

**CITY OF BURLINGTON
KIT CARSON COUNTY
CITY COUNCIL
WORK SESSION
AGENDA
21-2019
COMMUNITY BUILDING ROOM A
340 S 14TH STREET
November 12, 2019
6:30 PM**

1 Call to Order

2 Pledge of Allegiance

3 Consent Agenda Items

Any consent agenda item may be removed from the Consent Agenda and placed under Business if discussion is desired. Otherwise, one motion will pass all items.

Approval of minutes from 10-28-19

Approval of renewal of Liquor License for Safeway Store #2520

Approval of renewal of Liquor License for Chen Vuong Thai

Approval of renewal of Liquor License for Love's Travel Stops & Country Stores

Approval of renewal of Liquor License for Burlington Liquor

4 Public Comment

5 Public Hearing

Approval of Special Event Liquor License for Our Hometown Charitable Foundation

6 Work Session

Unfinished Business

A. Presentation of proposed 2020 Budget

New Business

A. Nomination of a representative for the East Central Council of Governments Board of Directors for 2020

7 Reports from City Departments

Administrator - Jim Keehne

Clerk - Suzanne Velasco

Treasurer - Becky Castillo

8 Council Comments

A. Mayor Dale Franklin

B. Kamron Weisshaar

C. Mark Burghart

D. Melvin Gilley

E. Harold McNerney

F. Greg Swiatkowski

G. Paul Velasco

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
October 28, 2019**

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

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

Harold McNerney	Mark Burghart
Greg Swiatkowski	Paul Velasco

Absent: Melvin Gilley, Kamron Weisshaar

Staff/Officials:

Jim Keehne, City Administrator
Suzanne Velasco, City Clerk
Becky Castillo, City Treasurer
Mike Grinnan, City Attorney
Daniel Melia, Airport
Barry Romans, Police
Rol Hudler, Economic Development
Tyson Weisshaar, Activities
Nikki Wall, Old Town

Also: Brian Chacon, Lafe Murray

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 9-30-19 & 10-14-19.

MOTION by McNerney, second by Swiatkowski to approve the consent agenda items.

Those yea: Burghart, McNerney, Swiatkowski, Velasco

Those nay:

Motion passes.

4 Public Comment

Brian Chacon – Inquired about City’s interest in contracting through Tri State for energy needs once contract with Xcel has ended or whether City would consider selling assets of electrical infrastructure to Tri State. Keehne shared that the City’s contract with Xcel will not terminate until 2021 to 2025. Keehne will pull current Xcel contract to verify end dates. Mayor Franklin suggested Tri State assemble a proposal for future years for the City to review.

5 UNFINISHED BUSINESS:

- A. Continuation of 2020 Draft Budget presentation

6 Department Head Reports:

Keehne- Report is in the packet.

Velasco - Report is in the packet.

Castillo - Report is in the packet

Melia - Shared that one fuel tank at the Airport did not pass a recent random inspection and requires minor repairs to be brought back into compliance with State requirements.

Romans - Report is in the packet. Shared that the Police Department and the Chamber of Commerce are ready for Trunk or Treat and that more trunks are registered this year than in years previous. The 300 & 400 blocks of Fourteenth street will be blocked off to accommodate this event on Halloween.

Hudler - Report is in the packet. Discussed the continued possibility of Core Civic reopening the Kit Carson facility, though there is no definitive indication that the prison will reopen, at present. Hudler will continue to communicate with Core Civic and report on developments as they occur.

Weisshaar- Report is in the packet.

McCarty-Daniels - Report is in the packet. Absent.

Wall - Report is in the packet. Shared that Old Town Ghost Town was well attended and very successful. Grant project is near completion and the new signage and ground improvements already appear to have drawn in more visits through the gate and revenue in the gift shop.

7 REPORTS AND COMMENTS FROM MAYOR AND COUNCIL:

- A. Mayor Dale Franklin – Has received a question from a citizen regarding the City’s willingness to purchase a well on the citizen’s property.
- B. Kamron Weisshaar - Absent
- C. Mark Burghart
- D. Melvin Gilley - Absent
- E. Harold McNerney
- F. Greg Swiatkowski
- G. Paul Velasco – Inquired about utility asset management program and what inventory they track. Keehne shared that this is meant to track, tag, and implement a replacement plan strictly for utility poles.

8 MOTION by Burghart, second by McNerney to adjourn the meeting at 8:28 PM.

Those yea: Burghart, McNerney, Swiatkowski, Velasco

Those nay:

Motion passes.

Dale Franklin, Mayor

Suzanne Velasco, Clerk



November 12, 2019

City Administrator's Summary Report

October 28 – November 12, 2019

Administration.

