

CITY OF BURLINGTON
KIT CARSON COUNTY
CITY COUNCIL
REGULAR MEETING
AGENDA
4-2021
COMMUNITY CENTER
Recreation Room
340 S. 14th St.
February 22, 2021
6:30 p.m.

Live public streaming available – use link below to join
<https://www.burlingtoncolo.com/virtualcouncilmeeting>

1. Call to Order

2. Pledge of Allegiance

3. Consent Agenda Items

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

A. Approval of meeting minutes from Feb. 8, 2021.

4. Public comment

5. Public hearings – none

6. Unfinished business

7. New business

A. Distribution and review of departmental goal charts

8. 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

9. Council comments

A. Mayor Greg Swiatkowski
B. Kamron Weisshaar, mayor pro tem
C. Mark Burghart
D. Brent Carter
E. Melvin Gilley
F. Adrian Hernandez
G. Troy Schultz

10. Adjournment

Emergency matters that may come 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.
February 8, 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; however, council members and members of the public could access the meeting streamed at www.burlingtoncolo.com/virtualcouncilmeeting.

Council members present:

Brent Carter, Adrian Hernandez
Troy Schultz, arrived at 6:39 p.m.
Mark Burghart, Melvin Gilley – remote attendance

Council members absent:

Kamron Weisshaar

Staff/Officials present

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

2. Pledge of Allegiance

3. Consent Agenda

A. Approval of the January 25, 2021 meeting minutes

Motion by Carter and second from Gilley to approve the January 25, 2021 meeting minutes.
Motion passed unanimously.

4. Public comment – none

5. Public hearing – none

6. Unfinished Business – none

7. New Business

A. Approval of mayor's signature on the Grant Award Letter – Summary of Grant Award Terms and Conditions. This grant's purpose is Airfield Pavement Maintenance.

Keehne explained the grant award letter received from CDOT – Aeronautics Division issued to Burlington Kit Carson County Airport for runway maintenance work. The total grant award is \$277,778, of which \$250,000 is supplied by CDOT – Colorado Aeronautical Board. The remaining amount of \$27,778 are local match funds, which will be split between the city and county, with both contributing \$13,889. Fog sealing of the runway will be completed in September.

Motion by Carter and second from Burghart to approve the mayor's signature on the Grant Award Letter – Summary of Grant Award Terms and Conditions.

Motion passed unanimously.

Schultz entered meeting in person at 6:39 p.m.

8. Reports from city departments

Keehne indicated that since writing his report to council, the county had moved to a blue status on the COVID-19 dial, which allows for more seating at restaurants and indoor events.

Gantt charts have been distributed to departments and will be available to council members at the next meeting. These charts are utilized to keep track of project timelines.

Keehne indicated he was notified oil prices are going up and is looking into city operations and purchases to ensure the city stays within its budget. He is checking bulk pricing with vendors.

Completed hiring of two apprentice linemen in the electrical department, which makes the department fully staffed.

Main Electric is working with city crews to get switches installed on the West Loop and give the city the ability to reroute power as needed. It was determined the East Loop has too much sag in the lines, which will be addressed.

Bid specs for upcoming needs and projects are posted.

Gilley reviewed her report.

There were no questions from council members.

9. Council comments

Schultz indicated a couple of people on the fire department board asked him about a city fire code and what it would take to get one.

Keehne indicated the city goes by the state fire code, but he would start looking into the matter.

Schultz indicated he just wanted to get a discussion started about a fire code.

10. Adjournment

With a motion by Carter and second from Schultz, the meeting adjourned at 7:03 p.m.

Motion passed.

