



**BURLINGTON CITY COUNCIL  
REGULAR MEETING  
Community Center  
340 S. 14<sup>th</sup> St.  
August 30, 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. Roll call**

**4. 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 August 9 meeting minutes.

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

**6. Public hearings – none**

**7. Unfinished business – none**

**8. New business**

A. Approval of liquor store license renewal for Hines Family Investments LLC, dba Lincoln Liquors

B. Pest control bid award

C. Virtual 2020 Audit Report presentation by Tim Mayberry of Mayberry & Company and Management Discussion and Analysis Report by Lorraine Trotter of Process Management Solutions

D. Approval of Ordinance 961 – AN ORDINANCE APPROPRIATING SUMS OF MONEY TO VARIOUS FUNDS AND SPENDING AGENCIES IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW FOR THE CITY OF BURLINGTON, COLORADO FOR THE 2021 BUDGET YEAR.

**9. Reports from city departments**

Administrator – Jim Keehne

Clerk – Georgia Gilley

Treasurer – Becky Castillo

Activities – Tyson Weisshaar

Airport – Daniel Melia

Economic Development – Rol Hudler

Library – Nick McCarty-Daniels

Old Town – Nikki Wall

Police – Nate Hill

City attorney – Mike Grinnan

**10. 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

**11. 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.  
August 9, 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  
Mark Burghart, Brent Carter, Melvin Gilley, Troy Schultz, Kamron Weisshaar

Council members absent: Adrian Hernandez

Staff/Officials present:

Jim Keehne, Administrator  
Georgia Gilley, Clerk  
Daniel Melia, Airport  
Mike Grinnan, City Attorney

Others present:

Suzy Velasco, Reach Solutions, left shortly after meeting started

**2. Pledge of Allegiance**

**3. Consent Agenda**

**A. Approval of the July 26, 2021 meeting minutes**

Motion by Carter and second from Burghart to approve the July 26, 2021 meeting minutes as presented. Motion passed unanimously.

|                       |                    |                     |
|-----------------------|--------------------|---------------------|
| Burghart: <u>Aye</u>  | Gilley: <u>Aye</u> | Hernandez: absent   |
| Weisshaar: <u>Aye</u> | Carter: <u>Aye</u> | Schultz: <u>Aye</u> |

**4. Public comment – none**

**5. Public hearing –** With no members of the public filing a remonstrance, there was no need to hold a public hearing for the Application for a Special Events Liquor License Permit filed by Old Town Museum.

**6. Unfinished Business – none**

**7. New Business**

**A. Approval of Old Town Museum’s Application for a Special Events Liquor License Permit**

Motion from Burghart and second from Gilley to approve Old Town Museum’s Application for a Special Events Liquor License Permit for Pioneer Days.

Motion passed unanimously.

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

**B. Approve daycare special review for Becky Gramm**

Motion from Carter and second from Burghart to approve a daycare special review for Becky Gramm at 1263 Senter Ave.

Motion passed unanimously.

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

**C. Review of 2021 Second Quarter Financial Report**

Keehne reviewed the 2021 Second Quarter Financial Report, which may be found in the council packet. No action was taken.

**8. Reports from city departments**

Department supervisors present summarized their reports, which were provided in the council packet.

**9. Council member comments**

Weisshaar noted Black Hill Energy would be putting on a fire demonstration at 6:30 p.m. Thursday, Aug. 26, 2021.

**10. Adjournment**

With a motion by Burghart and second from Gilley, the meeting adjourned at 8:07 p.m.

Motion passed unanimously.

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Greg Swiatkowski, Mayor

ATTEST:

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Georgia Gilley, City Clerk

**CALL FOR BIDS  
PEST CONTROL**

The City of Burlington is seeking bids for Pest Control for 2021 – 2022. Each site shall be treated with appropriate chemical and/or bait boxes to eliminate general pests. All bidders shall submit with bids all appropriate insurance, copy of commercial applicator license/number, certificate of liability insurance, and W-9. The City reserves the right to reject any and all bids.

Bid Specifications may be picked up at:

City Hall  
415 15<sup>th</sup> Street  
Burlington, CO 89897

Bid Specifications are also available on the City of Burlington website:

[www.burlingtoncolo.com](http://www.burlingtoncolo.com)

All bids must be returned to City of Burlington in sealed envelope marked "2021 – 20022 Pest Control Bids". Bids must be received at City of Burlington, City Hall no later than 2:00 P.M., August 26, 2021. Bids will be opened and recorded at 2:01 P.M., August 26, 2021.

