



**BURLINGTON CITY COUNCIL  
REGULAR MEETING  
Community Center  
340 S. 14<sup>th</sup> St., Room A  
September 26, 2022 – 6:30 p.m.**

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

## **AGENDA**

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Roll call**

Greg Swiatkowski, Mayor

Lana Mireles

Brent Carter, Mayor Pro Tem

Paul Velasco

Dale Franklin

Adrian Hernandez

Troy Schultz

**4. Review and Approve Agenda** *(address revisions)*

**5. Consent Agenda Items**

*Any consent agenda item may be removed from the Consent Agenda and placed under Business if discussion is desired. Otherwise, one motion will pass all items.*

Approval of Sept. 12, 2022, minutes

**6. Public comment** *(Comment is limited to 3 minutes)*

**7. Public hearings** – none

**8. Unfinished business**

A. Approve land lease agreement regarding undeveloped property at Industrial Park

**9. New business**

A. Discuss the 2023 Capital Improvement Plan

B. Accept Dale Franklin's letter of resignation from city council

C. Accept Brent Carter's letter of resignation from city council

**10. 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

**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  
REGULAR MEETING MINUTES  
County of Kit Carson  
State of Colorado  
Burlington Community and Education Center  
340 S. 14th St., Room A  
September 12, 2022  
6:30 p.m.**

**1. Call to order**

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

**2. Pledge of Allegiance**

**3. Roll Call**

**Council members present:**

Greg Swiatkowski, Mayor  
Troy Schultz

Lana Mireles

Paul Velasco

**Council members absent:**

Brent Carter, Mayor Pro Tem

Dale Franklin

Adrian Hernandez

**Staff/Officials present:**

Jim Keehne, Administrator  
Georgia Gilley, Clerk, virtual  
Daniel Melia, Airport

**Others present:**

Deb Gutierrez

**4. Review and Approve Agenda**

Motion by Mireles and second from Schultz to approve the agenda as presented.

Motion passed unanimously.

Mireles: Aye

Velasco: Aye

Hernandez: Absent

Carter: Absent

Schultz: Aye

Franklin: Absent

Swiatkowski: Aye

**5. Consent Agenda**

Motion by Schultz and second from Mireles to approve consent agenda, which consisted of the Aug. 29, 2022, minutes.

Motion passed unanimously.

Mireles: Aye

Velasco: Aye

Hernandez: Absent

Carter: Absent

Schultz: Aye

Franklin: Absent

Swiatkowski: Aye

**6. Public comment: None**

**7. Public hearings: None**

**8. Unfinished Business**

**A. Discuss land lease agreement for property at Industrial Park**

Keehne reviewed land lease agreement. Council tabled this matter until the next meeting.

**B. Distribution of fiscal year 2021 audit**

Keehne distributed the revised audit booklet from Mayberry and Company and noted to council that the changes discussed previously are now reflected in the audit.

**9. New Business**

**A. Approve mayor's signature on CIRSA 2023 Property/Casualty preliminary contribution quote.**

Keehne indicated the 2023 CIRSA Property/Casualty insurance quote will be \$153,026 after credits. This reflected an increase of approximately \$10,000.

Motion by Velasco and second from Schultz to approve mayor's signature on the 2023 CIRSA Property/Casualty preliminary quote.

Motion passed unanimously.

Mireles: Aye

Velasco: Aye

Hernandez: Absent

Carter: Absent

Schultz: Aye

Franklin: Absent

Swiatkowski: Aye

**10. Reports from city departments**

Keehne reviewed a few points in his report provided in the council packet. Additionally, Keehne reported that there will be a new process and regulations for the EPAWA feeding stations. One regulation is each feeding station permit will be good for 90 days, rather than the 12-month permit EPAWA requested at the previous council meeting.

Keehne mentioned he was looking at two court surfacing options for the old tennis courts.

**11. Council comments**

Swiatkowski and Velasco both thanked the City for hosting the District 5 CML meeting. Velasco asked if there are ways to work with other communities in the area with the problems they face. Schultz responded to Velasco and invited him to an ECCOG meeting.

**12. Adjournment**

With a motion by Schultz and second from Mireles, the meeting adjourned at 7:35 p.m., after a unanimous vote.

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Greg Swiatkowski, Mayor

ATTEST:

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Georgia Gilley, City Clerk

## CITY OF BURLINGTON LAND LEASE AGREEMENT

THIS AGREEMENT, dated \_\_\_\_\_ day of \_\_\_\_\_, 202X, by and between the City of Burlington, Colorado, whose address is 415 15<sup>th</sup> 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 00000052501900, Lots 8-39, Burlington Industrial Center, Second Addition, Burlington, Kit Carson County, Colorado 80807; and

WHEREAS, LESSEE desires to lease real property for development purposes, specifically for economic development at LESSEE's sole cost and expense, a portion of or the parcel in its entirety, for development purposes meeting the CITY's objectives as they pertain to economic development. Development shall meet design standards as approved by CITY and certified by physical engineer; and

WHEREAS, CITY has described economic development as the CITY's objective of improving standards of living with the creation of jobs, business retention, workforce development, and through improvements in infrastructure and education; 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, known as Parcel 00000052501900, Lots 8-39, Burlington Industrial Center, Second Addition, Burlington, Kit Carson County, Colorado 80807; 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 Three (3) years. The initial Term of this Lease shall commence on the day lease is executed, \_\_\_\_\_ day of \_\_\_\_\_, 202X, and shall terminate without notice on the \_\_\_\_\_ day of \_\_\_\_\_, 20XX unless sooner terminated or extended as herein provided. The CITY, at its discretion may grant unto LESSEE the right and option to renew or extend this Lease for one (1) one (1) year period immediately following the original three (3) year lease term if LESSEE has substantially performed all of its obligations hereunder, as determined by CITY, and not be in default hereunder. 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 substantially performed all of its obligations hereunder.

