



**BURLINGTON CITY COUNCIL  
REGULAR MEETING  
Community Center  
340 S. 14<sup>th</sup> St., Room A  
September 27, 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 Sept. 13, 2021 meeting minutes.
- 5. Public comment** *Comment is limited to 3 minutes.*
- 6. Public hearings – none**
- 7. Unfinished business – none**
- 8. New business**
  - A. John Lamb to speak about getting a variance to keep fowl inside city limits
  - B. Approval of 2020 audit by Tim Mayberry of Mayberry and Company and the Management Discussion & Analysis report from Lorraine Trotter, Professional Management Solutions
  - C. Approval of mayor's signature on Dispatch Service Agreement with Kit Carson County for January 1, 2022 through December 31, 2022.
  - D. Review 2022 Capital Improvement Plan
- 9. Reports from city departments**

Administrator – Jim Keehne	Economic Development – Rol Hudler
Clerk – Georgia Gilley	Library – Nick McCarty-Daniels
Treasurer – Becky Castillo	Old Town – Nikki Wall
Activities – Tyson Weisshaar	Police – Nate Hill
Airport – Daniel Melia	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.  
September 13, 2021  
6:30 p.m.**

**1. Call to order**

Mayor Greg Swiatkowski called the meeting to order at 6:30 p.m.  
The meeting was held in person.

Council members present:

Greg Swiatkowski, Mayor  
Brent Carter, Mark Burghart, Adrian Hernandez, Kamron Weisshaar, Troy Schultz

Council members absent: Melvin Gilley

**Staff/Officials present:**

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

**2. Pledge of Allegiance**

**3. Consent Agenda**

**A. Approval of the August 30, 2021 meeting minutes**

Motion by Schultz and second from Burghart to approve the August 30, 2021 meeting minutes as presented. Motion passed unanimously.

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

**4. Public comment – none**

**5. Public hearing – none**

**6. Unfinished Business – none**

**7. New Business**

**A. Approve mayor's signature on the CIRSA 2022 Preliminary Contribution Quotation for City of Burlington**

Motion from Burghart and second from Carter to approve mayor's signature on the CIRSA 2022 Preliminary Contribution Quotation for City of Burlington.

Motion passed unanimously.

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

**B. 2022 Compensation Plan Review**

Keehne reviewed the proposed 2022 Compensation Plan, indicating the staffing tables were completed as if the City had a full staff. Keehne noted the performance evaluations were completed, and employees would receive raises based on their performance, which would be between zero and 3.5 percent. Two percent would be for cost of living and up to 1.5 percent for performance.

**8. Reports from city departments**

Keehne pointed out a few bullet points in his report, including performance appraisals, the 2020 audit, the CML Conference and the airport.

G. Gilley reported bills were starting to come in regarding damages and repairs after the September 1 wind and rainstorm. Kit Carson County Emergency Manager Della Calhoon had requested an approximate dollar amount for the damages the city incurred as a result of the storm.

**9. Council member comments**

Carter indicated he received a question about why the city can water the park daily, but residents cannot. Keehne stated the city is considered to be a large irrigator, and large irrigators may water every night. He noted that the city has been looking at different methods to help with water conservation.

**10. Adjournment**

With a motion by Carter and second from Schultz, the meeting adjourned at 7:32 p.m.

Motion passed unanimously.

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Greg Swiatkowski, Mayor

ATTEST:

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Georgia Gilley, City Clerk

## DISPATCH SERVICE AGREEMENT

This Agreement (the "Agreement") is made effective the 1<sup>st</sup> day of January 2022, by and between the Board of County Commissioners of Kit Carson County, Colorado, whose address is P.O. Box 160, Burlington, Colorado 80807 (the "County"), and the City of Burlington, whose address is 415 15<sup>th</sup> Street, Burlington, Colorado 80807 (the "City"). The County and/or the City may also be referred to as a "Party" or the "Parties". The dispatch and communication operations shall be conducted by the Kit Carson County Communications Director, whose address is 1650 Donelan Ave, Suite 103, Burlington, Colorado 80807 (the "Dispatch"). When the County and the Dispatch are intended to be referred to jointly, they shall be collectively referred to as the "Kit Carson County Communications Center" ("K.C.C.C.C. ").

**WHEREAS**, pursuant to C.R.S. 29-1-201, as amended, and C.R.S. 30-11-107, as amended, the County and City may enter into an agreement by which the K.C.C.C.C. would provide "Emergency and Non-emergency Dispatch Service," as defined by this Agreement, for the City; and

**WHEREAS**, the County and City have previously entered into an agreement concerning the control, operation, management, and cost sharing of a joint Communications/Dispatch Center; and

**WHEREAS**, the City has determined that it is more cost effective to contract for Emergency Dispatch Service with the K.C.C.C.C than to fund, equip, and staff its own Dispatch and Communications Center; and

**WHEREAS**, the K.C.C.C.C. provides Emergency and Non-emergency dispatch functions and has the capability to provide emergency and non-emergency dispatch services for the City; and

**WHEREAS**, the K.C.C.C.C. agrees to provide Emergency and Non-emergency Dispatch Service for the City under the following terms and conditions.

NOW, THEREFORE, the Parties agree as follows:

1. K.C.C.C.C. shall provide Emergency and Non-emergency Dispatch Service to the City. Emergency and Non-emergency Dispatch Service means emergency or non-emergency communication of any kind received by K.C.C.C.C. which requests or requires emergency service by the City's and County's emergency medical, fire, and/or law enforcement service providers. K.C.C.C.C shall provide emergency and non-emergency communications to the City of Burlington public works departments.
2. K.C.C.C.C shall provide Emergency and Non-emergency Dispatch Service for the City for a period of one (1) year, commencing on January 01, 2022, and ending on December 31, 2022. The Parties shall, in good faith, begin negotiation of a new Dispatch Service Agreement in July 2022.
3. In consideration of the County's promises and efforts under this agreement, the City shall pay the County \$100,000.00 for the term of this Agreement, apportioned equally and payable per month. The City's payments to the County shall be made as follows:

- 3.1 Each monthly payment shall be paid in advance on the first day of each month for services to render in that calendar month.
  - 3.2 All monthly payments shall be due and payable by City without any further notice or demand from the County.
  - 3.3 Each monthly payment shall be made by the City and shall be made payable to the County and delivered to the attention of: Kit Carson County Administrator, or in any manner subsequently directed by the County.
  - 3.4 Each payment shall clearly identify it is a monthly payment being made pursuant to this Agreement and identify the calendar month for which the City intended the payment to apply. The County, in its discretion, may apply any monthly payment received from the City to any past due amount or monthly payment then due and owing to the County pursuant to this Agreement.
4. Except for the emergency and Non-emergency Dispatch Service expressly contracted for herein, the K.C.C.C.C. and the City shall not be obligated to provide or assist the other Party with any emergency or non-emergency services of any kind unless expressly requested by either Party.
  5. This Agreement does not, and is not intended to, obligate or require the K.C.C.C.C. to change, alter, modify, or develop any different K.C.C.C.C. dispatch related procedures, policies, and/or standards; purchase or use any special or additional equipment; or, alternatively, prohibit the K.C.C.C.C. from implementing any future communication-related changes that the K.C.C.C.C., in its sole judgement and discretion, believes to be in all Parties to this Agreement best interests and with prior notice provided as to changes to be implemented.
  6. K.C.C.C.C. will provide the City the following requests for no additional fees, unless the annual allowed minutes for Code-Red have been reached.
    - 6.1 Dispatch audio recordings – No fee if City provides thumb-drive
    - 6.2 Printing of dispatch related documents – No fee
    - 6.3 Code-Red and Reverse 911 calls for City residents - With the approval of the Chief of Police or City Administrator. **\* If the annual allowed minutes have been used, the city will be charged for minute usage.**
    - 6.4 District Attorney requests for recordings or dispatch related documents must be on request form from the Office of the District Attorney, City will provide thumb-drive.
  7. Neither the City nor the County is responsible for the independent acts and/or omissions of the other Party, or their officers, employees, or agents. further, it is the intent of the Parties that each Party shall be responsible for the negligent, willful, or intentional acts or omissions of their respective public safety personnel.

8. Each Party agrees to indemnify, defend, and hold harmless the other Party, its agents, officers, and employees from all claims whatsoever that may arise against the other Party as a result of the negligent, willful or intentional acts or omissions of the Party or their respective public safety personnel.
9. Each party shall process and defend, at its own expense, any and all claims of whatsoever kind in nature, with respect to that Party's acts or omissions of services or otherwise in response to Emergency and Non-emergency Dispatch Service.
10. Previous agreements between the County and the City for dispatch services are rendered null and void upon signing this Agreement.
11. Either Party may terminate this Agreement term and give notice of sixty (60) days to the other Party that on such date all of the Party's rights and obligations under this Agreement, except as expressly reserved, shall cease. The City's written notice shall operate as a notice to quit or terminate this Agreement and the City may proceed to recover advance payment of fees on a pro-rata basis for unprovided service as noted in this Agreement. The obligation of the City to pay to the County, and the right of the City to recover all fees and other charges accrued up to the time of termination of this Agreement from the County, together with costs of collection, including attorney's fees and costs, shall survive termination of the Agreement.
12. Any notice under this Agreement shall be in writing and shall be effective when actually delivered or when deposited in the mail addressed to the Parties as follows:

Kit Carson County:      Kit Carson County Board of Commissioners  
   Attn: Kit Carson County Administrator  
   P.O. Box 160  
   Burlington, CO 80807

City of Burlington:      City of Burlington  
   Attn: City Administrator  
   415 15th Street  
   Burlington, CO 80807

13. This Agreement is made and entered into in the State of Colorado and shall in all respects be interpreted, enforced and governed under the laws of the State of Colorado. The language of all parts of this Agreement is intended to and, in all cases, shall be construed as a whole, according to its fair meaning, and not construed strictly for or against any Party.
14. This Agreement shall not become effective prior to approval by the County Board of Commissioners and City's governing body. The terms of this Agreement may be amended by mutual written agreement of the County and the City.

15. If a court of competent jurisdiction finds a term, or condition, of the Agreement to be illegal or invalid, then the term, or condition, shall be deemed severed from this Agreement. All other terms, conditions, and provisions of this Agreement shall remain in full force.

16. For and In consideration of the mutual promises, acknowledgments, representations, and agreements set forth in this Agreement, and for other good and valuable consideration, the receipt and adequacy of which is hereby acknowledged, The County and the City hereby agree and promise to be bound by the terms and provisions of this Agreement.

IN WITNESS WHEREOF, \_\_\_\_\_ for the City, hereby acknowledges that they are authorized to execute this Agreement on behalf of City and hereby accepts and binds the City to the terms and conditions of this Agreement on this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

WITNESS:

THE CITY OF BURLINGTON

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

BY: \_\_\_\_\_  
Greg Swiatkowski, Mayor

IN WITNESS WHEREOF: \_\_\_\_\_, Chairperson, Kit Carson County Board of Commissioners, hereby acknowledges that they have been authorized by a resolution of the Kit Carson County Board of Commissioners (a certified copy of which is attached) to execute this Agreement on behalf of the COUNTY OF KIT CARSON COUNTY and hereby accepts and binds the COUNTY OF KIT CARSON to the terms and conditions of this Agreement on this \_\_\_\_\_ day of \_\_\_\_\_ 202\_\_.

WITNESS:

COUNTY OF KIT CARSON,

\_\_\_\_\_  
Susan Corliss, County Clerk

BY: \_\_\_\_\_  
Dave Hornung, Chairman



# **CAPITAL EXPENDITURES**

**&**

# **SPECIAL PROJECTS**

- **2022 Capital Improvement Budget Summary**
- **2022 Capital Expenditure Requests**
- **2022 – 2026 Capital Improvement Plan**