**PEST CONTROL FOR THE 2021 – 2022 SEASON**

**MINIMUM SPECIFICATIONS**

**GENERAL:** It is the intent of this specification to list the City of Burlington's properties where pest control treatment applications are requested between September 01, 2021, and August 31, 2022. Each site shall be treated monthly with appropriate chemical and/or bait boxes to eliminate general pests, including but not limited to ants, spiders, crickets, roaches, and mice. Two times annually, each site shall receive a power spray around the outside of the facility. Bidders shall carry the necessary insurance required to be a commercial applicator and will provide the City with Certificate of Liability Insurance and completed W-9. The City reserves the right to reject any and all bids.

**SITES OF PEST CONTROL TREATMENT**

**Annual price per site**

|  |       |
|--|-------|
| Old Town Complex                             | _____ |
| Burlington Community & Education Center      | _____ |
| Airport House                                | _____ |
| Burlington-Kit Carson County Airport         | _____ |
| Police Department                            | _____ |
| Burlington Public Library                    | _____ |
| VA Clinic                                    | _____ |
| City Hall                                    | _____ |
| Municipal Court                              | _____ |
| Welcome Center at Burlington                 | _____ |
| Power Spray Application (2x annual per site) | _____ |

Bids must be returned to City Hall by 2:00 P.M. Thursday, August 26, 2021, at City Hall, 415 15<sup>th</sup> Street, Burlington, CO 80807. Bid opening will take place August 26, 2021, at 2:01 P.M.

Bidder: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Pest Control Bids  
2021 - 2022**

| Site Application                             | Contractor<br>Address   |  |
|--|---|--|
|  | S&S Fumigation & Pest Control<br>P.O. Box 100<br>Burlington, CO 80807 | AJ Pest Control & Fumigation<br>P.O. Box 92<br>Burlington,<br>CO 80807 |
| Old Town Complex                             | \$ 3,000.00   | \$ 2,040.00  |
| Burlington Community & Education Center      | \$ 1,200.00   | \$ 1,200.00  |
| Airport House                                | \$ 480.00   | \$ 480.00  |
| Burlington-Kit Carson County Airport         | \$ 840.00   | \$ 720.00  |
| Police Department                            | \$ 480.00   | \$ 480.00  |
| Burlington Public Library                    | \$ 480.00   | \$ 480.00  |
| VA Clinic                                    | \$ 480.00   | \$ 480.00  |
| City Hall                                    | \$ 480.00   | \$ 480.00  |
| Municipal Court                              | \$ 480.00   | \$ 480.00  |
| Welcome Center at Burlington                 | \$ 480.00   | \$ 480.00  |
| Dog Pound                                    | \$ 360.00   | \$ 420.00  |
| Power Spray Application (2x annual per site) | \$ 1,600.00   | No Charge  |
| <b>Total</b>                                 | <b>\$ 10,360.00</b>   | <b>\$ 7,740.00</b>   |
| Discount if annual payment                   | 10%   | 12%  |
| <b>TOTAL</b>                                 | <b>\$ 9,324.00</b>  | <b>\$ 6,811.20</b>   |

Both Contractors have provided proof of insurance, licensure, and W-9 as requested

Both Contractors are local

**CITY OF BURLINGTON  
ORDINANCE NO. 961**

**AN ORDINANCE APPROPRIATING SUMS OF MONEY TO VARIOUS FUNDS AND SPENDING AGENCIES IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW FOR THE CITY OF BURLINGTON, COLORADO FOR THE 2021 BUDGET YEAR.**

WHEREAS, in accordance with section 9.11 of the Burlington Code of Ordinances the Council may make additional appropriations by ordinance during the fiscal year; and

WHEREAS, on June 21, 2021, the State of Colorado dispersed to the City of Burlington Three Hundred Ninety-Four Thousand Six Hundred Nineteen dollars and Twelve cents (\$394,619.12), half of the City of Burlington’s American Rescue Plan Act funding to be distributed in certain ways as identified in the Department of the Treasury Rules and Regulations concerning Coronavirus State and Local Fiscal Recovery Funds; and

WHEREAS, the City Administrator has verified the receipt of American Rescue Plan Funds, and has determined funds are available by rule to be appropriated in the following manner; and

