



**BURLINGTON CITY COUNCIL
REGULAR MEETING/WORK SESSION**
Community Center
340 S. 14th St., Room A
November 28, 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
Paul Velasco, Mayor pro tem
Hal Mc Nerney
Glen Marciniak
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.
Council minutes for Oct. 31, Nov. 7, and Nov. 14
- 6. Public comment** *(Comment is limited to 3 minutes.)*
- 7. Public hearings** – none
- 8. Unfinished business**
A. 2023 Budget review
- 9. New business**
- 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
- 11. Council comments**
- 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., Room A
October 31, 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. Swear new council members

City Attorney Michael Grinnan swore in the following new council members:

Hal McNerney, who fills Dale Franklin's term ending April 2026
Glen Marciniak, who fills Brent Carter's term ending April 2024

4. Roll Call

Council members present:

Greg Swiatkowski, Mayor

Lana Mireles

Hal McNerney

Glen Marciniak

Troy Schultz

Council members absent: Paul Velasco, Adrian Hernandez

Staff/Officials present:

Jim Keehne, Administrator

Nikki Wall, Old Town Director

Michael Grinnan, City Attorney

Rol Hudler, Economic Development

Others present:

Abbey Mullis

Deb Gutierrez

Don Boland

Candice Schaal

5. Review and Approve Agenda

A notation was made to add VA building lease as a New Business item.

6. Consent Agenda

Motion by Mireles and second from Schultz to approve consent agenda, which consisted of the Oct. 10, 2022, minutes.

Motion passed unanimously.

Mireles: Aye

McNerney: Aye

Hernandez: Absent

Velasco: Absent

Marciniak: Aye

Schultz: Aye

7. Public comment: None

8. Public hearings:

A. Application for Special Event Permit liquor license for Our Hometown Charitable Foundation

Keehne reviewed the application for Special Event Permit. No members of the public were present to dispute issuance of the permit. A motion was made to approve Application for Special Event Permit liquor license for Our Hometown Charitable Foundation.

Motion passed unanimously.

Mireles: Aye	McNerney: Aye	Hernandez: Absent
Velasco: Absent	Marciniak: Aye	Schultz: Aye

B. Applicant postponed public hearing on Corner Market 65 LLC application for new liquor license.

9. Unfinished Business

A. Revision to Land Lease Agreement with Burlington Daycare Center Project

Mireles mentioned the group may possibly have the opportunity to obtain property for no cost. The matter was tabled until more information could be obtained.

10. New Business

A. Approval of Application for renewal of a Hotel & Restaurant liquor license for Chen Vuong Thai Inc.

Motion from McNerney and second from Mireles to approve application for renewal of a Hotel & Restaurant liquor license for Chen Vuong Tai Inc.

Motion passed unanimously.

Mireles: Aye	McNerney: Aye	Hernandez: Absent
Velasco: Absent	Marciniak: Aye	Schultz: Aye

B. Approval of Application for renewal of a Liquor Store license for BLT Liquor Investments LLC dba Burlington Liquors.

Motion from Schultz and second by Mireles for approval of an application for renewal of a Liquor Store license for BLT Liquor Investments LLC dba Burlington Liquors.

Motion passed unanimously.

Mireles: Aye	McNerney: Aye	Hernandez: Absent
Velasco: Absent	Marciniak: Aye	Schultz: Aye

C. Approval of Application for renewal of a Hotel & Restaurant liquor license for Valson's Restaurants, LLC dba The Post Bar and Grill

Motion by McNerney and second by Schultz to approve an application for renewal of a Hotel & Restaurant liquor license for Valson's Restaurants, LLC dba The Post Bar and Grill.

Motion passed unanimously.

Mireles: Aye	McNerney: Aye	Hernandez: Absent
Velasco: Absent	Marciniak: Aye	Schultz: Aye

Insertion of added business item:

Approve mayor's signature on VA Lease Agreement

Motion by Schultz and second by McNerney to approve Mayor's signature on the VA building lease agreement, which is an extension of current lease.

Motion passed unanimously.

Mireles: Aye

McNerney: Aye

Hernandez: Absent

Velasco: Absent

Marciniak: Aye

Schultz: Aye

D. Interest in maintaining ownership of railroad spur at Industrial Park

Council directed city administrator to do some research regarding the railroad spur before making any decisions.

