



**BURLINGTON CITY COUNCIL
REGULAR MEETING
Community Center
340 S. 14th St., Room A
May 9, 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**
- 4. Review and Approve Agenda** *(address additions or deletions)*
- 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 April 25 meeting minutes.
- 6. Public comment** *(Comment is limited to 3 minutes)*
- 7. Public hearings** *(Will hold if members of the public are present to comment on hearing subject)*
- 8. Unfinished business**
 - A. Childcare facility Land Lease Agreement
- 9. New business**
 - A. Ginny Hallagin – Dynamic Dimensions Inc.
 - B. Glen Marciniak – Having animals in city limits
 - C. Approve Application to Renew Tavern Liquor License for Century Lanes
 - D. Discussion about FAMLI – Family Medical Leave Insurance
- 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., Main Conference Room
April 25, 2022
7:00 p.m.**

1. Call to order

Mayor Greg Swiatkowski called the meeting to order at 7:20 p.m.

2. Pledge of Allegiance

3. Roll Call

Council members present:

Greg Swiatkowski, Mayor
Brent Carter, mayor pro tem

Paul Velasco
Dale Franklin

Lana Mireles
Troy Schultz

Council members absent:

Adrian Hernandez

Staff/Officials present up front:

Jim Keehne, Administrator
Georgia Gilley, Clerk

Mike Grinnan, City Attorney

Others present:

Kami Witzel, Don Witzel, Mason Witzel – left at 7:45 p.m.

4. Review and Approve Agenda

With no additions or changes, Schultz moved and Velasco voiced a second to approve the agenda. Motion passed unanimously.

Mireles: Aye Velasco: Aye Hernandez: Absent
Carter: Aye Schultz: Aye Franklin: Aye

5. Consent Agenda

A. Approval of the April 13, 2022, meeting minutes

Motion by Schultz and second from Franklin to approve the March 28, 2022, meeting minutes as presented. Motion passed unanimously.

Mireles: Aye Velasco: Aye Hernandez: Absent
Carter: Aye Schultz: Aye Franklin: Aye

6. Public comment – none

7. Public hearing – none

8. Unfinished Business – none

9. New Business

A. Kami Witzel – pickle ball/tennis/basketball court idea presentation

Kami Witzel presented a computer rendering of proposed plans to renovate the old tennis courts behind the swimming pool to include pickle ball courts, a tennis court and a basketball court, with shade pavilions.

Council was receptive to Witzel's plans. Keehne noted the City had included similar rehabilitation plans of the area into a 2021 grant, which was turned down by GOCO. Council and Keehne thanked Witzel for her presentation and asked if she would share her plans with the City for future reference.

No action was taken.

B. Approval of Brent Carter, mayor pro tem, to be added as signator on city bank accounts and to remove Kamron Weisshaar

Motion by Mireles and second from Velasco to approve Brent Carter to be added as signator on city bank accounts and to remove Kamron Weisshaar. Motion passed unanimously.

Mireles: Aye	Velasco: Aye	Hernandez: Absent
Carter: Aye	Schultz: Aye	Franklin: Aye

C. First Quarter Financial Report

Keehne reviewed the First Quarter Financial Report, noting the city is sitting where it should be at this time of the budget year with revenues and expenditures. Additionally, Keehne explained the City budget, funds, departments, capital plan and how to interpret the information.

10. Reports from city departments

Keehne and G. Gilley reviewed their written reports provided in the council packets.

11. Council comments

Swiatkowski congratulated the new council members. Velasco asked what issues the City is dealing with from the wind storms. Keehne related there were tree branches cleaned up and a few utility poles were being replaced. Mireles noted she was approached by Stan Hitchcock to see who owns an area of street coming of US Highway 24 toward Eighth Street. Keehne will look into where the city boundary ends in the area. Carter expressed his thanks for the new nameplates.

12. Adjournment

With a motion by Carter and second from Mireles, the meeting adjourned at 9:06 p.m.

Motion passed unanimously.

