



**BURLINGTON CITY COUNCIL
REGULAR MEETING
Community Center
340 S. 14th St., Room A
February 14, 2022 – 6:30 p.m.**

**Live public streaming available at
<https://www.burlingtoncolo.com/virtualcouncilmeeting>**

AGENDA

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll call**

Greg Swiatkowski, Mayor	Melvin Gilley	Brent Carter
Kamron Weisshaar, mayor pro tem	Adrian Hernandez	Troy Schultz
Mark Burghart		
- 4. Review and Approve Agenda** *(address revisions)*
- 5. 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.

 - A. Approval of Jan. 31 meeting minutes.
- 6. Public comment** *(Comment is limited to 3 minutes.)*
- 7. Public hearings** *(Hold if members of the public are present to comment on hearing subject)*
 - A. Application for Special Events Permit – Morgan Community College Foundation event April 22
- 8. Unfinished business**
- 9. New business**
 - A. Approve Application for Special Event Permit for Morgan Community College Foundation event April 22.
 - B. Appoint Adriana Freel to the Burlington Housing Authority Board of Directors
 - C. Review materials for public hearing at the Feb. 28 council meeting
- 10. Reports from city departments**

Administrator – Jim Keehne
Clerk – Georgia Gilley
- 11. Council comments**
- 12. Adjournment**

Emergency matters coming before Council may be discussed, with decisions to be ratified at a subsequent council meeting.

**BURLINGTON CITY COUNCIL
WORK SESSION MEETING MINUTES
County of Kit Carson
State of Colorado
Burlington Community and Education Center
340 S. 14th St., Room A
January 31, 2022
6:30 p.m.**

1. Call to order

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

2. Pledge of Allegiance

3. Roll Call

Council members present:

Greg Swiatkowski, Mayor	Mark Burghart
Kamron Weisshaar, mayor pro tem	Brent Carter
Troy Schultz	

Council members absent:

Melvin Gilley
Adrian Hernandez

Staff/Officials present:

Jim Keehne, Administrator	Daniel Melia, Airport
Georgia Gilley, Clerk	Nick McCarty-Daniels, Library
Rol Hudler, Economic Development	Tyson Weisshaar, Activities
Mike Grinnan, City Attorney	

Public present:

Mark Foos, Peggy Foos, Ericka Foos
Patty Ziegler, Jaclyn Seal

4. Review and Approve Agenda

There were no changes to the agenda.

5. Consent Agenda

A. Approval of the Jan. 10, 2022, meeting minutes

Motion by Carter and second from Burghart to approve the Jan. 10 meeting minutes as presented.
Motion passed unanimously.

Burghart: Aye	Gilley: Absent	Hernandez: Absent
Weisshaar: Aye	Carter: Aye	Schultz: Aye

6. Public comment – none

7. Public hearing

A. Application for Special Events Permit – Kit Carson County Cattle Women event Feb. 12

No one was present to contest the Kit Carson County Cattle Women's Application for Special Event Permit. No public hearing held.

8. Unfinished Business – none

9. New Business

A. Approve Application for a Special Event Permit for Kit Carson County Cattle Women event Feb. 12, 2022

Motion by Carter and second from Burghart to approve the Application for a Special Event Permit for the Kit Carson County Cattle Women’s event Feb. 12, 2022. Motion passed unanimously.

Burghart: Aye	Gilley: Absent	Hernandez: Absent
Weisshaar: Aye	Carter: Aye	Schultz: Aye

B. Ericka Foos will present a request to council to raise a pair of sheep for a 4-H project

Ericka Foos gave an oral presentation to council outlining her plan to raise a pair of sheep for a 4-H project at her family’s shop located at 3216 Senter Avenue.

C. Approval of Resolution 2022-01 to allow an educational sheep project at 3216 Senter Avenue

Motion by Carter and second from Weisshaar to approve Resolution 2022-01 to allow an educational sheep project at 3216 Senter Avenue. Motion passed unanimously.

Burghart: Aye	Gilley: Absent	Hernandez: Absent
Weisshaar: Aye	Carter: Aye	Schultz: Aye

10. Reports from city departments

After touching on a few points in his written report, Keehne indicated a public hearing will be held at the council meeting Monday, Feb. 28, 2022, in the main conference room to allow residents to have a voice regarding a proposed ordinance should a proposed retail marijuana ballot issue pass at the upcoming municipal election.