Greg Swiatkowski, Mayor

ATTEST:

Georgia Gilley, City Clerk



February 22, 2021

City Administrator's Summary Report

February 8 - 22, 2021

Administration

- Currently, we are over one year into the COVID-19 pandemic. I have attached at the end of this report a weekly media release from our Health Department on where Kit Carson County stands with our addressing of the pandemic and the distribution of the new vaccines that have been rolling out since we last met with 700 doses administered in Kit Carson County. Note that the positivity rate for Feb. 1 – Feb 16 dropped to 10.2% , down 1.8% from the previous two weeks, though still well over the 5% positivity rate required to maintain our current level of Blue on the dial. On Saturday, February 6th, the state turned back the dial for Kit Carson County from orange to Blue, completely skipping over yellow. This allowed for increased sizes in in person meetings, increasing restaurant seating capacity and allowing for larger gatherings in both school gymnasiums, and other areas. We are not out of the woods yet and everyone should be cautiously approaching their return to normalcy. With slightly more than 10% of Colorado residents in receipt of the vaccination, we still have a long way to go to hit herd immunity which once attained, will put us on a path to quick recovery. Until attained, it is recommended that we all adhere to best practices such as wearing masks in public places, social distancing, and hand washing. Please protect yourselves and each other.

Worldwide there have been over 110 million persons infected by the virus, with almost 2.5 million reported deaths attributed to the infection. 25.6% (28 million) of all reported cases have occurred in the U.S. which has also reported approximately 500,000 attributable deaths. Colorado has experienced approximately 420,000 confirmed cases. As of February 18, Kit Carson County has reported 522 positive cases, up 14 cases in the last two weeks, with a mortality rate of ten persons.

- The Burlington Housing Authority met in person on February 9, 2021, where financial reporting and bill payment did take place. Since we last met, little work had been completed on policy development by the executive director, who was directed to get them completed in a timely manner. Suggestions were also voiced on adopting policies that already have HUD approval rather than re-inventing the wheel. Suggestions were also made to provide the board with changes, agendas, and documentation in a timely manner so that all can be reviewed prior to meeting. This will assist in making the board more efficient and effective in carrying out their responsibilities.
- Gantt Charts have been completed and distributed to all departments. The charts will be utilized to track projects in the queue and placed on a timeline to ensure we are meeting our goals. Charts will be updated weekly. Charts will be distributed for review by council at this meeting.
- At the last meeting we reported that crude oil prices are trending up which will have a direct correlation as to what we pay at the pump. We worked with Dorman Renewable Fuels to purchase a tanker (7,000 gallons) of fuel (diesel) at today's prices so as not to have a negative effect on the 2021 budget should fuel prices continue to rise. We were able to purchase our fuel at \$2.27 per gallon. We are currently working with other petroleum suppliers to purchase oils and other products in bulk.

On February 5, crude oil per barrel was at \$55.69 per barrel, on February 18 it had jumped to \$61.37, and is expected to continually rise throughout the year. Several factors this last week have led to increase prices already being experienced at the pump, drop in surplus at US refineries, and a change in weather with extreme low temperatures where the major US refineries are in Texas which has virtually shut down production. We will continue to provide you with updates on this situation until such a time as prices begin to stabilize.

- Drafted Service Agreement with KC Electric to provide electrical service to property that abuts City limits allowing the City to provide for electrical service outside our contractual area. This is the property discussed at the last council meeting whereby council authorized the supplying of utilities to this area. The Service Agreement is under review at this time. Was informed on Friday that the electrical service for the Corman property will be provided by the City and that KC Electric will enter into service agreement. Currently putting together fees and costs for providing all utility services to this property and placing on timeline to implement.

Operations/Public Works

- **Water/Wastewater**

Water department received word that by the first of March, 2021, all chlorine gas injected wells must be converted to in line injection. Currently looking at the cost to convert the remaining 5 gas wells to solution injections. Will be working with HOA to do this. Estimates at this time indicate it will take approximately \$1500 per well to convert. This will be taken from operating expenses in the 2021 budget. The conversion of each well must documentation for the State that contains engineering reports from qualified water quality engineers. We have contracted with Merrick and Company of Denver to create these reports as they are very familiar with our system. All reports have been supplied to state and are under review at this time. Once completed, conversion can begin. All requisite equipment and parts have been ordered to speed up conversion process.