E. 2023 Budget discussion

There was discussion concerning the appropriation of funds for the 2023 Compensation Plan. Council made an informal decision to meet for work session meetings each Monday night until the 2023 budget was adopted.

11. Reports from city departments

Reports were provided in the council packets, and those present provided a brief summary.

12. Council comments – none

13. Adjournment

A motion was made, seconded and unanimously voted on to adjourn the meeting.

Greg Swiatkowski, Mayor

ATTEST:

Georgia Gilley, City Clerk

**BURLINGTON CITY COUNCIL
WORK SESSION MINUTES
County of Kit Carson
State of Colorado
Burlington Community and Education Center
340 S. 14th St., Room A
November 7, 2022
6:15 p.m.**

1. Call to order

Mayor Greg Swiatkowski called the work session meeting to order at 6:15 p.m.

2. Pledge of Allegiance

3. Roll Call

Council members present:

Greg Swiatkowski, Mayor

Lana Mireles

Paul Velasco, Mayor pro tem

Hal McNerney

Glen Marciniak

Adrian Hernandez, entered at 6:16

Troy Schultz

Council members absent: none

Staff/Officials present:

Jim Keehne, Administrator

Georgia Gilley, Clerk

Becky Castillo, Treasurer

Michael Grinnan, City Attorney

Rol Hudler, Economic Development

Daniel Melia, Airport

Nick McCarty-Daniels, Library

Tyson Weisshaar, Activities

Mike Konecne, Public Works

Nikki Wall, Old Town

Others present:

Don Boland

Trudy Howard declined to sign in

Jaynie Keehne

4. Executive session for discussion of a personnel matter under C.R.S. Section 24-6-402(2)(f) and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees.

Motion by McNerney and second from Velasco to move into executive session.

Motion passed unanimously.

Mireles: Aye

Velasco: Aye

McNerney: Aye

Marciniak: Aye

Hernandez: Aye

Schultz: Aye

Council adjourned regular session at approximately 6:17 p.m., and the room was cleared to leave only council members, city administrator Keehne and city attorney Grinnan in the room.

Mayor Swiatkowski reconvened regular session at 7:48 p.m.

5. Review Proposed 2023 Compensation Plan

The Proposed 2023 Compensation Plan was not mentioned, and the meeting went to adjournment.

12. Adjournment

With a motion by McNerney, a second from Marciniak and a unanimous vote, the meeting adjourned at 7:48 p.m.

Greg Swiatkowski, Mayor

ATTEST:

Georgia Gilley, City Clerk

DRAFT

**BURLINGTON CITY COUNCIL
REGULAR MEETING MINUTES
County of Kit Carson
State of Colorado
Burlington Community and Education Center
340 S. 14th St., Room A
November 14, 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

Hal McNerney

Glen Marciniak

Adrian Hernandez

Troy Schultz

Paul Velasco

Council members absent:

Lana Mireles

Staff/Officials present:

Jim Keehne, Administrator

Georgia Gilley, Clerk

Nick McCarty-Daniels, Library

Daniel Melia, Airport

Michael Grinnan, City Attorney

Mike Konecne, Public Works

Becky Castillo, Treasurer

Tyson Weisshaar, Activities

Nikki Wall, Old Town

Others present:

Brian Tracy

Kaitlyn Tracy

Candice Schaal

Jeanie Tracy

Janey Keehne

Deb Gutierrez

4. Review and Approve Agenda

Motion by McNerney and second from Hernandez to approve the agenda as presented.

Motion passed unanimously.

Mireles: Absent

Velasco: Aye

McNerney: Aye

Marciniak: Aye

Hernandez: Aye

Schultz: Aye

5. Consent Agenda: None

6. Public comment: None

7. Public hearings:

- A. Public hearing for an Application from Corner Market 65 LLC for new Fermented Malt Beverage liquor license**

Trent Cromarie and Kelley Kiesling of Messner Reeve LLP attended virtually to represent Corner Market 65 LLC. There were no members of the public present to dispute the Corner Market 65 LLC application for a Fermented Malt Beverage liquor license at 415 S. Lincoln St. Clerk indicated that proper public notice had been given for this public hearing and applicant had fulfilled state and local obligations to be eligible for a liquor license. Mayor Swiatkowski asked if this was a new license or a renewal. Gilley responded that it was a new license. There were no further questions or discussion.