- A. Prior to execution of this lease, LESSEE shall submit to the CITY a site plan for project development that promotes economic development. The plan must be to scale, properly engineered and stamped as such by Colorado Licensed Engineer to include:
    - i. Utilities plan with grade and depth
    - ii. Street, curb, gutter, sidewalk design
    - iii. Drainage plan
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 \$0.00 per lot, for the first three (3) years of this Lease, but in no event shall it extend past XXXXXX.
  - B. The LESSEE agrees that the lease of the real property if extended at the discretion of the City, and only if LESSEE has substantially completed site development as approved through the submitted site plan, for an additional year will be adjusted to Two-Hundred and no Dollars (\$200.00) per month, per lot leased, said amount shall be paid for the remainder of the 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 monthly lease payment. In the event the CITY is required to initiate any collection procedures or other legal actions to collect any unpaid lease payment from LESSEE, or obtain possession of the premise, 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 will pay monthly energy bills determined by usage.
  - E. Water service shall be provided through City water distribution system. City will bear all costs associated with extending water lines from closest point of City main water line to leased property line. Further extensions of water line, connection fees, tap fees, and any other fee associated with providing water to the site will be borne by LESSEE. All lines must be noted on site plan and installed to proper grade and depth as determined by engineer. LESSEE will bear all costs associated with water provisions from meter throughout leased site, to include 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 from closest point of City sewer line to leased property. LESSEE shall bear all costs associated with extending lines from sewer main throughout leased site, to include monthly wastewater bill.

- G. Natural gas service costs shall be borne in their entirety by LESSEE.
  - H. Costs associated with drainage concerns and development shall be borne by LESSEE
  - I. Costs associated with street design and development, including curb, gutter, sidewalk, concrete and pavement, and signage shall be borne by the LESSEE.
  - J. At end of original three-year lease or once all site plan development activities have been completed and approved by the CITY, whichever comes first, CITY shall terminate lease and Quit Claim deed the leased property that has been developed to the LESSEE. Once deed is filed, LESSEE shall Quit Claim all developed streets to CITY. CITY shall record for record all deeds, plats and claims with Kit Carson County, describing any easements and infrastructure location.
  - K. Once streets are deeded, City becomes responsible for maintenance and repair concerns.
4. INFRASTRUCTURE CONSTRUCTION: The parties do hereby agree that LESSEE shall, at their sole expense, be responsible for development and construction of all infrastructure on leased property and that no construction of buildings, storage units or other facilities can be developed on site during term of lease.
- A. Lessee shall submit plans and specifications of LESSEE's proposed land development to the CITY and shall receive express written approval of said plans and specifications by CITY prior to commencement of any work, construction or demolition occurring on leased property. Plans must contain stamp from Colorado Licensed Engineer.
  - B. LESSEE shall pay all costs of work, construction or demolition and shall maintain LESSEE's property in good repair at all times.
  - C. All construction, materials, and final infrastructure development must be performed in compliance and meet 2021 International Building Code standards, rules, and regulations, and be inspected by CITY before lease termination.
5. LIMITATIONS ON USE:
- A. The lease agreement is only for infrastructure development and buildout. Lessee has no right to construct or place any building, storage unit or other facility on leased property during term of lease without first obtaining the written approval from the CITY, failure to obtain written permission 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 leased property.

6. MAINTENANCE OBLIGATION:

- A. LESSEE, at its expense, shall keep grounds in good repair and maintenance, and in a safe, sanitary, orderly, and sightly condition, all at its own risk and expense.

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 real property 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 real property 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 no less than 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. 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 1<sup>st</sup>) of each year thereafter, and upon occupancy of the real property, 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, LESSEE shall comply with all laws, orders, rules, ordinances, and regulations applicable to the occupancy of the property.

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, 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 property, including any improvements or fixtures that remain on the property in as good condition as they are, ordinary wear and tear expected.

13. ASSIGNMENT AND SUBLETTING:

A. This Lease may not be assigned in whole or in part without written permission by the CITY.

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 is 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



# **CAPITAL EXPENDITURES**

**&**

# **SPECIAL PROJECTS**

- **2023 Capital Improvement Budget Summary**
- **2023 Capital Expenditure Requests**
- **2023 – 2027 Capital Improvement Plan**



## 2023 CAPITAL REQUEST

### Definitions

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**Capital assets** - defined through accounting and auditing of the City's finances and defined as, assets with an initial individual cost of more than \$2,000, and an estimated useful life in excess of one (1) year. Major Capital are items that have a single acquisition cost of \$10,000 or more and useable life of five (5) years or more. Capital assets include property, facilities, equipment, and infrastructure assets. Capital assets are depreciated over their useful lives based on generally accepted accounting principles, thereby assisting in balancing the organization's bottom line. Assets are to be tracked through inventory and accounting systems.

**Capital improvements** - defined as improvements, repair, rehabilitation to public facilities and infrastructure i.e., buildings, bridges, roads, systems, and major share equipment resources shared inter-organizationally i.e., computer systems, telephone systems. Improvements are tracked through capital outlay for assets purchased to improve the systems. For budgeting purposes, capital assets of \$5,000 or more are listed as a part of the Capital Improvement Plan (CIP). Capital assets of less than \$5,000 will be addressed in the individual line items of each departmental budget.

**Capital outlay** - expenditures for equipment, vehicles, or machinery that result in the acquisition of capital or fixed assets. Capital outlay is tracked through the accounting systems.

Budget development is based on the organizations vision of what they are to become to those they serve in the future. It is based on the idea of continuous improvement of people, processes, professionalism, policy, and problem-solving measures to achieve both organizational and community goals. The organizations goal with budget development is to sync the organization's mission, personnel, job descriptions, and community input, to develop plans and appropriate the requisite funds to reach established goals.

### Capital Improvement Plan (CIP):

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Each year, the City of Burlington will update its Capital Improvement Plan (CIP), which identifies the City's capital needs for the next five (5) years. The capital improvement process provides for the identification, reviewing, planning, and budgeting of capital expenditures. The entire plan will be available on the City's website at [www.burlingtoncolo.com](http://www.burlingtoncolo.com)

For the purposes of the Capital Improvement Plan process, capital is defined as follows: items that have a single acquisition cost of \$5,000 or more and a useable life of greater than one (1) year. Major Capital are items that have a single acquisition cost of \$10,000 or more and useable life of five (5) years or more. Project request forms are prepared for those items classified as capital. Capital assets of less than \$5,000 are addressed through departmental budget under commodities or contractual services.