Department managers present reviewed their written reports, which were in council packets.

11. Council comments – none

12. Adjournment

With a motion by Burghart and second from Carter, the meeting adjourned at 7:05 p.m.

Motion passed unanimously.

Burghart: Aye	Gilley: Absent	Hernandez: Absent
Weisshaar: Aye	Carter: Aye	Schultz: Aye

Greg Swiatkowski, Mayor

ATTEST:

Georgia Gilley, City Clerk



February 14, 2022

City Administrator's Summary Report

January 31 – February 14, 2022

Administration

COVID Update – As of February 10, 2022, there have been over 400 million persons reportedly infected by the virus worldwide, up 12.7% over the last two weeks, with over 5.77 million reported deaths attributed to the infection. 19.3% (77 million) of all reported cases have occurred in the U.S. which has also reported over 911,000 attributable deaths. Colorado has experienced approximately 1.29 million confirmed cases. As of February 10, Kit Carson County has reported 1,532 positive cases, up 66 cases in the last two weeks, with a mortality rate of 29 persons. There continues to be no Kit Carson County directed public health orders (or new State Directed orders) in place for the COVID response; however, it is highly advised to increase social distancing measures and/or improve ventilation in indoor venues in efforts to slow the growing incidence of the virus. It is also recommended to hold large venues in outdoor spaces rather than indoors. Lastly, vaccination is still the preferred option to prevent infection, if not vaccinated, masks are highly encouraged.

2022 Budget – The U.S. Department of Treasury has released its final rule on the Coronavirus State and Local Fiscal Recovery Funds (SLFRF), a part of the American Rescue Plan that delivers \$350 billion to state, local, tribal governments to support their response to and recovery from the COVID-19 public health emergency. In 2021, the Treasury released interim rules describing eligible and ineligible uses of funds. In 2021 Burlington received \$394,619.12 in ARP funds and will receive the same amount in 2022. In 2021 Burlington was able to expend the majority of funds for eligible uses. The Final Rule offer much needed clarification to the interim rule and offers a standard allowance for revenue loss of \$10 million, allowing recipients to select between the standard amount of revenue loss or to complete the full revenue loss calculation. By selectin the standard amount (ours is less than \$10 million) we are able to use our full award to provide for government services. In addition the Treasury has provided streamlined reporting requirements for fund usage. In the 2022 Budget our full award was included in the General Fund as a revenue and can now be utilized to aid in funding certain projects.

Safeway – Safeway, in conjunction with Pioneer General Contractors of Amarillo, Texas have submitted all information for building permits and have paid the fees associated with the permitting process and begun their work of which they hope to have completed in the next six months. Crews are on-site to perform inside demolition work and are working with City Staff to ensure adequate utilities are in place. Work is continuing.

April 05, 2022 Municipal Election –

Ballot language has been developed for Ballot Issue asking the question should taxes be increased through the imposition and assessment of an additional 8% sales tax on retail marijuana. Ordinance has been reviewed and edited by City Attorney, changes made to draft ordinance and will begin process for public hearings to gain community input on ordinance changes as required. We have identified February 28, 2022 for public hearing which will be held at the Community Building as part of Council proceedings. Ordinance will only be effective if ballot initiative passes.

Additionally, ballot language has been developed for a Referred ballot issue asking the voters to approve for the assessment of an additional 1% sales tax with all revenues derived from such tax collected be spent for street maintenance

and repair to include curb, gutter, sidewalk and alleyways. Language has been reviewed by City Attorney with minor changes and ready to be included on ballot. Currently, staff is drafting series of informative articles for publication which will be posted on City web site to assist in getting word out to public on the importance of this initiative and what the initiative will provide for City of Burlington.

Policy Manual – As part of ongoing organizational development, and through the use of American Rescue Plan Act funding, we have begun work with Lexipol to update and bring into Federal and State compliance our Policy Manual (Personnel Management Manual). Currently spending approximately 2 hours a week in review and editing of existing manual. This will continue until completed, expecting a completion date by end of March. We are ahead of schedule at this time and are making great progress.

