



**BURLINGTON CITY COUNCIL
REGULAR MEETING
Community Center
Recreation Room
340 S. 14th St.
March 8, 2021 – 6:30 p.m.**

AGENDA

- 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.
 - A. Approval of meeting minutes from Feb. 22, 2021.
- 4. Public comment**
- 5. Public hearings – none**
- 6. Unfinished business**
- 7. New business**
 - A. Approval of Hotel & Restaurant liquor license renewal for Restaurant Panaderia Mexico Inc.
 - B. Approval of mayor's signature on the Direct Services Contract with ECCOG for senior services under the Older Americans Act.
 - C. Approval of mayor's signature on the Display and Services Agreement with Tri-State Fireworks, Inc.
 - D. Approval of mayor's signature on service agreement between City of Burlington and K.C. Electric Assn.
 - E. Award tree trimming bid
 - F. Award mower bid
 - G. Award heavy equipment bid
 - H. Award UTV bid
 - I. Award bare ground treatment, spring and fall fertilizer bid
 - J. Award bucket truck bid
 - K. Award pickup bid
- 8. Reports from city departments**
Administrator – Jim Keehne
Clerk – Georgia Gilley
- 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 coming before Council may be discussed, with decisions to be ratified at a subsequent council meeting.

**BURLINGTON CITY COUNCIL
REGULAR MEETING MINUTES
County of Kit Carson
State of Colorado
Burlington Community and Education Center
340 S. 14th St.
February 22, 2021
6:30 p.m.**

1. Call to order

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

The meeting was held in person; however, members of the public could access the meeting streamed at www.burlingtoncolo.com/virtualcouncilmeeting.

Council members present:

Greg Swiatkowski, Mayor

Mark Burghart, Brent Carter, Melvin Gilley, Troy Schultz and Kamron Weisshaar

Council members absent:

Adrian Hernandez

Staff/Officials present

Jim Keehne, Administrator

Georgia Gilley, Clerk

Mike Grinnan, City Attorney

Daniel Melia, Airport

Rol Hudler, Economic Development

Nikki Wall, Old Town

Nick McCarty-Daniels, Library

Nate Hill, Police Dept.

2. Pledge of Allegiance

3. Consent Agenda

A. Approval of the February 8, 2021 meeting minutes

Motion by Burghart and second from Gilley to approve the February 8, 2021 meeting minutes.

Motion passed unanimously.

4. Public comment – none

5. Public hearing – none

6. Unfinished Business – none

7. New Business

A. Distribution of departmental goal charts.

Keehne handed out notebooks containing departmental goal charts and explained each department has a chart with projects placed on a timeline to help ensure the department meets its goals. Charts will be updated weekly.

There was no motion made, and council did not direct that any action be taken.

8. Reports from city departments

Keehne indicated that after last meeting's discussion about oil prices going up, the city purchased a tanker of diesel at \$2.27 per gallon to ensure rising fuel prices would not have a negative effect on the 2021 budget. Prices were at \$55.69 per barrel on Feb. 5, compared to \$61.37 per barrel Feb. 18.

After receiving January data, Keehne reported sales tax was down 4.1 percent from January 2020, and lodging tax was down 38 percent. Neither drop was unexpected.

Department heads G. Gilley, Melia, McCarty-Daniels reviewed information in their respective reports contained in the council packet.

To add to his written report, Hudler indicated the topic of private prisons is on the Democratic agenda. When asked about Safeway moving to its new location, Hudler reported he heard some construction may begin "March-ish".

9. Council member comments

Gilley indicated he was approached by a couple of individuals asking what would be wrong with changing city policy to allow a marijuana dispensary in town.

After discussion, no motion was made, and council did not direct any action be taken.

10. Adjournment

With a motion by Burghart and second from Gilley, the meeting adjourned at 7:23 p.m.

Motion passed.

Greg Swiatkowski, Mayor

ATTEST:

Georgia Gilley, City Clerk

Direct Service Contract

East Central Council of Local Governments' *Area Agency on Aging & Outback Express*
OAA Title III-B/C1-C2 Services/FTA Section 5311
Number: FY-2021 Senior Services #8

THIS AGREEMENT is made the 1st day of January 2021 by and between the City of Burlington (hereinafter referred to as the "Sponsor"), and the East Central Council of Local Governments, 128 Colorado Avenue, Stratton, CO 80836 (hereinafter referred to as the "COG");

WHEREAS, the COG is the designated Area Agency on Aging and as such is the recipient of a contract under Title III of the Older Americans Act of 1978; is the designated provider of general public transit services through a contract with the Colorado Department of Transportation, Transit Unit under the Federal Transportation Act; and

WHEREAS, the COG is charged with the responsibility of assuring the provision of national priority and supportive services to the older residents of Region V; and public transit services to the general public, regardless of age; and

WHEREAS, the priority services for older residents of Elbert, Lincoln, Cheyenne, and Kit Carson Counties have been determined to include transportation, outreach, and information & assistance through multipurpose senior services coordinators; and

WHEREAS, the Sponsor has requested that the COG provide OAA support services direct in the community; and public transit services not available in the community for the period January 1, 2021 through December 31, 2021;

NOW, THEREFORE, in consideration of the provision of these services, the following terms and conditions are agreed upon:

1. The Senior Services Coordinator and/or Outback Express Bus Driver shall be an employee of the COG.
2. All necessary reports, fiscal and programmatic, shall be the responsibility of the COG.
3. Supervision of the Senior Services Coordinator and/or Outback Express Bus Driver shall be the responsibility of the COG.
4. The COG will assume the responsibility of providing services to the older residents and general public of the community.

Direct Service Contract

5. Budget Detail:

| | | | |
|--|---------------|--------------|--------------|
| City of Burlington | Salary/Fringe | FTA Cost | T-3 Cost |
| Total Budget Expenses | \$60,423.66 | \$18,552.98 | \$41,870.68 |
| Est Program Income (based off prior year) | -\$18,013.00 | -\$331.00 | -\$17,682.00 |
| In-Kind Allowance (based off prior year) | -\$12,968.65 | -\$10,199.15 | -\$2,769.50 |
| Net Expenses | \$29,442.01 | \$8,022.83 | \$21,419.18 |
| Sponsor Portion | \$8,295.25 | \$4,011.41 | \$4,283.84 |
| Minus 2020 Carry-over | -\$8,295.25 | -\$4,011.41 | -\$4,283.84 |
| Total Sponsor Portion Due with this Contract | \$0.00 | \$0.00 | \$0.00 |

6. The County Senior Services Coordinator will be employed for an average of 32 hours per week, for 48 weeks during the above-mentioned project year, with an estimated 32 hours per week in the Burlington area.