Mireles: Aye	Velasco: Aye	Hernandez: Absent
Carter: Aye	Schultz: Aye	Franklin: Aye

Greg Swiatkowski, Mayor

ATTEST:

Georgia Gilley, City Clerk

CITY OF BURLINGTON LAND LEASE AGREEMENT

THIS AGREEMENT, dated _____ day of _____, 2022, by and between the City of Burlington, Colorado, whose address is 415 15th Street, Burlington, CO 80807, party of the first part (hereinafter referred to as the "CITY"), and _____, whose address is _____, CO _____ party of the second part(hereinafter referred to as "LESSEE");

WITNESSETH:

WHEREAS, The CITY is owner of real property classified as exempt political subdivision land, known as Parcel 0000004350902, Lot 2, Yersin Subdivision, Burlington, Kit Carson County, Colorado 80807 (hereinafter referred to as S. 13th City Property); and

WHEREAS, LESSEE desires to lease real property for erection and maintenance at LESSEE's sole cost and expense a Child Care Facility on the premises known as S. 13th City Property (see legal description on Exhibit A attached) to be constructed of such material, size and design as shall be approved by City, and in compliance with Section 305.2, Group E, Day Care Facilities of the 2021 International Building Code; and

WHEREAS, in consideration of the mutual covenants set forth herein, the parties agree as follows:

1. **DEMISED PREMISES:** The CITY hereby leases to LESSEE upon the terms and conditions herein provided, real property, located at South 13th Street, Burlington, Colorado, more fully described on Exhibit A attached hereto and incorporated by reference as set forth in full herein.

2. **TERM:** The CITY hereby leases the Leased Premises unto LESSEE for a period of Thirty (30) years. The initial Term of this Lease shall commence on the day construction is completed on Child Care Facility, _____ day of _____, 2022, and shall terminate without notice on the _____ day of _____, 2052 unless sooner terminated or extended as herein provided. The CITY grants unto LESSEE the exclusive right and option to renew or extend this Lease for one (1) ten (10) year period immediately following the original thirty (30) year lease term. Such option shall be exercised no later than ninety (90) days before the end of the original term. Exercise of such option to renew shall be in writing, but in no event shall LESSEE be entitled to renew the term hereof, even though such notice be timely given, unless LESSEE shall have timely performed all of its obligations hereunder and not be in default hereunder.

3. **LEASE:** This lease term will be reviewed and executed within 90 days prior to end of lease term.
 - A. The LESSEE agrees to lease the real property at the monthly rate of \$200.00 per lot, due quarterly throughout the first five (5) years of this Lease, but in no event shall it extend past December 31, 2027.

- B. The Lease will further be adjusted every five (5) years thereafter on January 1st of the subsequent year throughout the term of this lease and each five (5) year increment of any extended term. The adjustments will be calculated by determining the difference in the consumer price index for all urban consumers (or its closest successor index in the CITY's judgment) ("CPI-U") for the term of lease. In the event that the CPI-U is greater than the initial index, the lease for the following term shall be adjusted accordingly. In the event the CPI-U is no longer published, lease shall be adjusted in accordance with a comparable index as determined by the U.S. Department of Labor. In no event shall the adjustment exceed 15% of the preceding lease.
 - C. Any lease payment overdue for more than thirty (30) days will have an additional fee added to cover extra administrative costs. The additional fee will equal 10% of the current yearly lease payment. In the event the CITY is required to initiate any collection procedures or costs to collect any unpaid lease payment from LESSEE. The LESSEE shall pay all of the CITY's expenses in connection therewith, including reasonable attorney's fees and costs.
 - D. Electric service shall be provided through a CITY provided meter, City will bear all costs associated with extending lines, connection fees, tap fees, meter fees, and other fees associated with providing power to the site. LESSEE will bear all electrical costs associated with providing power from meter to facility, and monthly energy bills determined by usage.
 - E. Water service shall be provided through City water system. City will bear all costs associated with extending water lines, connection fees, tap fees, and any other fee associated with providing water to the site. LESSEE will bear all costs associated with water provisions from meter to facility, and monthly water bills determined by usage.
 - F. Sewer service shall be provided through City wastewater system. City will bear all costs with extending sewer main/line to property. LESSEE shall bear all costs associated with extending lines from sewer main to facility, and monthly wastewater bill.
4. FACILITY CONSTRUCTION: The parties do hereby agree that LESSEE may erect and maintain at LESSEE's sole expense a Child Care Facility on the premises known as S. 13th Street City Property.
- A. Lessee shall submit plans and specifications of LESSEE's proposed Child Care Facility to the CITY, and shall receive express written approval of said plans and specifications by CITY prior to commencement of any work, construction or erection of LESSEE's Child Care Facility.
 - B. LESSEE shall pay all costs of work, construction and erection and shall maintain LESSEE's Child Care Facility in good repair at all times.