Housing Authority – The Housing Authority put in place a new Executive Director in October, Shauna Richardson. Since that time she has been steadily making progress on policy updates and establishing procedures to better the financial situation of the authority. In December, a board member went on maternity leave and it is still unknown at this time as to whether she will return. Our tenant member, Adrianna Freel has moved, therefore not eligible to serve on the board as the tenant representative, she indicated her willingness to stay a part of the board as a full member. The existing Burlington Housing Authority Board requests that City Council appoint Adrianna Freel to the Burlington Housing Authority Board.

Operations/Public Works

- **Water/Wastewater**
 - Daily well checks and testing.
 - Daily checks and maintenance at WWTP
 - Lead and copper testing underway
 - Performing preparatory work for Sanitary Survey
 - Developing 2022 Action Plans
 - Scheduled pump maintenance at Blending Plant
 - Replaced motor and pump at Well 1 (Golf Course)

- **Parks**
 - Maintenance of facilities and equipment
 - Assisted with Snow removal
 - Cleaning and maintenance of bathrooms
 - Long Horn Trail clean-up

- **Streets**
 - Snow plowing
 - Alley maintenance.
 - Pothole repair and maintenance in process.
 - Equipment service and maintenance.

- Electric
 - Assisting Tri-State with developing the re-routing of lines servicing sub-station as they prepare to update transmission lines to sub-station.
 - Shoofly has been installed for rerouting lines during switch replacement project
 - 2/7 – 2/28 Mobile Circuit Breaker is installed and switchover has taken place
 - 2/14 – 2/28 Replace switches and configure bus
 - 3/3 – Projected in service date
 - 3-4 – 3/10 Uninstall Shoofly and clean up
 - Working with CDOT to replace electric line under Lincoln Avenue, requires 350', 6" Bore, 350' of 4" conduit and 4/0 wire. Work completed 02/11 and required a scheduled/planned short outage to affected area.
 - Met with Atwell (Damian Berger) to discuss the ongoing process of acquiring the necessary permits from the railroad to conduct work in their right-of-way to complete our West Loop upgrades of our existing system. In conjunction with the permitting process Atwell is completing the engineering and bid specs for upgrading the transformers and switches at the light plant sub-station to provide for consistent energy applied to our west loop, as the generators are no longer in use and unable to produce energy to transmit down the lines. This process is a certain upgrade to our system.

Intergovernmental/Upcoming Events

- Management Team Meeting – In Person at Community Building – Wednesdays 2:00 P.M.
- Lexipol – Burlington Policy Manual Updates – Thursdays 1:00 – 3:00 P.M.
- Council Meeting – Monday, February 14, 2022
 - Review of information regarding Public Hearing on February 28th
- Burlington Housing Authority Special Meeting – Tuesday, February 15th
- Meeting with CEBT (health care) discussion on 2022-2023 rates – Tuesday March 1st, 8:00 A.M.
- Meeting with Black Hills regarding franchise renewal – Tuesday March 1st, 1:30 P.M.
- Burlington Housing Authority Regular Meeting – Tuesday, March 1st, 4:30 P.M.
- Council Meeting – Monday, February 28, 2022
 - Public Hearing – Ordinance changes to Municipal Code to allow for retail marijuana stores in Burlington, should citizen led initiative pass at April 5, 2022 Municipal Election.
- Save the Date – CML 100th Annual Conference June 21-24 Breckenridge



To: City council members
From: Georgia Gilley, Clerk
Date: Feb. 14, 2022
Subject: Clerk's report to Council

Election:

Ballot language has been submitted for printing. Ballots will start going out in the mail at the end of the week to the handful of overseas voters. After that, ballots will be mailed out to those who file Applications for Absentee Voter's Ballots. We have only received a few at this time. We anticipate more will come in closer to the election.

There will be various newspaper articles about the upcoming election.

We have posted in the paper, at City Hall, post office and at the community center for the upcoming public hearing scheduled Feb. 28.

Special Event Permit:

We completed posting requirements for the Application for Special Events Permit filed by Morgan Community College Foundation for an event planned April 22. The public hearing will be tonight, Feb. 14. There have been no protests for this event.