B. Public hearing for Proposed 2023 Budget

Keehne reviewed how the proposed 2023 budget had been developed beginning July 1 and up to this point, providing dates from the budget calendar and council approvals. Keehne noted changes may be made up until the time the proposed budget is adopted by Council. To conclude his review, Keehne gave those in attendance an opportunity for input and testimony regarding the proposed budget. No one present offered any input or testimony.

8. Unfinished Business – none

9. New Business

A. Approve/Deny application for new Fermented Malt Beverage liquor license for Corner Market 65 LLC

Motion from McNerney and second by Schultz to approve a new Fermented Malt Beverage liquor license for Corner Market 65 LLC and further directs Mayor and Clerk to sign local application to submit to the State of Colorado.

Motion passed unanimously.

Mireles: Absent
Velasco: Aye

McNerney: Aye
Marciniak: Aye

Hernandez: Aye
Schultz: Aye

B. Approve/Deny renewal of Fermented Malt Beverage liquor license application for Love's Travel Stop #664

Motion from Schultz and second by Hernandez approve the renewal of the Fermented Malt Beverage liquor license application for Love's Travel Stop #664.

Motion passed unanimously.

Mireles: Absent
Velasco: Aye

McNerney: Aye
Marciniak: Aye

Hernandez: Aye
Schultz: Aye

C. Brian Tracy regarding keeping of a duck on private property within an enclosed building

Brian Tracy asked what he and his family needed to do to be able to keep one female duck in their garage for his daughter's high school FFA project without being fined and receiving a summons to appear in municipal court. This duck has its own living area and is not turned loosed in the yard. Keehne indicated that he would need to petition all neighbors living within a 300-foot area of his residence and report to city hall. If Council agrees to allow for the duck, they would issue a resolution to allow for the duck for a certain period of time. Tracy indicated he would get the signatures to city hall the next day.

10. Council comments

Marciniak stated he would like a sidebar with the mayor and city attorney.

Schultz reported ECCOG will put out an RFP for a regional grant navigator position that lasts a year. It will be a position where someone will navigate the counties and help people understand

how to apply for grants. Schultz will forward info to council. Schultz mentioned the Save Your Town final session will be by Zoom on Nov. 17.

Keehne mentioned the Burlington Childcare Project land lease agreement may need to move from a lease agreement to a deed application where the City deeds the property, with some restrictions, to the childcare center. Keehne contacted the person who was thought to have information about free land available to the daycare center. This information was not correct.

Schultz added that the Our Hometown Charitable Foundation would be holding a comedy show this weekend to raise funds to assist with improvements at Merchants Park. Tyson Weisshaar indicated tickets were still available.

11. Adjournment

With a motion by Schultz, a second from McNerney, and a unanimous vote, the meeting adjourned at 7:17 p.m.

Greg Swiatkowski, Mayor

ATTEST:

Georgia Gilley, City Clerk



November 14 - 28, 2022

City Administrator's Summary Report

November 28, 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 has not been put out to bid as of yet though we continue to monitor closely and work with Basis to move forward on this project. We have confidence that the work to be performed will stay local and future work to be performed will stay as local as possible. Currently, basis has provided us with fee structure to perform the engineering and project management aspect of Industrial Park Project and performing street analysis at priority areas in the community. Once Basis has signed contract with City, schedule for work will take place. Basis will be creating bid documents to be released in December with award to take place by year end, at which time a timeframe will be developed for completion of the Industrial Center segment of the first project phase.

- **2023 Budget Development**

At the last council meeting a Public Hearing was held regarding the proposed FY 2023 Budget, and distribution of the updated budget was undertaken. No public comments were received during the public hearing, and no additional changes were requested from council. Scheduled for the November 28th meeting is the final budget review by council, your last opportunity to inform staff of any additional changes council would like to see. Since our last meeting minor changes have been made to the anticipated year end numbers which will affect change to ending and beginning fund balances. This also causes minor changes to be made to the narrative and charts contained therein. Over the next couple of weeks, as we begin to hone in on final numbers, additional changes will be made. At the next council meeting, the final budget will be presented along with Ordinances to adopt final budget, appropriate sums of money to various funds, additional appropriations to various funds, and a resolution setting the mill levy. After the meeting, the budget message to DOLA will be prepared, mill levy certification will be sent to the County and immediately after the first of the year, the budget along with all ordinances will be filed with DOLA.