The following listed breakdown of hours and services are suggested guides for effective service provision for Burlington.

| SERVICE | ESTIMATED HOUR/WEEK | ESTIMATED SERVICE Goals for the Year # of Services |
|-------------------|---------------------|--|
| Transportation | 10 | 559 |
| Info & Assistance | 4 | 4878 |
| Outreach | 3 | 238 |
| Prog Management | 1 | |
| Bookwork | 2 | |
| Project SMILE | 12 | |

7. This contract is subject to and contingent upon the availability of federal funds for the purposes of the award.
8. Changes in this contract can be made with the consent of both parties.
9. This contract shall terminate on December 31, 2021.

Direct Service Contract

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day first written above.

Mayor
City of Burlington

Clerk
City of Burlington

Candace Payne, Executive Director
East Central Council of Local Governments

Debby Conrads, Senior & Transit Services Director
East Central Council of Local Governments

DISPLAY AND SERVICES AGREEMENT

THIS PYROTECHNIC DISPLAY AND SERVICES AGREEMENT (hereinafter referred to as "Agreement" made and entered into this Nineteenth day of February 2021, by and between Tri-State Fireworks, Inc. P.O. Box 31 Brighton, CO 80601 (hereinafter referred to as "SELLER) and:

City of Burlington
415 15th
Burlington, Colorado 80807

(hereinafter referred to as "BUYER")

1. **TIME AND PLACE: POSTPONEMENT/CANCELLATION,** SELLER agrees to deliver display fireworks product for the execution of fireworks display to be held on:

July 4, 2021

At the following location: Burlington High School
380 S. 18th Street
Burlington, Colorado 80807

In the event of early termination by the BUYER or Inclement Weather, (generally excessive wind and/or precipitation) an alternate date during the 2021 calendar year is to be designated by BUYER and agreed upon by SELLER, at the same place set forth herein above. It is agreed and understood by and between the parties hereto that BUYER shall have sole, exclusive and final determination of the suitability of the weather conditions at the time of the display, and in the event BUYER should determine that the weather conditions are such that an unsafe or hazardous condition may exist, BUYER shall have the exclusive right and option to postpone the starting time of the display and/ or delay the display in its entirety, until conditions have improved and are appropriate for the safety of all involved, or until the alternative inclement weather date as set forth hereinabove. In the event the display cannot be postponed to an alternate date within the calendar year, SELLER shall have the right to retain, thirty five percent (35%) of the total contract price for expenses incurred and services rendered.

2. **INSURANCE:** SELLER agrees to provide a Certificate of Insurance showing SELLER and BUYER. The BUYER agrees to provide a complete list of additional insured to be named on the certificate.

3. **SECURITY/SAFETY:** BUYER is responsible for procuring and managing the following: Adequate security personnel, barricades, ropes with flags, etc., to barricade all closed areas to spectators; sufficient space to be clear and free of all persons except those expressly authorized or put in place by BUYER.

4. **PREPARATION OF DISPLAY:** BUYER shall be responsible for all aspects of the setup and operation of the display.

5. **PLACEMENT:** BUYER shall determine the placement and arrangement of fireworks display devices, spectator viewing areas, and any and all equipment involved with the

pyrotechnic display to ensure the highest degree of show integrity and shall have sole discretion over placement necessitated by applicable federal, state, local safety, fire or other regulations.

6. COMPENSATION: Compensation shall be made to the SELLER in the amount of Twelve Thousand Five Hundred Dollars (\$12,500.00), to be paid upon delivery. Unpaid accounts are subject to one and one half percent (1 1/2%) interest charge per month after fifteen days. All applicable state or local sales tax will be payable by the BUYER.

7. INDEMNIFICATION: It is understood that BUYER will indemnify and hold harmless the SELLER hereunder, its agents, employees and persons contracted by SELLER for and against all losses, damages, demands, costs, claims, suits and other related actions or proceedings of whatever nature or kind resulting from damages or injury arising in any way out of the fireworks products or other products furnished by SELLER under the terms of this Agreement, resulting from any source other than one the negligence of SELLER hereunder, or its agents or employees, or from a source other than one for which insurance coverage has been provided pursuant to paragraph three of this agreement above.

8. FORCE MAJEURE: Subject to the provisions of paragraph one above, any failure or omission of BUYER or SELLER under this Agreement due to an act of GOD, enactment, rule, order or any act of government instrumentality (whether federal, state, or local), other causes beyond the control of BUYER or SELLER, or force majeure will not constitute a breach or default under this agreement.

9. CONSTRUCTION/ASSIGNMENT/APPLICABLE LAW: If any term, provision, covenant, or condition of this Agreement is held by any court of competent jurisdiction to be invalid, void or unenforceable or in any such provision is waived or not enforced by any party hereunder, the remainder of the provisions of this Agreement shall remain in full force and effect, and shall in no way be affected, impaired or invalidated, This Agreement, including any documents incorporated or referred to herein, constitutes the entire Agreement between the parties, and this Agreement may not be altered or amended except by written addendum to this Agreement executed by both BUYER and SELLER, This Agreement shall be binding upon the heirs, executors, administrators, personal representatives, successors and assigns of each of the parties. It is agreed and understood by and between the parties hereto that this Agreement is subject to, and shall be interpreted under, the laws of the State of Colorado, and any aspect of this Agreement shall be controlled by and interpreted under the laws of the State of Colorado, as they may exist from time to time.

10. ATTORNEY FEES: If any legal action is necessary to enforce the terms and conditions of this Agreement, the prevailing party shall be entitled to recover all costs of suit and reasonable attorney's fees.

TRI-STATE FIREWORKS, INC.
"SELLER"

CITY OF BURLINGTON
"BUYER"

By:  _____

By: _____

Date: February 19, 2021

Date: _____

SERVICE AGREEMENT

THIS AGREEMENT is by and between the City of Burlington, a municipal corporation of the State of Colorado (the "City"), acting through its City Council, and K.C. Electric Association (K.C. Electric").

WHEREAS, the City Council of the City of Burlington governs the electrical uses within the City limits; and

WHEREAS, L & L Ranches, Inc. is a consumer of energy provided by the City, and is currently being provided electrical service by the City; and

WHEREAS, L & L Ranches, Inc. wishes to continue to receive electric service from the City on new construction adjacent to and abutting property within the City boundaries where the new construction is sited outside the boundaries of the City; and

WHEREAS, K.C. Electric desires to allow L & L Ranches, Inc. to continue to receive the services of the City upon the terms and conditions as set forth herein; and

WHEREAS, the City desires to serve L & L Ranches, Inc. on property adjacent to abutting the boundaries of the City upon the terms set forth herein.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS SET FORTH HEREIN, THE PARTIES AGREE AS FOLLOWS:

Section 1 – Scope of Services

L & L Ranches, Inc. may install underground service lines, and equipment to provide for electric service to serve the electric loads of L & L Ranches, Inc. from its current location of Parcel 00000035042002, 112 Webster Avenue, Burlington, CO 80807 and from City operated electrical service, to property known as Parcel 00553310843049, a 5.97 acre tract, South of Railroad in NW4 and improvements on Railroad Section: 31, Township: 8, Range: 43, in Kit Carson County abutting and adjacent to the boundaries of the City of Burlington, including all associated improvements, tracts or locations encompassing L & L Ranches, Inc. operations (the "Property").