- Well 13 maintenance, where transmitter on pump had to be replaced.
- Sanitary Survey preparation underway
- Water department has been performing the cabling for REACH IT Managed Services, prepping for install of equipment and hardware at the Community Building, Old Town, and Airport.
- With extreme cold weather, water department responded to numerous leaks involving broken lines and meters. They did a great job and all is currently well with the system.
- Two water operators are preparing for certification testing for Level B licensure.

- **Parks**

- Assisted with snow removal
- Assisted Old Town with rehabilitation of old (ancient) displays in the main hall
- Servicing of equipment underway
- Shop cleaning and maintenance

- **Streets**

- Snow removal
- Pothole repair and maintenance in process.
- Equipment maintenance

- **Electric**

Josh Rocha, our newest lineman apprentice began work on February 15th, and has already proved to be a welcome addition to the City family. Kevin Penn the other lineman apprentice began work today, and spent the majority of the day with orientation. He also is a welcome addition to the team.

We have been in touch with Main Electric who have been supplied with the staking sheets to install switches. The switches are currently in production and will be direct shipped to Burlington upon completion, which should occur this week. Once on site, Main Electric will install.

- Started installing LED lights on Lincoln and Rose. LED lights require less energy, are longer lasting, and brighter. Installation will result in reduction to energy loss and savings to the City. Project has been put on hold during the extreme cold, though will renew this week.
- Continuing work with Damien Berger, Electrical Engineer from Atwell on design needed to system review pf East Loop to improve system sustainability.
- Of note, during the record setting lows experienced in Kit Carson County and beyond, our system performed well, and no outages were experienced.

Public Safety

Chief Hill is currently enrolled in classes at Morgan Community College and progressing well with classes, in addition to assisting with the training of new officers. The police department has two officers in the Field Training and Evaluation Program. Both Officers are progressing well and becoming familiar with Burlington and the services the department provides. The department also has a new officer currently attending the Basic Peace Officer Academy at Otero Junior College. Anticipated graduation from the Academy is Early May. The goal of the department is to be at full staff by year end which will require the acquisition of another officer. Processes are currently in the works to accomplish this.

Toughbooks, used as mobile data terminals by the department have been received, programmed and placed in service. These MDT's were acquired through COVID Grant funding, and assist in keeping personnel on the street rather than behind a desk, increasing response time to incidents, decreasing reporting time, and allowing for officer safety as they address and stay compliant with COVID protocols.

Intergovernmental/Upcoming Events

- US Census Bureau, Boundary and Annexation Survey Webinar – Feb 24th 11:00 – 1:30
- Management Team Meeting – In Person at Community Building – Wednesdays 2:00 P.M.
- Health Department Meetings – Virtual – Thursdays 8:30 A.M.
- City Council – Monday, March 8, 2021 – Live at Community Center, 6:30 P.M.



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

MEDIA RELEASE

February 17, 2021

Release: IMMEDIATE

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

NEXT ELIGIBLE GROUP TO RECEIVE COVID VACCINE IS ANTICIPATED TO BEGIN THE WEEK OF MARCH 8, 2021

It is anticipated that the next eligible group to receive COVID Vaccine will begin the week of March 8, 2021 unless otherwise determined by the Governor's office. It will also depend on vaccine availability. If you fit one of the categories listed below, please schedule your vaccine on line or call the COVID reservation line.

Phase 1B.3

- Frontline essential workers in food and agricultural workers
- Manufacturing
- US Postal Service
- Grocery Workers
- Faith leaders
- Frontline journalists
- People 16 – 64 with 2 or more high risk conditions including: cancer, chronic kidney disease, COPD, diabetes, down syndrome, heart failure, coronary heart disease, valvular/congenital heart disease, obesity (BMI > 30), pregnancy, solid organ transplant, people who have disabilities that make it difficult for them to wear a mask.

Vaccine clinics are being provided weekly at the health department on Wednesdays and Fridays. Vaccine clinics are also available at the Kit Carson County Memorial Hospital on Thursdays.

Appointments are required for all vaccine sites.