## 2022 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 be 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

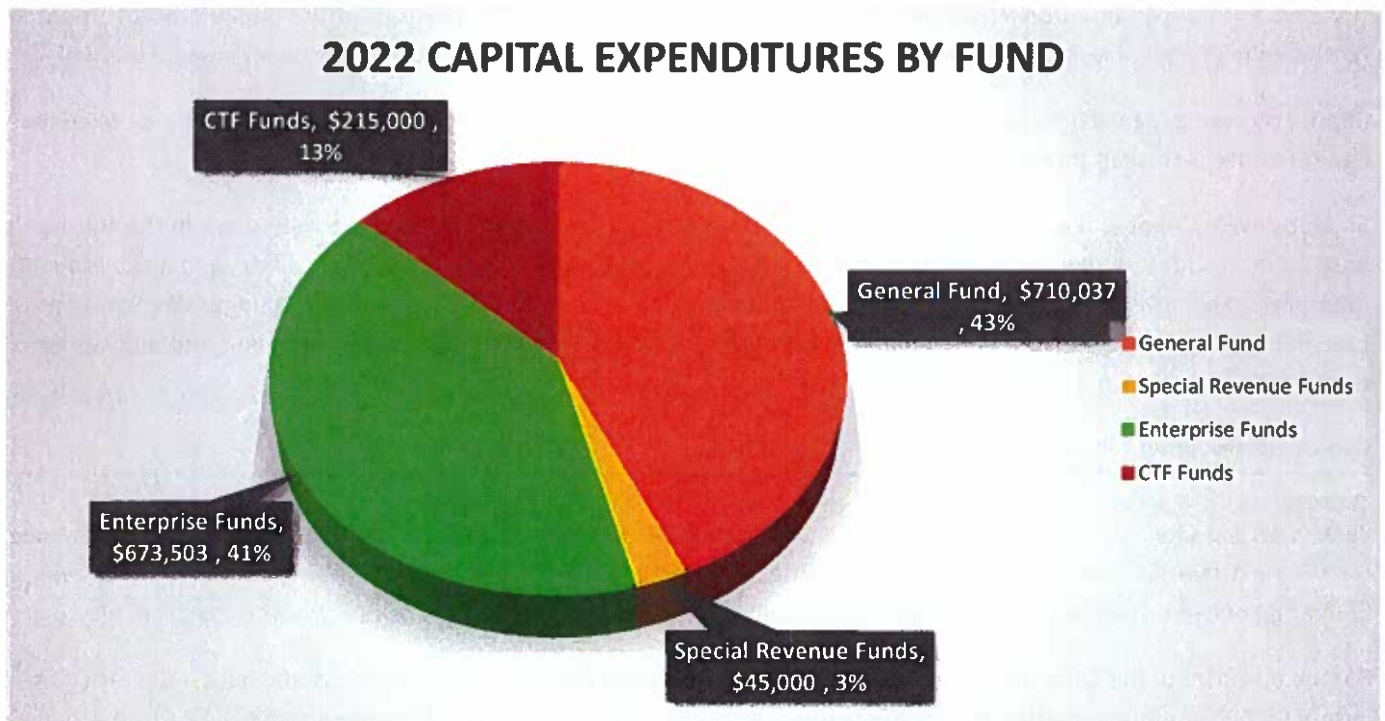
four years, as more important projects appear and move ahead for quick implementation. On the other hand, a project may be implemented sooner than originally planned due to changing priorities or funding availability.

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 distributed at community events, and posted on City's website, and staff engagement as to City needs to carry out organizations mission, reflecting the four (4) principles of 2022 Budget development, including organizational development, infrastructure rehabilitation, community safety, and community engagement. Added to our Capital Improvement Plan is Asset Protection and Acquisition, whereby 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 \$710,037, or 43% of the 2022 Capital Improvement Budget. This represents a 264%

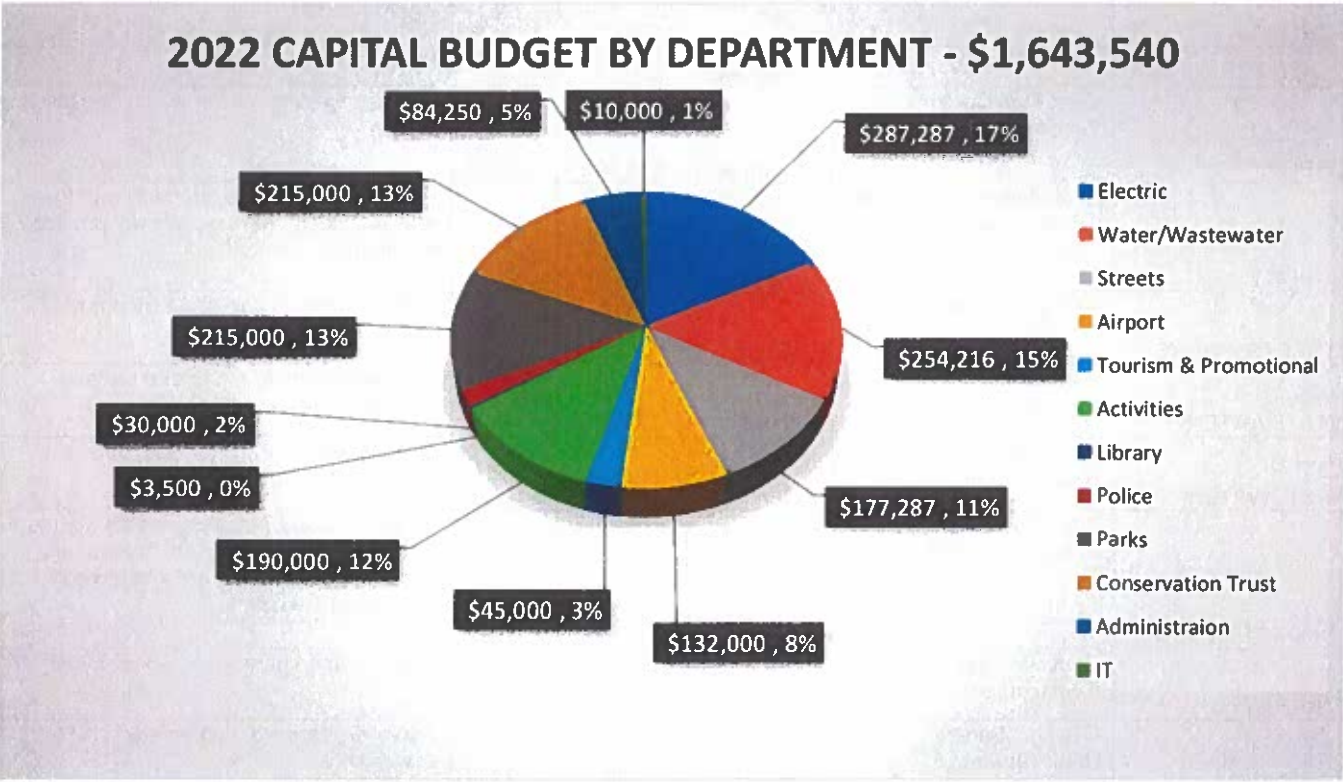
increase over 2021 General Fund Capital Expenditures Budget. Of the \$710,037, approximately \$150,000 comes from revenues other than tax funds, as these are anticipated funds through HUTF funding for street projects, and grants for Police Services.

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 \$673,503 or 41% of the 2022 Capital Improvement Budget. This represents an 32.7% decrease over 2021 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 both Tourism and Promotional Funds and Conservation Trust Fund total \$260,000, or 16% of the 2022 Capital Improvement Budget. This represents a significant increase over the 2021 Special Revenue Fund Capital Expenditures Budget. Of the \$260,000 in capital requests, \$215,000 (82.7%) is funded through CTF for costing associated with Restroom Rehab at Parmer Park, expansion of the East end of Parmer Park, and infield rehabilitation at baseball and softball fields.