WHEREAS, the City Council is advised every act making an appropriation, creating an indebtedness, authorizing borrowing of money, levying a tax, establishing any rule or regulation for the violation of which a penalty is imposed, or placing any burden upon or limiting the use of private property without the consent of the owner, shall be by ordinance, and

WHEREAS, it is not only required by law but also necessary to appropriate the funds for expenditures provided in the budget to and for the purposes described below so as not to impair the operations of the City.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF BURLINGTON, COLORADO, ORDAINS:**

That for the 2021 budget year of the City of Burlington, Colorado the following sums are hereby appropriated from American Rescue Plan Funds to the following funds for the purposes stated:

| <b>Fund</b>             | <b>Department/Purpose</b>  | <b>Appropriations</b> |
|-------------------------|--|-----------------------|
| General                 | Administration – Local Government Policy Manual, Implementation, Training.   | \$13,355.20           |
|                         | Police – Rehire and Training expenses.   | \$74,172.45           |
|                         | Fire – Special District request for equipment needs to provide for Life, Health, Safety needs and training expenses. | \$54,000.00           |
|                         | General Government Services Revenue Loss   | \$90,824.57           |
| Conservation Trust      | CTF – Revenue Loss   | \$5,117.99            |
| Tourism and Promotional | Old Town – Marketing and Tourism Revenue Loss  | \$36,183.43           |
| Airport                 | Airport – Revenue Loss   | \$85,151.16           |
|                         | <b>Total</b>   | <b>\$358,804.80</b>   |

The City Council hereby finds and declares that an emergency exists and that the public health, welfare, and safety require that this Ordinance shall be and become effective immediately after its final passage and publication.

PASSED, ADOPTED and ORDERED PUBLISHED this 30th day of August 2021.

\_\_\_\_\_  
Greg Swiatkowski, Mayor

[SEAL]

ATTEST:

\_\_\_\_\_  
Georgia Gilley, City Clerk





August 30, 2021

## City Administrator's Summary Report

August 09 - 30, 2021

### Administration

**COVID Update** - Worldwide there have been over 213 million persons infected by the virus, up 6.5% over the last two weeks, with 4.5 million reported deaths attributed to the infection. 18.1% (38.7 million) of all reported cases have occurred in the U.S. which has also reported over 642,000 attributable deaths. Colorado has experienced over 607,000 confirmed cases. As of August 24, Kit Carson County has reported 713 positive cases, up 41 cases in the last three weeks, with a mortality rate of 14 persons. For the period of August 9<sup>th</sup> – August 23<sup>rd</sup>, 215 people have been tested. Positivity rate for the period is 16.7% (215 tested) up from 10.6% (255 tested) for the prior two-week period. Because of the variability and relatively small number of people being tested, positivity is not considered a metric unless there are at least 200 people per week being tested. Incidence rate is a true metric for increasing or decreasing viral circulation. KCC is now in Level RED on the Kit Carson County Dial metrics for virus incidence. KCC has 36 positive and 9 presumptive positive cases (symptomatic people living with positives but who have not been tested) for a case rate of 630:100,000 population (very high), up from 378:100,000 for the prior two-week period. There continues to be no Kit Carson County directed public health orders (or new State Directed orders) in place for the COVID response. However, it is highly advised to increase social distancing measures and/or improve ventilation in indoor venues in an effort to slow the growing incidence of the virus. It is also recommended to hold large venues in outdoor spaces rather than indoors.

**Lineman Apprentice Program** - Continue to work 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. The Apprenticeship Development Form was submitted for review and approval to Colorado Workforce and CDLE. Approval was granted and program was forwarded to US-DOL for approval and registration. On August 25<sup>th</sup> meeting with US-DOL took place where program was reviewed. Changes have been made and submitted back to US-DOL. Approval should be granted this week at which time Burlington will have a registered apprenticeship program with US-DOL. This step is needed to ensure qualified persons are hired and retained by the City of Burlington and ensures we have created a career path for those that chose to pursue journeyman lineman licensure.

**2022 Budget** - Discussions on 2022 budget development are underway. Capital Improvement forms have been completed and returned for review and prioritization. Prioritization to be completed by August 27<sup>th</sup> and presented to Management Team at Staff Budget Work Session on September 08<sup>th</sup>. The 2022 compensation plan and capital improvement plan will be presented to council in September for review.