Section 2 – Term

This Agreement shall commence on February 15, 2021 and shall continue for a period of fifty years unless terminated early by the owner of the Property's refusal of City provided electrical services.

The City may not serve any other loads for any consumer other than L & L Ranches, Inc., its successors, or assigns, at the Property, unless additional service agreements are put in place.

Section 3 – Compliance with Law

The City shall comply with all applicable provisions of K.C. Electric rules, policies and membership and, when not in conflict, with the laws of the State of Colorado: except that the City would be provided written notice and a reasonable opportunity to cure any violation contemplated by this Section 3 prior to K. C. Electric's attempt to terminate this Agreement for a default hereof.

Section 4 – Entire Agreement

The text of this Agreement constitutes the entire agreement between the parties. Any representations, statements, promises or understanding not contained herein shall be of no continued force, effect or validity.

Section 5 – Severability

The invalidity in whole or in part of any provision hereof shall not affect the validity of any other provisions hereof and this Agreement shall remain in full force and effect except as to such invalid provision.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Burlington this _____ day of _____, 2021.

Greg Swiatkowski, Mayor Date

ATTEST:

Georgia Gilley, City Clerk Date

David M. Churchwell 2/24/2021

David Churchwell, General Manager Date
K.C. Electric Association

2021 Capital Expenditure

Department: Electric
Project: Tree Trimming Service

In the 2021 Budget, a Capital Improvement Plan was submitted for review and adoption. Identified as a component of the plan by the electric department was tree trimming services, designed to remove tree growth from primary lines and moving forward, from secondary lines. Budgeted for this years project was \$75,000. The project is of importance in that maintenance of our energy distribution system must be performed and removal of tree growth reduces wear and tear on power lines thereby reducing energy loss. Additionally, growth has been one of the reasons for power outages. Currently we are seeing major tree growth in our distribution system, and it has become imperative that we address this issue in a timely manner.

Requests for Proposals were put out in January for Tree Trimming Services. Two proposals were submitted, and bids opened on February 25, 2021.

Submissions were received by:

Talbert Tree Service, LLC
873 4th Street
Stratton, CO 80836

Asplundh
7503 S. Haven Road
Burton, KS 67020

Attached you will find the bid recording sheets for their proposals. Both contractors have reviewed our system and provided costing for the project.

Talbert Tree Service will provide 12 hours of service a month for three years to complete the project at a cost of \$41,040 annually or \$123,120 total project cost. The main concern is timing here in that we wish to have the project completed as efficiently as possible to improve our distribution system. Talbert does have 2 Journeymen Linemen performing the work and would also assess the lines, identifying areas in need of additional attention while trimming trees. They have indicated that the work is for primary lines only.

Asplundh will provide a total of 480 hours 8 weeks to complete half the project at a cost of \$63,435 per project half. This could be doubled and the entire project completed in 16 weeks for a total cost of \$126,870. Asplundh has indicated they will cut all deciduous trees 10' away from lines and coniferous trees will be cut 3'-6' away from lines (coniferous trees grow much slower than deciduous).

After review of services, timeliness, and costs, staff is recommending that Asplundh be awarded the contract. Additionally, staff is recommending that the entire project be completed this year, and council approve the expenditure of additional funds to accomplish. Asplundh has indicated they can meet this timeline.

2021 TREE TRIMMING PROJECT BID RECORD

2021 Tree Trimming Project to Remove Tree Growth from Primary Electric Lines in Burlington's Distribution Systems

Bid Opening Date 2/25/2021
Biid Opening Time 1000

| Contractor | Total Project Cost | Insurance Provided Y/N | Mobilization Costs | Equipment Costs | Labor | per diem | Projected Start Date | Duration of Project |
|-------------------------|---------------------|------------------------|--------------------|-----------------|---------|----------|----------------------|---------------------|
| Asplundh Burrton, KS | 63435.2 126870.4 | Y | 648 | 7440 | 46947.2 | 8400 | Any | 8 weeks 16 weeks |

Mobilization Costs 55' Aerial Lift with Chip Box from Burrton, KS to Burlington Round Trip = 648 miles
 Equipment Costs 48 days @ 10hrs per day = 480 hours @15.50/hr = 7440
 Labor 2 man crew 60 hrs a week @ 40 hrs@86.33 and 20 hrs@120.76 = 46947.2
 per diem 2 per diem @ 75 per day x 56 days = \$8400

Deciduous Trees cut 10' away from lines, pines and firs cut 3-6' clearance
 work will be performed west of Lincoln Street and Lincoln East to 15th Street, North of Rose

Year 2 work will be performed Lincoln Street East, South of Rose and all areas East of 15th street

| Contractor | Total Project Cost | Insurance Provided Y/N | Mobilization Costs | Equipment Costs | Labor | per diem | Projected Start Date | Duration of Project |
|--------------------------------------|--------------------|------------------------|--------------------|-----------------|-------|----------|----------------------|---------------------|
| Talbert Tree Service Stratton, CO | 41040 123120 | Y | Inc | Inc | 41040 | Inc | Any | 1 year 3 year |

Labor 2 man crew, 12 hrs per month = 144 hrs @ 285/hr = 41040

All trees to be cut minimum 3' from line

2021 Capital Expenditure

Department: Welcome Center/Parks
Project: 60" Mower-Zero Turn

In the 2021 Budget, A Capital Improvement Plan was submitted for review and adoption. Identified as a component of the plan by the parks department was the acquisition of a 60" zero turn mower, designed to replace older equipment, assisting the department with efficiency in performing their job function. Budgeted for the project was \$15,000. The project is of importance to the ground maintenance of the Welcome Center, provided by the City parks department through agreements with Colorado Department of Transportation. The Welcome Center is accessed from I-70 and the first along the I-70 corridor for Westbound traffic. The center is heavily trafficked, highly visible, and touted by CDOT as one of the nicest in the State. a system designed and utilized to provide for outdoor activities to members of and visitors to our community. This project is funded through the Welcome Center, administered through the Tourism and Promotional Fund.

Requests for proposals were placed in January for the purchase of a Commercial Zero Turn Mower with 60" Mowing Deck. Six proposals were submitted, and bids opened on February 25, 2021.

Submissions were received by:

S & E Sales (2 proposals)
PO Box 87
Seibert, CO 80834

Cochran Farm Supply (2 proposals)
2880 Road 64
Edson, KS 67733

21st Century
17777 Highway 385
Burlington, CO 80807

Front Range Kubota
880 Railroad Avenue
Burlington, CO 80807

Attached you will find the bid recording sheets for their proposals. All proposals addressed all aspects identified in the bid specification, and costing was provided.

S & E Sales bid a Dixie Chopper brand, 31 HP with a total cost of \$13,029.

