



**BURLINGTON CITY COUNCIL
REGULAR MEETING
Community Center
340 S. 14th St., Room A
May 10, 2021 – 6:30 p.m.**

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

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 the April 26 meeting minutes.

4. Public comment *Comment is limited to 3 minutes.*

5. Public hearings

If an objection has been filed by 4 p.m. 5/10/21, then there will be a public hearing regarding issuance of a special events liquor license permit to Burlington Chamber of Commerce for its summer events at Parmer Park.

6. Unfinished business – none

7. New business

A. Approval to issue a special events liquor license permit to Burlington Chamber of Commerce for public events slated Saturday, June 19, and Sunday, July 4.

B. Approve mayor's signature on Resolution 2021-02 adopting the Northeast Regional Multi-Jurisdictional Hazard Mitigation Plan

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.

April 26, 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.

Council members present:

Greg Swiatkowski, Mayor
Brent Carter, Melvin Gilley, Troy Schultz, Kamron Weisshaar

Council members absent:

Mark Burghart, Adrian Hernandez

Staff/Officials present:

Jim Keehne, Administrator
Georgia Gilley, Clerk
Mike Grinnan, City Attorney
Daniel Melia, Airport
Rol Hudler, Economic Development
Becky Castillo, Treasurer
Nate Hill, Police Chief

Others present:

Cody Adolf, Morgan Jones, Jamie Jones, Mari Mitchek

2. Pledge of Allegiance

3. Consent Agenda

A. Approval of the April 12, 2021 meeting minutes

Motion by Carter and second from Schultz to approve the April 12, 2021 meeting minutes as presented. Motion passed unanimously.

4. Public comment – none

5. Public hearing – none

6. Unfinished Business

A. Review of bids for aerial bucket truck

Motion by Carter and second from Gilley to award the bid for an aerial bucket truck to Burlington Ford. Motion passed unanimously.

7. New Business

A. Cody Adolf – marijuana dispensary presentation

Cody Adolf and Morgan Jones presented a power point presentation to council in favor of a medical marijuana dispensary in Burlington. No action was taken by council.

B. Approval of liquor license renewal for Century Lanes LLC

Motion from Gilley and second from Carter to approve a tavern liquor license renewal for Century Lanes LLC. Motion passed unanimously.

C. Capital projects update

Keehne handed out updated Gantt chart sheets and indicated all capital projects are on track.

D. First Quarter Financial Report

Keehne went over the First Quarter Financial Report, noting expenditures are in line with the budget.

8. Reports from city departments

Department head reports are provided in the council packet and may be found online.

9. Council member comments

Carter indicated he received a comment about running out of hot water heater in the kitchen at the community center. Keehne indicated he will check in to the matter.

10. Adjournment

With a motion by Carter and second from Schultz, the meeting adjourned at 8:06 p.m.

Motion passed unanimously.

Greg Swiatkowski, Mayor

ATTEST:

Georgia Gilley, City Clerk

RESOLUTION 2021-02

STATE OF COLORADO)
County of Kit Carson) **ss.** **RESOLUTION OF THE CITY COUNCIL**
OF THE CITY OF BURLINGTON IN
THE COUNTY OF KIT CARSON,
STATE OF COLORADO

A RESOLUTION ADOPTING THE NORTHEAST REGIONAL MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN

WHEREAS, City of Burlington, with the assistance from Robert L. Wold Jr., has gathered information and prepared the Northeast Regional Multi-Jurisdictional Hazard Mitigation Plan Update; and,

WHEREAS, the Northeast Regional Multi-Jurisdictional Hazard Mitigation Plan Update has been prepared in accordance with FEMA requirements at 44 C.F.R. 201.6; and,

WHEREAS, City of Burlington is a local unit of government that has afforded the citizens an opportunity to comment and provide input in the Plan and the actions in the Plan; and

WHEREAS, City of Burlington City Council has reviewed the Plan and affirms that the Plan will be updated no less than every five (5) years;

NOW THEREFORE, BE IT RESOLVED by City of Burlington City Council that City of Burlington adopts the Northeast Regional Multi-Jurisdictional Hazard Mitigation Plan Update as this jurisdiction's Multi-Hazard Mitigation Plan and resolves to execute the actions in the Plan.

