgia Gilley	Old Town – Nikki Wall
Treasurer – Becky Castillo	Library – Nick McCarty-Daniels
Airport – Daniel Melia	Activities – Tyson Weisshaar

**9 Council comments**

- A. Mayor Greg Swiatkowski
- B. Kamron Weisshaar, mayor pro tem
- 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.*

East Central Council of Local Governments  
FTA Section 5311 Subcontract – City of Burlington  
Number: FY-2020/21 Transportation 1

### Option Letter

Date: January 1, 2021

Option Letter No. 1

Subject: Option to Extend/Renew - 2020

In accordance with Paragraph(s) 33 of contract routing number 20-HTR-ZL-03083 SAP PO #: 491002028 between the East Central Council of Local Governments (ECCOG) and the State of Colorado, Department of Transportation, the ECCOG hereby exercises the option for an additional term of its subcontract with the City of Burlington (contract number listed above), of January 1, 2021 through December 31, 2021 (original contract: January 1, 2020– December 31, 2020).

A. Standards of Performance for 2021

1. The Sub-recipient will provide a minimum of 11,030 one-way passenger trips per year (averaged Quarterly) Standards of performance will be measured, reported and averaged at least quarterly. Measurement of these standards will commence with the presentation of the Sub-recipient's first monthly report and request for reimbursement.

B. Project Budget for 2021

1. The net Project cost is estimated to be and shall be shared as follows:

	Operating Funds	
Federal Share (awarded)	50%	\$18,475
Sub-recipient Share	50%	<u>\$18,475</u>
Total		\$36,950

2. The Sub-recipient shall provide the Sub-recipient's Share of a minimum of \$18,475 of operating funds. The Sub-recipient's Share, together with the Federal share, shall be in an amount sufficient to assure payment of the net Project cost.

The total contract value to include all previous amendments, options letters, etc. is **\$73,900**.

APPROVALS:

\_\_\_\_\_  
Mayor  
City of Burlington

\_\_\_\_\_  
Candace Payne, Director  
East Central Council of Local Government

**PUBLIC NOTICE  
CITY OF BURLINGTON  
KIT CARSON COUNTY  
STATE OF COLORADO**

NOTICE IS HEREBY GIVEN the Planning and Zoning Commission has received a request for change in The City of Burlington Municipal Code, Title 17, Chapter 17.20, Section 17.20.100, Article III Use Regulations for I-1 – Light Industrial, with addition of Sub-section A.11, allowing for Veterinary Hospitals with certain restrictions imposed.

The Planning and Zoning Commission shall hold a Public Hearing at 5:00 P.M. on Thursday, November 05, 2020 at Burlington Community Building, Room A, 340 S. 14<sup>th</sup> Street, Burlington, Colorado, to consider proposed changes to the existing zoning ordinances.

Any person may appear at the Public Hearing and present evidence and testimony upon any matter considered by the Planning and Zoning Commission. All petitions and protests may be filed in writing with the City Clerk's Office, 415 15<sup>th</sup> Street, Burlington, CO by Wednesday, November 04, 2020.

**PUBLIC NOTICE  
CITY OF BURLINGTON  
KIT CARSON COUNTY  
STATE OF COLORADO**

**NOTICE IS HEREBY GIVEN** the Planning and Zoning Commission has received a request for change in zoning for improved property identified as Burlington First Subdivision, Block 51, Lot 1-10 and 19-28 and vacated alley, physically located 325 Lincoln Street; change from R-1 District – Single Family Residential to I-1 District – Light Industrial, allowing for land uses permitted by right or permitted by special review.

The Planning and Zoning Commission shall hold a Public Hearing at 5:00 P.M. on Thursday, November 05, 2020 at Burlington Community Building, Room A, 340 S. 14<sup>th</sup> Street, Burlington, Colorado, to consider proposed changes to the existing zoning map and boundaries of zoning district.

Any person may appear at the Public Hearing and present evidence and testimony upon any matter considered by the Planning and Zoning Commission. All petitions and protests may be filed in writing with the City Clerk's Office, 415 15<sup>th</sup> Street, Burlington, CO by Wednesday, November 04, 2020.



415 15th Street \* PO Box 366 \* Burlington, CO 80807 \* Phone 719.346.8652  
email: [jim.keehne@burlingtoncolo.com](mailto:jim.keehne@burlingtoncolo.com)

[www.burlingtoncolo.com](http://www.burlingtoncolo.com)

**PETITION TO CHANGE ZONING FROM R-1-SINGLE FAMILY RESIDENTIAL TO I-1-LIGHT INDUSTRIAL FOR BLOCK 51, LOTS 1-10 AND 19-28, AND VACATED ALLEY, FIRST BURLINGTON, AND TO AMEND ARTICLE III, TITLE 17, CHAPTER 17.20, SECTION 17.20.100(A) TO ALLOW FOR VETERINARY HOSPITALS**

Block 51 is bordered by Senter Avenue to the North, Lincoln Street to the East, Lowell Avenue to the South and Sycamore Street to the West.