The Capital Improvement Plan is presented annually to City Council. The first year of the package is referred to as the Capital Improvement Budget and is a list of projects for recommended implementation during the next fiscal year, while the subsequent four-year period is referred to as the Capital Improvement Plan, which will be approved by the City Council in concept only. By adopting a CIP, the City adopts a statement of intent, not an appropriation of funding for projects contained within the plan. The CIP lists are updated annually as new needs become known and as priorities are changed. Therefore, it is entirely possible that a project with a low priority will remain in the Capital Improvement Plan longer than

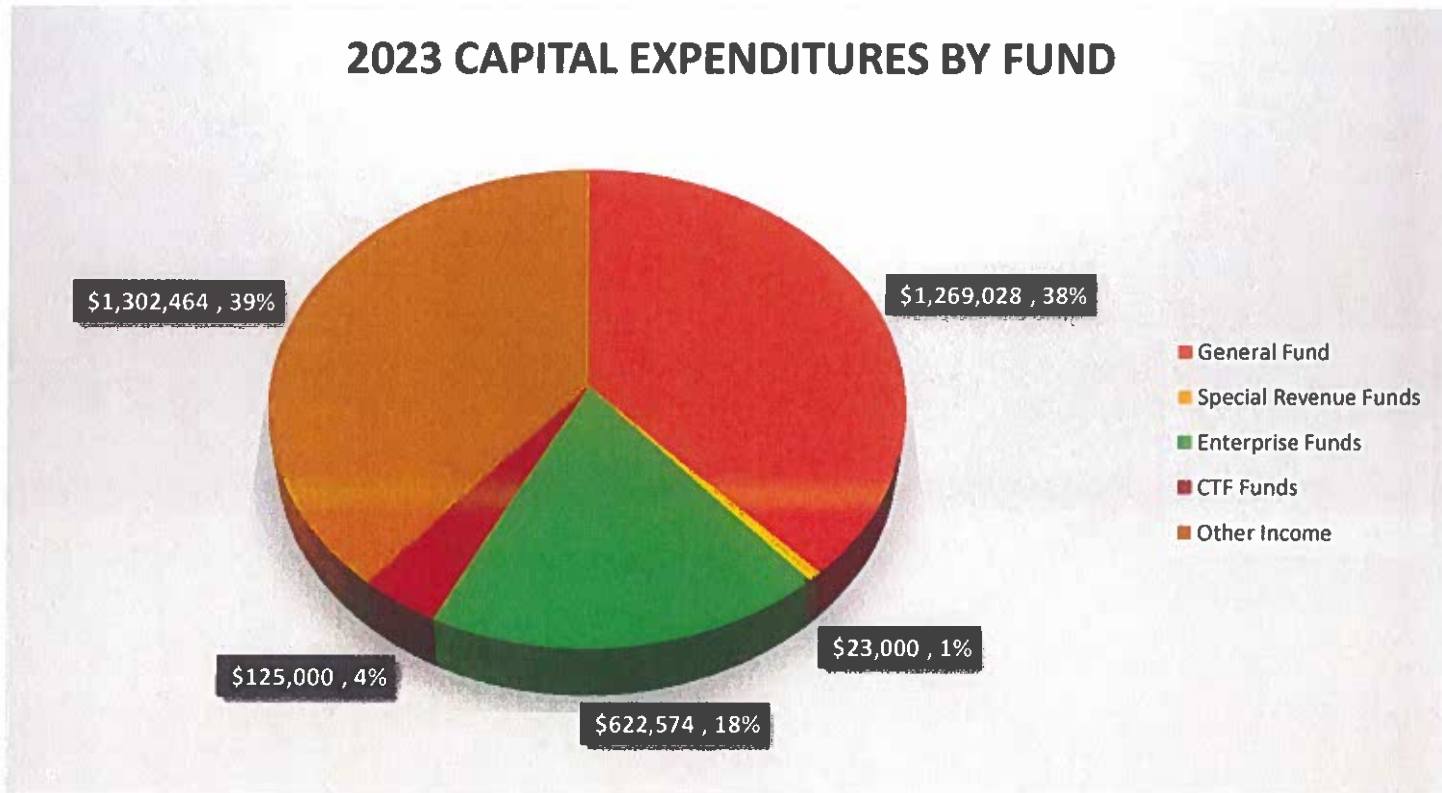
four years, as more important projects appear and move ahead for quick implementation. On the other hand, a project may be implemented sooner than originally planned, due to changing priorities or funding availability.

The Capital Expenditures section of the budget includes the projects from the Capital Improvement Budget or Projects from the Capital Improvement Plan that have been moved ahead for quick implementation or have been approved for appropriation in the current budget.

### Capital Expenditures Summary

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The following section is a summary of the capital expenditures by fund, further broken down by department, and prioritized by staff, where the highest priority expenditure is listed first. Priority is developed through community engagement in the form of surveys, council engagement, and staff engagement as to City needs to carry out organizations mission, reflecting the five (5) principles of 2023 Budget development, including organizational development, infrastructure rehabilitation, community safety, asset protection and acquisition, and community engagement. Asset protection and acquisition is where we assess City owned facilities, properties, and equipment to provide for a proactive approach to maintenance, to avoid high reconstruction/rebuild/replacement costs. Additionally, property or facility acquisition is an important part of future planning.



The General Fund serves the purpose of providing for the general administration of the City. The fund is comprised of various departments: City Council; Municipal Court; City Attorney; Administration including City Administrator, City Clerk, Finance, Economic Development, Planning and Zoning, and Technical Services; Public Safety; Public Works, including Streets, Parks, Public Transportation and Buildings/Facilities; and Culture and Recreational including Activities and Recreation, and Municipal Library.