The following are discussions on proposed 2022 Capital Expenditures. The list is to be 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/ PARKS	Front End Loader/Backhoe John Deere	General/ Enterprise	\$12,287	2022	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	2022	Cost sharing with streets - electric - water department share
WATER/ WASTEWATER	FE Loader/Backhoe	General/ Enterprise	\$12,287	2022	Backhoe/FE Loader is 20+ years, experiencing multiple breakdowns and repairs, needs replacement
WATER/ WASTEWATER	Water Tower Maintenance Program	Enterprise	\$46,929	2022	Ongoing maintenance costs associated with water tower, budget under contractual
ELECTRIC	Bucket Truck	Enterprise	\$150,000	2022	Replace ageing bucket truck with a higher reach and lifting capabilities.
WATER/ WASTEWATER	Generator-Blending Plant	Enterprise	\$75,000	2022	Emergency generator needed to operate blending plant during power losses - 80 KW
ELECTRIC	Pole Replacement Plan	Enterprise	\$50,000	2022	Replacement of older deteriorated poles and addition of weight bearing poles where needed
ELECTRIC	Tree Trimming	Enterprise	\$75,000	2022	Budget under contractual
AIRPORT	Zero Turn Commercial Grade Mower	Enterprise	\$12,000	2022	Replace existing mower which has failed
AIRPORT	Fuel Master Mobile Unit - Fuel Truck	Enterprise	\$10,000	2022	Existing truck will not interface with fuel master system, new system will provide for interface needed.
STREETS/ PARKS	Asphalt streets	General	\$100,000	2022	1500' x 40' each year@ \$1.65 per ft <sup>2</sup>
WATER/ WASTEWATER	Water Main Replacement	Enterprise	\$50,000	2022	Ongoing efforts to repair and replace existing infrastructure
WATER/ WASTEWATER	Sewer Main Replacement	Enterprise	\$70,000	2022	Ongoing efforts to repair and replace existing infrastructure
ADMINISTRATION	City Comprehensive Plan with Zoning	General	\$180,000	2022	Comprehensive plan required by statute. Cost is for firm to complete community outreach, develop needs, and provide comprehensive plan.
STREETS	Concrete Pan Replacement - Streets	General	\$ 65,000	2022	Replace drain pans - 12 - 15 per year
IT	City Hall Server Replacement	General	\$ 10,000	2022	Server 5 years old, depreciated and out of warranty.

CAPITAL BUDGET PRIORITIZED					
DEPARTMENT	PROJECT	FUND	COST	YEAR	NOTES
COMMUNITY CENTER	Coat Roof at Community Center, flat sections on North & South ends of building	General	\$ 100,000	2022	Experiencing leaks due to flat roof and age, associated with HVAC systems installed on roof.
POOL	Baby Pool Slide Replacement/upgrades	General	\$ 90,000	2022	Replace baby pool. Have separate boiler and provides opportunity to fix broken piping under existing concrete
PARKS	South Restrooms - Parmer Park - Parks/CTF	General/ CTF	\$ 60,000	2022	1/2 parks, 1/2 CTF Replace existing fixtures with institutional grade
PARKS	East End Parmer Park Upgrades - Parks	General/ CTF	\$ 250,000	2022	Pool Bleachers, Shade for bleachers, resurface courts, pavilions, reclaim road to turf, provide for outdoor activities, ballfield?
LIBRARY	Replace Furniture - Library	General	\$ 7,000	2022	Welcoming atmosphere and standardize in library. Can be phased out for many years. Seek to replace comfy and wooden seating.
SOFTBALL/ BASEBALL	Infield mix both Merchant Park and Softball Fields	CTF	\$ 60,000	2022	Fields are in need of infield mix and grading to level surfaces, increasing playability and reducing risk. CTF fund
PARKS	Irrigation System - Parmer and Outback Parks - Parks	General	\$ 60,000	2022	Replacement of irrigation system with low pressure system for water conservation and to replace old lines currently in use.
POLICE	Garage Rehabilitation w/doors	General	\$ 30,000	2022	Repair and maintenance of garage to include interior siding/shelving, garage door replacement, exterior sealing of building/expand evidence room
ADMINISTRATION	LED Lighting	General	\$ 7,250	2022	Updating lighting at City Hall to provide better office environment for staff and customers.
ADMINISTRATION	Office Furniture	General	\$ 5,000	2022	Replace Clerks Office furniture to ergonomic and functional.
AIRPORT	Concrete Apron and Taxiway Repair, Maintenance, Replacement	Enterprise	\$ 60,000	2022	Concrete aprons and taxiways are experiencing failure due to ASR. As they have reached life expectancy repair and replacement is needed. Part of Master Plan, and funded through FAA/CDOT grants and Local Match, 1/2 County
OLD TOWN	Building Rehab phased project- Bank and General Store - OLD TOWN	Special Revenue	\$ 40,000	2022	Ongoing building maintenance rehab program, --siding, roofs as needed, doors, windows, trim, paint
OLD TOWN	Partial fund pioneer exhibit renovation	Special Revenue	\$ 5,000	2022	60% of costs covered through donations

CAPITAL BUDGET PRIORITIZED					
DEPARTMENT	PROJECT	FUND	COST	YEAR	NOTES
AIRPORT	Fuel Truck Storage Building	Enterprise	\$ 50,000	2022	Storage of fuel truck to keep out of weather and 50' distance from existing buildings.



**CITY OF BURLINGTON  
5-YEAR CAPITAL OUTLAY REQUESTS (For Items > \$5,000)**

Capital Item Description	New	Replace	Estimated Cost					Funding Source		Remarks/Justification	
			2022	2023	2024	2025	2026	Source of Cost Est	Type %		
Coat Roof at Community Center, flat sections on North & South ends of building		X	\$ 100,000						1	100%	Experiencing leaks due to flat roof and age, associated with HVAC systems installed on roof.
Infield mix both Merchant Park and Softball Fields		X	\$ -						6	100%	Fields are in need of infield mix and grading to level surfaces, increasing playability and reducing risk. CTF fund
Pool Heater		X		\$ 30,000					1	100%	Heater was replaced in 2013 and has had several repairs since. Will operate more efficiently if new heater installed.
Construct building for pool heater		X		\$ 10,000					1	100%	Construct building to protect heater from elements, adding life to equipment.
Tile for Lobby, Halls, & Bathrooms		X		\$ 30,000							The current tiles are starting to show their age, wear and tear. Will need to replace to keep the facility updated.
LED Lighting at Ballfields		X		\$ 200,000	\$ 200,000				1	50%	Existing lights are beginning to fail and are inadequate to properly illuminate in low light/dark conditions. Improve efficiency and effectiveness.
									2	50%	
Outfield Fencing, Merchant Park		x		\$ 20,000					1	100%	Fencing is antiquated and losing pickets. In need of updating and replacing.
Concrete/Asphalt Parking Lot (ongoing)		X		\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000		1	100%	Would like to see a plan formed to concrete parking lot around CC, replacing asphalt.
Shade Structures @ Pool		X		\$ 20,000					1	50%	There is very limited shade for patrons at the pool. These would provide more shade and allow us to rent them out for additional revenue.
									4	50%	
IT Equipment whole Building		X		\$ 20,000					1	100%	Update/Upgrade all IT equipment throughout building for renters. Need to be compatible with current IT equipment to meet renter needs
Cover @ Pool		X					\$ 40,000		1	100%	A pool cover would help year-round and reduce costs in utilities with the loss of heat and evaporation during the summer and reduce the cleaning in spring.