**Performance Appraisals** – Performance Appraisals have been completed with scoring tabulated. Scores are used to determine wage increases for eligible employees. Currently determining increase ranges based on level of performance, with compensation plan being updated.

**Potential Ballot Initiative** – Developing community survey to be mailed to all utility users to address and prioritize areas of community concern. Once survey is complete, will perform cost analysis on projects to determine costs which will assist in developing plan for funding of projects. Previously asked question of Council “Will the City request a tax increase at the next municipal election” will be answered through survey results.

**Audit** - 2020 Audit discussion has been moved to August 30<sup>th</sup>. Presentation will be virtual as Auditor unable to be here in person due to scheduling conflicts. Accountant will be present to provide Management Discussion and Analysis.

**CML Special Conference** - Have registered to attend the in person CML Special Conference held September 22 – 24 at the Westin Hotel in Westminster. Mayor Swiatkowski and Councilman Carter have also registered to attend this year’s conference.

**Pest Control Bids**-Notice Pest Control bid requests were posted August 12, 2021 in Burlington Record, bids due to City Hall on August 26<sup>th</sup>, 2:00 P.M. Two bids were received and opened at 2:01 P.M. 08/26. Information was recorded, see attached spreadsheet, and staff is recommending bid be awarded to AJ Pest Control and Fumigation of Burlington.

## **Operations/Public Works**

- **Water/Wastewater**
  - Well 4 pump and meter was acting up, causing replacement of Well 4 casing and pump. Replacement was made, testing of water quality took place, and well is back on-line.
  - Daily well checks and testing.
  - Daily checks and maintenance at WWTP
  - Water/sewer lines installation at Carousel Court property underway.
  - Backflow testing and certification in process.
  
- **Parks**
  - Maintenance of equipment - ongoing
  - Water coverage at Parmer and Outback Parks has been resolved. Work now being performed at softball fields to address plugged lines.
  - Mowing operations underway
  - Developing plan for bathroom rehabilitation at Parmer Park
  - Have contracted with Miracle Recreation Equipment to replace/repair damaged playground equipment at Parmer Park. Most of the damage is normal wear and tear expected for this age of equipment. Parts have been ordered and will be installed by Miracle Recreation Equipment.
  
- **Streets**
  - Concrete Drain Pan replacement will be moved up to mid-August rather than wait until corn harvest is over, process began week of August 23<sup>rd</sup>, scheduled to be completed by September 7<sup>th</sup>.
  - Street sweeping underway.
  - Alley maintenance.
  - Pothole repair and maintenance in process.
  - Ditch mowing in process.
  - Equipment maintenance.
  - Asphalt and concrete cuts in process in areas where drain pans are being replaced.
  - Splash Park is still operational, checked daily.

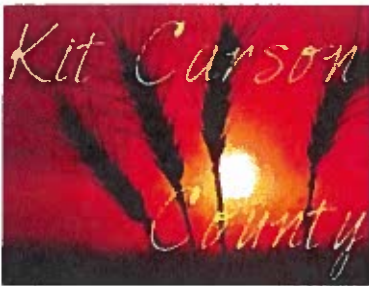
- Between Street Department and Parks Department the scoreboards for the softball fields at Middle School will be installed as time permits. Prior to installation, brackets will be fabricated and placed on existing posts to attach boards. Once attached, boards will be wired, tested, and will be fully operational.
- Electric
  - Pole change out continuing with two red poles scheduled to be changed per week.
  - Substation maintenance and system check performed.
  - Plan development for street light implementation on Tower Ave.
  - Will place a two-way meter at residence on Fay Street where solar panels are being installed to allow for energy production to be allowed back into our distribution system in compliance with our net metering ordinance.

## **Airport**

Continuing costing for concrete repair work to take place on taxiway and approach where concrete failure is being experienced due to ASR. The fuel truck was delivered, has been tested and certified, and is completely operational at this time. Since placing truck on-line, over 3000 gallons of fuel has been dispersed, improving operational efficiency that will allow for increased business.