Lots 1-10 and 19-28, along with vacated alley are known as 325 Lincoln Street.

Burlington Municipal Code, Title 17, Zoning, establishes zones or districts within the City limits, and made in accordance with a comprehensive plan for the purpose of promoting the public health, safety, morals, convenience, order, prosperity and general welfare of the community. They are designed to lessen congestion in the streets; to secure safety from fire, panic and other dangers; to provide adequate light and air; to prevent the overcrowding of land; to avoid undue concentration of population; and to facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirements. They are made with responsible consideration, among other things, as to the character of each district and its peculiar suitability for particular uses and with a view of conserving the value of buildings and encouraging the most appropriate use of land throughout the city.

Burlington Municipal Code, Title 17, Chapter 04, Section 100, Changes and Amendments, allows for change to be made to existing zones or districts, stating: Whenever the public necessity, convenience, general welfare, or good zoning practice justifies such action and after the consideration and approval by the planning and zoning commission, the City Council may amend, supplement, or change the boundaries or the regulations established by this title after public hearings as herein provided.

- A. A proposed change may be initiated by the City Council, the planning and zoning commission or by a petition signed and acknowledged by not less than fifty-one percent (51%) of the property owners residing within the area proposed to be changed.
- B. The planning and zoning commission shall hold a public hearing to consider proposed changes or amendments to this title. At least 15-day notice of the time and place of such hearings shall be published in a newspaper of general circulation in such municipality.

Block 5, Lots 1-10 and Lots 19-28, along with vacated alley are currently zoned R-1, single family residential, consisting of vacated private business and outbuildings designed for commercial purposes. Current location is considered to be non-conforming use of land. Purchasers of property desire to change zoning to comply with zoning ordinance and land use regulations for that of I-1, Light Industrial, allowing for the placement of a Veterinary Hospital.

Additionally, purchasers are interested in amending permitted land use in Light Industrial Zones to include Veterinary Hospitals, allowing for veterinary services for both small and large animals to be provided on site, as

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existing ordinances in the City of Burlington make no allowance for Veterinary services in the incorporated City limits. I-1 Light Industrial districts are designed to accommodate this type of enterprise as long as proper distancing and buffering areas are established between streets and other property concerns. The ability to provide emergency services to animals, both small and large is a greatly needed asset welcomed by the City of Burlington and will prevent animal owners from traveling great distances to receive proper care for their animals.

As a property owner in the area directly affected by this land use change, the City of Burlington supports the proposed changes to provide for better service and care for animals, provide for economic development and growth in our community, provide for convenience, necessity, general welfare and good zoning practices.

Block 51 currently shares the Northern boundary with I-1 District and is eligible to be rezoned.

Through attachment of signature to this Petition property owners in the affected area are indicating their support for change in zoning from R-1-Single Family Residential to I-1 Light Industrial for Block 51, Lots 1-10, Lots 19-28, and vacated alley, and support for change in permitted land use in I-1 Light Industrial to permit Veterinary Hospitals.

**PROPERTY OWNER**

**SIGNATURE**

**DATE**

Max Wrench LTD  
PO Box 126  
Burlington, CO 80807  
(401 Lincoln Street)

\_\_\_\_\_

\_\_\_\_\_

Marla Winslow  
2406 Avenue D  
Snyder, TX 79549-3020  
(Senter Ave, Blk 32, Lot 15-16)

\_\_\_\_\_

\_\_\_\_\_

Stratton Equity Cooperative Company, Inc.  
PO Box 25  
98 Colorado Avenue  
Stratton, CO 80836  
(Senter Avenue Properties)

\_\_\_\_\_

\_\_\_\_\_

Jason and Angela M. Ruhs  
16207 County Road 40  
Bethune, CO 80805  
(2323 Senter Avenue)

\_\_\_\_\_

\_\_\_\_\_

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[www.burlingtoncolo.com](http://www.burlingtoncolo.com)

415 15th Street \* PO Box 366 \* Burlington, CO 80807 \* Phone 719.346.8652

email: [jim.keehne@burlingtoncolo.com](mailto:jim.keehne@burlingtoncolo.com)

Doran L and Kelly Soncksen  
2314 Tower Avenue  
Burlington, CO 80807  
(2314 Tower Avenue)

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City of Burlington  
415 15<sup>th</sup> Street  
Burlington, CO 80807  
(Tower Avenue Park)

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Seibert Equity Co-Operative Assn.  
PO Box 196  
Seibert, CO 80834  
325 Lincoln Street)