Floor Scrubber	X					\$ 8,000			1	100%	Shorten employee time to mop the building, allowing employees more time for other tasks. Reduce costs for chemicals as the machine works with water.
Scissor Lift (CC)	X					\$ 6,000			1	100%	Purchase at Auction ? Would generate additional revenue for community center. Also help with some maintenance at community center.
Portable Stage		X				\$ 12,000			1	100%	Replace the portable stage and racks. We now charge for use of stage, so will bring \$\$ in. Would try to sell the old stage to reduce the cost on budget
Formica Counter Tops (Kitchen)		X				\$ 15,000			1	100%	Existing counters starting to experience wear, will need to be replaced.

IT

City Hall Server Replacement		X	\$ 10,000						1	100%	Server 5 years old, depreciated and out of warranty.
Replace firewalls at multiple locations		X				\$ 4,500			1	100%	Firewalls 5 years old, depreciated and out of warranty.
Replace switches		X				\$ 3,500			1	100%	Switches 5 years old, depreciated and out of warranty.
Replace access points		X				\$ 6,000			1	100%	Access points 5 years old, depreciated and out of warranty.
Firewall subscription services		X				\$ 19,000			1	100%	Firewall security subscription services renewal every 5 years.



LIBRARY

Replace Furniture	x	\$ 7,000						Library Store	1		Welcoming atmosphere and standardize in library. Can be phased out for many years. Seek to replace comfy and wooden seating.
Replace Carpet	x	\$ 56,591						Online	6		Carpet is 30 years old. Seams are showing. Spots with wear and stains. Like a better flooring option. Large project.
Redo Work Room	x		\$ 20,000						1		Split windows, better work stations, improve storage options
Replace countertops	x			\$ 25,000							Existing laminate is peeling, outdated, hard to maintain, hard to clean, and showing age.
Replace book drop	x						\$ 5,000				Replace outside book drop or create drop for directly into building
Replace Fron Doors	x						\$ 30,000				Replace sliding doors with pull doors with handicap accessibility
Repair/Replace Exterior stucco	x										Repair damaged areas. Determine better finishing options (brick and window)
Redo Building Electrical	x										Rewire for fewer switches, remove valence lighting, replace breaker panel.
Renovate Lego Room	x										Remove Closet, Redo Counter. Will increase space in popular area allowing for improving room functionality.
Relocate Circulation Desk	x										Desk should be central to building to better assist customers. Requires capital expenditure.
Technology Rotation 2027	x										Replace Public, Staff, and Circulation computers as required
Replace Shelving	x										Replace as the need arises
Replace LED Lighting	x										Replace as needed
Acquisition of building and land for expansion purposes	x										Provide for parking behind building. Create larger Children's area. Allow for increased storage. Crafting area.

POLICE

Garage Rehabilitation w/doors	X										Estimate	1	100%	Repair and maintenance of garage to include interior siding/shelving, garage door replacement, exterior sealing of building/expand evidence room
Patrol Vehiles - 3 year Lease											Historical	1	100%	Replacement of patrol vehicles (3) three year lease, will replace older vehicles experiencing ongoing mechanical issues.
Thermal Monocular for Patrol (4)	X										Estimate	1	100%	Equipment to assist officers in improving effectiveness and case closure.

CITY HALL

LED Lighting												1	100%	Updating lighting at City Hall to provide better office environment for staff and customers.
Office Furniture												1	100%	Replace Clerks Office furniture to ergonomic and functional.
City Comprehensive Plan with Zoning	X											1	40%	Comprehensive plan required by statute. Cost is for firm to complete community outreach, develop needs, and provide comprehensive plan. 1/2 EIAF.
												2	60%	
Outback Express Bus												1	20%	2013 Model used daily is starting to require larger repairs and maintenance on annual basis. Bus will have over 100,000 miles as of Jan 2022
												2	80%	
Replace Flooring - City Hall												1	100%	Carpet is showing age and seperating in spots. Will look to add different applications to high traffic areas.
City Hall Signage												1	100%	Replace/Update City Hall signage

**STREETS/PARKS**

Street Rehabilitation/Repair			X	\$ 100,000	700,000	700,000	700,000	700,000	Historical	1	100%	Annual Street rehabilitation and repair, funded through 1% sales tax increase
Front End Loader/Backhoe Wagner Cat	X			\$ 12,287	12,287	12,287	12,287	12,287	Wagner Cat	1	100%	Streets share, cost sharing with Electric and Water department to replace FE loader/Backhoe experiencing ongoing breakdowns and repair concerns.
Roof Repair at Parks Department			X		20,000				Elite Roofing	1	100%	Spray on application to repair leaks and keep building in good repair
Mower - Parks	X				7,500				Historical	1	100%	Mower replacement, partial funding through Welcome Center funding and through CTF
South Restrooms - Parmer Park - Parks/CTF	X			\$ 60,000					Howell Construction	1	50%	1/2 parks, 1/2 CTF Replace existing fixtures with institutional grade
Irrigation System - Parmer and Outback Parks - Parks	X			30,000					Sourcewell	1	100%	Replacement of irrigation system with low pressure system for water conservation and to replace old lines currently in use.
Tandem Dump Truck - Streets			X		100,000				Internet	1	100%	Replacement of 1994 currently in use and experiencing maintenance and repair costs.
3 ton Dual Drum Packer - Streets	X				15,000				Used	1	100%	Currently rent every year at a cost of approx 2,000 per
40 HP tractor and Mower - Streets/Parks			X		24,000				Quote	1	100%	Replacement of 1987 Ford Tractor and mower, parts no longer available and existing is havin clutch and tranny issues.
Versatile Tractor with arm mower - streets/parks			X			95,000			Internet	1	100%	Replacement of older tractor with appropriate attachment to mow ditches.
Road Grader - Streets			X				100,000		Historical	1	100%	Replacement of 2006 road grader with 5000 hrs
Pick-up, 1-Ton, with plow attachment - Streets	X				70,000				Sourcewell	1	100%	Replacement of old pickups that each have lots of miles and maintenance concerns
Concrete Pan Replacement - Streets	X			65,000	65,000	65,000	65,000	65,000	Ascheliman	1	100%	Replace drain pans - 12 - 15 per year
Baby Pool Upgrades - Parks	X			90,000					Paddock Pools	1	100%	Replace baby pool. Have separate boiler and provides opportunity to fix broken piping under existing concrete
East End Parmer Park Upgrades - Parks	X			250,000					Estimate	1	50%	Pool Bleachers, Shade for bleachers, resurface courts, pavilions, reclaim road to turf, provide for outdoor activities, ballfield? 1/2 Grant Funded
										2	50%	