Please sign up for your shot on line at <https://novelhealth.ai/practice/kit-carson-county-dept.-of-public-health-and-environment-301981> or call 719 346-7158, ext. 342.



To: City council members
From: Georgia Gilley, Clerk
Date: Feb. 22, 2021
Subject: Clerk's report

General office

I contacted Municode to learn the procedure to submit ordinances to update our city code book. Ordinances affecting our code are already up on the city website for public view – but they are not yet codified. Once codified, Municode will send an estimate to print a supplement to the code book.

In speaking with a representative, I also learned more about our account. Municode recommends a full legal review of the code book every 5-10 years, and Burlington's most recent review was 12 years ago. Legal reviews by Municode take 4-6 months to complete and include chapter reviews by a code attorney to address conflicts, inconsistencies, or obsolete language to ensure compliance with State Statutes. When budgeting for 2022 begins, I will request an estimate from Municode for a review.

Civic Plus is company the city uses for its website. While I have learned to post bids on my own, I plan to work with Civic Plus for training to update the website when needed.

I listened in on free webinars by Caselle, the city's accounting software company. The webinars were geared for employees who use the program frequently, but I did gain a better understanding of the program.

We onboarded the first of our new apprentice linemen in the electric department. He started Monday, Feb. 15. The second new employee begins Feb. 22.

A few citizens of the Burlington community brought in donations to help pay utility bills for residents who are experiencing hard times right now. From December to now, we have applied \$1,500 to utility accounts.

Outback Express

Outback Express was not in service Monday and Tuesday, Feb. 15-16, due to the Burlington School District closing for inclement weather. I plan to look into updating the bus phone to include a Bluetooth device, or something similar, for each driver. This would be a safer option than the current hand-held phone and would provide convenience in answering phone calls.

COVID-19

One city employee tested positive for COVID-19 last week.



To: City Council
From: Becky Castillo, City Treasurer
Date: 2/19/2021
Re: Treasurer's Report

- Currently, we are still not adding any penalties to anyone's utility bill due to paying after the due date and we are NOT shutting off properties due to nonpayment on the account. This is per the Governor office effective until the end of March.
- COVID-19 precautions have been established at City Hall trying to limit the contact we have with the public. All utility payments can be made online through Xpress bill pay or by dropping off payments in the night drop at City Hall to still help with slowing down the spread of the virus. We encourage connects and disconnects to still be done through email or mail to avoid as much public contact as possible but if able to come into office we just ask they mask up.
- Process payroll on a bi-weekly basis, payroll taxes, and monthly Utility and Airport Sales tax.
- Process accounts payable weekly.
- The audit for 2020 is scheduled from May 3rd-7th. I will be getting documents to the auditors as they request them to make the process go as smooth and quickly as possible.
- I have started my next college course. It started on January 25th. It has already provided me with pertinent information about the updates and changes that took place on the new 2021 W4 form. I am excited that this class fits so close with everything I am doing daily/weekly/monthly/yearly.
- The Outback Bus currently has 2 new part time drivers. We are hoping to have a 3rd part time driver (returning from injury) by mid-March so we will be able to evaluate the possibility of extending the hours of the bus. 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.



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

Burlington Activities Department

February 20, 2021

→ With KCC moving to the blue level, things have picked up for both activities and community center. The new limitations really allow us to offer more. On the community center side, we can now accommodate up to 175 in the big room, 40 in the rec room, 12 in room B and 10-12 in room A. Thus far, all our renters have done a great job complying with the different restrictions. Hopefully this will continue but it is definitely a welcome change to have more people in the building with more things going on.

→ We are now offering youth travel basketball for boys & girls in grades 3-6. With group sports being allowed to have 50 participants in one setting, we should be well within the capacity limits as there are separate division for 3/4 girls & boys, as well as 5/6 girls & boys. When it comes to home games, we will follow the guidelines that the school district is already using, which allows 175 people to be in attendance. If you have ever attended any home youth basketball games in the past, you would know that we won't even be close to reaching that limit. Registrations for this program will last until Feb. 18, a parent meeting scheduled for Feb. 21, and practices will begin the following week. I will be able to give you how many participants registered at the city council meeting. On-going programs include martial arts & dance.