Revenues for this fund are produced through taxation, intergovernmental revenue, charges for services and other sources. Proposed Capital Expenditures total \$1,269,028, or 38% of the 2023 Capital Improvement Budget. This represents a 282% increase over 2022 General Fund Capital Expenditures Budget, mainly due to the passage of a 1% sales tax initiative where revenues generated from this 1% are to be reserved for street repair and maintenance concerns. Of the \$1,269,028 in capital requests from the general fund, approximately \$883,287 is used for streets with the remainder allocated to the departments from which the request originates. Departmental funds (taxes and fees) are typically coupled with monies from grants, Conservation Trust Funds, and donations to meet the requisite expenditures for the request.

Enterprise Funds are comprised of Water/Wastewater (sewer), Electric, Solid Waste, and Airport, and provide for the operation and maintenance of the City's water and sewer facilities, and its electric distribution system. These funds are in compliance with the various TABOR provisions concerning the operation of government owned businesses.

Revenues for the Water/Wastewater Fund are comprised of proceeds from water sales, sewer user fees, tap fees and various non-operating revenues. Revenues for the Electric Fund consist primarily of charges for services as a result of energy sales to customers. Solid Waste Fund revenues consist of trash service fees charged to customers for trash service. The Solid Waste Fund operates mainly as a pass-through fund. Revenues for the Airport Fund are primarily generated through fuel sales and land/building leases. Proposed Capital Expenditures total \$622,574 or 18% of the 2023 Capital Improvement Budget. This represents a 2% increase over 2022 Enterprise Fund Capital Expenditures Budget.

The City's Special Revenue Funds are comprised of individual funds that were created to account for specific revenue sources, one that is legally restricted to expenditures for specific purposes. These funds are the Tourism and Promotional Fund and the Conservation Trust Fund.

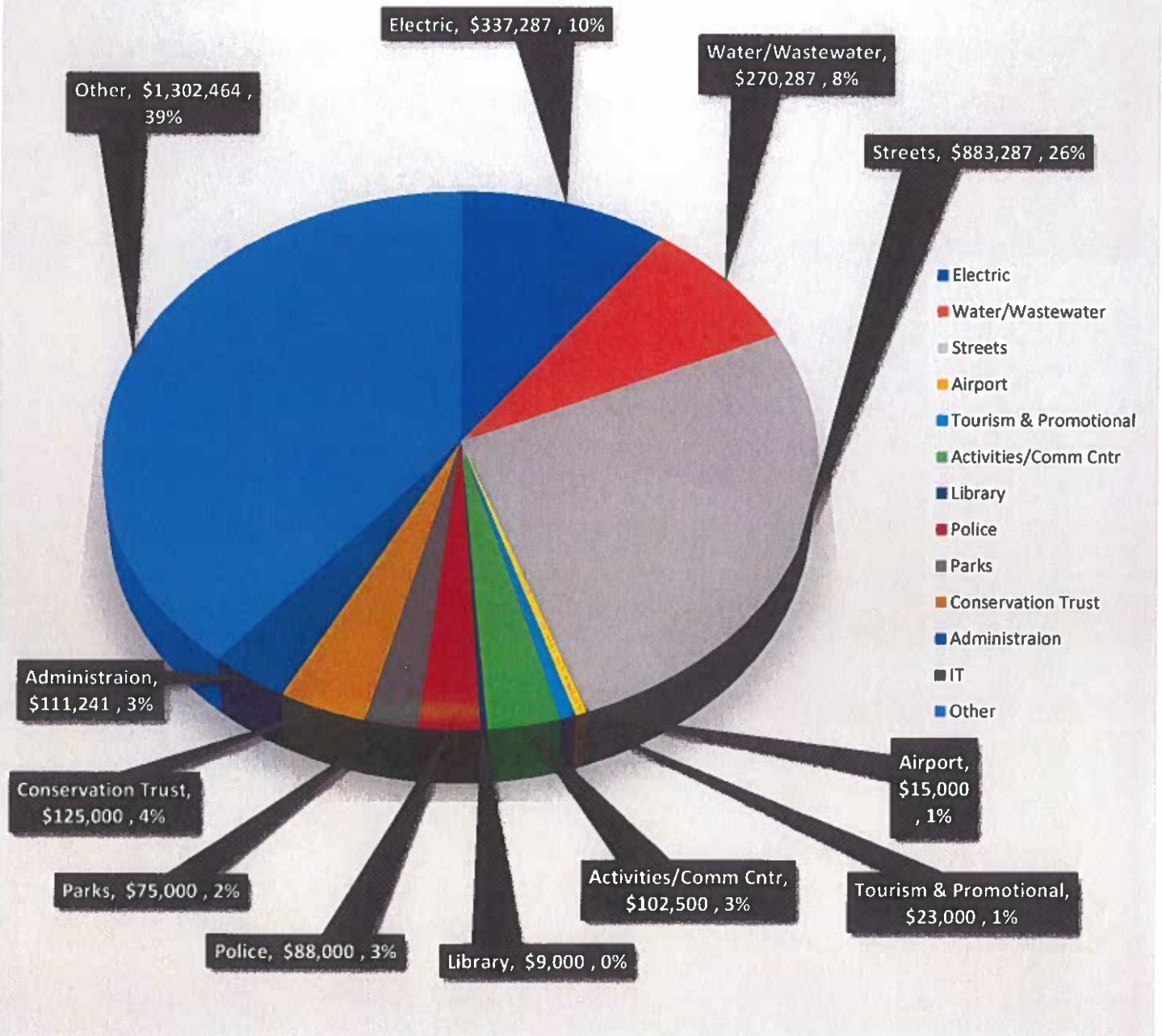
Revenues for the Tourism and Promotional Fund are generated through lodging tax, fees and sales. Conservation Trust Fund revenues are not generated through taxation, but through lottery proceeds from the State of Colorado. Proposed Capital Expenditures for Tourism and Promotional Funds and Conservation Trust Fund total \$148,000, or 5% of the 2023 Capital Improvement Budget. This represents a significant decrease over the 2022 Special Revenue Fund Capital Expenditures Budget requests. Of the \$148,000 in capital requests, \$125,000 (15.5%) is funded through CTF for costing associated with upgrades to Parmer Park.