CTF

Infield mix both Merchant Park and Softball Fields		X	\$ 60,000									6 CTF	100%	Fields are in need of infield mix and grading to level surfaces, increasing playability and reducing risk. CTF fund
South Restrooms - Parmer Park - Parks/CTF	X		\$ 30,000								LD Powell Construction	1 6	50% 50%	1/2 CTF Replace existing fixtures with institutional grade
East End Parmer Park Upgrades	X		250,000								Estimate	1 2	50% 50%	Pool Bleachers, Shade for bleachers, resurface courts, pavilions, reclaim road to turf, provide for outdoor activities, ballfield? 1/2 Grant Funded

TOURISM & PROMOTIONAL FUND

Mower - Welcome Center	X			\$ 15,000							Historical	1	100%	Mower replacement, partial funding through Welcome Center funding and through CTF
Building Rehab phased project-Bank and General Store - OLD TOWN		X	\$ 40,000								Cost Est.	1	100%	Ongoing building maintenance rehab program, --siding, roofs as needed, doors, windows, trim, paint
Partial fund pioneer exhibit renov		X	\$ 5,000								Cost Est.	1	100%	60% of costs covered through donations
HVAC Unit Heritage Hall		X		\$ 25,000							Cost Est.	1	100%	Existing units are heat only, no AC available. Heritage Hall is getting more and more usage for corporate events and events capable of managing increased attendance.
Repair/Replace Barn Roof		X		\$ 200,000							Cost Est.	1	100%	Roof has numerous leaks, is over 30 years old and in need of Replacement. Barn is one of the most sought after rental structures.
Resurface Floor of Barn - Upstair		X		\$ 15,000							Cost Est.	1	100%	Flooring is in need of stripping and refinishing to manage multiple events
Building Rehab - Saddle Shop/C		X		\$ 35,000							Cost Est.	1	100%	Ongoing building maintenance rehab program, --siding, roofs as needed, doors, windows, trim, paint
Building Rehab - Depot/Roof		X		\$ 35,000							Cost Est.	1	100%	Ongoing building maintenance rehab program, --siding, roofs as needed, doors, windows, trim, paint
Replace flooring - Honor Hall		X		\$ 6,500							Cost Est.	1	100%	Replace carpet with tile or stained concrete.
Building rehab - Cream Station a		X		\$ 35,000							Cost Est.	1	100%	Ongoing building maintenance rehab program, --siding, roofs as needed, doors, windows, trim, paint

ELECTRIC

Sub Station Planning/Engineering	X										Atwell/XCEL	1	50%	Planning and engineering costs associated with design and construction of substation, Northwest area to provide for power needs
Pole Replacement Plan		X	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000		Osmose	1	100%	replacement of older deteriorated poles and addition of weight bearing poles where needed
Front End Loader/Backhoe	X		\$ 12,287	\$ 12,287	\$ 12,287	\$ 12,287	\$ 12,287	\$ 12,287			Wagner/Cat	1	100%	Cost sharing with streets - electric - water department share - Year 2 of 5
Pick-up with Utility Box - 3/4 ton	X		\$ 60,000								Sourcewell	1	100%	Replacement of older truck
Substation Construction	X			\$ 2,500,000							Atwell/XCEL	1	50%	Construction of infrastructure and substation will seek grant and loan funding to fund project
Bucket Truck		X	\$ 150,000								Ford	1	100%	Replace ageing bucket truck with a higher reach and lifting capabilities. Ordered 2021, arrival 2022
Fixed Base Meter Read System		X		\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000		Dept	1	100%	Replacement of existing meters with radio read meters, ongoing program. Increase efficiency, provide for accurate billing, will work on same platform as water with shared cost.
Tree Trimming			\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000		Contractual	1	100%	Budget under contractual
South Circuit to Underground	X			\$ 600,000							Atwell	1	100%	Reduce risk of circuit failure by placing South loop underground.
Trencher	X			\$ 218,000							Dept	1	100%	trencher required for underground applications, repair work, will address depth issues
Forklift	X			\$ 35,000							MuniBid	1	100%	Forklift needed for loading and unloading of transformers and wire

WATER/WASTEWATER

Water Tower Maintenance Progn	X		\$ 46,929	22,457	25,000	25,000	25,000	25,000	Suez	1	100%	Ongoing maintenance costs associated with water tower
FE Loader/Backhoe	X		\$ 12,287	12,287	12,287	12,287	12,287	12,287	Wagner/Cat	1	100%	Yer 2 of 5 year Municipal lease
Sewer Line Replacement		X	\$ 70,000	70,000	70,000	70,000	70,000	70,000	Dept	1	100%	Ongoing efforts to repair and replace existing infrastructure
Water Main Replacement		X	\$ 50,000	50,000	50,000	50,000	50,000	50,000	Dept	1	100%	Ongoing efforts to repair and replace existing infrastructure
Well house upgrades	X			30,000	30,000	30,000	30,000	30,000	Dept	1	100%	Upgrade doors, interior wall panels, skylights to well houses to get to commercial grade
Generator at blending plant 80 K	x		75,000						Daniel Electric	1	100%	emergency generator needed to operate blending plant during power losses
Generator for Wells 11, 12, 13	X			75,000	75,000	75,000	75,000	75,000	Daniel Electric	1	100%	emergency generator needed to operate blending plant during power losses
Bulk water fill station	X			30,000					Dept	1	100%	Construct fill station with necessary equipment to provide for bulk non-potable water concerns
Water Department Shop Painting		X			40,000				Dept	1	100%	Painting of exterior of shop building due to fading and bare metal showing, to prevent rust and further deterioration
Fixed Base Meter Read System	X			140,000	140,000	140,000	140,000	140,000	Dept	1	100%	Replacement of existing meters with radio read to improve accuracy and efficiency in billing.
Well Acquisition/Pipe to Blending	X					1,500,000			Historical	1	100%	Future planning for water acquisition for community