ADOPTED this 10th day of May 2021 at the meeting of the City Council of the City of Burlington.

CITY COUNCIL OF BURLINGTON

SIGNED _____
Greg Swiatkowski, Mayor

ATTEST _____
Georgia Gilley, Clerk

STATE OF COLORADO)
) ss.
County of Kit Carson)

CLERK'S CERTIFICATE

That I, Georgia Gilley, the official City Clerk of the City of Burlington, do by these presents say that the foregoing Resolution was authorized and adopted by the City Council of the City of Burlington on the 10th day of May 2021.

DATED this 10th day of May 2021.

Georgia Gilley, City Clerk

[SEAL]

STATE OF COLORADO)
) ss.
County of Kit Carson)

I, Ashley Gutierrez, a Notary Public in and for the County of Kit Carson in the State of Colorado, do hereby certify that Greg Swiatkowski, Mayor of the City of Burlington in the County of Kit Carson in the State of Colorado, who is personally known to me to be the person whose name is subscribed to the foregoing Resolution, appearing before me this day in person, acknowledged that he signed, executed, sealed and delivered the said instrument in writing as his free and voluntary act and deed as such Mayor and as the free and voluntary act of the City of Burlington in the County of Kit Carson in the State of Colorado, for the uses and purposes therein set forth.

Given under my hand and notarial seal this 10th day of May 2021.

[SEAL]

Notary Public

My Commission Expires: _____



May 10, 2021

City Administrator's Summary Report

April 26 – May 10, 2021

Administration

- Currently, we are well over one year into the COVID-19 pandemic. Just when one believes we have control of the situation, additional outbreaks occur that cause additional concern and prolong our disease mitigation efforts. Fortunately, here in Kit Carson County, we have been experiencing a drop in 2-week positivity rate and Incidence rate based on population. These are good metrics to pay attention to as they tell us if we are experiencing a rise in Covid incidence or experiencing outbreaks in certain areas of our community. The Kit Carson County Board of Health has developed a Mitigation and Prevention Strategy Plan that restores authority to local public health departments and boards of health to respond to COVID-19 rather than our response being dictated by the state. Attached at the end of this report is the Kit Carson County Department of Public Health and Environment's latest press release. Please take note of the "Why Get Vaccinated" section, followed by where and how vaccines can be obtained.

Worldwide there have been over 143 million persons infected by the virus, up over 8% over the last two weeks, with over 3.25 million reported deaths attributed to the infection. 21.2% (32.75 million) of all reported cases have occurred in the U.S. which has also reported approximately 585,000 attributable deaths. Colorado has experienced over 520,000 confirmed cases. As of April 21st, Kit Carson County has reported 609 positive cases, up 9 cases in the last two weeks, with a mortality rate of eleven persons.

- The Burlington Housing Authority met in regular session on April 13th where committees were established to ensure we are meeting our goals and objectives as a board. There currently are three committees, Operating and Capital Budget Committee, Physical Condition Committee, Staffing Committee to address HUD areas of concern. Additionally, the financial report was provided. Next meeting to be held May 11, 2021, 11:30 A.M. at the Housing Authority Office.
- All departments remain on track with their projects and supporting Gantt Charts have been updated, with changes made to second quarter with dates and times for delivery. New charts were provided for review at the last meeting and are updated weekly.
- Have been working with CDLE and Workforce of Colorado to update Lineman Training Program to ensure Registration with State of which will be shared with US-DOL, ensuring certain training standards and testing is performed making our apprentices eligible for Lineman status once program is completed. I will be assisting with the development of the program to be registered with CDLE. Currently developing Apprenticeship program for Burlington which will be submitted for review to Colorado Workforce and CDLE for approval and registration.