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Russell D. Crist  
339 Oak Street  
Burlington, CO 80807  
(2240 Lowell Avenue)

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Betty J. Winfrey  
390 Judy Street  
Burlington, CO 80807  
(305 Lincoln Street)

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Hector and Ana Nunez  
2176 Lowell Avenue  
Burlington, CO 80807  
(2194 Lowell Avenue)

---

Sue Richards  
216 Oak Street  
Burlington, CO 80807  
(376 ½ Lincoln Street Rainbow Mobile Home Park)  
(376 Lincoln Street)

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*" Building a Stronger Community For Tomorrow!"*

**ORDINANCE NO. XXX**

**AN ORDINANCE TO AMEND THE CITY OF BURLINGTON ZONING MAP AS DEFINED IN TITLE 17, CHAPTER 17.04, SECTION 17.04.060 "ZONING MAP", REMOVING BLOCK 51, LOTS 1-10 AND 19-28, AND VACATED ALLEY, FIRST BURLINGTON FROM R-1 RESIDENTIAL TO I-1 LIGHT INDUSTRIAL.**

**WHEREAS**, Block 51 is bordered by Senter Avenue to the North, Lincoln Street to the East, Lowell Avenue to the South and Sycamore Street to the West, and Lots 1-10 and 19-28, along with vacated alley are known as 325 Lincoln Street; and

**WHEREAS**, Burlington Municipal Code, Title 17, Zoning, establishes zones or districts within the City limits, and made in accordance with a comprehensive plan for the purpose of promoting the public health, safety, morals, convenience, order, prosperity and general welfare of the community. They are designed to lessen congestion in the streets; to secure safety from fire, panic and other dangers; to provide adequate light and air; to prevent the overcrowding of land; to avoid undue concentration of population; and to facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirements. They are made with responsible consideration, among other things, as to the character of each district and its peculiar suitability for particular uses and with a view of conserving the value of buildings and encouraging the most appropriate use of land throughout the city; and

**WHEREAS**, Burlington Municipal Code, Title 17, Chapter 04, Section 100, Changes and Amendments, allows for change to be made to existing zones or districts, stating: Whenever the public necessity, convenience, general welfare, or good zoning practice justifies such action and after the consideration and approval by the planning and zoning commission, the City Council may amend, supplement, or change the boundaries or the regulations established by this title after public hearings as herein provided; and

**WHEREAS**, Block 5, Lots 1-10 and Lots 19-28, along with vacated alley are currently zoned R-1, single family residential, consisting of vacated private business and outbuildings designed for commercial purposes. Current location is considered to be non-conforming use of land. Purchasers of property desire to change zoning to comply with zoning ordinance and land use regulations for that of I-1, Light Industrial, allowing for a change in land use more suitable to existing conditions, and

**WHEREAS**, the Planning and Zoning Commission has determined that the Property known as 325 Lincoln Street, Burlington, Colorado meets the basic requirements for zoning change, that of sharing a minimum of 1/6<sup>th</sup> the boundaries of the property with a like I-1 Light Industrial zoning district.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BURLINGTON THAT:**

**SECTION 1.** The Zoning Map of the City of Burlington be changed to remove Lot 51, Lots 1-10 and Lots 19-28, along with vacated alley from R-1 Single Family Residential and such property be included in the I-1 Light Industrial Land Use Zoning District, allowing for land use more suitable to existing conditions.

**SECTION 2.** This Ordinance, immediately upon its passage, shall be recorded in the Book of Ordinances of the City of Burlington, Colorado, authenticated by signature of the Mayor and attested by the Clerk under the corporate seal of the City and shall be published within the corporate limits of the City of Burlington and the County of Kit Carson and the State of Colorado and shall be in full force and effect thirty days after such publication.



PASSED, ADOPTED and ORDERED PUBLISHED this 09th day of November, 2020.

\_\_\_\_\_  
Greg Swiatkowski, Mayor

[SEAL]

ATTEST:

\_\_\_\_\_  
Georgia Gilley, City Clerk

STATE OF COLORADO )

County of Kit Carson )ss.

City of Burlington )

**CLERK'S CERTIFICATE**

That I, Georgia Gilley, the official City Clerk of the City of Burlington, do by these presents, say that the foregoing Ordinance No. XXX was passed and adopted by the City Council of the City of Burlington on the 09th day of November, 2020, and that the foregoing Ordinance is a true, correct and full copy of the Ordinance as shown in Ordinance Book 13 of the records of the City of Burlington, Burlington, Colorado.

Dated this 09<sup>th</sup> day of November, 2020.