S & E Sales bid a Dixie Chopper brand, 35 HP with a total cost of \$13,954.

Cochran Farm Supply bid a Hustler brand, 29.5 HP with a total cost of \$12,221.

Cochran Farm Supply bid a Hustler brand, 35 HP with a total cost of \$14,056.

21st Century bid a John Deere brand, 27 HP with a total cost of \$17,500.

Front Range Kubota bid a Kubota brand, 29.5 HP with a total cost of \$12,669.

Mechanical and operation specifications for each is comparable. After review of specifications and costs, staff is recommending the bid be awarded to Front Range Kubota as service and maintenance of equipment is locally provided.

2021 COMMERCIAL ZERO TURN MOWER - 60"

2021 Commercial Zero Turn Mower-60" Deck - Parks

| Bid Opening Date | | 2/25/2021 | | Bid Opening Time | | 1400 | | | |
|--------------------------------------|---------------------------------|--------------------|------------------|---------------------|-----------|-------------------|-------------|----------------------------------|----------|
| Vendor | Make/Model | Total Project Cost | Cost w/o Bagging | 60" Mowing Deck Y/N | HP Rating | Electrical System | Fuel Supply | Mulching/Bagging Y/N | Warranty |
| S & E Sales Seibert, CO | Dixie Chopper Classic 3160KW | 13,029 | 9,334 | Y | 31 | 12V | 10 Gal | 3,695 | 3 yr |
| S & E Sales Seibert, CO | Dixie Chopper Classic 3560KW | 13,954 | 10,259 | Y | 35 | 12V | 10 Gal | 3,695 | 3 yr |
| Cochran Farm Supply Edson, KS | Hustler X-one | 12,221.20 | 8,749.00 | Y | 29.5 | 12V | 11.7 Gal | 3472.2 | 3 yr |
| Cochran Farm Supply Edson, KS | Hustler Super Z | 14,056.20 | 10,584.00 | Y | 35 | 12V | 11.7 Gal | 3472.2 | 3 yr |
| 21st Century Burlington, CO | John Deere Z945M EFI | 17,500 | | Y | 27 | 12V | 11.5 | Included + plow attachment | 3 yr |
| Front Range Kubota Burlington, CO | Kubota Z781KWTI-60 | 12,669 | 10,140 | Y | 29.5 | 12V | 11.6 | 2,529 | 3 yr |

2021 Capital Expenditure

Department: Parks
Project: 66" Mower-Zero Turn

In the 2021 Budget, A Capital Improvement Plan was submitted for review and adoption. Identified as a component of the plan by the parks department was the acquisition of a 66" zero turn mower, designed to replace old, non-functioning equipment, assisting the department with efficiency in performing their job function. Budgeted for the project was \$15,000. The project is of importance to the grounds maintenance of our parks system, a system designed and utilized to provide for outdoor activities to members of and visitors to our community. Our parks are heavily utilized on a daily basis and are often used to provide for events in our area. Our parks get mowed approximately every 5-7 days in Summer months, then moving to once a week in Fall. This project is funded through Conservation Trust Funds.

Requests for proposals were placed in January for the purchase of a Commercial Zero Turn Mower with 66" Mowing Deck. Two proposals were submitted, and bids opened on February 25, 2021.

Submissions were received by:

S & E Sales
PO Box 87
Seibert, CO 80834

Cochran Farm Supply
2880 Road 64
Edson, KS 67733

Attached you will find the bid recording sheets for their proposals. Both proposals addressed all aspects identified in the bid specification, and costing was provided.

S & E Sales bid a Dixie Chopper brand with a total cost of \$14,914.

Cochran Farm Supply bid a Hustler brand with a total cost of \$14,456.

Mechanical and operation specifications for each is comparable. After review of specifications and costs, staff is recommending the bid be awarded to S & E Sales, as the equipment being replaced is Dixie Chopper brand, and a service relationship already exists with S & E. Additionally, S & E has more of a local presence.

2021 COMMERCIAL ZERO TURN MOWER - 66"

2021 Commercial Zero Turn Mower-66" Deck - Parks

Bid Opening Date 2/25/2021
Biid Opening Time 1400

| Vendor | Make/Model | Total Project Cost | Cost w/o Bagging | 66" Mowing Deck Y/N | HP Rating | Electrical System | Fuel Supply | Mulching/Bagging | Warranty |
|----------------------------------|----------------------------------|--------------------|------------------|---------------------|-----------|-------------------|-------------|------------------|----------|
| S & E Sales Seibert, CO | Dixie Chopper Xcaliber 3566KW | 14,914 | 11,219 | Y | 35 | 12V | 12 Gal | 3,695 | 3 yr |
| Cochran Farm Supply Edson, KS | Hustler Super Z | 14,455.87 | 10,832.47 | Y | 35 | 12V | 11.7 Gal | 3623.4 | 3 yr |

2021 Capital Expenditure

Department: Streets/Water/Electric
Project: Front End Loader/Backhoe

In the 2021 Budget, A Capital Improvement Plan was submitted for review and adoption. Identified as a component of the plan by streets, water and electric departments were the acquisition of a Front-End Loader and Backhoe, through lease purchase agreements. The purpose of the equipment acquisitions is to replace existing 20+ year old equipment, reducing ongoing maintenance costs, and improving departmental efficiency in work duties performed. Equipment is utilized daily throughout Public Works departments. Budgeted for the project was \$48,942 annually, over 5 years. The project is of importance to the maintenance of streets, and addressing both water and electric infrastructure concerns. The project is funded through Streets (33.33%), Water/Sewer (33.33%), and Electric (33.33%).

Requests for proposals were placed in January for the lease/purchase of a Front End Loader and Backhoe. Five proposals for Front-End Loader and four proposals for Backhoe were submitted by three vendors and opened on March 01, 2021.

Submissions were received by:

Power Equipment Company (Loader)
2940 East Las Vegas Street
Colorado Springs, CO 80906

Wagner Equipment – Burlington (1 Loader, 1 Backhoe)
46777 Highway 24
Burlington, CO 80807

Honnen Equipment Co. (2 Loader, 2 Backhoe)
5055 E. 72nd Avenue
Commerce City, CO 80022

Attached you will find the bid recording sheets for their proposals. All proposals addressed all aspects identified in the bid specification, and costing was provided.

Loader Bids:

Power Equipment Company bid a Volvo Brand, L50H Model, with a purchase price of \$137,819 at 3.2% interest, payable in 5 annual installments of \$29,277.41. This is a purchase/finance with no residual payment at end. Loader is warrantied throughout the term of the purchase. Total Capital Outlay is \$146,387.05.

Wagner Equipment bid a Caterpillar brand, 920 14A Model, with a purchase price of \$138,731.57 at 2.49% interest, payable in 5 annual installments \$22,674.24. This is a lease/purchase with residual payment of \$39,960 at end of lease. Loader is warrantied throughout the term of the lease. Total Capital Outlay is \$1150,331.20.