- In February 2020, the Northeast Colorado Regional Hazard Mitigation Group met in Burlington with State Officials to update the Regional Mitigation Plan. The Plan is updated every 5 years. The Region is comprised of stakeholders in 9 counties, municipalities, fire protection districts, hospitals, schools and other special districts. The plan examines risks from natural disasters that are common in the region with the intent to provide local officials with a tool to guide policies and actions to be implemented to reduce risk and future loss from natural disasters. Approval of the plan by stakeholders is performed and the plan in its totality is then approved by FEMA, making participating jurisdictions in the region eligible for federal grant funding under FEMA. The plan has been completed and a draft copy compiled. Each participating jurisdiction adopts the plan by Resolution, resolving to execute the actions in the plan. Actions for Burlington are to equip wells with backup generators to ensure adequate water supply to residents during extended power outages, design and develop substation for increasing demand on existing system, update building codes, develop comprehensive plan that incorporates mitigation strategies. A Resolution adopting the Northeast Regional Multi-Jurisdictional Hazard Mitigation Plan is attached. Requesting Council adopt the plan and authorize Mayor to sign Resolution.
- Met with Twin Forks Veterinary owners on site at their facility here in Burlington. They are in the process of developing site plan so that permits can be issued as they prepare grounds for their newest facility. A little work still needs to be done though their goal is to be open by the end of September. Their first priority is to erect fencing and place holding pens. Staff will be working with contractor to ensure adequate utilities are in service by time of opening and to ensure adequate site access.
- Community Center is having the hot water situation assessed to ensure availability at large events.

Operations/Public Works

- **Water/Wastewater**
 - In process of updating all chlorine gas injected wells to inline hypo chloride injection at the well head. Coordinating efforts with HOA to ensure its' tied to SCADA system. All installations should be completed this week.
 - Daily well checks and testing.
 - Daily checks and maintenance at WWTP
 - Sanitary Survey preparation underway
 - Updating water main to service area on Webster Avenue, line has been treated and pressurized and is ready to tap into existing to provide service to area.
 - VFD bid awarded to Daniel Electric, the only bidder on this project. They will provide for purchasing and installing new equipment at blending plant. Equipment is on site and scheduled to be installed this week.
 - Pool locker rooms and buildings receiving face-lift.
- **Parks**
 - Park bathrooms all opened and operational for season.
 - Power washing of playground equipment at Outback park and treating of structure has been performed.
 - Maintenance of equipment - ongoing
 - Performing maintenance in both Parmer and Outback parks on irrigation system.
 - New pump installed at Softball Fields.
 - Mowing operations have begun!
 - Mower for Parks has been delivered and in service.

- **Streets**

- Street sweeping underway.
- Alley maintenance
- Pothole repair and maintenance in process.
- Equipment maintenance
- Assisting with sidewalk replacement at Catholic Church
- Assisted with power washing of playground equipment.
- Pool has been acidized and filled for testing and insurance purposes, pool will be open Memorial Weekend.
- Splash Park has been turned on for season.
- Delivery of Backhoe and Front End Loader with training to take place week of May 24.

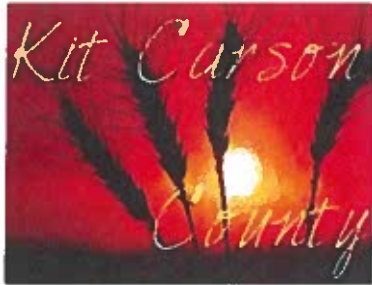
- **Electric**

Scheduled Outage April 30, 2021, 5:00 A.M – 5:30 A.M. Outage affected the East Loop and was required to perform maintenance work on transformers. Public was notified prior to outage which was short in duration.

- Main Electric was unable to complete work on West Loop with the installation of switches, as work being performed is within Railroad Tight of Way. The railroad requires permitting to be in place. Working with Atwell at this time to ensure permits are obtained so that work can be completed.
- Pole change out continuing with two red poles being changed per week.
- Light changeout on Rose Avenue
- Dylan Tongusi began employment today with the Electric Department as an Apprentice Lineman, Level 1.