\_\_\_\_\_  
Georgia Gilley, City Clerk

STATE OF COLORADO            )  
County of Kit Carson            )ss.    **CLERK’S CERTIFICATION OF PUBLICATION**  
City of Burlington                )

That I, Georgia Gilley, the official City Clerk of the City of Burlington, do by these presents, say that the foregoing Ordinance No. XXX and Clerk’s Certificate attached thereto was published in the *Burlington Record*, a weekly newspaper of general circulation in Burlington, Kit Carson County, Colorado, on November 11, 2020, and “Proof of Publication” is filed herewith.

Dated this 12th day of November, 2020.

\_\_\_\_\_  
Georgia Gilley, City Clerk

**ORDINANCE NO. XXX**

**AN ORDINANCE TO AMEND CERTAIN PORTIONS OF TITLE 17, CHAPTER 17.20, ARTICLE III, "INDUSTRIAL", SECTION 17.20.100 "USE REGULATIONS FOR I-1 DISTRICT—LIGHT INDUSTRIAL, SUBSECTION A, "USES PERMITTED BY RIGHT", TO ADD SUB-SUB SECTION "10" TO ALLOW FOR VETERINARY HOSPITALS.**

**WHEREAS**, the Burlington Municipal Code makes no provision for allowing Veterinary Hospitals within the incorporated City Limits though specifically excluding them in the C-1, Commercial-General Business District;

**WHEREAS**, the I-1, Light Industrial District is designed to accommodate Veterinary Hospitals that treat both large and small animals where proper distancing or buffer areas exist between properties;

**WHEREAS**, many residents and visitors alike are in need of veterinary services and are forced to travel distances to receive care for their animals;

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BURLINGTON THAT:**

**SECTION 1.** Chapter 17.20 Residential, Commercial And Industrial Districts, Article III, Section 17.20.100 Use Regulations for I-1 district—Light Industrial, Sub-Section A Uses Permitted by Right is hereby amended with the addition of Sub-Sub Section 10 to read: Veterinary Hospitals, small animals are kept completely within an enclosed building, large animals such as livestock are maintained in outdoor pens completely behind eight foot privacy walls located a minimum of twenty feet from any curb line or property line. No more than Ten (10), 20' x 20' animal pens may be maintained on property and may only be utilized to care for sick, injured or those animals recovering from procedures. No single animal may be housed on site for more than 30 days.

**SECTION 2.** This Ordinance, immediately upon its passage, shall be recorded in the Book of Ordinances of the City of Burlington, Colorado, authenticated by signature of the Mayor and attested by the Clerk under the corporate seal of the City and shall be published within the corporate limits of the City of Burlington and the County of Kit Carson and the State of Colorado and shall be in full force and effect thirty days after such publication.

PASSED, ADOPTED and ORDERED PUBLISHED this 09th day of November, 2020.

\_\_\_\_\_  
Greg Swiatkowski, Mayor

[SEAL]

ATTEST:

\_\_\_\_\_  
Georgia Gilley, City Clerk

STATE OF COLORADO )

County of Kit Carson )ss.

**CLERK'S CERTIFICATE**

City of Burlington )

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Dated this 09<sup>th</sup> day of November, 2020.

\_\_\_\_\_  
Georgia Gilley, City Clerk

STATE OF COLORADO )

County of Kit Carson )ss.

**CLERK'S CERTIFICATION OF PUBLICATION**

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Dated this 12<sup>th</sup> day of November, 2020.

\_\_\_\_\_  
Georgia Gilley, City Clerk



October 26, 2020

## City Administrator's Summary Report

October 12 - 26, 2020

### Administration

- Currently, we are over 8 months into the COVID-19 pandemic, complying with orders issued by both the Governor's Office, Colorado State Department of Public Health and Environment, and Kit Carson County Public Health Directives. Over the several week, we have witnessed the State implementing a new "Dial" system that indicates county by county how each are doing with keeping the positivity rate in check based on population, and then color coded to provide the reader with a dashboard look as to how each county is doing in addressing COVID-19 response. At this time, Kit Carson County and most of Colorado are continuing to operate with existing variances still in place, although a mitigation plan has been developed and put in place here in KCC. Over the last month, KCC has experienced a dramatic rise in positive COVID cases. KCC is not alone, with many Colorado Counties facing the same rise in positive cases. Again, we are asked to mask up when interacting with the public. Worldwide there have been over 41 million persons infected by the virus, with approximately 1.2 million reported deaths attributed to the infection. 20.5% (approximately 8.5 million) of all reported cases have occurred in the U.S. which has also reported over 225,000 attributable deaths. Colorado has experienced over 88,000 confirmed cases and Kit Carson County has reported 107, up 28 cases since October 01.  
The State of Colorado has extended the mask mandate. Be prepared to wear masks in those environments where masks are required, continue to practice social distancing, and stay safe.
- 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. To date, the City has applied for and received \$77,484 in expenses to be incurred for build out of our IT systems to provide for opportunities to work from home or providing a mobile workforce, maintain continuity and provide for good governance, workforce segregation and distancing, provide for virtual operations to conduct remote meetings and maintain public access, and to secure our technological infrastructure to secure records and financial systems from cyber security concerns. 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 27<sup>th</sup>, 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 additional expenditures that would be reimbursable as a part of the CARES Act under necessary expenses, i.e. election expenses that went over budget; costs associated with identification and retrofitting a Tier 4 non-acute care facility (Community Center) to house asymptomatic persons in need of quarantine; costs associated with providing for off-site reporting and access to national and state data bases for law enforcement use where mobile data terminals may be funded. Those funds that are not utilized are 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 7<sup>th</sup> and again on October 15<sup>th</sup> 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, 77 applications have been received and approved for payment of funds, totaling over \$350,000 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 \$42,176,934, approximately \$27,000 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 \$362,721.63 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 \$1,348,855 and may be further pared down once operating expenses are determined. The 2021 compensation plan has been completed and includes a compensation philosophy, plan development, distribution of personnel by function and department, and staffing tables.