## **Intergovernmental/Upcoming Events**

- Management Team Meeting – In Person at Community Building – Wednesdays 2:00 P.M.
- Council Meeting – Monday, August30, 2021, 6:30 P.M., Community Center Room A, In Person or Virtual
  - 2020 Audit
  - Pest Control bid discussion/award
  - ARP Fund Appropriation Ordinance review/approval
- BHA Regular Board Meeting – September 7, 2021, 4:30 P.M.
- Council Meeting – Monday, September 13, 2021, 6:30 P.M., Community Center Room A, In Person or Virtual
- September 22-24, CML Special Conference, Westminster



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

**MEDIA RELEASE**

**August 25, 2021**

**Release: IMMEDIATE**

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

**POSITIVE CASES OF COVID VIRUS UP SIGNIFICANTLY**

Kit Carson County Department of Public Health and Environment continues to monitor the virus positivity trends closely on a daily basis. The trend for positive cases of COVID continues to go up significantly this month. KCCDPHE is now asking each local school district, business, church and healthcare facility to consider this trend, how it may affect their operations and how they can put procedures in place to protect their workers, students, customers and patients. There continues to be no Kit Carson County directed public health orders (or new State Directed orders) in place for the COVID response. However, KCCDPHE highly advises those who inquire or who ask for advice to increase social distancing measures and/or improve ventilation in indoor venues in an effort to slow the growing incidence of the virus. KCCDPHE also recommends holding large venues in outdoor spaces rather than indoors.

For more information about Kit Carson County specific data, you can visit the CDPHE website at <https://covid19.colorado.gov/vaccine-data-dashboard> to see where we are with these trends.

**Immunization Update – Third Dose:**

Last week, official guidance and orders were received from the CDC and CDPHE to provide a third dose of Moderna or Pfizer Vaccine to individuals who are immune-compromised. The third dose is given at least 28 days after completion of the two dose series. People with the following conditions and treatments are eligible for the third dose:

- Active treatment for solid tumor and hematologic malignancies
- Receipt of solid-organ transplant and taking immunosuppressive therapy
- Receipt of stem cell transplant
- Moderate or severe primary immunodeficiency\Advanced or untreated HIV infection
- Active treatment with high-dose corticosteroids (such as prednisone)

Full guidance for people who should consider a third dose can be found at:

<https://www.cdc.gov/vaccines/covid-19/clinical-considerations/covid-19-vaccines-us.html>.

People with compromised immune systems may have a reduced ability to respond to vaccines, including COVID-19. New data show that a third dose of the mRNA vaccines helps to increase the effectiveness of the vaccine for this group. Data show the standard two-dose regimen does not produce the same degree of protective effect in immune-compromised individuals as it does in people who are not immune compromised. Patients who are immune compromised should consult with their health care provider to discuss additional precautions and any questions they may have about protecting themselves from COVID-19.

No official notification has been received regarding third dose vaccine for the general population. KCCDPHE will keep the public notified of additional guidance as it comes out for when a third dose is being made available to the general public.

### **Breakthrough Cases of COVID Do Happen**

There have been twelve breakthrough COVID cases in the county in individuals who had completed their complete two dose series, or one dose of J & J. None of these cases required hospitalization. While the vaccine protects an individual from severe illness and hospitalization, the Delta Variant can and has been shown to break through, thus the continued need to remain cautious, even when you have been fully immunized.

### **How long does it take for the vaccine to provide immunity?**

You are considered fully vaccinated for COVID-19 two weeks after you have received the second dose in a two-dose series (Pfizer-BioNTech or Moderna) or two weeks after you have received a single-dose vaccine (Johnson & Johnson). While vaccine are highly effective in order for them to be approved for use, no vaccine provides 100% immunity, so fully vaccinated individuals should continue to take precautions in public.

The Pfizer vaccine received full FDA approval and is no longer considered a EUA (Emergency Use Authorized drug). It is expected that the Moderna vaccine will receive full FDA approval within the next week.

The health department strongly urges Kit Carson County residents to continue to be vigilant in using a layered approach of protection to decrease the spread of COVID in the community. This layered approach has been successful in stopping many other communicable diseases for many decades. This includes washing hands frequently, remaining home if you are ill (or have been around someone who is ill), and using good cough and sneeze etiquette. Getting tested for COVID if you believe you may be ill or have been exposed to someone who is ill is an important tool to determine if you truly do have COVID or if it is something else – medical providers can then treat you appropriately. Please consider continued mask use in small indoor confined spaces when social distancing cannot be achieved. Getting vaccinated is a decades-old way to increase herd immunity for communicable diseases such as polio, mumps, rubella, measles, diphtheria, tetanus, pertussis and many other viral infections. COVID is now included in this long list.