- Included in your packet is the 2020 Budget for your review. I will provide a brief presentation during the meeting to address the three components of the budget that include all funds, compensation plan, and capital improvement plan, after which we can discuss whether there are additional changes you may want to see. As the year closes out, all changes will be reflected in the budget prior to final approval and adoption at our meeting in December. Between tonight's meeting and our December meeting, the public may comment or discuss any item contained in this document. As there has traditionally been one scheduled meeting in December I would ask that we perform this on the 16th rather than the 9th, providing staff with enough time to develop Ordinances and Resolutions affecting the adoption of the budget.
- Weekly meeting held with Executive Director of Burlington Housing Authority where informed that a meeting took place with HUD in Denver to review progress of violations. They are working to resolve all deficiencies and another meeting will be held in November where City Administrator will be present and to finalize report. Director has taken online training courses in procurement policy implementation to further develop competency in this arena. Director is currently updating existing procurement policy to gain HUD compliance. Director is also in process of online training for Fair Housing and establishing Reasonable Accommodations Policy. Once training is complete Policy will be updated to reflect new rules and procedures established by HUD. Annual facility inspection was performed two weeks ago in which BHA received a passing score. Deficiencies identified during inspection have all been remediated. The newest maintenance person hired by BHA has already resigned, stating they don't like having to perform cleaning duties and did not enjoy the job. Advertising for position opening is being performed. Executive Director was again informed to provide Council member liaison with date and time of all Board Meetings.
- Have met with the Hometown Foundation, School Superintendent and Architectural Design, regarding partnership to begin addressing infrastructure needs in our Parks system. Originally, the project was going to consist of rehabilitating our existing baseball and softball fields. The Hometown Charitable Foundation has been approached by a donor who will provide as much land is needed to get this project up and going. All at the table are interested in pursuing new fields contained within one complex rather than rebuilding the existing playing fields. The donated land sits South of Highway 24 and abuts County Road 47 on the East. The Rudy well (well 11) is also sited in this field. Currently the field is used for dry land farming. Although this property is outside the City limits, all involved would like to see the property annexed to the City as well as deeded to the City. It does abut City property making it eligible for annexation. Design work shows a four-field complex, comprised of three softball or little league ball fields and one baseball field. Concessions will be located at the hub of the complex. Each field will have press box and bleacher seating. One of the positive attributes of this is that it does bring everything to one facility/complex and will be easier to maintain. Another attribute is that there is room for expansion should soccer, flag football, or other field needs become desirable in the future. Concerns are the fact that all involved want this to be a City

owned and operated facility, and as we know, ongoing O&M costs are expensive. I will begin working with staff to identify costs for extending services to this area, as well as using non-potable water sources for irrigation. The upfront cost to do this will be more, though long term savings will be felt in the future, and it can become a part of water conservation plan for which funding is available. The Hometown Charitable Foundation is in the process of onboarding a grant writer to develop additional funding sources. I have requested a physical engineer be involved to ensure we are looking at the project from all angles to ensure this is done correctly. This will be a multi-year project with work being performed as funds become available. From the City perspective, we can begin service line construction in the Spring. The Hometown Charitable Foundation has made this their priority for the next several years and will be doing fund raising, community forums and other public outreach to gather as much information as possible prior to start of project. I would like for council to weigh in on this issue to ensure I am putting effort where you wish it to go.

- Atwell, LLC Service Order for 3 Phase Conceptual Design and Estimate of Sub Station was executed and Atwell has begun the information gathering stage of phase one that will include design work. Will be meeting with Atwell at the end of this month to track progress. Will keep you informed.
- Airport Turnaround Project has been further delayed as FAA is requiring a 100% performance and 100% payment bond for contractor on project. Skarko Construction, contractor on project has indicated that securing bonding is taking longer than anticipated and does not feel comfortable performing concrete work of this magnitude in the middle of winter. The FAA and Armstrong have agreed to push the start date back to Spring with a mid to late March start date. As this information affects both this year and next years budget, those changes have been made.
- Still no word from CDPHE as to their acceptance of the Final Copy of Preliminary Engineering Report Nitrate Removal Treatment prepared by Merrick for Burlington, and submitted to them as our final report.
- Utility Asset Management who we contracted with to perform pole inspection and pole mapping throughout Burlington, has completed the mapping and GIS coordinates of all City poles. Pole inspection and testing will begin mid-month with a completion date of the end of November.
- Working with the City Attorney to develop new language and ordinances for Title 17 of the Burlington Municipal Code pertaining to zoning. Ordinances are being developed to reflect the necessary changes in our zoning map and the necessary changes in code as it pertains to allowing for mobile home use where mobile home use already exists as non-conforming structures in specific areas of our community. I have contacted North Wind Survey to develop new zoning map so that Ordinance can be drafted and filed with County.

Operations

- Water/Wastewater
 - Water/Wastewater staff attended a lead/copper seminar to learn the new rules and regulations concerning lead and copper in a municipal setting. Seminar was held in Limon, November 6th.
 - Currently performing monthly sampling of water system to determine nitrate levels and bacterial levels, composite sampling, and total water testing. Also performing daily process and control testing.
 - Performing year end inventory.
 - Working with Administration to identify needs for utility extension to the West of town.