To assist in funding of capital projects, grants are sought to offset expenditures in each funding category. Grant funding is shown as "Other Income" in Capital Expenditures by fund. Though shown as revenue, grant funds for accounting purposes are shown as an expense. Without additional funding sources, projects could never be completed. Should grant funding not be available, Capital Projects will be moved to future years for funding purposes. 2023 Capital Expenditures reflect the expenditure of \$1,302,464 in Other Income (grant funds and other government contributions) to complete capital projects. This represents 39% of the 2023 Capital Projects budget.



Below is a chart depicting the 2023 Capital Budget, broken down by department so one can see where capital expenditures are taking place. These projects are each prioritized and listed on the Summary page.

## 2023 CAPITAL BUDGET BY DEPARTMENT - \$3,342,066







The following are discussions on proposed 2023 Capital Expenditures. The list is prioritized by most to least importance. Each narrative contains departmental information, project description, justification, funding sources, and impact on annual operating budget. No breakdown is offered by fund category, only by priority.

**Capital Expenditures Summary Prioritized**

CAPITAL BUDGET PRIORITIZED					
DEPARTMENT	PROJECT	FUND	COST	YEAR	NOTES
STREETS	Front End Loader/Backhoe Wagner/Cat	General/Enterprise	\$12,287	2023	Streets share, cost sharing with Electric and Water department to replace FE loader/Backhoe - Debt Services
ELECTRIC	Front End Loader/Backhoe	General/Enterprise	\$12,287	2023	Cost sharing with streets - electric - water department share
WATER/WASTEWATER	FE Loader/Backhoe	General/Enterprise	\$12,287	2023	Backhoe/FE Loader is 20+ years, experiencing multiple breakdowns and repairs, needs replacement
WATER/WASTEWATER	Water Tower Maintenance Program	Enterprise	\$25,000	2023	Ongoing maintenance costs associated with water tower, budget under contractual
WATER/WASTEWATER	Generator-Blending Plant	Enterprise	\$75,000	2023	Emergency generator needed to operate blending plant during power losses - 80 KW
STREETS	Street Resurface/replace	General	\$725,000	2023	Annual street resurface/ replace funded through 1% sales tax increase.
STREETS	Concrete repair and replace	General	\$100,000	2023	Replace deteriorating concrete to coincide with street maintenance projects.
ELECTRIC	Light Plant Upgrades (Reclosers)	Enterprise	\$150,000	2023	upgrade existing Light Plant Sub to improve and strengthen existing system
ELECTRIC	Rate Study	Enterprise	\$25,000	2023	NMPP to perform rate study to determine electrical rates for next 3-5 years.
ELECTRIC	South Circuit to underground, Planning/Bid Specs/Award	Enterprise	\$100,000	2023	Reduce risk of circuit failure by placing south loop underground.
ADMINISTRATION	City Comprehensive Plan with Zoning	General/DOLA	\$180,000	2023	Comprehensive plan required by statute. Cost is for firm to complete community outreach, develop needs, and provide comprehensive plan. DOLA/ARPA
STREETS	5 Ton Dual Drum Packer (used)	General	\$40,000	2023	Roll asphalt smooth while patching streets and after curb and gutter have been replaced to ensure asphalt has sealed properly.



**CAPITAL BUDGET PRIORITIZED**

DEPARTMENT	PROJECT	FUND	COST	YEAR	NOTES
WATER/ WASTEWATER	Well house upgrades	Enterprise	\$30,000	2023	Upgrade doors, interior wall panels, skylights to well houses to get to commercial grade.
ELECTRIC	Tree trimming	Enterprise	\$50,000	2023	Needed to keep vegetation out of power lines greatly reducing outages
WATER/ WASTEWATER	Automatic Chlorine Analyzer for Wastewater + controls	Enterprise	\$8,000	2023	Continuous automatic effluent chlorine adjustments Will help with Discharge Monitoring Report.
WATER/ WASTEWATER	Water Main Replacement	Enterprise	\$50,000	2023	Ongoing efforts to repair and replace existing infrastructure
WATER/ WASTEWATER	Sewer Main Replacement	Enterprise	\$70,000	2023	Ongoing efforts to repair and replace existing infrastructure
POOL/ACTIVITIES	Pool Heater	General	\$30,000	2023	Current heater installed in 2013 and has been repaired several times. Needs replaced to run more efficiently. .5 City, .5 CTF
POOL/ACTIVITIES	Pool Heater	CTF	\$30,000	2023	Current heater installed in 2013 and has been repaired several times. Needs replaced to run more efficiently. .5 City, .5 CTF
POOL/ACTIVITIES	Structure for Pool Heater	General	\$10,000	2023	With some of the recent issues with current heater, we have been informed that it should be enclosed to stay out of the elements.
POLICE	Patrol Vehicles - 3 Year lease	General	\$88,000	2023	Replacement of patrol vehicles (3) three-year lease will allow us to replace older patrol vehicles experiencing ongoing mechanical issues
OUTBACK EXPRESS BUS	New Bus	General/ ECOG	\$106,205	2023	2013 Starcraft bus has > 100,000 miles, experiencing major repair issues. Grant funds coupled with city funding will provide for new bus.
AIRPORT	Generator to power full airport	Enterprise	\$300,000	2023	The airport is in need of a generator to continue normal operations in the event of a power failure. This cost would be covered 90% by the BIL