- C. All construction, materials, and final Child Care Facility must be performed in compliance and meet 2021 International Building Code standards, rules, and regulations as described for 305.2, Group E of said code.
- D. LESSEE shall provide for at own expense, an adequate area for drop off, pick-up, and parking, with emphasis on safety. Area will be paved, and maintained by LESSEE.

5. LIMITATIONS ON USE:

- A. The Child Care Facility constructed by LESSEE may be occupied by LESSEE only, utilized as a Child Care Facility for the care and instruction of children in their care. The Child Care Facility must be licensed by the Sate of Colorado, maintaining said license, and operating in compliance with all rules and regulations surrounding this type of facility. Lessee shall have no right to utilize the Facility for purposes other than specifically allowed under this paragraph, and it is specifically understood the Child Care Facility shall not be used as living quarters, or storage of any item not directly related to Child Care Facility operation, without first obtaining the written approval from the CITY is cause for the CITY to immediately terminate this Lease, with notice or opportunity to cure.
- B. The storage and accumulation of flammable, explosive liquids or solids, waste, debris or other hazardous materials is not permitted on or within the grounds of the Day Care Facility.
- C. Parking of vehicles will be permitted in designated parking areas only. No on street parking will be allowed to ensure the safety of all persons utilizing the Child Care grounds.
- D. LESSEE shall not perform any acts or carry on any practices which may be a nuisance to the surrounding area, or residential area, and shall keep its building and the premises surrounding clean, and free from rubbish, dirt, snow and ice at all times, and shall not allow the same to become unsightly or cluttered.

6. MAINTENANCE OBLIGATION:

- A. LESSEE, at its expense, shall keep the Child Care Facility and grounds in good repair and maintenance, and in a safe, sanitary, orderly, and sightly condition, all at its own risk and expense.
- B. Snow removal from parking areas and sidewalks is the responsibility of the LESSEE. Snow removal may be performed by the CITY as a courtesy but is not an obligation of the CITY. The City may cease to provide snow removal to LESSEE or snow removal may not be provided on a particular occasion, at the CITY's sole discretion.

7. LIENS: LESSEE covenants and agrees not to permit any mechanic's or materialman's lien to foreclosed upon the Leased Land Parcel or the Facility thereupon, or any part or parcel thereof, by reason of any work or labor performed or materials furnished by a mechanic or materialman. LESSEE further covenants and agree to pay promptly when due all bills, debts and obligations incurred by it in connection with approved uses designated in the Lease upon the Leased Land Parcel, and not permit the same to become delinquent, and to suffer no lien, mortgage, judgment or execution to be filed against said property or improvements thereon which will be in any way an impairment of the rights of the CITY under this Lease.

8. INDEMNIFICATION AND HOLD HARMLESS:
 - A. LESSEE assumes the risk of loss or damage to the Child Care Facility and its contents, due to natural causes, whether from windstorm, fire, earthquake, snow, water run-off, or any other causes whatsoever.

 - B. LESSEE covenants and agrees that it will indemnify and save harmless the CITY from all demands, claims, costs, causes of action or judgements, and from all expenses that be incurred, in investigating or resisting the same, arising from or growing out of use of the Child Care Facility by LESSEE, its contractors, agents, members, stockholders, employees, invitees, servants, sub-tenants, successors and assigns, including attorney's fees and costs which may be imposed upon, incurred by, or asserted against the CITY by reason of any of the aforesaid.

9. INSURANCE: At all times during the Term of this Lease, LESSEE agrees that it will, at its own cost and expense, have and keep in force insurance with coverage for:
 - A. Public liability insurance in a reasonable amount as determined from time to time by the CITY and LESSEE but no less than \$150,000 per person and \$600,000 per occurrence or other limits as may be set for governments by the Colorado Governmental Immunity Act, as now enacted or hereafter amended. LESSEE shall name the CITY as an additional insured and agrees to indemnify the CITY against any and all liability for injuries to persons or damage to property caused by LESSEE negligent use or occupying of the lease premises. The CITY agrees to indemnify the LESSEE against any and all liability for injuries to persons or damage to the property caused by the CITY, or any of its employees' negligent acts while on the leased premises. LESSEE shall provide the CITY with copies of certificates of insurance demonstrating such coverage not later than the date of execution of this Lease and annually (January 1st) of each year thereafter, and upon occupancy of the Child Care Facility, which shall be updated upon all renewals and changes in coverage. The certificate(s) shall provide that the insurance may not be materially changed, altered, or canceled by the insurer without first giving ten (10) days written notice by Certified mail, return receipt requested, postage prepaid, properly addressed to the CITY as such address as the CITY may have heretofore furnished to the LESSEE.