**AIRPORT**

Fuel Truck Storage Building	X		\$ 50,000							1	100%	Storage of fuel truck to keep out of weather and 50' distance from existing buildings.
Insulate/Heat existing garage	X			\$ 40,000						1	100%	Existing structure is not heated or insulated causing operational issues with equipment during winter months.
Zero Turn Commercial Grade Mower	X		\$ 12,000							1	50%	Existing mower has failed and in need of replacement.
										2	50%	
Fuelmaster Mobile Unit for Fuel	X		\$ 10,000							1	100%	Existing truck will not interface with fuelmaster system, new system will provide for interface needed.
Concrete Apron and Taxiway Re			\$ 60,000	\$ 60,000	\$ 3,000,000					1	50%	Concrete aprons and taxiways are experiencing failure due to ASR. As they have reached life expectancy repair and replacement is needed. Part of Master Plan, and funded through FAA/CDOT grants and Local Match
										2	50%	
												Estimate



September 27, 2021

## City Administrator's Summary Report

September 13 - 27, 2021

### Administration

**COVID Update** - Worldwide there have been over 230 million persons infected by the virus, up 2.7% over the last two weeks, with 4.7 million reported deaths attributed to the infection. 18.7% (43 million) of all reported cases have occurred in the U.S. which has also reported over 689,000 attributable deaths. Colorado has experienced approximately 660,000 confirmed cases. As of September 21, Kit Carson County has reported 824 positive cases, up 43 cases in the last two weeks, with a mortality rate of 14 persons. 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 efforts to slow the growing incidence of the virus. It is also recommended to hold large venues in outdoor spaces rather than indoors. Lastly, vaccination is still the preferred option to prevent infection, if not vaccinated, masks are highly encouraged.

**2022 Budget** - Discussions on 2022 budget development are underway. Capital Improvement forms have been completed and returned for review and prioritization. Prioritization completed September 7<sup>th</sup> and presented to Management Team at Staff Budget Work Session on September 08<sup>th</sup>. The 2022 compensation plan was completed and presented to council on September 13. The capital improvement plan has been completed and is attached for your review prior to council presentation September 27 as we prepare for the "Budget Workshop to be held October 11.

**Audit** – The final Audit has been submitted to the state and is provided for your review. Additions to Audit not presented in council discussion was Note 12 (page 29) – Budget Violation where it states "For the year ended December 31, 2020, the City had a budget violation in the Solid Waste Fund in the amount of \$53,410. This maybe a violation of state statutes". The violation is for expenditures exceeding budgeted amounts by \$53,410. This was incurred due to increase in tipping fees that occurred after budget was filed with state and due to timing of billing cycles that are affected by year end numbers. In discussion with Auditors and Accountant on rectifying violation, there are two options:

1. Council to pass by Ordinance an additional appropriation to the 2020 Budget, redo budget, and then file with State. Once year end accounting has been concluded, this is not a good option for anyone, though it is really the only way to reconcile the budget.
2. "Take the hit" on the 2020 budget, with notation included in MD&A recognizing the violation and creating process where this does not occur in the future. This is the best option and is easily rectified in the future through the placement in accounts of a "contingency" line to ensure that with rate increases or overlap in billing cycles to account for these issues.

Both Auditor and Accountant agree with option 2, as there is no penalty incurred for the violation, and no impact on enterprise status of this fund. As we get closer to year end, there may be an additional appropriations ordinance coming before you to address the 2021 Solid Waste Fund should there be shortcomings in this account.

Although no official action is required from council on the 2020 Audit, it is suggested that council accept the 2020 Audit and Management Discussion and Analysis.



## Operations/Public Works

- Water/Wastewater
  - Daily well checks and testing.
  - Daily checks and maintenance at WWTP
  - Installation of hydrant and water line extension to intersection of Rose/Madison. (In Process)
  - Hydrant flushing and pressure checks in process.
- Parks
  - Work now being performed at softball fields to address plugged lines.
  - Mowing operations underway
- Streets
  - Concrete Drain Pan replacement has been ongoing for the last two weeks, scheduled to be completed September 17<sup>th</sup>. Drain Pans have all been installed and asphalt backfill completed.
  - Street sweeping underway.
  - Alley maintenance.
  - Pothole repair and maintenance in process.
  - Equipment maintenance.
  - Splash Park has been closed for the season
- Electric
  - Gathering costs for system damage associated with major wind event. Awaiting pricing for reclosures (vacuum). Once in hand insurance will be notified and provide for reimbursement for damages.
  - Pole change out continuing as we are back to a two-man crew, is taking place as time allows.
  - Substation maintenance and system check performed.
  - Plan development for street light implementation on Tower Ave. Scheduled for boring and light placement taking place.
  - 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

- Pavement Maintenance Project (Fog seal and striping) was performed beginning September 13. Project was completed September 18, with the Airport open to air traffic the evening of the 18<sup>th</sup>.

## Intergovernmental/Upcoming Events

- Management Team Meeting – In Person at Community Building – Wednesdays 2:00 P.M.
- Council Meeting – Monday, September 27, 2021, 6:30 P.M., Community Center Room A, In Person or Virtual
  - John Lamb – Variance Request
  - Dispatch Service Agreement
  - 2020 Audit review and acceptance
  - 2022 Capital Plan Review
- September 22-24, CML Special Conference, Westminster



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To: City council members  
From: Georgia Gilley, Clerk  
Date: Sept. 27, 2021  
Subject: Clerk's report

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**Flu Shot Clinic:**

Kit Carson County Dept. of Public Health contacted city hall to set up a flu shot clinic Thursday, Oct. 14, at 1 p.m. for city employees and spouses.

They plan to set up a table by the alley on the north side of city hall.

In the past, the city paid for flu shots for its employees. Spouses may receive a flu shot upon presentation of their insurance card.

**CPR Class:**

The CPR certification course will be Thursday, Sept 30, at the Kit Carson County Ambulance Building classroom from 8 a.m. to noon.

Ten city employees have signed up for the class. Another course will be arranged in early spring. Officer Chris Gramm will be the instructor.

**Wind Event 9/1:**

Kit Carson County Emergency Manager Della Calhoon requested an estimated dollar amount for damages from the microburst storm occurring Sept. 1.

Including statements received from Altitude Energy LLC, Atwell, Sunbelt-Solomon Solutions, Daniel Electric Inc., plus the costs of city overtime labor, the approximate dollar amount of damages to the city is \$60,233.78.