END

**(Note to Media: Separate from above information so article isn't too long)**

**Vaccinations available in Kit Carson County:**

Kit Carson County Department of Public Health and Environment continues to offer no-cost vaccine to anyone who wants it from the age of 12 and older.

- **Moderna Vaccine Clinics:**
  - Every Wednesday and Friday or as demand allows for individuals 18 years old or older.
  - 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 clinics:**
  - Every Wednesday, or as demand allows. Walk – ins welcome!
  - To schedule your appointment go to <https://kitcarsoncounty.colorado.gov/> or call 719-346-7158, ext. 432
  
- **Pfizer Vaccine** is available to individuals 12 years old and older. For children 12 – 18, call Kristie at 719-346-7158. Ext. 422 to schedule your child's immunization.

**Testing for COVID available daily at the Health Department**

Testing for COVID is available every day Monday through Friday at the health department and is provided at no cost to the person needing to be tested. Testing is the only way a person knows if it is COVID or if it is something else causing the symptoms. Knowing that it is COVID helps the infected person take steps to prevent others from getting the virus. It's fast, easy and doesn't hurt!



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To: City council members  
From: Georgia Gilley, Clerk  
Date: August 30, 2021  
Subject: Clerk's report

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**General duties:** These past two weeks have been filled with classes and general daily office work. We have one liquor license renewal on the agenda. Several individuals have requested liability insurance certificates for events they wanted to hold at Old Town and the community center.

There will be a CPR certification course Thursday, Sept. 16, at the community center from 8 a.m. to noon. So far, 10 city employees have signed up for the class. Officer Chris Gramm has kindly agreed to be the instructor. If any of you are interested in taking this course, please let me know this week.

**CMCA Clerk's Institute:** Out of 42 courses offered this season, I have taken 25. Classes will wrap up tomorrow with a keynote address titled *Game Plan: Defining Your Destiny...Defeating your Difficulty*, which sounds like a great way to conclude this year's course load with inspiration to move forward and face the challenges this next year will bring.

Courses taken since the 8/9 council meeting:

|                         |                             |
|-------------------------|-----------------------------|
| Law School for Clerks 2 | Fair Campaign Practices Act |
| Budgeting 2             | Colorado Open Records Act   |
| Elections 3             | DOLA Resources              |
| Recall Elections        | Other Duties as Assigned    |

A few of us here at city hall volunteered at Old Town and the community center during Pioneer Days and No-Till conference.

**Interesting Information:**

Burlington, CO was incorporated in 1888.

Historical population:

|              |              |
|--------------|--------------|
| 1890 – 146   | 1960 – 2,090 |
| 1900 – 186   | 1970 – 2,828 |
| 1910 – 368   | 1980 – 3,107 |
| 1920 – 991   | 1990 – 2,941 |
| 1930 – 1,280 | 2000 – 3,678 |
| 1940 – 1,280 | 2010 – 4,254 |
| 1950 – 2,247 |              |



To: City Council  
From: Becky Castillo, City Treasurer  
Date: 8/27/2021  
Re: Treasurer's Report

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- With April being the first month since the start of the COVID-19 pandemic that we were able to charge penalties and process shut off due to nonpayment on accounts. The penalty assessed is 10% of the accounts unpaid balance after the due date. Even though customers have paid off past due balances, we are still working with many customers that have a payment agreement to catch up their past due amounts due to non-payment. We are hopeful that we will have all accounts caught up by the end of 2021.
- COVID-19 precautions have been lifted at City Hall. We have hand sanitizer and masks available. Masks are optional to enter the office. Hopefully with the new Delta strain of COVID-19 we can still help prevent the spread. To help prevent the spread all utility payments can still be made online through Xpress bill pay or by dropping off payments in the night drop at City Hall.
- Process payroll on a bi-weekly basis, payroll taxes, and monthly Utility and Airport Sales tax.
- Process accounts payable weekly.
- 2020 Audit is completed. We will have our auditor, Tim Mayberry, virtually present at the meeting for presentation. Our accountant Lorraine Trotter will have the management and finance reports.
- I was looking into courses for the fall semester to register to start up again. I have decided for this semester to get some training from Lorraine to learn more about the GL corrections and bank recs to have cross training within these areas.
- The Outback Bus had to have some A/C repairs and caused us to shut down the bus on Friday the 20<sup>th</sup>. With all the hot days drivers and riders are thankful we have 1 of the 2 units working to make it more manageable to ride the bus. With the bus extending the hours, from 7:30am-5:30pm, we have received positive feedback and have accommodated more riders. We are requesting all riders to wear a mask and driver(s) are sanitizing the bus daily to help prevent the spread of COVID-19 due to the bus following Federal COVID guidelines.