**CAPITAL BUDGET PRIORITIZED**

DEPARTMENT	PROJECT	FUND	COST	YEAR	NOTES
COMMUNITY CENTER	Replacement of Fire Safety Doors @ C.C.	General	\$25,000	2023	Doors have been repaired several times. They stick, pins inside are broke and beyond repair. 3 doors need replaced.
OLD TOWN	Installation of large ceiling fans I Barn	Tourism and Promotional	\$8,000	2023	The current AC system doesn't keep up with 90+ temps, we need to circulate the air in barn better for our rental guest experience
OLD TOWN	Purchase of additional tables/chairs	Tourism and Promotional	\$8,000	2023	Purchase 150 more chairs, 10 round tables and 10 rectangle tables so that we can have enough to accommodate the east end and the barn without moving them back and forth every week.
LIBRARY	Replace Furniture	General	\$9,000	2023	30 Wooden Chairs, 4 Lounge chairs, 3 office chairs. standardize, replace old/worn. Should last 15-20 years.
OLD TOWN	New flooring in Honor Hall	Tourism and Promotional	\$7,000	2023	Carpet is tom and stained-would like to install tile to ease cleaning and longevity
POOL/ACTIVITIES	Baby Pool Slide Replacement/upgrades	General/CTF/GOCO	\$200,000	2023	Replace baby pool. Have separate boiler and provides opportunity to fix broken piping under existing concrete .1/CTF, .1 Activities, .8 GOCO
PARKS	East End Parmer Park Upgrades - Parks	General/CTF/GOCO	\$750,000	2023	Pool Bleachers, Shade for bleachers, resurface courts, pavilions, reclaim road to turf, provide for outdoor activities, ballfield? .8 GOCO,.2 CTF/City
STREETS	Tracks for 279C Cat Skid Steer	General	\$6,000	2023	Tracks are worn, need replaced.
BASEBALL/SOFTBALL	Infield Mix Merchant Park	General	\$100,000	2023	Current field surface needs new infield mix and graded to help level surfaces and increase the playability. Potential for 3 organizations to help fund.



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

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September 26, 2022

Mayor Swiatkowski and Council Members  
City of Burlington  
415 15<sup>th</sup> Street  
Burlington, CO 80807

Dear Mayor Swiatkowski and Council,

Please consider this letter my official resignation from the City of Burlington's Office of Council effective September 26, 2022.

As you know, qualifications for office are being a qualified elector residing within the limits of the corporation. I am informing Council that in the very near future I will be moving from Burlington, therefore no longer eligible to hold office.

I have thoroughly enjoyed my time on Council, working with each of you to fulfill our Mission, to improve the quality of life for the citizens we serve. I wish you all the best as you continue to provide good governance to the citizens of Burlington.

Sincerely,

Dale Franklin, City of Burlington Councilmember

## **Council Vacancies**

### **Charter for the City of Burlington**

**Section 2.8 Vacancies.** The Mayor's office and a Councilman's office shall become vacant whenever he resigns, dies, or becomes a nonresident of the City. A vacancy which occurs shall be filled by the majority of the vote of the membership of the entire Council within 30 days after such vacancy occurs for the full then unexpired term of the office which has become vacant.

Will place advertisement in paper for 2 weeks requesting that interested parties submit resume and letter of interest in filling vacated council seat.

Council will review resume and letter of interest and may interview candidates for the position.

Council will vote on who they wish to fill vacancy.



September 26, 2022

## City Administrator's Summary Report

September 12 - 26, 2022

### Administration

- **1% Sales Tax – Streets only**

Basis Partners is completing the engineering for the concrete design for the intersection in the Industrial Park. Project will be put out to bid by mid-October. We have confidence that the work to be performed will stay local and future work to be performed will stay as local as possible. Once this project is underway, we anticipate identifying next year's project with an expected start date next spring.

- **2023 Budget Development**

We continue to pace our budget development process in step with the budget calendar. To date, we have completed our compensation plan development and the prioritization of the capital improvement plan. Additionally, departmental worksheets have been distributed and completed regarding anticipated year end expenditures and projected 2023 revenues and expenditures. Performance appraisals have been completed, and the 2023 compensation plan has been updated. During our staff workshop scheduled for September 14<sup>th</sup>, the capital plan prioritization was finalized and is to be presented to city council at tonight's meeting. A complete proposed draft budget will be presented to council at the October 10<sup>th</sup> council meeting. Draft budget will be provided on October 31<sup>st</sup> with public hearing scheduled for November 14<sup>th</sup>, after which the final budget will be prepared for review on November 28<sup>th</sup>, with adoption at the December 12<sup>th</sup> meeting. Reminder that the October 10<sup>th</sup> meeting will begin at 5:00 P.M. where we begin with regular meeting, work our way through the agenda, break for dinner (dinner provided) then start our work session which is devoted in its entirety to review of the proposed draft budget. The work session serves to bring you up to speed on the budget, the process, and the city's priorities for 2023.

- **Industrial Park Property**

The Land Lease Agreement for development of property in the Industrial Park has been completed, reviewed, and edited by legal counsel and was included in the last meetings packet for your review and discussion. Suggest this be formally approved by council for distribution.

### Operations/Public Works

- **Water/Wastewater**

- Daily well checks and testing.
- Daily checks and maintenance at WWTP
- Annual audit for water and wastewater is in process
- Well 4, 100 block 17<sup>th</sup> Street, has seen nitrate rates climbing and approaching the 10 MCL level. The well is being monitored daily and experiencing line flushing to reduce nitrate levels. The well is a direct conduit to our distribution system, so valves have been closed until we can work with state to identify a solution to this issue. For future capital planning, we will be looking towards acquiring additional wells to convert to municipal use that will go to blending plant prior to system distribution. Since last meeting, nitrate

levels at Well 4 have been steadily rising, approaching the MCL. The well has been temporarily shut down to protect public interests and our water supply. Dialoguing with state on work around and to keep them properly informed.

- **Parks**

- Maintenance of facilities and equipment
- Mowing
- Weed abatement in parks
- Will begin winterizing systems once weather turns for good

- **Streets**

- Alley maintenance.
- Pothole repair and maintenance in process.
- Equipment service and maintenance.
- Street sweeping and spraying taking place daily

- **Electric**

- Outage experienced Sunday, September 18<sup>th</sup>, where the East loop experienced distribution loss that affected areas such as the Community Center, Welcome Center, and other businesses tied to this circuit. Loss was attributable to a junction box malfunction. Junction box was replaced, and power completely restored September 19<sup>th</sup>.
- Permits from railroad to cross their track with west loop and to run underground parallel to track have been received from the railroad. Currently working with Damian Berger (Atwell) our electric system engineer and Corey Coker (Main Electric) our contractor to identify date for when to begin work. Both Berger and Coker are aware that this needs to be completed before the snow flies.
- Also working with Atwell to plan and schedule work to be performed at Light Plant regarding upgrading the re-closers, allowing for work arounds with our system to repair and maintain lines. Hopefully can get this project underway before year end so that funds needed for project can be spent this year, otherwise this will be a part of next year's capital plan.
- Street light repair
- Pole Replacement
- Resignation of Cole Suddeath, effective September 22, 2022. Speeding up our hiring process to replace. Interviews have taken place: background checks being conducted. Have made an employment offer to one applicant who will begin work next week. Still advertising for another hire as apprentice and for a journeyman lineman.