LESSEE shall not violate the terms or prohibitions of any insurance policy herein required to be furnished by LESSEE.

10. COMPLIANCE WITH LAWS AND RULES AND REGULATIONS: In occupying the real property and Child Care Facility, LESSEE shall comply with all laws, orders, rules, ordinances and regulations applicable to the occupancy of the property. LESSEE shall comply with State of Colorado Rules and Regulations surrounding Child Care Facilities.

11. DEFAULT AND REMEDIES: Events of default are defined as any one of the following under this Lease:

- A. Failure by the LESSEE to pay any rent or other rent or additional rent during the term of this Lease within twenty (20) days after the same becomes due pursuant to this Lease; or
- B. Failure by the LESSEE to observe and perform any covenant, condition or agreement on its part to be observed or performed herein, for a period of twenty (20) days after written notice, specifying such failure and requesting that it be remedied shall be given to the LESSEE by the CITY unless the CITY shall agree in writing to an extension of such time prior to its expiration; provided, however, that if the failure stated in the notice cannot be correct within the applicable period, the CITY shall not withhold its consent to an extension of such time corrective action can be instituted by the LESSEE within the applicable period and diligently pursued until the default is corrected. Such consent by the CITY shall not be unreasonably withheld.
- C. Whenever any event of default referred to in this Section of this Lease shall have happened and be continuing, the CITY may, without any further demand or notice, take one or any combination of the following remedial steps:
 - 1. The CITY may terminate the Lease term and give notice to the LESSEE to vacate and surrender possession of the property within thirty (30) days of such notice and on such date all of the LESSEE's and CITY's rights and obligations under this Lease, except as expressly reserved, shall cease, the CITY's written notice shall operate as a notice to quit, and the CITY may proceed to recover possession of the property by any lawful means including re-entry and repossession; the obligation of the LESSEE to pay and the right of the CITY to recover all rents, additional rents and other charges accrued up to the time of termination or recovery and possession by the CITY, whichever is later, together with costs of collection, including attorney's fees and costs, shall survive termination of the Lease;

2. Without further notice, except as required by law, re-enter and take possession of the property and improvements thereon, or any part thereof, and repossess the same as the CITY's former property and expel the LESSEE and those claiming through or under the LESSEE and remove effects of either or both without being deemed guilty of any manner of trespass, without being deemed to have elected to terminate this Lease, and without prejudice to any remedies for arrears of rent, preceding breaches of covenants, or loss of profits; after re-entering and repossessing the property without terminating this Lease, the CITY may, from time to time, without terminating this lease, re-let the property or any part thereof on behalf of the LESSEE, and for such term or terms and at such rent or rents, and upon such other terms and conditions, as the CITY may deem advisable in its sole discretion, with the right to make alterations and repairs to the property.
3. In the event of default, the CITY may recover from the LESSEE:
 - a. That portion of rents and additional rents which would otherwise have been payable herein, during any period in which the LESSEE continues to occupy, use or possess the property; and
 - b. Rents and additional rents which would otherwise have been payable by the LESSEE herein during the remainder of the term of this Lease; and
 - c. Attorney's fees and costs and expenses for re-letting and improvements.

12. CANCELLATION OR TERMINATION:

- A. If LESSEE abandons the property or facility, the CITY may at its option cancel and terminate this Lease, or may, without terminating the Lease, enter upon and take possession of the property and improvements thereon with or without process of law and without liability for trespass.
- B. In the event the CITY is required to give said notice, as provided above, the CITY shall be entitled to charge a fee of \$150.00 for each notice. Said fee shall be required to be paid as a part of any payment necessary to cure any default. At the CITY's option, the CITY may terminate this Lease by giving written notice thereof upon LESSEE's default in the timely payment of rent.
- C. At the termination of this Lease. LESSEE shall give peaceful possession of the leased premises in as good condition as they are, ordinary wear and tear expected.
- D. LESSEE shall move or remove its facility and all equipment within six (6) months after having been notified in writing to do so by the CITY. Upon receipt of its notice to remove its building, LESSEE shall have the right to demonstrate why LESSEE's Child Care Facility should not be moved or removed from the premises.