340 S. 14<sup>th</sup> St Burlington, CO 80807 Tel:(719) 346-8918 Fax:(719) 346-8982 tyson.weisshaar@burlingtoncolo.com

## Burlington Activities Department

### August 24, 2021

→ Summer programming has ended. Inventory has been completed for all summer programs with the exception of the baseball/softball equipment. Looking to finish that up in the next couple of weeks. Also working on winterizing the facilities at Merchant's Park. With high school softball going through most of October, that facility won't be winterized until they have completed their season.

→ The swimming pool closed for the season on August 7<sup>th</sup>. Things have been inventoried and put away for the year. The only things left to be done out there for the year is to winterize everything. Working on putting together final numbers for revenue and expenses.

→ Fall programming includes martial arts, which is a year-round program, but will move back to meeting twice a week after Labor Day and monthly fee will increase as well. This program will meet at the community center on Monday and Saturday.

Soul Steppin' Studio will begin their dance program after Labor Day, with classes on Tuesday and Friday evenings in the rec room. This program will go through the school year.

We have also gotten approved to run our flag football program through the NFL Flag Football, which is an awesome upgrade for this program that we brought back last fall. This program will be instructed by the high school football coaches & players with new football coach Jon Bailey leading the way. The registration fee for this program includes an NFL jersey and flag belt. We have 78 participants in grades 1 through 6. This will begin on Labor Day evening and conclude on October 16.

→ We are currently in the midst of the No Till Conference, which is typically in February. Numbers are down quite a bit, but that is to be expected for a few different reasons (current covid situation, state fair, school year starting, etc.). Things are going fairly well as I'm writing this report in the middle of the first day of the conference. The plan is to have the next year's conference back in February of '22. Initial dates that the CCTA Board of Directors are looking at are February 1-2 or 8-9.

→ We have every weekend in September and October booked for events at the community center. Good to have a full calendar of events back on the books. Hopefully our renters will get to hold their events, even if we have to take some safety measures along the way.

→ **Other Activities in the works:** Rentals of Community Center, Martial Arts, No Till Conference, NFL Flag Football, Soul Steppin' Studio dance program



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## Council Report 8.30.2021

- Runway Fog seal and repaint project for 2021
  - Contract signed with American Pavement Maintenance
  - Work will begin the week of September 13th
- Finishing up Mowing operations for the season
- Air Care flying service from Lamar wants to build a small building and concrete pad for their leased area. I will follow up with plans and drawings when they are ready.

### July 2020 Fuel

Total- 10,952.89 Gallons

Avgas- 2,621.68 gallons

Jet fuel- 8,331,21 Gallons

Gross sales- \$ 26,456.21

### July 2021 Fuel

Total- 11,035.07 Gallons

Avgas- 3,898.77 Gallons

Jet fuel- 7,136.30 Gallons

Gross sales- \$ 38,539.67



## ECONOMIC DEVELOPMENT REPORT FROM ROL

What a huge difference 10 years has made for Burlington in regard to preliminary population totals for the 2020 census.

In 2010, Burlington had the largest increase in population of any city or town in all of Eastern Colorado.

At the conclusion of the census, our population was listed at 4,254. Our total was equal to that of Goodland, KS.

Keep in mind that we were given an additional 500 people from the prison inmates at the Kit Carson Correctional Center. That being said, Goodland was able to count all of the people attending the vocational technical school.

As I am writing this, none of the individual population figures for any city or town in the United States has been released.

However, we have been notified that the population in Kit Carson County has dropped 14.3% from the 2010 census to the 2020 census.

We have the largest drop in population of anyone in Eastern Colorado.

Let us assume that all of the 14.3% drop in the county came entirely from Burlington. Obviously, the largest number in this 14.3% was the loss of 500 inmates at the Kit Carson Correctional Center.

Using the above numbers, Burlington's new population should come in at 3,646, which is a drop of 608. Keep in mind, that is giving Burlington all of the loss in the county's population.

Here is where it is going to get interesting. The Colorado Department of Local Affairs had Burlington's population estimated at 3,187 in 2017. In their estimates in 2017, all of the towns in the county lost population with the exception of Seibert. Seibert had a population of 181 in 2010 and was estimated at 216 in 2017.