- **Hail Damage Restoration**

Advertisements for Bids have been published in the Burlington Record as legal notice, and will be published on November 24, 2022, December 1, 2022, and December 8, 2022. Bid openings will take place on December 14, 2022 at 3:00 P.M. GMS Consulting will review all bids and make recommendations to city as to contract awards. Bids will be awarded within 60 days of opening and all work must be completed within 100 days of award. All repair costs are covered by insurance, any additional work asked of contractors will be at owner's expense.

- Currently working with O'Reilly Auto Enterprises, LLC of Springfield, MO to obtain a utility easement on their property located at 1333 Rose Avenue. Easement, if approved will be on the South side of the property and extend West to 14th Street. Easement will be utilized for the placement of a 6" Sewer Main to service several commercial properties experiencing ongoing issues with sewer related concerns.

Operations/Public Works

- **Water/Wastewater**
 - Daily well checks and testing.
 - Daily checks and maintenance at WWTP
 - Conducting inventory
 - Flushing of Sewer line located on 12th Street to open blocked line
- **Parks**
 - Conducting inventory
 - Assist Electric and Streets with Christmas Decorations.
- **Streets**
 - Alley maintenance.
 - Tree Trimming
 - Assist Electric and Parks with Christmas Decorations.
 - Equipment service and maintenance.
 - Street sweeping taking place daily
- **Electric**
 - Main electric onsite this week to run line in schedule 80 conduit adjacent to track. Work to be completed this week, which will enhance the west loop providing for more consistent energy in the industrial park area.
 - Ongoing work 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.
 - Atwell will be performing engineering for placing south loop to underground. The engineering will be performed in 2023 with placement to underground taking place in 2024. This is being done to protect our most exposed circuit from high winds and damaging weather events.
 - Street light repair
 - In process of hiring additional linemen to strengthen our team and provide for better energy service and line maintenance.
 - Working with Parks and Streets to install Christmas Decorations

Intergovernmental/Upcoming Events

- Management Team Meeting – In Person at Community Building – Wednesdays 2:00 P.M.
- Council meeting – November 28, 2022, 6:30 PM
 - Final Budget review by Council
- Council meeting – December 12, 2022, 6:30 P.M.
 - Mill Levy Ordinance
 - Ordinance adopting 2023 Budget
 - Ordinance Appropriating Sums of Money to Various Funds for 2023
 - Ordinance for Additional Appropriations to Various Funds for FY 2022 to Balance Budget



To: City council members
From: Georgia Gilley, Clerk
Date: Nov. 28, 2022
Subject: Clerk's report to Council

The local application for the new liquor license for Corner Market 65 LLC, dba Corner Market, located at 415 S. Lincoln Street was submitted to the state the day after the last council meeting. The state license was returned to us the same day.

I have been working with the new liquor license, renewal applications, special event permit, CEBT insurance employee updates, information requests, and other day-to-day tasks.

With the intention to make it easier to connect virtually if necessary, we are sending invites to council and department heads using Teams. One may never know if they need to attend virtually at the last moment. The invitation will be there.

We scheduled our annual Christmas breakfast for Dec. 22 at 8:30 a.m. at the community center. You all are invited to attend.



To: City Council
From: Becky Castillo, City Treasurer
Date: 11/23/2022
Re: Treasurer's Report

-
- Utility meters are physically read and billed monthly. If a customer pays their utility bill after the 15th the penalty assessed is 10% of the account unpaid balance. Shut off occurs on the 25th or next business day if it falls on a weekend or holiday and has an additional penalty of \$70. This month we have shut off the same day as Council meeting due to the Thanksgiving holiday.
 - 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 of City Hall.
 - Process payroll on a bi-weekly basis, payroll taxes, and monthly Utility and Airport Sales tax.
 - Process accounts payable weekly.
 - I will be working on getting prepared for the upcoming end of year. W2 season is right around the corner, and I will be as prepared as possible to get W2's out as quickly as possible.
 - The investment we took from a CD and moved to Colo Trust has been set up for a couple of months. As of today, the 23rd, we have earned YTD \$594.69 in interest. We are currently earning 3.9% and still raising daily.
 - Outback Bus has 2 part time drivers and is working out well. We have a couple minor repairs to get done to keep the bus limping along. The riders (and drivers) are ready for the new upcoming bus that we will be getting the latter part of next year. We will re-evaluate a 3rd driver if/when the need again arises.