At the last meeting the draft budget was presented to Council for review. Review was completed for the 2021 Capital Improvement Plan, 2021 Compensation Plan, Budget Introduction, 2021 General Fund with breakdown by department, and 2021 Special Revenue Fund with breakdown by funds and department. For review this evening are the remainder of the draft budget to include Enterprise Fund revenue and expenditures. Throughout the remainder of the year, the budget will be updated to reflect changes in expenditures and revenues. Numbers presented for next year should not be impacted by the updates, though changes in year-end projections may occur where we may need to update graphs and charts previously presented. Public Hearings for the proposed budget will be held November 09<sup>th</sup>, with final budget review conducted on November 30<sup>th</sup>.

- At the August 31<sup>st</sup> meeting, a request was made by Council to look into the requirements to allow for a new business opportunity in Burlington, that of placing a Veterinary Hospital on Lincoln Street. Staff began working with potential buyers and realtors to allow for this opportunity and working in compliance with City Code. It was discovered the property in question was zoned for residential use only, though existing business concerns were more of a commercial nature with no residence on site. Additionally, Code makes only one reference to veterinary hospitals where they are not allowed in C-1, General Business District Commercial Zone. A change in zoning is

required for this property to allow for business to take place. This property does about the I-1, Light Industrial Zone, sharing more than 1/6<sup>th</sup> of its boundary with I-1, thereby allowing for zoning change. As the I-1 District makes no allowances or restrictions on veterinary hospitals, a change in land use regulations must be obtained to allow for veterinary services.

This information was all brought to the Planning and Zoning Commission, and after review of all information it was determined to hold a public hearing to obtain testimony and hear comment on the proposed zoning district change and change in land use regulations permitted in the i-1 zone. Prior to the public Hearing, the potential buyers of the property and realtor are petitioning the affected area property owners to allow for these two changes. Public hearing has been scheduled for Thursday, November 5, 2020, 5:00 P.M. at the Community Building. On November 09<sup>th</sup> results of the Public Hearing will be provided to Council and where Council may approve changes to existing ordinances. New Ordinances will be provided for at that meeting.

## **Operations/Public Works**

- **Water/Wastewater**
  - Composite sampling and total water sampling have been conducted at the Wastewater Treatment facility and the Blending Plant
  - Annual pump motor maintenance at Blending Plant was completed
  - Valve setting and installation taking place at Carousel Court
  - Hydrant Flow Testing is being performed
  - Sanitary Survey preparation is underway
  
- **Parks**
  - Bathroom cleaning occurring daily
  - Mowing operations are slowing down
  - Water turnoffs taking place with lines being purged.
  - Shutdown of South bathrooms at Parmer Park to take place at end of month
  - Parks is a man down due to injury
  
- **Streets**
  - Street sweeping underway.
  - Pothole repair and maintenance in process.
  - Grading and cleaning of alleys underway.
  - Equipment maintenance
  - INVENTORY TAKING PLACE
  - Plan development for Webster at 6<sup>th</sup> Street underway
  
- **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 11<sup>th</sup>, 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. Altitude Electric has been to Burlington and completed their portion of the conversion project, we are still awaiting Main Electric's arrival.

- During the month of October to date, three outages have occurred:
  - 10-11 – West Loop - Cause was identified as a bird that tripped fuse, resulting in loss of power to Police Station/CSP. Outage duration was 34 minutes, and only affected one building.
  - 10/11 – East Circuit recloser tripped due to high winds. Caused power surges resulting in numerous blinks to the system. Recloser at sub-station was closed resulting in complete power restoration. Winds of up to 65 mph were experienced during this time.
  - 10/11 – Broken Pole on line to Well 1 (golf course) caused by high winds. Pole was secured and power restored. Pole will be replaced 10/12.
- Pole replacement underway
- 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.
- Changeout of Street lights to LED underway on Lincoln Street and Rose Avenue. Will cause for more efficiency and use of less energy to power.