An additional bid for 2000 hours of annual usage was submitted, numbers are not provided in narrative as this far exceeds our annual usage equipment will experience.

Honnen Equipment bid a John Deere brand, 524 L and 524 P models (L in stock, the P factory build) with a purchase price for 524 L of \$152,400 at 3.3% interest, payable in 5 annual installments of \$32,599.19. This is a lease/purchase with residual payment of \$1.00 at end of lease. Loader is warrantied throughout the term of the lease. Total Capital Outlay is \$162,996.95. The 524 P costs an additional \$9,000 and will take 3-6 months to build and deliver, therefore was not included in brief.

Backhoe Bids:

Wagner Equipment bid a Caterpillar brand, 416 07A Model, with a purchase price of \$93,072.06 at 2.49% interest, payable in 5 annual installments \$14,456.76. This is a lease/purchase with residual payment of \$28,960 at end of lease. Backhoe is warrantied throughout the term of the lease. Total Capital Outlay is \$101,243.80. An additional bid for 2000 hours of annual usage was submitted, numbers are not provided in narrative as this far exceeds our annual usage equipment will experience.

Honnen Equipment bid a John Deere brand, 310 L and 310 SL models (L in stock, the SL factory build) with a purchase price for 310 L of \$101,800 at 3.3% interest, payable in 5 annual installments of \$21,801.51. This is a lease/purchase with residual payment of \$1.00 at end of lease. Backhoe is warrantied throughout the term of the lease. Total Capital Outlay is \$109,008.55. The 310 SL costs an additional \$3,056 and will take 3-6 months to build and deliver, therefore was not included in brief.

Options:

5 year lease option for both FE Loader and Backhoe with balloon payment at end of lease (Wagner)

\$37,131 annual five years

\$65,920 Ballon – 6th year

Total outlay = \$251,574

5 year lease option for both FE Loader and Backhoe with \$1.00 payment at end of lease (Honen)

\$54,400 annual five year

\$2.00 residual payment

Total Outlay = \$272,005.50

Purchase finance option for FE Loader (Power) and 5 year lease option for Backhoe with \$1.00 payment at end of lease (Honen).

\$29,277.41 annual for five years

\$21,801.51 annual for 5 years

\$1.00 residual payment

Total Outlay = \$255,396.60

Purchase finance option for FE Loader (Power) and 5 year lease option for Backhoe with balloon payment at end of lease (Wagner).

\$29,277.41 annual for five years

\$14,456.76 annual for 5 years

\$28,960 balloon payment

Total Outlay = \$247,630.85

Staff has experience with both Honnen Equipment and Wagner Equipment as both have a presence here in Burlington. All bidders do not have a construction equipment service provided in Burlington, all maintenance and repair would require onsite technical assistance from service rep and potentially transport to Denver or Colorado Springs. Staff has indicated that past servicing by Honnen Equipment has been performed in a very expedient manner as their tech services come from Cope, CO. Staff has no experience with Volvo brand (Power Equipment).

2021 FRONT END LOADER - BACKHOE

2021 Front End Loader and Backhoe Capital Equipment Acquisition - Streets, Water, Electric

Bid Opening Date 3/1/2021
Bid Opening Time 1000

| Front End Loader | | Model | Purchase Price | 5 yr Lease | Rate | Buyout | TOTAL | Usage | 3 yr Lease | Rate | Buyout | TOTAL | Usage |
|--|--|---------------------|----------------|--------------|-------|--------------|---------------|----------|--------------|-------|--------------|---------------|----------|
| Manufacturer, Colorado Springs | Power Equipment, | Volvo L50H | \$ 137,819.00 | \$ 29,277.41 | 3.20% | | \$ 146,387.05 | 1500 hr | \$ 47,394.00 | 3.11% | | \$ 142,182.00 | 1500 hr |
| Honnen Equipment, Commerce City | Honnen Equipment, | John Deere 524P | \$ 161,400.00 | \$ 34,519.74 | 3.3% | \$ 1.00 | \$ 172,599.70 | 1500 hr | \$ 55,708.11 | 3.3% | \$ 1.00 | \$ 167,125.33 | 1500 hr |
| Honnen Equipment, Commerce City | Honnen Equipment, | John Deere 524L | \$ 152,400.00 | \$ 32,599.19 | 3.3% | \$ 1.00 | \$ 162,996.95 | 1500 hr | \$ 52,608.74 | 3.3% | \$ 1.00 | \$ 157,827.22 | 1500 hr |
| Wagner Equipment, Burlington, CO | Caterpillar 920 14A Wheel Loader | | \$ 138,731.57 | \$ 22,674.24 | 2.49% | \$ 36,960.00 | \$ 150,331.20 | 1500 Hhr | \$ 31,827.00 | 2.49% | \$ 50,880.00 | \$ 146,361.00 | 1500 hr |
| Wagner Equipment, Burlington, CO | Caterpillar 920 14A Wheel Loader | | \$ 138,731.57 | \$ 23,441.28 | 2.49% | \$ 32,880.00 | \$ 150,086.40 | 2000 hr | \$ 32,906.88 | 2.49% | \$ 47,520.00 | \$ 146,240.64 | 2000 hr |
| Backhoe Loader | | | | | | | | | | | | | |
| Manufacturer Honnen Equipment, Commerce City | Honnen Equipment, | John Deere 310SL | \$ 104,856.00 | \$ 22,453.58 | 3.3% | \$ 1.00 | \$ 112,268.90 | 1500 hr | \$ 36,235.68 | 3.30% | \$ 1.00 | \$ 108,708.04 | 1500 hr |
| Honnen Equipment, Commerce City | Honnen Equipment, | John Deere 310L | \$ 101,800.00 | \$ 21,801.51 | 3.3% | \$ 1.00 | \$ 109,008.55 | 1500 hr | \$ 34,519.74 | 3.3% | \$ 1.00 | \$ 103,560.22 | 1500 hr |
| Wagner Equipment, Burlington, CO | Caterpillar 416 07A Backhoe Loader | | \$ 93,072.06 | \$ 14,456.76 | 2.5% | \$ 28,960.00 | \$ 101,243.80 | 1500 hr | \$ 20,438.04 | 2.49% | \$ 37,120.00 | \$ 98,434.12 | 1500 Hhr |
| Wagner Equipment, Burlington, CO | Caterpillar 416 07A Backhoe Loader | | \$ 93,072.06 | \$ 14,892.96 | 2.49% | \$ 26,640.00 | \$ 101,104.80 | 2000 hr | \$ 21,055.20 | 2.49% | \$ 35,200.00 | \$ 98,365.60 | 2000 hr |

2021 Capital Expenditure

Department: Parks/Streets
Project: Utility Vehicle

In the 2021 Budget, A Capital Improvement Plan was submitted for review and adoption. Identified as a component of the plan by the parks and streets department was the acquisition of a Utility Vehicle, designed to maintain trail systems and address some street maintenance concerns. This equipment will assist both departments with efficiency in performing their job function. Budgeted for the project was \$27,990. The project is of importance to the maintenance of City trail systems (Longhorn Trail), park systems, and street maintenance (weed spraying currently done on foot). This project is funded through Parks (25%), Streets (25%), and CTF (50%).