To: City Council  
From: Becky Castillo, City Treasurer  
Date: 9/24/2021  
Re: Treasurer's Report

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- April was 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. Shut off penalty is an additional \$70. 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 string 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 have the final draft included in the packet for approval, and everything has been submitted to the state.
- I was able to receive some training from Lorraine this week to learn the process of the bank reconciliations. I feel like I made good progress to start helping monthly with the reconciliation until I have completed the training. There are many pieces to making sure all the accounts balance correctly so I am looking forward to gaining more knowledge as I receive more training. Hopeful to have another training time with Lorraine next month.
- The Outback Bus has been very busy still. With the bus extending the hours, from 7:30am-5:30pm, we have received positive feedback and have been able to accommodate 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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14111 US Highway 385 - Burlington CO 80807 - 719.346.5352

## Council Report 9.27.2021

- Runway Fog seal and repaint project for 2021
  - Initial work has been completed
  - The painters will come back after 30 days to spray the final coat of paint on the runway

### August 2020 Fuel

Total- 7,976.23 Gallons

Avgas- 2,782.32 gallons

Jet fuel- 5,193.91 Gallons

Gross sales- \$ 21,843.21

### August 2021 Fuel

Total- 10,331.62 Gallons

Avgas- 2,732.07 Gallons

Jet fuel- 7,599.55 Gallons

Gross sales- \$ 36,644.31

## ECONOMIC DEVELOPMENT REPORT FROM ROL

It now appears that the Carousel Wind Farm is going to expand considerably on the south side of Interstate 70.

As you are aware of, this has been in the planning stages for several years. I was unable to get an estimate as to when construction would start; however, I am estimating it will not be until 2023.

Obviously, this is subject to change.

When this does become a reality, there will be many workers in the area to put up the towers. This will provide many benefits for the City of Burlington for many months.

Hotels and motels should do a brisk business and this will give the city a shot in the arm on the revenue generated from the lodging tax.

Also in the planning stages is a solar farm that will be located in Cheyenne County.

If it does materialize, it will also generate many employees to get all of the panels up and running to generate electricity.

I am assuming that most of you did not have an opportunity to participate in the virtual meeting staged by Xcel Energy on Thursday, Sept. 23.

The meeting was to provide an update on the progress the firm has made on what they are calling Colorado's Power Pathway.

This is a \$1.7 to \$2 billion investment Xcel is proposing to improve the state's electric grid.

About the Project:

Colorado's Power Pathway is a proposed 345-kilovolt transmission line in Eastern Colorado. The company is estimating the system will cross more than 12 counties and include:

Approximately 560 to 650 miles of new high-voltage transmission infrastructure.

Four new and four expanded substations.

If approved, construction could begin in 2023 and the first segments could be in service in 2025, with other segments completed in 2026 and 2027.

The proposal does include a new sub station to be located in Cheyenne County. It will be located just south of the Kit Carson County border.

It will be called Goose Creek-May Valley.

Jim has discussed the Xcel proposal with you in the past. It is going to have a huge impact on Burlington while it is under construction as well as after being completed.

I am certain that you have seen the for sale sign in front of the Kit Carson County Abstract Company.

The firm is not for sale....only the building.

Kit Carson County Abstract Company is moving to larger facility which will enable them to provide better service to their customers.

## The Library

9/27/21

- Story times
  - Classic on Wednesday
  - Toddler on Saturday
  - Science Day! first Friday of the month
- ARPA Grant Fund
  - \$5,500
  - Waiting on acknowledgment
- Seeking grant for historical archive
- Continue to accept book donations
- Birthday Party
  - Friday, October 8<sup>th</sup> 3-5
  - Library turns 100

**Checkouts:** 750

**Visits:** 628

**Programs:** 7 for 64 people

Nick McCarty-Daniels



## September 2021 City Council Report—Old Town Museum

- While our paid gate is above that of 2019 and 2020 for September, we are witnessing a decrease in visitation that is to be expected for fall and winter.
- On 9/16 we conducted three interviews for the open maintenance position that we have here. At the time of this writing, we have not filled the position.
- We have begun planning for Old Town Ghost Town which is scheduled for October 30<sup>th</sup> from 3-5pm. We will be sending out donation request letters to area businesses to help us offset the cost of purchasing candy. We hand out roughly 20,000 pieces of candy to approximately 400 children in 2 hrs. The Youth Council will once again host their Haunted House in the Barn.
- 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 are booked for the next 9 weeks straight with wedding and event rentals in the barn, in addition to several smaller rentals in the saloon and east end.

## **Police Department Council Report 9/27/2021**

- Shane Laverenz accepted a position as the Undersheriff with the Washington County Sheriff's Office. Shane's last day here at the police department was September 20, 2021. This was a dream of Shane's and was a position he began talking about wanting pretty much from the time he started in Burlington a little over a year ago. Shane helped us through a tough time when we were very short staffed here at the PD and we wish him well. I'm glad Shane has decided to stay in law enforcement despite the current climate surrounding the profession in Colorado.
- Cpl. Chris Gramm recently graduated from a Colorado Peace Officer Standards and Training (POST) Emergency Driving Instructor training. This gave Cpl. Gramm the certification needed to instruct emergency vehicle operations and Cpl. Gramm will be instructing officers from our department annually as required by POST's rules. His First class will be in October.
- The Burlington Police Department recently assisted the youth groups in our community with a prayer march from the Kit Carson County Courthouse to Main Street then up and down Main Street and back to the courthouse. We also provided security for the concert as they requested. There were several people who made comments about how much they appreciated our help with the event, and it was good to see everyone who participated.
- The Burlington Police Department has begun planning and advertising for the next annual dog vaccination clinic. It will be a drive-thru clinic on October 2<sup>nd</sup> from 8 AM to noon. We will have 2222 dog tags available for the people who live here in Burlington.
- The storm September 1<sup>st</sup> caused several thousands of dollars in damage in and around Burlington and officers responded to various emergency and non-emergency calls in relation to the storm. Officers took some reports of damage caused by the storm to assist with insurance claims. We also worked with the National Weather Service so that they could analyze the damage to learn more about the storm.
- The Burlington Police Department has begun meeting with the chamber of commerce and getting ready for the annual Trunk or Treat event on Main Street. You can get ahold of Lyn and the Police Department to register your trunks and reserve a spot!
- Burlington Police officers completed their first 'in-house' FBI defensive tactics/ arrest control class. This was the first of a series of trainings that the two BPD officers who recently were certified to teach this will be putting on for the rest of us.