- E. LESSEE shall return the premises to its original condition and remove any and all obstructions upon LESSEE's removal of LESSEE's Child Care Facility from the premises.
- F. In the event LESSEE's Child Care Facility is damaged or destroyed. LESSEE shall commence to repair, rebuild, or remove the damaged improvements within sixty (60) days of date of damage or destruction and shall diligently complete such repair, rebuilding or removal within a reasonable time thereafter. Any such repairs or rebuilding of damaged or destroyed improvements shall restore them to the condition they were in before the damage or destruction.

13. ASSIGNMENT AND SUBLETTING:

- A. This Lease may not be assigned in whole or in part without written permission by the CITY.
- B. LESSEE and any proposed purchaser, transferee, or assignee shall petition for approval of the CITY prior to any sale or transfer of LESSEE's Child Care Facility.
- C. CITY shall have first right of refusal should Child Care Facility be offered for sale, with purchase to be offered to CITY at fair market value.

14. NOTICES: All notices required to be given to the CITY hereunder shall be in writing and be personally delivered or sent by first class mail, postage prepaid, to:

City of Burlington
City Clerk
P.O. Box 366
Burlington, CO 80807

All notices required to be given to LESSEE hereunder shall be in writing and be personally delivered or sent by first class mail, postage prepaid, addressed to:

Notices properly sent as set forth in this Paragraph shall be deemed received two (2) days after mailing.

15. MISCELLANEOUS:

- A. The CITY shall have no responsibility or liability to furnish any services to LESSEE other than this specified in this Lease, but LESSEE may negotiate with the CITY for any additional

services it may request and shall pay for such additional services the consideration so negotiated.

B. This Agreement is subject to the Laws, Rules and Regulations of the State of Colorado and the United States of America.

16. ENTIRE AGREEMENT: This Lease constitutes the entire understanding between the CITY and LESSEE with respect to the subject matter hereof, and supersedes completely all negotiations, discussions and prior agreements, oral and written, between the CITY and the LESSEE with respect to the subject matter hereof. This Lease may not be amended, modified or changed, and no waiver of any provision hereof shall be effective, except by an instrument in writing and signed by the CITY and the LESSEE.

17. NO THIRD-PARTY BENEFICIARIES: This Lease Agreement is not intended to benefit and does not benefit, any person or entity other than the CITY and the LESSEE.

18. JOINT AUTHORSHIP: This Lease is a product of the negotiation of the CITY and the LESSEE and shall not be construed in favor of, or against, any party hereto.

19. PRIOR LEASE AGREEMENT: This Lease agreement supersedes any prior Lease or Agreement entered into by the CITY and the LESSEE.

IN WITNESS HEREOF, the parties hereto have executed this Lease as of the day and year first above written.

CITY:

CITY OF BURLINGTON, COLORADO
A Colorado Municipal Corporation

By _____
Mayor

ATTEST:

City Clerk

LESSEE:

By _____

EXHIBIT A

Legal Description of Property to be Leased



May 09, 2022

City Administrator's Summary Report

April 25 – May 09, 2022

Administration

- **FAMLI – state run Paid Family Medical Leave Insurance Program**

November 2020, Proposition 118 was approved by voters, approving for FAMLI, effective January 2023. Provides coverage for 12 weeks of paid leave to take care of themselves or a family member during life events like injury, serious illness or pregnancy. Payments would be at rate still to be determined but no greater than 90% of employee wage. Premiums are split between employer and employee.

Employers may opt out of the program by July 01. If organization does not opt out you are automatically enrolled and must remain enrolled for three years. Employers who opt out now may opt back in at any time. If employer opts out, employee may opt in and premium is only provided by employee.

Employers may opt out of FAMLI by a vote of the governing body. Organizations must give prior notice of the vote in the same manner it notices other public business. Special Notice must be provided to employees in writing before the vote. Vote must occur 180 days before the declination will be effective. If vote is to decline participation notice must be provided to the FAMLI Division, and to all employees.

Organizations may opt back in at the beginning of the annual local budgeting cycle.