Requests for proposals were placed in January for the purchase of a Side-by-Side Utility Vehicle. One proposal was submitted and opened on March 01, 2021.

Submissions were received by:

Front Range Kubota
880 Railroad Avenue
Burlington, CO 80807

Attached you will find the bid recording sheets for their proposals. All proposals addressed all aspects identified in the bid specification, and costing was provided.

Front Range Kubota bid a Kubota brand, total cost of \$34,557.

A proposal was also received for the same utility vehicle without the broom attachment and operating system with a total cost of \$24,783.41. The attachment and equipment can be added at a later time.

After review of specifications and costs, staff is recommending the bid be awarded to Front Range Kubota as service and maintenance of equipment is locally provided. The question remains as to which equipment offering are desired. The broom attachment will certainly assist with keeping the trail free of debris, especially in Parmer Park, and can be utilized quickly and efficiently to clear sidewalks after light snow events. Broom can also be used where street repair work is underway. If the broom attachment is desired, which was identified in bid specifications, the funds over budget (\$6,567), would allocated 50% CTF (\$3,284), 25% Parks (\$1,642), and 25% Streets (\$1,642).

2021-Utility Vehicle

2021 Utility Vehicle-Side by Side-Parks

| | | | | | | | |
|--------------------------|---------------------------|---------------------------|-----------------------------|-----------------------------|-----------------------------------|--------------------------------|---------------------|
| Bid Opening Date | 3/1/2021 | | | | | | |
| Biid Opening Time | 1400 | | | | | | |
| Vendor | Make/Model | Total Project Cost | 72" Blade Attachment | 66" Broom Attachment | 4 Pnt Hitch and Power Unit | PTO Drive and K Connect | Throttle Kit |
| Front Range Kubota | Kubota RTV- X1100CWL-H | \$ 24,783.41 | Y | N | N | N | N |
| Front Range Kubota | Kubota RTV- X1100CWL-H | \$ 34,557.20 | Y | Y | Y | Y | Y |

2021 Capital Expenditure – Contracted Services

Department: Parks

Project: Bare Ground Treatment, Fertilizer and Weed Control Project

In the 2021 Budget, A Capital Improvement Plan was submitted for review and adoption. Identified as a component of the plan by the parks department was Bare Ground Treatment, Fertilizer and Weed Control Project, designed to treat bare ground, and to fertilize and apply weed control measures to City owned and maintained properties. Budgeted for the project was \$18,000. The project is of importance to the grounds maintenance of our parks system, a system designed and utilized to provide for outdoor activities to members of and visitors to our community. Our parks are heavily utilized on a daily basis and are often used to provide for events in our area, therefore need to be aesthetically pleasing and free of weeds for those utilizing our parks systems. The plan includes application of bare ground treatment as a pre-emergent in the early Spring, and to provide for fertilization and weed control measures in both Spring and Fall. This project is funded through the Parks Department.

Requests for proposals were placed in February for contracted services for Bare Ground Treatment, Fertilization and Weed Control measures. Three proposals were submitted, and bids opened on March 5, 2021.

Submissions were received by:

Hired Gun Weed and Pest Control
P.O. Box 517
Kersey, CO 80644

Green Horizons
P.O. Box 1
Flagler, CO 80815

Burlington K-Lawn
606 11th St.
Burlington, CO 80807

Attached you will find the bid recording sheets for their proposals. Each proposals addressed all aspects identified in the bid specification, and costing was provided.

Hired Gun Weed and Pest Control bid the project the entire project at \$22,475 with \$1000 off if awarded both bids.

Green Horizons bid the entire project at \$16,904.60.

Burlington K-Lawn bid the entire project at \$16,747.45.

After review of specifications and costs, staff is recommending the bid be awarded to Burlington K-Lawn as they are the current provider of services, locally owned, and have provided the lowest bid. We have worked with Green Horizons in the past and they too have provided excellent service. As they are farther removed from Burlington and their bid slightly higher, we are recommended the contract be awarded to Burlington K-Lawn.

2021-BAREGROUND TREATMENT AND FERTILIZER AND WEED CONTROL

2021 Bareground Treatment, Fertilizer and Weed Control Capital Project - Parks

Bid Opening Date 3/4/2021
Biid Opening Time 1000

FERTILIZER AND WEED CONTROL BID

BAREGROUND BID

2 Applications Spring/Fall

1 Application

| Fertilizer/Weed Control NAME | Bareground Treatment | TOTAL |
|---|----------------------|-------------|
| Hired Gun Weed and Pest Control P.O. Box 517 Kersey, CO 80644 | \$8,145.00 | \$22,475.00 |
| Green Horizons Box 1 80807 Burlington K-Lawn 11th Street 80807 | \$11,845.40 | \$16,865.00 |
| P.O. Flagler, CO 616 Burlington, CO | \$11,664.70 | \$5,082.75 |
| | | \$16,747.45 |



March 08, 2021

City Administrator's Summary Report

February 23 – March 08, 2021

Administration

- Currently, we are over one year into the COVID-19 pandemic. I have attached at the end of this report a weekly media release from our Health Department on where Kit Carson County stands with our addressing of the pandemic and the distribution of the new vaccines that have been rolling out since we last met with 700 doses administered in Kit Carson County. Additionally, attached you will find guidelines for holding indoor events concerning capacity limitations. Note that the positivity rate for Feb. 23 – March 02 increased from 10.2% to 18%. Of the 15 persons testing positive for COVID, 4 (27%) were City employees. Kit Carson County remains at Blue on the pandemic dial. With approximately 20% of Colorado residents in receipt of the vaccination, we still have a long way to go to hit herd immunity which once attained, will put us on a path to quick recovery. Until attained, it is recommended that we all adhere to best practices such as wearing masks in public places, social distancing, and hand washing. Please protect yourselves and each other.
Worldwide there have been over 115 million persons infected by the virus, with over 2.5 million reported deaths attributed to the infection. 25.2% (29 million) of all reported cases have occurred in the U.S. which has also reported approximately 525,000 attributable deaths. Colorado has experienced over 434,000 confirmed cases. As of March 4th, Kit Carson County has reported 542 positive cases, up 20 cases in the last two weeks, with a mortality rate of ten persons.
- The Burlington Housing Authority will meet in person on March 09, 2021, where financial reporting and bill payment will take place. We have finally received the operating budget for the current year that was developed last year by the previous Executive Director and Board. This budget will be reviewed, and changes made before submitted to HUD with accompanying Resolution. Once this is done, the Executive Director and Board will begin work on Next year's budget. We are quickly gaining in attaining HUD compliance.
- All departments remain on track with their projects and supporting Gantt Charts have been updated.
- Over the last couple of weeks oil prices have continued to rise. Over the month of February crude oil rose 12.4 %, from \$54.76 per barrel to 61.56 per barrel. This has been met with a rise in what we each pay at the pump. Over the last two weeks, we have ordered motor oil in bulk, needed to service and maintain our equipment.
- The Service Agreement with KC Electric is attached for review and authorization for Mayor to sign. The Agreement provides the City the ability to provide electrical service to property that abuts City limits allowing the City to provide for electrical service outside our contractual area and authorized by KC Electric.
- Research of Marijuana Dispensary's, and retail sales underway as time allows.