## **Public Safety**

Chief Hill and LT Laverenz are still actively engaged in their respective Leadership Training. This will be completed before year end. Graham and Almiron are continuing their Academy Training scheduled to be completed Mid December. Case load is beginning to rise as the department is experiencing a rise in calls for service. As case load increases it places a great deal of pressure on existing staff to conduct follow-up, file of reports and charging documents, court room appearances, and evidence processing. Staff is really looking forward to getting to a position where they have full staff compliment to assist with this increased case load.

The department is also working with the Chamber of Commerce on the annual Trunk or Treat event.



## **Intergovernmental/Upcoming Events**

- **Budget Introduction – October 26, 2020, Community Center**
- **October 27<sup>th</sup>, Prison Study meeting with RPI Consulting and Greg Brophy, consultant in Bent County, 5:30 P.M.**
- **October 28<sup>th</sup>, Prison Study meeting with RPI Consulting and Greg Brophy, consultant in Crowley County, 5:30 P.M.**
- **November 03, 2020 – Election Day**
- **November 05<sup>th</sup>, Planning and Zoning Public Hearing, 5:00, Community Building**
- **Public Hearing on proposed 2021 Budget, November 09, 2020**
- **Final Budget Review – November 30, 2020**
- **Adopt Budget – December 14, 2020**



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To: City council members  
From: Georgia Gilley, Clerk  
Date: Oct. 26, 2020  
Subject: Clerk's report

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We have two liquor license renewals to approve – one for Burlington Liquors and the other for Love's Travel Shop.

I posted and published a notice for public hearing for a new liquor license for Valson's Liquor, dba The Post Bar & Grill. Public hearing is slated to take place at council's Nov. 9 meeting. The application has been forwarded to the Liquor Enforcement Division for concurrent review, which means the state will conduct its review and investigation at the same time the city holds its public hearings and approval process.

Also, I posted a notice of public hearing for Lana Mireles to operate an embroidery business from her home. She has petitioned the neighborhood and obtained the required 75 percent approval.

The special events liquor license application for a Quinceanera Saturday, Oct. 17, was postponed due to public health restrictions for dances. Event holder will plan for a future date.



To: City Council  
From: Becky Castillo, City Treasurer  
Date: 10/23/2020  
Re: Treasurer's Report

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- Currently, we are still not adding any penalties to anyone's utility bill due to paying after the due date, we are shutting off properties due to nonpayment on the account.
- COVID-19 precautions have been established at City Hall trying to limit the contact we have with the public. We have masks available at the front door for any customer over the age of 10 to have a face covering inside of City Hall if they need one provided. Customers can still come into the office to establish utilities, make payments and establish payment plans for their accounts.
- Process payroll on a bi-weekly basis, bi-weekly and quarterly payroll taxes and Utility, Old Town and Airport Sales tax.
- Process accounts payable weekly.
- Assisting Jim as needed in his completion of 2021 budget.
- The next class, Accounting Principles II, is the 3<sup>rd</sup> class I have been able to take. We are already halfway through the course. I have looked at some of the upcoming lessons and chapters in this class and although it will be a great challenge, it will keep adding to the knowledge database.
- The Outback Bus is currently in need another part time driver. The Outback Bus has been busy. Riders have not slowed down even with mother nature not knowing if it should be warm or cold. We are still requesting all riders to wear a mask and driver(s) are sanitizing the bus daily to help prevent the spread of COVID-19.



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14111 US Highway 385 - Burlington CO 80807 - 719.346.5352

## Council Report 10.26.2020

- Continuing work on the Master Plan project for 2019
  - FAA and CDOT are reviewing and preparing final comments on the draft master plan. Once this is done, the final master plan will be ready to view.
- The state came out Wednesday to inspect my fuel system equipment and inspection paperwork. everything was good on the equipment side, but I was lacking one of the inspection documents for my tank monitoring equipment that was recently added to our list of requirements. The inspection has been scheduled for this week (Oct 26<sup>th</sup>) and will be sent to the state as soon as I receive it. Overall, the system is in good shape.

### September 2019 Fuel

Total- 5,604.32 Gallons

Avgas- 1,077.49 gallons

Jet fuel- 4,526.83 Gallons

Gross sales- \$ 19,292.67

### September 2020 Fuel

Total- 4,573.68 Gallons

Avgas- 1,786.48 gallons

Jet fuel- 2,787.20 Gallons

Gross sales- \$ 13,167.66

## ECONOMIC DEVELOPMENT REPORT FROM ROL

I am providing you with the below information for you to utilize if you know of any individuals or businesses that would possibly qualify for the grants.