→ Registrations for the Spring Fling show are going on right now, with the show scheduled for Saturday, April 17. We have had several vendors already register and are expecting more to come in the next few weeks. This will be the first vendor show we have been able to host since the Craft Fair back in 2019.

→ We hosted KCCDPHE back on January 27, when they executed their first mass vaccination in KCC, getting nearly 300 vaccinations done that day. They will be back on February 23 with the same goal. Last time the weather made things challenging but looks like this next go-round will have 60° weather that day.

→ Calls for bids went out February 15 for a commercial pool vacuum, two baseball/softball scoreboards for the softball fields, tables for rooms A & B, and for commercial round & rectangle tables & carts. We will be accepting bids until March 15. We have already received one bid for a pool vacuum, two bids for scoreboards, and two bids for the commercial round & rectangle tables & carts. Hope to receive more bids before the deadline.

→ We are working with the No Till conference coordinator and board of directors in preparation for the upcoming No Till conference. The decision was made to postpone from the original dates in February to August 24 & 25. The plan is to have the conference in person, following any guidelines and restrictions that are in place at that time. Hopefully things will be better as we move through 2021 and with vaccinations. Just excited to keep them coming here for the conference.

→ I submitted two grant applications to Singing Grass Wind, a new wind farm company coming into KCC. One application is for funds to help with the scoreboards at the softball fields and the other application is for LED ballast bypass bulbs for the community center. I should hear back from them in the next couple of weeks.

→ Other Activities in the works: Rentals of Community Center, winter programs, CIP



14111 US Highway 385 - Burlington CO 80807 - 719.346.5352

Council Report 2.22.2021

- Runway Fog seal and repaint project for 2021
 - Grant offer signed and returned
 - Currently developing scope of work for the project

January 2020 Fuel

Total- 6,537.63 Gallons

Avgas- 3,648.01 gallons

Jet fuel- 2,889.62 Gallons

Gross sales- \$ 26,802.84

January 2021 Fuel

Total- 3,697.32 Gallons

Avgas- 1,039.01 gallons

Jet fuel- 2,658.31 Gallons

Gross sales- \$ 10,211.85

ECONOMIC DEVELOPMENT REPORT FROM ROL

If the pandemic does continue to decline and the economy continues to surge forward throughout the United State, I believe Safeway should begin remodeling of their new building within the next several months.

Albertson's, who own Safeway, has had a very successful "pandemic business" throughout the country and are in a better financial position than they have been for a great length of time.

They recently made a purchase of Kings Food Markets and Balducci's stores for \$96.4 million.

Good news for us as the hedge fund that owns Albertson's continues to generate revenues beyond expectations.

It appears that 2021 will be a huge year for autonomous trucks. Walmart will be making deliveries in Arkansas with fully autonomous box trucks in 2021.

It is estimated that full autonomy will save industry at least \$100 billion in costs.

We presently have 3.5 million truck drivers in our country. These jobs could be lost over the next 10 years.

We have a fairly large number of truck drivers employed in not only Burlington but the entire area.

It is not only rural America that is going to see many jobs disappear. This is going to happen throughout the world.

As we continue to make many exciting new discoveries many professions disappear.

In 1880, 50 percent of the American workforce worked on farms. In 1920, this number had dropped to 25 percent of workers being employed on the farms.

Last year, the agriculture and food sections of the economy in the United States employed 10.9 percent. However, direct, on the farm employment accounted for approximately 2.6 million jobs or 1.3 percent of the U.S. employment totals.

As you are reading this report, you may be wondering what does any of this have to do with economic development in Burlington and the surrounding area.

In my opinion, it is very important.

Since the pandemic started, I have had the opportunity to do considerable research and thinking about economic development in the city and the surrounding area.

Over the next several months, I plan on providing you with some history on Burlington and the area, and what I believe you should consider to keep Burlington growing and thriving.