## **Intergovernmental/Upcoming Events**

- Management Team Meeting – In Person at Community Building – Wednesdays 2:00 P.M.
- Council Meeting – Monday, September 26, 2022 – 6:30 P.M.
  - Land Lease Agreement
  - 2023 Capital Improvement Plan Review
- Save the Date – Monday, October 10, 2022 – Budget Work Session - Council



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To: City council members  
From: Georgia Gilley, Clerk  
Date: Sept. 26, 2022  
Subject: Clerk's report to Council

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We have received an application for a new fermented malt beverage liquor license from representatives for Corner Market 65 LLC, dba Corner Market, located at 415 S. Lincoln Street. We are currently going through the application to make sure requirements are met for state and local approval. When and if requirements are met, we will post public notice in front of the establishment and in the paper 10 days prior to holding a public hearing at a council meeting.

City Hall received a call about a cigarette/tobacco tax question from Safeway/Albertsons representatives, and in that conversation the representative mentioned that Safeway will not be pursuing a transfer of its liquor license to the new establishment. Though no reason was given, a guess would be that the new location is too close to Burlington Liquors. The representative mentioned that this would be the only Safeway in the state that would not be selling liquor.

Colorado Municipal Clerks Association conference at Canon City will be coming up in mid-October. I have registered to attend the week-long conference.





To: City Council  
From: Becky Castillo, City Treasurer  
Date: 9/22/2022  
Re: Treasurer's Report

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- Utility meters are physically read and billed monthly. If a customer pays their utility bill after the 15<sup>th</sup> the penalty assessed is 10% of the account unpaid balance. Shut off occurs on the 25<sup>th</sup> or next business day if it falls on a weekend or holiday and has an additional penalty of \$70. Customers are still paying on the high usage summer months while the weather starts to change
- COVID-19 precautions have been lifted at City Hall. We have hand sanitizer and masks available for anyone that would like them. To help prevent the spread of germs all utility payments can still be made online through Xpress bill pay or by dropping off payments in the night drop box at the front City Hall.
- Process payroll on a bi-weekly basis, payroll taxes, and monthly Utility and Airport Sales tax.
- Process accounts payable weekly.
- I am continuing to help with the processing of bank reconciliations each month. I will continue to absorb any extra information and ways to improvement during the process. Lorraine will still show me how to make corrections in the GL the next time we get a chance to have more training.
- The City had a CD that was earning under 1% interest. Instead of locking the City into another 2 years at that rate the City cashed out the CD and has since transferred that money into a ColoTrust account. The current interest rate is sitting at 2.5% and raising daily. The forecast is that the interest rate will get closer to 4% by December 2022.
- Outback Bus has 2 part time drivers and is working out well. The riders are ready for the new upcoming bus that we will be getting the latter part of next year. We will re-evaluate a 3<sup>rd</sup> driver if/when the need arises.



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

### September 20, 2022

→ NFL Flag Football league is in full swing. We ended up with 85 participants and split into three divisions: 1<sup>st</sup>/2<sup>nd</sup> grade division, 3<sup>rd</sup>/4<sup>th</sup> grade division, and 5<sup>th</sup>/6<sup>th</sup> grade division. We have a total of 13 teams (four teams each in the 1/2 and 5/6 divisions and five teams in the 3/4 division). Coaches are parents volunteering their time. They schedule practices on their own and then play games on Saturday mornings with the high school football players serving as refs. We will wrap up the season with a league tournament the weekend of October 14-16. This will be the only time we don't play on a Saturday morning, as we will have one game on Friday, Oct. 14<sup>th</sup> in the evening (3/4 division only) and then finish up with games on Sunday, Oct. 16<sup>th</sup> in the afternoon. We will also recognize all the flag football players at halftime of the varsity football game against Wray on Oct. 21. I have also reached out to Wray to see if we can possibly have the champions of our divisions play the champions from Wray on Saturday, Oct. 22 but waiting to hear back.

→ Martial Arts continues to operate on a monthly registration fee but has moved back to meeting twice a week (Monday evenings and Saturday mornings) now that school is back in session. We anticipate a few new participants now that summer is over. We continue to search for a permanent home for them as they are beginning to have some students move up in rank and are needing a place to have more equipment, but with all the programs and rentals we have in the rec room, we just don't have a permanent place for this program yet.

→ Soul Steppin' Studios began their dance program on September 8<sup>th</sup>. Class is held on Thursdays at the community center in the rec room. She once again has a good turnout of participants. This program will run through May, similar to the school year.

→ The youth soccer skills camp we held back in late August had a great turnout of about 70 participants. I will be working with Jessica Schart and Carley Lane to potentially try a spring youth soccer league in March/April timeframe.

→ The softball field renovation project is almost complete! As of this writing, everything is done except the installation of the sod. The turf company is supposed to be here Thursday, September 22 to complete this project. This will give us two weeks before the homecoming softball game on Oct. 7<sup>th</sup>. The fields look great and I can't wait for them to be completed. Looking forward to getting our high school softball team back on our fields for their last game of the season!

→ Youth Council met back on September 8<sup>th</sup> with about 40 kids in attendance. We will be meeting in early October to finalize plans for the haunted house, which will take place on October 29<sup>th</sup> in conjunction with the Old Town Ghost Town, as well as the "scary" version of the haunted house that evening 7-9pm. We are also looking into our annual trip to Elitch Gardens to view their haunted houses to bring back ideas for ours. As of now, we have 54 students in youth council this year. We will also do our annual "Trick or Treat So Kids Can Eat," which is where youth council members go out trick or treating for nonperishable food items that we donate to our local food bank at Prairie Family Center.