ECONOMIC DEVELOPMENT REPORT FROM ROL

We have been informed by Candace Payne, executive director of the East Central Council of Governments, that the Economic Development office has been approved to be included in the Enterprise Zone for another five years.

As you are aware of, this provides us with the capability of offering state tax cuts on monetary donations.

Recent increases in the cost of natural gas may have an impact on Christmas sales for Burlington merchants and, for that matter, the entire country.

Cost of natural gas has been projected to be increased throughout the world.

I noticed my natural gas bill this past month showed a usage of 17 percent less than a year ago. However, the cost was increased by 26 percent from a year ago.

Dean Williams, executive director of the Colorado Department of Corrections the past four years, has resigned. This may be important for us as we have discussions with Gov. Polis about re-opening the Kit Carson Correctional Center in Burlington.

Up to this point in time, the majority of the state legislature and the governor have not indicated they have many positive things to say about the private prison industry.

Government positions on most subjects have a habit of changing. Hopefully, that will be the case in regard to the Kit Carson Correctional Center.

Another interesting thing about Core Civic (owners of the Kit Carson Correctional Center) is that a large "Big Short" fund manager (Scion Asset Management) recently purchased a stake of \$7.8 million from Core Civic. This could prove to be interesting as they may have some information on the positive side of private prisons.

Safeway's new store continues to do a banner business. From talking to people, shoppers are coming from as far away as 70 miles to shop and indicate they will be coming back on a regular basis.

This is fantastic news for both Safeway and many of our other business outlets in the Burlington community.

I have been in contact with many of our merchants since Safeway had its grand opening and some said they have seen a dramatic increase in sales since the food outlet opened several weeks ago.

Obviously, when shoppers come to Burlington to shop Safeway, many are eating at restaurants and doing additional shopping around the city.

November 2022 City Council Report—Old Town Museum

- Since the day after Halloween we have been hard at work for our annual Winter Wonderlights event. Winter Wonderlights will kick off on December 10th. Our dates for this season are Dec 10th, 15-17, 20-23 with operating hours of 5pm-9pm. We will have Santa on 4 nights, the Hitchcock train, a live nativity scene, and horse drawn wagon rides in addition to our refreshments, carolers, decorated trees in each building and 80,000+ lights throughout the grounds. Whew!
- Russell Corliss, Jerry Wolf and myself spent all day on 11/21 decorating the community Christmas tree downtown and the old water pump building to prepare for the Chambers annual Kick-Off to Christmas event taking place Friday the 25th at 5pm. Old Town has some really great staff and volunteers who work hard to produce these community events.
- Old Town will be part of the annual Ladies Night shopping event on December 7th. This is a great event that we participate in with 5 other downtown retailers to promote shopping local during the holiday season. We will have specials all day/night, refreshments and enter to win giveaways. The event runs from 4-8pm.
- I have been working with GMS Consulting on the bid specs for our buildings that were damaged in the hail storm. This is of course an opportunity to make much needed repairs to several buildings that we otherwise would not have been able to do financially. Work will take place throughout the 2023 year.



14111 US Highway 385 - Burlington CO 80807 - 719.346.5352

Council Report 11.28.2022

- FAA LOA-
 - Signed and executed (copy attached to my report)
- CDOT Flight simulator initiative-
 - I received an update from the state. They received 3 applications for 3 simulators, so as long as we fit the requirements, its looking good
- The taxiway reconstruction design grant has been approved and I received the award letter. It will be completed in 2023(\$333,334.00)

October 2021 Fuel

Total- 2,841.16 Gallons

Avgas- 517.12 gallons

Jet fuel- 2,324.04 Gallons

Gross sales- \$ 11,199.54

October 2022 Fuel

Total- 3,645.58 Gallons

Avgas- 435.53 Gallons

Jet fuel- 3,210.05 Gallons

Gross sales- \$ 21,081.13

LETTER OF AGREEMENT

EFFECTIVE: November 22, 2022

SUBJECT: Notification Process for Surface Area Notice to Air Missions (NOTAMs) by Kit Carson County Airport (ITR)

1. PURPOSE: This agreement identifies responsibility for notifying Denver Air Route Traffic Control Center (ARTCC) of Surface Area NOTAMs issued for ITR.