I have talked to several that are interested in applying.

Colorado agricultural producers are eligible for grant awards up to \$12,500. Farmers' markets, food hubs, processors and other intermediaries that support producers are eligible for up to \$50,000.

The respond and rebuild grants will be administrated by the independent Colorado Farm & Food Systems Response Team.

To date the fund has provided more than \$370,000 to producers and intermediaries across Colorado.

Applications are open now and will be accepted through Monday, Nov. 9.

I think you are all aware of the two public meetings that have been scheduled to hear testimony for the Colorado Prison Utilization Study. The firm retained by the state to conduct the study is RPI Consulting.

There will be a hearing Tuesday, Oct. 27, at 5:30 p.m. at the Bent County Community Center, 1214 Ambassador Thompson Blvd., Las Animas.

The second hearing is the next day, Wednesday, Oct. 28, at 5:30 p.m. at Crowley County Junior-Senior High School, 602 Main St., Ordway.

The interesting thing about the hearings is that RPI is actively participating in them. They will, most certainly, accept the testimony, but the hearings on both nights are being conducted by the two counties. We have been informed Rick Ritter will be acting as moderator for the hearings.

You may also comment on the website:

<https://rpiconsulting.checkbox/PrisonStudyPublicCom>

Greg Brophy, our lobbyist, believes it is important for us to participate in person and online. He also has stated he believes it is of utmost importance for the testimony to be given by elected officials. I totally agree they will carry considerably more influence with RPI and the Colorado Department of Local Affairs and the state legislature.

The county commissioners have received the information and will be participating in the discussions. Their testimony, in all probability, will have the most influence.

We have been informed that as the governor looks at the budget for 2021-22 and the decline of prison population, "all options are on the table."

It is my opinion there is absolutely no way the state of Colorado will have any interest in purchasing the Kit Carson Correctional Center in Burlington.

No one knows if Core Civic is interested in selling any of their facilities in Colorado.

I can tell you that it is important to talk about our facility availability and the out of state option for housing prisoners. We need this testimony on record.

We also need to relate the effects of closing Kit on the community.

Included in this report to you is a 2018-2019 Colorado Department of Corrections payments to vendors. I have included this as the main argument for shutting down private prisons is it is not morally right to make money off the backs of inmates.

When you see the department spent \$334,187,846 to vendors, it, in my opinion, makes that argument invalid.

I have also enclosed a document that gives you additional cost to the state if the Department of Corrections eliminates private prisons. These figures were as of February 3, 2002.

When you review these figures and see that the additional funds the state would need to eliminate the private prisons annually, it is very difficult to understand what the governor and the Colorado legislature are proposing.

Cost each year to the state to eliminate private prisons is estimated to be \$137,482,048.

My closing comment to that is WOW!

**Additional cost to the State if DOC eliminates private prisons  
FEBRUARY 3, 2020**

\$	988,046,445	<b>Total appropriations</b> <i>FY2019/2020 Appropriations, State Long Bill</i>
\$	(82,562,182)	<b>Paid to private Prison</b> <i>Based on annual per diem paid to CCCF, BCCF &amp; Cheyenne Mtn. \$57.94 X 3,904 inmates X 365 days</i>
\$	905,484,263	<b>Total for State run Facilities</b> <i>Total Appropriations less funding paid to Privates</i>
\$	56,364	<b>Actual per Inmate cost for State run Facilities</b> <i>\$905,484,263 divided by 16,065 State Facility Inmates</i>
\$	1,125,528,493	<b>If state would acquire all state and private inmates</b> <i>Cost per State Inmate X 19,969 (total state and private inmates)</i>
\$	(988,046,445)	<b>Original appropriations</b> <i>FY2019/2020 Appropriations, State Long Bill</i>
\$	137,482,048	<b>Additional funds State would need to eliminate the Private Prisons annually.</b> <i>\$1,125,528,493 - \$988,046,445 = \$137,482,048</i>

**Note: Over the past 20 years, the state has used private prisons. The approximate savings to the state that was available to be used for other important programs was \$2.75 billion over this same 20 year period of time.**