We are very fortunate to have Jim Keehne on board with us as he is, in my opinion, the right person to assist you with implementation of your plans.

I think it is going to be a learning experience for all of us and it is also going to be fun.

The Library

2/18/21

- Library Board is creating a Friends of the Library group
 - Recognized by the State of Colorado
 - Submitting 501c3 paperwork with federal government
 - Help library afford bigger events (book signings, summer programs)
 - Done through donations
- Planning summer reading program
- 2021 is the 100th anniversary of the Burlington Library
 - April- Tea-party
 - June- Library Card Drive
 - October- Birthday party
- February 25th, the library will host a Genealogy specialist
 - Virtual program, open to all interested
 - People can participate from home
 - Split the cost with Wray Library
- February 26th- Hosting a seed class for kids
 - Starting seeds inside
 - Go home with their own seed
 - Get a book to keep
 - Funded through CARES

Checkouts: 494

Visits: 413

Programs: 1 for 5 people

Nick McCarty-Daniels

February City Council Report—Old Town Museum

- January and February have been slower, as they normally are, and especially this year with the colder temps we have experienced. Jan was down from last year, and Feb is looking to be on track to meet or exceed last year's revenue for the month. Rentals seem to be coming back on-line, with bookings throughout the year so far.
- Working on bid specs and call for bids for our capital project. We will be replacing siding and roof, and building out the façade on the Bank/Lank office in April, with a May 1 deadline. Also reaching out to contractors for bids on the concrete we are wanting to pour to replace the boardwalk that runs from Heritage Hall out to the Saloon/Blade buildings. We plan to have that project completed in April as well.
- We have cleaned out and made the Native American and Chuckwagon exhibits inside Heritage Hall smaller. The ground cover and foliage had been in there since the late 80's. Aside from the health hazard of that much dust, they looked pretty bad. We are using donated funds to replace ground cover and have murals designed to clean up the spaces and cover the dirty spray insulation that wraps the walls in Heritage Hall behind these exhibits. They will present as clean and informative museum exhibits when we are finished. May 1 is project deadline for this as well. Once completed, we have plans to build a "Kids Korral" area where kids can rope, sit on a saddle horse(fake of course), try on chaps, pound a horseshoe and other "cowboy things"

Planning is underway for School Days on May 11th and 12th. We decided to add a second day so that we can allow all schools to attend but spread them out so that we don't have as many people here at once each day. The carousel visit and can show portion of School Days is pending at this time.

- Due to the sub-zero temps we had a capacitor blow on one furnace in the barn over the weekend which resulted in our ice machine lines freezing (they are on south wall upstairs) so we had a small leak there to fix. In addition, the valves under the cabinets on the east end cracked and leaked. Thankfully Rol came into his office when he did and caught it. Saved us from a big mess and larger fix. All repairs have been made and everything is working properly now.

2/22/2021 Council Report Burlington Police Department

- Burlington Police Department received seven new Panasonic Toughbook FZ-55 laptop computers for the officers which were all set up by Reach solutions. The computers were awarded as part of a COVID relief CARES Grant. We have dictation software loaded onto the computers to increase officer efficiency when processing reports. The computers have significantly increased the technical capabilities of the police department in several ways. The battery life and reliability of network connection alone has been of great benefit over any system we have had in the past.
- The city has experienced a slight increase in traffic accidents with the latest weather and we have begun to increase targeted patrol and traffic enforcement as a result. We expect the increase in accident to be reduced as the weather begins to warm up again.
- Most of the staff at the police department has received their second COVID vaccination shot and all are doing well with the vaccine so far.
- The staff is happy to report that we have completed our inventory so most of us do not have to think about it again until next year.
- Officers Daniel Almiron and Ben Gramm attended a doppler radar user certification class and are now certified to run radar to increase public safety. This is especially important in the areas of school zones and other areas within the city where we most commonly receive speeding complaints for our city's residents.
- Most of the staff at the police department were recently recertified for CPR and First Aid and the rest of the staff will be recertified in the near future. This is in-house training we conduct on a regular basis.