Intergovernmental/Upcoming Events

- City Audit – May 3-7, City Hall, Mayberry and Company, Professional Management
- BHA Regular Board Meeting – May 11, 2021
- Meet with Ken Viken (Hometown Charitable Foundation) and Grant writers (new ball fields) – May 18, 2021
- Meet with Ball Field Board - May 19, 2021
- Joint City Council/Board of County Commissioner meeting – Monday, May 24, 2021 – Live at Community Center, 6:30 P.M.
- Management Team Meeting – In Person at Community Building – Wednesdays 2:00 P.M.
- Out of Town – May 27 – June 4



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

MEDIA RELEASE

May 5, 2021

Release: IMMEDIATE

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

COVID Data for April 20 – May 4 and Other Updates

For the two week period of April 20 through May 4, there were 177 individuals tested for COVID infection and there were 10 positive cases for a positivity rate of 5.6%. This equates to a 140:100,000 incidence rate. In the past two days, there have been additional positive cases that are not included in the two week rate. This indicates an increase from our April incidence rate of 28:100,000. Knowing this, it continues to be important to maintain good hand hygiene, remain home if you are sick, or have “cold-like” symptoms, cover your mouth when you sneeze or cough and get tested for COVID if you suspect that you may have it or have been exposed to it. **COVID Testing is available at no cost** Monday through Friday at the Health Department. Call 719-346-7158 to set up an appointment.

Why Get Vaccinated?

To protect Yourself, Your Family, Your Coworkers, and Your Community!

- Building defenses against COVID-19 in the community is a team effort. You are a key part of that defense!
- Getting the COVID-19 vaccine adds one more layer of protection for you, your family, your co-workers and your community and helps all of us return to normal life.

Kit Carson County Department of Public Health and Environment continues to offer no-cost vaccine to anyone who wants it from the age of 18 and older.

- **Moderna Vaccine Clinics:**
 - Every Wednesday and Friday through the month of May.
 - Reservations Required. To schedule your appointment go to <https://kitcarsoncounty.colorado.gov/> or call 719-346-7158, ext. 432.

- **Johnson and Johnson “One and Done” vaccine clinic:**
 - Wednesdays 9:30 – 11:30 a.m. and 1:30 – 3:30 p.m. To reserve a spot, call 719-346-7158 ext. 432.
Walk-ins welcome!

Caution remains the message of the day. It is still important to remain alert and to use caution when interacting with large crowds in indoor spaces. Using personal responsibility is the goal for the community for the foreseeable future. The best defense against spreading COVID is good hand washing, covering your nose and mouth with your elbow when you sneeze or cough, avoiding large indoor crowds, spending more time outdoors and staying home from work, social gatherings and school if you don't feel well. Becoming vaccinated has been a tried and true method to stop diseases from spreading in the community.

For questions regarding any of the remaining restrictions and guidelines that may affect your event planning, call Dawn James, Director of Public Health at 719-346-7158, ext. 412.

-end-



To: City council members
From: Georgia Gilley, Clerk
Date: May 10, 2021
Subject: Clerk's report

Liquor licensing:

Posting at Parmer Park has been completed in response to an application from Burlington Chamber of Commerce for a special events liquor license for Celebration of Summer, Saturday, June 19, and Reb, White & Brew, July 4. If there are any objections filed at city hall before 4 p.m. the day of the council meeting, there will be a public hearing. If no objections are filed by that time, there will be no need for a public hearing.

General office

When offered, I have been joining in lunchtime Zoom conferences with clerks around the state for informational and knowledge-sharing sessions. A panel of clerks take the lead and start conversation about a topic they want to cover. Topics have been about records retention schedules and best practices in the clerk's office.

Open enrollment for the city's health care plan is going on now. I'm checking with staff to see if anyone needs changes to their plan.

The city's financial auditor was in the office last week.

COVID-19 update

City employees testing positive since last council meeting: 0

2021 total to date: 5

2020 total: 9

Grand total to date: 14

COVID-19 started affecting city employees at the end of October 2020. A flyer was distributed to department heads to share with staff about the availability of the COVID-19 vaccination for city employees.