- Parks
 - Mower maintenance and repair operations underway.
 - Cleaning of equipment taking place.
 - Preparing for bleacher rehabilitation
 - Assisting with Christmas light testing and installation

- Streets
 - Street sweeping underway
 - Pot hole repair and maintenance in process.
 - Grading and cleaning of alleys underway.

- Electric
 - Currently working with administration to address auditor concerns surrounding inventory.
 - Working with Administration and Atwell to provide information concerning substation design and engineering.
 - Repair/replacement of street lights
 - Installation of risers on Railroad to negate power outages in area caused by high winds.
 - RBS Engineering and Atwell Engineering combined to assess our electrical system to determine cause for recent outages that resulted in the entire system being taken out when it has been designed to be able to reroute power during outages to minimize the impact. After review of the system 4 recommendations were made:
 1. Replace the batteries in all the reclosers
 2. Upgrade the old form 3A to form 6 control
 3. Perform ongoing maintenance on breaker 228 and circuit switcher 263
 4. Drop the tank and perform maintenance on the North recloser at the powerhouse sub.

The batteries have been installed, control panels have been ordered and will be switched upon arrival at which time the tank will be dropped and maintenance performed. This should be completed within the next couple of weeks. Maintenance on breakers will be scheduled and performed more regularly.
 - Working with Administration to identify needs for extending utility services to the West.

IT

- Reach is providing managed services for IT purposes throughout the remainder of the year. They have been on site during the week of November 4 to assess and familiarize themselves with Burlington's System, which they have described as unique. During their time, will be working with City Staff to assist in the development of RFP for Managed Services with the City for 2020.

Airport

- Airport Turnaround Project will be delayed until Spring as FAA is requiring a 100% performance and 100% payment bond for contractor on project. Skarko Construction, contractor on project has indicated time is required to secure proper bonding and there are concerns with performing work during Winter months. Plan is to start mid to late March, weather dependent.
- Performing maintenance and cleaning of Airport grounds and Equipment.

Intergovernmental

- Will meet with County Administrator November 21st.
- SBDC Harnessing Hemp Seminar to be held December 2nd at Community Center

EAST CENTRAL COUNCIL OF LOCAL GOVERNMENTS

COLORADO'S CENTRAL PLAINS



Box 28 • Stratton, Colorado 80836 • (719) 348-5562 • FAX (719) 348-5887 • www.eccog.com

To: ECCOG Member Communities in Kit Carson County

From: Candace Payne *Candace*

Subject: 2020 Municipal Board Member

Date: October 29, 2019

The time to begin the selection process of municipal representatives for the 2019 East Central Council of Governments Board of Directors has arrived. Each town is being asked to submit the name of any of its council members or of its mayor if any of these individuals are interested in serving on the COG Board. Nominations are due by November 19, 2019. If there is more than one nomination, ballots will then be developed and mailed to the respective town councils by November 22nd.

Voting should take place at your late November or early December council meeting. All ballots must be mailed back to the COG office for final tabulation by December 27, 2019. The current representative on the COG Board for Kit Carson County municipalities is Hal McNerney, Council Member of Burlington.

The responsibilities of the Board of Directors of the ECCOG continue to be numerous. It is vitally important that interested and knowledgeable persons be selected as board members and that each person selected be able to attend a majority of the 6-7 meetings a year.

The COG Board meets the first Wednesday of the month at 7:00 p.m. Bylaws were amended in 2009 to enable the Board to meet fewer times a year (previously it had been every month). Most meetings are held in Limon. The first "official" 2020 board meeting will be March 4th (the January 8, 2020 teleconference meeting will finalize December 2019 business). Some board members eat supper together prior to the meeting at their own expense. Mileage expenses incurred for attending the meetings or participating in other related duties are reimbursed.

The ECCOG, in its coordination and cooperation efforts for its member local governments in 2020, will continue to focus on: economic development; including technical assistance in business and industrial development to requesting communities and direct administration of various economic development projects including: marketing and administration of the Enterprise Zone on behalf of its service area; and administration of the \$2,100,000 revolving loan fund to assist in capitalization for new and expanding businesses and industry in the

2020 ECCOG Municipality Nomination Form

Our town council nominates the following elected town official as our county's municipal representative on the East Central Council of Governments Board of Directors for 2020:

County: _____

Town represented: _____

Nominee's Name: _____

Address: _____

Phone: _____

If you have no nomination, please mark the space below and return this form by November 19th.

_____ We have no nomination.

Town Clerk's Signature

Date

Please return this completed form by **November 19th** to Candace Payne.

You may mail this to Candace at: ECCOG, Box 28, Stratton, CO 80836

OR email it to: cpayne@prairiedevelopment.com. Thank you!