**Dept of Corrections FY 18-19 payments to vendors**

Long Bill Subprogram	Payments to Vendors	
Executive Director	5,609,943	
Private Prison Monitoring Unit	183,976	
External Capacity	91,075,367	
Inspector General	345,686	
Utilities	19,219,373	Excludes energy performance contract debt payments
Maintenance	8,858,833	
Housing & Security	2,097,122	
Food Service	17,804,557	
Medical Services	86,932,945	
Laundry	2,197,545	
Superintendents	5,998,582	
Youthful Offender System	633,525	
Case Management	172,581	
Mental Health	6,381,633	
Legal Access	370,507	
Business Operations	234,201	
Personnel	86,931	
Offender Services	62,044	
Communications	1,628,190	
Transportation	433,538	
Training	287,169	
Information Systems	1,392,417	
Facility Services	83,096	
Labor	88,017	
Education	4,144,104	
Recreation	71,232	
Drug & Alcohol Treatment	3,625,252	
Sex Offender Treatment	375,726	
Volunteers Program	17,912	
Parole	19,011,774	
Community (transition programs like community corrections	4,516,667	
Youthful Offender System Aftercare (Halfway houses and other support for YOS offenders on parole)	944,877	
Re-entry program	796,970	
Parole Board	346,193	
Correctional Industries (raw materials mostly)	29,847,163	
<u>Canteen</u>	<u>18,312,198</u>	
<b>Total</b>	<b>334,187,846</b>	



## October City Council Report—Old Town Museum

- The School House exterior renovation project is complete. We were able to replace the roof, siding, and windows that were in dire need of replacement. This project was of course paid for by a private donation.
- October has been steady. We continue to see a decline in paid gate admission, but overall, we are on track to beat Oct 2019 figures which were \$11,890. As of 10/21, we are at \$11,460.
- Old Town Ghost Town will be Oct 24<sup>th</sup> from 3-5pm. We have an ingress/egress plan to allow for distancing, and we will only be allowing 50 people in at a time with a staggered start. As soon as we get through Ghost Town will be begin getting lights out for Winter Wonderlights. With only 2-3 of us, it takes a good 6 weeks to get all of our lights out weather permitting.
- I have been closely working with Taren Mulch and the Colorado Tourism Office, Choose Outdoors, and the National Forest service to plan an event for the US Capitol Christmas tree to visit Burlington on November 15<sup>th</sup>. The event will begin at 11am and finish by 1pm and is free for the public to join.
- I have also been asked by the CTO to serve on their marketing grant review panel once again this year. I will be part of a 4 person panel from across the state who will review 25 grant applicants for the CTO marketing match grant program on Oct 30<sup>th</sup>.

## The Library

10/26/20

- Spending CARES grant
  - Items for at-home programming
- Continue to add to Digital Archive
- Continue to have consistent sales in bookstore
- Reopened on Saturdays
- Completed weeding for 2020
- Participate in Trunk-or-Treat
  - Handout Comic books
- Annual CLiC Training on the 27th

**Checkouts:** 574 (1193 in 2019)

**Visits:** 428 (1371 in 2019)

**Programs:** 0 (18 in 2019)

Nick McCarty-Daniels



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

## Burlington Activities Department

### October 20, 2020

→ We continue to offer rentals for events and meetings. Currently we are seeing a few smaller rentals come back on a regular basis. We can accommodate up to 175 in the big room, 40 in the rec room, 15 in room B, and 12 in room A. We do have a few weekend events that are planning to go on, just with reduced guests to meet the guidelines. With the news that no types of dances are allowed and the high school going remote, we had a few events either canceled or rescheduled.

→ Fall programs continue, as we have martial arts & dance on their monthly basis. We have also started our gymnastics program with Merrie David instructing. This will be 8 sessions at the elementary school gym for ages 3 & up. This program will conclude Nov. 21 with a program for parents, but we are still working on the logistics for this to meet any restrictions in place. We are also offering a new program, instructed by Merrie, called Tabata. This is a high-intensity intermittent training program. She will offer this on Tuesdays & Thursdays at the community center, with an early morning session (6:00-6:30am) or evening session (6:00-6:30pm). This program will conclude on Nov. 19.

We just wrapped up both the volleyball skills and flag football programs on Saturday, Oct. 17. I really want to thank coach Kolby Melia for instructing the volleyball skills camp along with some of her high school players. For our last day of camp, coach Melia was very flexible in moving to the middle school gym and running it without any help as the high school was shut down and for us to move to the middle school, they required that no high school kids were there. As far as flag football, I really want to thank coach Mick David and coach Jon Bailey, as well as the rest of the high school coaches and their team. They did a great job. I received nothing but compliments from several parents, regarding both programs. If it weren't for these phenomenal coaches, these programs wouldn't be possible.

→ Working on winterizing facilities, including the pool, baseball and softball fields.

→ We are working with the No Till conference coordinator and board of directors in preparation for the upcoming No Till conference. The plan is to have the conference in person, following any guidelines and restrictions that are in place at that time. Hopefully things will be better as early February approaches.

→ With the restrictions that we have right now, we have decided to cancel the following annual events: haunted house, gift gala, and craft fair. Breakfast with Santa probably will be canceled as well, but final decision has not been made.

→ Other Activities in the works: Rentals of Community Center, fall programs,