- Met with CEBT or health insurance group on rates for 2021/2022. Rates will be increased 3.5% on July 1, and will remain in effect until June 30, 2022. Of Note here is that Burlington will be receiving a \$19,305.00 dividend in August that will offset this increase in rates.

Operations/Public Works

- **Water/Wastewater**

Water department received word that by the first of March 2021, all chlorine gas injected wells must be converted to in line injection. We have not met the deadline, though have been working with the State to address certain aspects of the engineering report. Currently, we have the approval to move forward with implementing our plan so are preparing wells for changeout, working with Merrick and Company and HOA to complete in a timely manner.

- Daily well checks and testing.
- Daily checks and maintenance at WWTP
- Shut off water to electric plant due to burst pipes, will be replacing tap to provide for separate water source to only those areas in need of water.
- Sanitary Survey preparation underway
- Water department has been performing the cabling for REACH IT Managed Services, prepping for install of equipment and hardware at Old Town, and Airport.
- With extreme cold weather a couple of weeks ago, continued to repair and replace lines and meters.
- Two water operators are preparing for certification testing for Level B licensure.

- **Parks**

Parks has been down a man due to COVID infection and protocols.

- Repair of water lines at South bathroom, Parmer Park
- Daily cleaning and disinfecting of bathrooms.
- Planning to replace broken posts at outback park.
- Shop cleaning and maintenance

- **Streets**

- Street sweeping underway.
- Alley maintenance
- Pothole repair and maintenance in process.
- Equipment maintenance
- Swimming pool maintenance and rehabilitation in planning stages

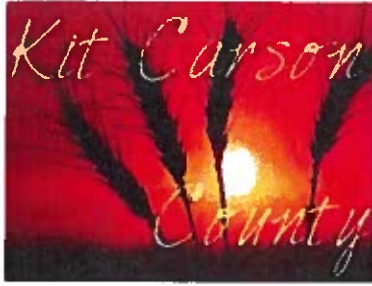
- **Electric**

Josh Rocha and Kevin Penn, our newest lineman apprentices are on the job and performing well, gaining knowledge and experience with our distribution system and familiarizing themselves with maintenance concerns. Main Electric has been absent from Burlington., as the new switches that they are to install have not arrived. Main Electric is currently trying to locate so that work can begin on our West Loop. Main has informed us they will be onsite the week of the 15th.

- Started installing LED lights on Lincoln and Rose. LED lights require less energy, are longer lasting, and brighter. Installation will result in reduction to energy loss and savings to the City.
- Continuing work with Damien Berger, Electrical Engineer from Atwell on design needed for system review of East Loop to improve system sustainability.
- Department has stayed on track with the pole replacement plan, replacing two poles a week for the last three weeks.
- A small outage occurred on 02/26 where a bird tripped fuse. Fuse was replaced and power restored. Outage lasted 18 minutes and area was isolated.

Intergovernmental/Upcoming Events

- March 01st and 02nd, 3:00 - 4:00 PM – Training on updating pole data in Utility Asset Management Database to become more compliant with maintenance system. Training is virtual.
- Management Team Meeting – In Person at Community Building – Wednesdays 2:00 P.M.
- Health Department Meetings – Virtual – Thursdays 8:30 A.M.
- BHA Board Meeting – Tuesday, March 09, 11:30 A.M.
- EMT Council/911 Authority Board meeting – Wednesday, March 10, 7:00 P.M.
- Bid Openings Scoreboards, Pool Vacuum, Tables/racks (activities), and HVAC (Library), Monday, March 15, 2:00 P.M.
- Main Electric on site week of March 15th to install switches for West Loop sustainability.
- City Council – Monday, March 22, 2021 – Live at Community Center, 6:30 P.M.



Kit Carson County Department of Public Health and Environment
252 South 14th Street
Burlington, CO 80807
719-346-7158, ext. 412

MEDIA RELEASE

March 3, 2021

Release: IMMEDIATE

From: Dawn James, Kit Carson County Department of Public Health and Environment Director, PIO

Kit Carson County COVID Data and Updates

For the week of February 23rd through March 2nd, 83 people were tested and 15 people were positive for COVID, with a positivity rate of 18%. For the month of February, 287 people were tested and 37 were positive for COVID, with a positivity rate of 13% for the month. This is up from the prior week's positivity rate of 11%. The target weekly positivity rate continues to be 5% or less which would indicate excellent control of the virus. The hospital reports a decline in utilization of their services and hospitalizations related to COVID. COVID is not gone and continues to spread in the county. Please continue to use caution as spring and the Easter season begins. While the weather is beginning to warm up, outside activities are encouraged, and limited indoor activities should continue even though larger gatherings are now allowable.

UPDATED VACCINE ROLLOUT FROM COLORADO STATE GOVERNMENT

Last week, the Governor's office announced that there are new "phases" of the vaccine roll out for Colorado. There are some changes, so please consider where you may fit in these new phases. If you currently have an appointment at the health department or hospital to receive the vaccine and you are now deemed not eligible because of the change, ***we are not cancelling*** your appointment and you can still plan to come on the day you were given your appointment.

People in previous phases continue to remain eligible as we move through subsequent phases.

NEW PHASES Effective 2-26-2021

1.B.2: Started February 8

- People age 65 and older
- Childcare workers in licensed child care programs
- PreK-12 educators
- State Government officials

1.B.3: Beginning March 5

- People age 60 or older

- Frontline essential workers in grocery and agriculture
- People 18-59 with 2 or more high risk conditions

NEW PHASE

1.B.4: Beginning March 21

- People age 50 or older
- Higher education (all student-facing staff)
- Frontline essential workers in food/restaurant services
- Frontline essential workers in manufacturing
- Frontline essential workers for the US postal service
- Frontline essential workers in public transit
- Frontline essential workers in public health
- Frontline essential workers in human services
- Faith leaders
- Frontline essential direct care providers for people experiencing homelessness
- Frontline essential journalists
- Continuity of local government (county court, court administrators, probation)
- People 18 – 49 with **one** of the following high risk conditions
Stroke, asthma, cystic fibrosis, high blood pressure, liver disease, damaged lung tissue, blood disorders, weakened immune systems

PHASE 2 – Will begin when enough vaccine is available – slated for the month of April

Phase 2 replaces what used to be Phase 3. This phase includes the general public or anyone who is not included in earlier phases because they have lower risk of exposure or are less likely to have severe outcomes from COVID-19. This phase may be further segmented by age if needed, depending on how much vaccine is available.