It is going to be extremely interesting to see the actual numbers when they are released by the federal government.

Counties losing population in Eastern Colorado were Kit Carson, Las Animas, Baca, Bent, Prowers, Cheyenne, Logan.

Those staying about the same, or a small percentage of gain were Otero, Crowley, Kiowa, Lincoln, Washington, Yuma, Morgan, Sedgwick and Phillips.

Colorado was the sixth fastest growing state in the nation over the last decade. The population grew by 15%, adding 740,000 people, mostly in the front range.

In the United States, the white population declined for the first time since records have been kept. The white population fell from 63.7% to 57.8%.

The United States became more urban as almost all of the growth in the last 10 years has happened in the metropolitan areas. We have had very strong Hispanic and Asian growth.

The country has had a decline in births of children with adults, 18 and over, making up more than three-fourths of the population in 2020.

We must continue to explore and implement ways to make our community a desired place to work and play. Quite honestly, not just Burlington, but all of rural America.

We are presently at a crossroad in all of rural America. In we retain the status quo, we will continue to decline in population. And with that loss of population, rural America will have less and less influence in the political arena.

In closing, allow me to say that I do not just want you to read about the projected census numbers, I want you to think about them every day.

Our way of life depends on it!

## The Library

8/30/21

- Routine Catalog Maintenance in August
  - Restock Book Store
  - Inventory
  - Weed
- Continued story times
  - Classic on Wednesday
  - Toddler on Saturday
  - Science Day! first Friday of the month
- ARPA Grant Fund
  - \$5,500

**Checkouts:** 965

**Visits:** 899

**Programs:** 9 for 83 people

Nick McCarty-Daniels

## August 2021 City Council Report—Old Town Museum

- We continue to see visitation numbers that above that of 2020 and 2019. With school starting back across the country, we anticipate a decline in visitation as we head into early fall.
- Pioneer Days was August 21<sup>st</sup>, and it was a tremendous success! We had over 400 people attend and we generated some really good revenue to help cover expenses of fall and winter events here. We were thankful to have 15 volunteers help us throughout the day/night. Without them, and our generous sponsors, we simply can't pull off these events.
- Rentals are requiring more and more of our time and resources. Currently we have 11 rentals already booked for 2022 and find ourselves turning away rentals for 2021 as we are already nearly booked solid the rest of the year.
- We have welcomed 4 bus tours this summer, with two more scheduled for Sept and Oct.
- Preliminary planning has begun for Winter Wonderlights. We will run the event for 10 days this year and we hope to add even more lights to our display.
- We have 2 weekend left of Can Can shows and gunfights for the season. We will close the curtain on Sept 4<sup>th</sup> for the year. It has been a busy summer for all here and we look forward to transitioning into fall—time to start hanging Christmas lights!

## Police Department Council Report 8/30/2021

- Two Burlington Officers, Officer More and Officer Lund recently graduated from the FBI defensive tactics instructor school. This 40-hour school will help the officers and the department tremendously with the ongoing training of law enforcement officers in our department and our region as there will be ongoing training scheduled throughout the years to come that these officers will be instructing. This is the first time in the department's history we've had anyone certified to instruct the FBI's defensive tactics system.
- Cpl. Chris Gramm recently graduated from a Blood Spatter Analysis class. This 40-hour course is training that few in law enforcement ever receive but is extremely useful when investigating any crime that involves blood evidence. Cpl. Gramm is excited about all that he's learned and is looking forward to teaching the rest of us about it and helping with these types of investigations.
- The Burlington Police Department has joined the 13<sup>th</sup> Judicial District Major Crimes Task Force. This will bring more law enforcement resources for major crime investigations as well as more training opportunities to our department.
- The Burlington Police Department recently began investigating the sexual assault of a child and we've made one arrest in that case. There are no additional suspects in the case and we are working alongside the Department of Health and Human Services to get the child necessary services.
- The Burlington Police Department recently investigated a sexual exploitation of a child case and we have made one arrest in that case. There are no additional suspects in that case.
- With school being back in session, officers have been in and around the schools more often conducting extra patrols and assisting with traffic control. We recently participated in a pep rally at the high school, and it was great to see all of the kids back at school. We have been working more closely with school administrators to address any needs they may have, and they have been very receptive and welcoming to us working with them.