2. CANCELLATION: This agreement does not cancel any other agreements related to NOTAMs and the Airport and Air Traffic Control. Either party may cancel this agreement upon 30-day prior written notice.

3. SCOPE: This agreement outlines standard procedures between ARTCC and ITR regarding the notification of Surface Area NOTAMs.

4. RESPONSIBILITIES:

a. According to AC 150-5200-28, NOTAM Manual (JO 7930.2), and Title 14 CFR part 139, ITR is responsible for observing and reporting the condition of movement areas and other surface areas associated with ITR. Surface Area NOTAMs include: Aerodrome, Runway, Taxiway, Apron, Ramp, Services, and Obstruction.

b. The ITR manager must ensure all applicable airport personnel are briefed on the provisions of this Letter of Agreement.

5. PROCEDURES:

a. Because of the delayed processing time from when ITR enters the NOTAM, to the time ARTCC receives it, ITR personnel must notify ARTCC prior to issuing a NOTAM that will close a runway, or aerodrome (see Attachment).

NOTE: If an emergency requires immediate attention, notify ARTCC as soon as possible.

b. The notification process is as follows:

(1) ITR must notify ARTCC via phone (see Attachment) and relay the following information:

(a) NOTAM keyword: Aerodrome or Runway.

(b) Aerodrome – all NOTAMs that require the airport to be closed.

(c) Runway – all NOTAMs that affect the runway or require the runway to be closed.

(d) Designator (such as 09/27).

Denver Air Route Traffic Control Center and Kit Carson County Airport

- (e) Reason/conditions for the keyword NOTAMs.
- (f) Start time, end time, or the expected time period of the NOTAM.

EXAMPLES: "Runway 09/27 closed for snow removal till one eight three zero zulu," "Runway 09/27 closed except ten minute prior permission till two one three zero zulu," "Aerodrome closed from two one zero zero to two two zero zero zulu."

- (2) Prior to the end time of the current NOTAM, ITR must notify ARTCC via phone (see Attachment) of intent to extend or re-issue a NOTAM that closes a runway or aerodrome.

6. ATTACHMENT: Denver ARTCC Notification Phone Numbers.

**KURT J
CARPENTER** Digitally signed by KURT
J CARPENTER
Date: 2022.11.07
13:44:54 -07'00'

Melissa Booth
Air Traffic Manager
Denver ARTCC

Daniel Melia Digitally signed by Daniel
Melia
Date: 2022.11.07
15:45:14 -07'00'

Daniel Melia
Airport Manager
Kit Carson County Airport

Denver Air Route Traffic Control Center and Kit Carson County Airport

Attachment

Denver ARTCC Notification Phone Numbers:

Area 2 Front Line Manager: 303-651-4242

If no contact;

Operations Manager: 303-651-4248

Burlington Police Department

Council Report 11/28/2022

- BPD officers participated in low light firearms training. This included classroom training as well as a night on the firing range. Over the last year we have added weapon mounted lights at holographic sights to our patrol rifles making them much more user friendly in low light conditions.
- BPD recently launched our body-worn camera program. This is one crucial step in getting us into compliance with relatively new Colorado State Law. We were required to have the camera program in place by July of 2023. The camera costs for year one were covered by a State grant we were awarded earlier this year.
- BPD recently invested in a NAS mass digital storage device. This will assist us in storing large amounts of digital evidence in the most economical way possible. We have been seeing more and more cases requiring this kind of evidence storage.
- BPD recently added additional monitors throughout the police department which allow us to view the lobby from all of the offices for additional security as that is our main entry point for the public.
- Our Police Academy Cadet, Adam Cisneros, is going into his last month of his Peace Officer Academy at OJC. Adam is doing well and will be beginning in our field training program just before Christmas. We are looking forward to getting him on the street protecting and serving our citizens.
- We recently went through a bout of illness in the PD and had two employees out due to COVID. They are both feeling better and are back to work.