Vaccine Clinic Schedule

COVID Vaccine is currently available for all school-related workers, healthcare workers, people born in and prior to 1956. Beginning March 5th, additional people are eligible to be vaccinated including agricultural workers, manufacturing, grocers, and people with two chronic conditions. People with chronic conditions can be any age from 18 years old and up.

Vaccine clinics are being provided weekly at the health department on Wednesdays and Fridays. Vaccine clinics are also available at the Kit Carson County Memorial Hospital on Thursdays.

Appointments are required for all vaccine sites.

Please sign up for your shot on line at <https://novelhealth.ai/practice/kit-carson-county-dept.-of-public-health-and-environment-301981> or call 719 346-7158, ext. 342.

KIT CARSON COUNTY INDOOR EVENT REGISTRATION FORM

Event Name: _____ Event Date: _____

Event Location/Name and Address: _____

Room Occupancy Capacity: _____

Contact Person Name: _____ Contact Person Email: _____

Contact Person Phone Number: _____

It is requested and advised that event planners of indoor events located in Kit Carson County be made aware of the current event guidelines that are in place in the State of Colorado. These guidelines are intended to provide confidence to the planner that the event will not pose a risk for an unintended outbreak of COVID in the community. Registration of your event will assist local public health in providing advice to the event organizers regarding event planning and aid in any investigation that may arise should an outbreak occur.

While operating under the requirements of "Level Blue" on the Colorado COVID Dial System, indoor events are limited to no more than 225 individuals or 50% of the room capacity whichever is less. (For example, if a room has an occupancy capacity of 500, even though 50% would be 250 people, the event could still only have 225 people).

The strategies listed below are the current best practices that have been identified to assist your event planner, organizers and attendees to remain safe from exposure to the virus, while being able to conduct the event.

- Collect contact information of guests or attendees through tactics like taking reservations, requiring RSVPs, or having sign-in sheets, and times of arrival and departure to help with potential exposure notification whenever possible.
- Provide generous and flexible cancellation policies so that if guests start experiencing symptoms, they can cancel.
- Ensure 6 feet or more distancing between all employees, customers, contractors and visitors.
- Create a queue at entrances that ensure a minimum of 6 feet of physical distancing between individuals and pace entry to prevent congestion.
- Operate on a one-in-one-out basis when at capacity.
- Give reminders to observe 6 feet physical distancing before, during, and after events.
- Post signage with easy to interpret graphics in commonly used languages reminding everyone to maintain 6 feet of distance, wear masks when unable to maintain 6 feet of distance, wash hands, etc.
- Establish single-direction traffic flow in and out of venue and seating areas. Consider separate entrances and exits.
- If the event is catered, do not allow for self-service stations or buffets.
- Enhance cleaning and disinfection of common touch points (doors, stairwell handles, light switch, elevator switch, etc.). CDC cleaning guidance
- Ensure ventilation at the venue is in line with or exceeds OSHA guidance.
- Install touchless hand sanitizing stations at entrances and in high-traffic areas.
- Deploy plexiglass barriers where appropriate (such as food service stations).
- Limit, wherever possible, the sharing of tools, equipment, or other shared resources
- Catering services or food services should be seated-only. Food and drink services must follow the same guidelines as restaurants and bars.
- Dancing is strictly limited at all events to no more than six persons dancing together from the same party. Dancing parties must remain six feet from other persons and all must follow current mask recommendations.

Booths or vendors at events should consider:

- Allow spacing for vendor load-in and load-out such that vendors and staff can maintain a distance of at least 6 feet from each other as much as possible.
- Add a minimum of 6 feet in between booths.
- Create a single line of booths instead of double rows. If this is not possible, create at least a 12 feet thoroughfare between the two sides allowing for a single file, one-way path down the middle.
- Require vendors to have market booth layouts that promote social distancing. Provide them with the space to do this.
- Create one-way traffic flow through the booths to prevent crowding or mingling.
- Use ropes, cones or tape to define the entrance, exit and flow.

Vendors/Employees

- Provide guidance and encouragement on maintaining 6 feet of physical distancing.
- Require the use of masks or face coverings when appropriate.
- Train employees in proper use of protective equipment.
- Require frequent hand washing upon arrival, departure and throughout the day.
- Implement symptom monitoring protocols (including workplace temperature monitoring and symptom screening questions) where possible ([Additional Guidance](#)) and encourage sick employees to use the [CDPHE Symptom Support tool](#).
- Employees who have been in close contact with an exposed or symptomatic person (within 6 feet for at least 10 minutes) should not report to work and should self-quarantine.
- Group employees into teams or shifts that stick together.
- Provide contactless payment methods.
- Do not allow multiple people to handle objects, or disinfect the objects between each person.
- Extend setup timelines to allow vendors more time to set up and not overlap.

Completing this Registration Form, does not imply “approval”, but is solely intended to provide guidance to planners and to provide awareness of large gatherings occurring in the county for Public Health to consider as they continue to monitor incidence of the virus in the County.

Signature of Event Organizing Authority

Date

Event Registration received by: _____
Public Health Representative

Date

Event Registered with the KCC Board of Health on: _____ By: _____



To: City council members
From: Georgia Gilley, Clerk
Date: March 8, 2021
Subject: Clerk's report

General office

The Sick Bank file has been updated, with 226 hours donated by 16 employees in 2021. Just over 1,653 hours are currently available in the bank.

I participated in a one-on-one 4-hour video conference/training with Linda De Herrera, RLS & Associates, to review 70 pages of procedures and questions regarding drug/alcohol testing and reporting. This only regards random drug and alcohol testing for public transit drivers – our Outback Express bus drivers. Her review will outline any action that needs to be taken to follow federal and state regulations.

Municode will be printing a supplement to the city's code book, which will catch us up from June 2019. The printed supplement should arrive in the next two months.

Donations received in the month of February include \$175 for the library, \$715 for the Activities Department and \$50 for Old Town.

Liquor licensing:

I have sent in the liquor license documentation for a transfer ownership from Alta #6142 to CF Altitude LLC. Council previously approved a temporary license to take applicant through the transfer process. The state does not require public hearings to transfer ownership.

Restaurant Panaderia Mexico Inc. submitted a liquor license renewal application, which is on tonight's agenda. I'll ask that it be approved.

Outback Express

Outback Express runs daily with two drivers. I have tasked one of the drivers to research Bluetooth devices and present options which would best fit their needs. This will be a safer option over the hand-held phone.

COVID-19

City employees testing positive since last council meeting: 3
2021 total to date: 4
2020 total: 9
Grand total to date: 13

COVID-19 started affecting city employees at the end of October 2020.