- **Child Care Facility Lease Agreement**

Last week, I was notified by the Child Care Group that wished to proceed with the development of a Land Lease Agreement with the City to lease the property East of the Community Center for the purpose of planning, development and erection of a Child Care Facility. The Land Lease Agreement has been drafted and is currently under review by the City Attorney. Attached for your review is the draft agreement.

- **2021 Audit**

Mayberry and Company our independent auditor group was on site May 3rd – May 6th. They were provided with everything they required to perform an audit of our 2021 budget. Preliminary feedback is that the audit went well though there are some housekeeping issues need to be addressed throughout the remainder of 2022. The areas in need of attention are, addressing inventory requirements of departments that continue to show shortcomings in their ability to track and count, determining system for non-payment of utility accounts to better collect on bad debt, and clarification of payments to Airport Fund as they come in to be coded appropriately, Becky will work with accountant to make this happen. All in all, it was a pleasure again working with the auditors who will be back to provide the official audit report to council at the July 25th meeting.

Operations/Public Works

- **Water/Wastewater**

- Daily well checks and testing.
- Daily checks and maintenance at WWTP
- Repair of aerator at WWTP

- Flushing sewer lines
- Fire Hydrant pressure check being conducted.
- **Parks**
 - Maintenance of facilities and equipment
 - Cleaning and maintenance of bathrooms
 - Parks irrigation systems under test
 - Maintenance of Splash Pad, to be opened week of May 15th
 - Swimming pool maintenance, to be opened week of May 30th
- **Streets**
 - Alley maintenance.
 - Pothole repair and maintenance in process.
 - Equipment service and maintenance.
 - Painting at VA Clinic
 - Splash Park Maintenance
 - Pool Maintenance
- **Electric**
 - Outages April
 - April 8th - Scheduled outage to replace downed pole caused by wind storm (2 hr)
 - April 15th – Outage affecting one residence located 400 blk Cherry Street where bird took out fuse. Fuse Replaced – 13 minute outage
 - Working with Atwell (Damien Berger, Engineer) to get permits from railroad to cross their track with west loop. This has been an ongoing issue that once permits are received, will be better able to service North part of the City. In doing this, will be providing new transformers at fairgrounds, providing better energy and reducing outage risk.
 - Street light repair
 - Set meter at plains telephone building
 - Set meters at well 1 and 7

Intergovernmental/Upcoming Events

- Management Team Meeting – In Person at Community Building – Wednesdays 2:00 P.M.
- Community Childcare meeting – May 2nd (land Lease Development)
- Burlington Housing Authority Regular Meeting – May 3rd.
- 2021 Independent Annual Audit – May 3-6 – City Hall
- State Resiliency Roadmap Group meeting – Burlington Community and Education Center – May 05th
- Council Meeting – Monday, May 9, 2022 – 6:30 PM
 - Land Lease Development
 - FAMLl Discussion
- Council Meeting – Monday, May 23, 2022- 6:30 P.M.
 - April Financial Report
- Save the Date – CML 100th Annual Conference June 21-24 Breckenridge – please visit CML’s website for agenda and courses offered. Let me know if you are interested in attending so registration and payment can be made.



To: City council members
From: Georgia Gilley, Clerk
Date: May 9, 2022
Subject: Clerk's report to Council

City Hall was a busy place with the annual audit taking place this past week.

Open enrollment for the CEBT health insurance pool will open Monday, May 9, and continue through Friday, May 20. This is the time when employees may change coverage to better fit their needs. This is also the time when new rates take hold.

Liquor license renewal applications seem to be delayed coming from the Liquor Enforcement Division (LED) to the business owners. Century Lanes did not receive paperwork, however Judy Fuchs called and turned in a renewal application she obtained online, which is on tonight's agenda for council approval. No one has reported any liquor-related issues at Century Lanes that would warrant denial of its liquor license renewal. Staff recommends council approve the renewal application.

Mexico 2 is another business that did not receive its renewal application from the LED. I talked with the owner about how to get a renewal application online or by calling the LED. I also asked him to contact me if he had problems obtaining a renewal application. I have not heard back from Mexico 2 at all. Its license expired in March.

Letters were hand delivered to the financial institutions the City has bank accounts at so the signature cards could be updated.

We have been processing new employees and updating employee benefits as necessary.

We have two new births in the City family.

Congratulations to Chief Nate Hill's family on the birth of Olivia, and to Sgt. Chris Gramm's family on the birth of son Kolsyn.