→ We will begin advertising for a gymnastics program offered through Tumbleweed Gymnastics out of Colby. This will be a four week program and will take place on Fridays in October at the community center in the rec room. We are just working out the details with the instructor, Katrina Sullivan, and then will get flyers out yet this week hopefully.

→ The community center continues to be busy with several rentals. We are still looking to hire a custodian/maintenance person. Even though we are shorthanded, we have been able to keep up with everything. Hopefully we will get someone on staff soon. We have several big events approaching (Gift Gala, Craft Fair, and Breakfast with Santa) that would be great to be back to full staff for.

→ **Other Activities in the works:** Rentals of Community Center, NFL Flag Football, Pickleball, Youth Council, Tumbleweed Gymnastics, Future Cougars Basketball Camp, Basketball for grades 1<sup>st</sup> through 6<sup>th</sup>, Gift Gala, Craft Fair, Breakfast with Santa



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14111 US Highway 385 - Burlington CO 80807 - 719.346.5352

## Council Report 9.26.2022

- Fuelmaster equipment delivered and ready to install
- Taxiway reconstruction design grant approved
- Replaced damaged security cameras(storm damage)

### August 2021 Fuel

Total- 10,331.62 Gallons

Avgas- 2,732.07 gallons

Jet fuel- 7,599.55 Gallons

Gross sales- \$ 36,644.31

### August 2022 Fuel

Total- 10,368.87 Gallons

Avgas- 438.58 Gallons

Jet fuel- 9,930.29 Gallons

Gross sales- \$ 58,146.20

## ECONOMIC DEVELOPMENT REPORT FROM ROL

Economic Development sometimes requires a considerable amount of patience and time. A case in point is our new Safeway store.

In 2010, Mayor Kerry Korsvold and I met with the division manager of Safeway Stores, Inc.

The meeting went extremely well. Later, Safeway Stores, Inc. was purchased by Albertson. Discussion continued between the City and Safeway.

Present plans call for the new store to open Nov. 6. And....what a store it will be! It is going to be a huge economic driver for the City of Burlington.

Safeway anticipates drawing a large number of customers off Interstate 70 as well as many additional customers from the entire area.

The store will have approximately 60 staff members. They have been interviewing over the past several weeks.

The interior of the new store has been, basically, finished for several weeks. Safeway has had employees inside setting up fixtures and stocking inventory and learning to run new equipment.

All of the freezers and the remainder of the equipment will be new. And, all of the inventory will be new.

It is an all-new state-of-the art facility that will not only be much appreciated by the staff but the customers as well.

The beautiful new store will be the premier grocery outlet for the entire area.

Safeway has two stores in Eastern Colorado....one in Burlington and one in Lamar.

There has been a Safeway store in Burlington for well over 80 years.

## The Library

9/26/22

- Placed a Story Walk on the west end of Parmer Park
  - Completes the ARPA grant of 2021
  - Co-funded with the Friends of the Burlington Library
- Received \$3,000 to help us start digitizing the Burlington Record
  - SIPA Grant
- Received \$1,000 for the next three years for Summer Reading
  - ESSER ELO Grant
- Held successful History Day on September 1<sup>st</sup>
  - Next History Day to be October 26<sup>th</sup>
- Hosted a successful History and Donuts event on September 15<sup>th</sup>
  - Attempting to identify people in old photos
  - Hold another event October 20<sup>th</sup>
- Continue to hold seven regular programs for all ages throughout the week

**Checkouts:** 777

**Visits:** 850

**Programs:** 23 for 187 people

Nick McCarty-Daniels

## September 2022 City Council Report—Old Town Museum

- We held our annual Sidewalk Sale Sept 15-17<sup>th</sup>—this is a great time for us to discount merchandise that we have had in inventory for several years and move it. The sale was successful and has helped to ensure that meet our sales goals for September.
- Planning for Old Town Ghost Town is underway, it will be October 29<sup>th</sup> from 3pm-5pm. Donation request letters for money and/or candy are going out this week. We hope to raise about \$1500 to help us purchase the candy needed for the event.
- We are also making plans for our annual Winter Wonderlights event. Our plan is to start stringing lights in October as weather allows. Revenue from Pioneer Days will be used to purchase additional lights/attractions, and supplies for the event. Winter Wonderlights will kick off on December 10<sup>th</sup> tentatively.
- Russell Corliss has been out since September 9<sup>th</sup>, he had to have surgery on Sept 12<sup>th</sup> and will be out through Sept 22<sup>nd</sup> or 23<sup>rd</sup>.
- This is the time of year when tourism starts to taper off a bit—although we have welcomed 2 bus tours groups in September and we are seeing those older folks out traveling as we normally do this time of year. All in all, we are on track to beat last year’s September for revenue.
- I will be virtually attending the Colorado Tourism Conference that is being held in Snowmass. I generally attend in person but decided to skip the trip and save some budget this year. I was asked to serve on a regional “Reimagine Destinations” committee that will serve to drive more travel to the eastern plains. I continue to serve on the CTO (Colorado Tourism Office) grant review committee and the marketing committee. I attend several meetings virtually each month for those.

**Burlington Police Department  
Council Report  
September 26, 2022**

- The Burlington police Department recently participated in the Mothers Against Drunk Driving saturation Saturday event. This was a 24-hour period of increased traffic patrol for the purpose of increased DUI enforcement.
  
- Burlington Police Department officers recently attended a 16-hour tactical casualty combat care class (TCCC). This training is designed to teach officers to provide effective life-saving care to wounded or injured persons in emergencies. This goes beyond the traditional first aid care classes and was designed based on what was found to be fast and extremely effective methods that make the biggest difference on the battlefield.
  
- Burlington Police Department recently hosted a public towing procedures class. Colorado State Patrol taught the class, and we very much appreciate them helping us out with this!
  
- Burlington Police Department Corporal Gramm will be attending an upcoming Taser Instructor recertification.
  
- Burlington Police Department along with other community stakeholders continues to work with the Burlington School District to update their safety procedures and training.
  
- We have Trunk or Treat coming up on Halloween. We have begun planning meetings with the chamber of commerce.
  
- Burlington Police Officers recently participated in a legal update class put on by the 13<sup>th</sup> Judicial District Attorney's Office.