

**CITY OF BURLINGTON
KIT CARSON COUNTY
CITY COUNCIL
WORK SESSION
AGENDA
9-2019
COMMUNITY BUILDING ROOM A
340 S 14TH STREET
May 13, 2019
6:30 PM**

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.

Approval of renewal of liquor license for Century Lanes LLC.
Approval of minutes for 4-29-2019.

4 **Public Comment**

5 **Work Session
Unfinished Business**

New Business

A. Burlington Chamber of Commerce is requesting use of Parmer Park for the Celebration of Summer on June 15th.

B. Approval of recommendation on bids for the street sealing project.

6 **Reports from City Departments**

Administrator- Jim Keehne

Clerk/Treasurer- Shelly Clark

7 **Council Comments**

A. Mayor Dale Franklin

B. Kamron Weisshaar

C. Mark Burghart

D. Melvin Gilley

E. Harold McNemey

F. Greg Swiatkowski

G. Paul Velasco

8 **Adjournment**

Emergency matters that may come before Council may be discussed with decisions to be ratified at a subsequent Council meeting.

**MINUTES OF THE MEETING
OF THE MEMBERS OF THE CITY COUNCIL
CITY OF BURLINGTON
COUNTY OF KIT CARSON
STATE OF COLORADO
6:30PM
COMMUNITY BUILDING ROOM A
340 S 14TH STREET
April 29, 2019**

Mayor Pro-Tem Kamron Weisshaar called the meeting to order at 6:33PM.

1 The roll call of members was read and those answering were:

Harold McNerney	Mark Burghart	
Greg Swiatkowski	Melvin Gilley	Paul Velasco

Absent: Dale Franklin

Staff/Officials:

Shelly Clark, Clerk/Treasurer
Barry Romans, Police
Rol Hudler, Economic Development
Tyson Weisshaar, Activities
Nick McCarty-Daniels, Library
Suzy Velasco, IT

Also: Troy Schultz

2 Pledge of Allegiance

3 Consent Agenda Items:

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Approval of minutes from 4-8-2019.

Approval of renewal of liquor license for Knight Restaurants LLC, DBA: The Post Bar and Grille.

MOTION by McNerney, second by Swiatkowski to approve the consent agenda items.

Those yea: Burghart, Gilley, McNerney, Swiatkowski, Velasco

Those nay:

Motion passes.

4 Public Comment

5 UNFINISHED BUSINESS:

6 NEW BUSINESS

- A. Troy Schultz of Eastern Colorado Technology to discuss recycling of computers and computer accessories.

Troy Schultz shared with Council that he would like to see if Council is interested in computer recycling with in the City of Burlington. Schultz was told that there had been a place for computer recycling in the past. Council told Shultz that they are not

opposed to him researching computer recycling and would like computer recycling to be available to our citizens.

- B. Approval of Andy Andreasen as Commission Member to the Planning and Zoning Commission.**

MOTION by McNerney, second by Burghart to approve Andy Andreasen as a member of the Planning and Zoning Commission.

Those yea: Burghart, Gilley, McNerney, Swiatkowski, Velasco

Those nay:

Motion passes.

- C. Approval of Mayors signature on the lease agreement with the State Patrol.**

MOTION by Burghart, second by McNerney to approve the Mayors signature on the lease agreement with State Patrol.

Those yea: Burghart, Gilley, McNerney, Swiatkowski, Velasco

Those nay:

Motion passes.

- D. Planning and Zoning Commission is requesting a motion from Council to keep the current zoning at All B 7 Yersin Addition (current zoning is residential).**

Burghart gave an update to the Council on the petition that the Planning and Zoning Commission received from Michael and Terry Golden for a change in zoning. Burghart shared with Council that the Commission motioned to leave the zone as residential and the Commission is requesting a motion from Council to keep the zoning as residential. Burghart shared with Council that Goldens will be able to build a garage for personal use but will not be able to build storage units.

MOTION by McNerney, second by Swiatkowski to leaving the property at All B 7 Yeasin Addition zoned as residential.

Those yea: Burghart, Gilley, McNerney, Swiatkowski, Velasco

Those nay:

Motion passes.

7 Department Head Reports:

Keehne- Report is in the packet. Absent

Clark - Report is in the packet.

Melia - Report is in the packet. Absent

Romans - Report is in the packet.

Hudler - Report is in the packet.

McCarty-Daniels - Report is in the packet.

Velasco- Report is in the packet.

Wall - Report is in the packet. Absent

8 REPORTS AND COMMENTS FROM MAYOR AND COUNCIL:

- A. Mayor Dale Franklin-Absent
- B. Mark Burghart
- C. Kamron Weisshaar
- D. Melvin Gilley
- E. Harold McNerney
- F. Greg Swiatkowski
- G. Paul Velasco

8 MOTION by Burghart, second by McNerney to adjourn the meeting at 7:12PM.

Those yea: Burghart, Weisshaar, Gilley, McNerney, Swiatkowski, Velasco

Those nay:

Motion passes.

Dale Franklin, Mayor

Shelly Clark, Clerk

2019 City of Burlington Street Seal Project - 64,500 Square Yards

Contractor	Complete Project Cost	Cost per SQ/YD	CRS-2R Emulsion	Shot Rate	3/8" Chip	CQS Fog Seal	Labor	Equipment	Mobilization
B&H Paving, Inc	\$ 161,250	\$ 2.50	\$ 60,000.00	0.37	\$ 30,500.00	\$ 18,000.00	\$ 27,075.00	\$ 9,275.00	\$ 13,400.00
A-1 Chipseal Co. McCormick Excavation & Paving, LLC	\$ 224,460	\$ 3.48	\$ 49,665.00	0.37	\$ 56,760.00	\$ 11,610.00	\$ 41,925.00	\$ 48,375.00	\$ 12,900.00
Cobitco, Inc. Fog Seal Only	\$ 172,860	\$ 2.68	\$ 52,890.00	0.37	\$ 52,245.00	\$ 10,320.00	\$ 28,058.00	\$ 28,058.00	\$ 12,090.00
	\$ 13,980								

Contractor	Chip/Seal Project Cost	Cost per SQ/YD	CQS Fog Seal	Cost per SQ/YD
B&H Paving, Inc	\$ 123,195	\$ 1.91	\$ 38,055	\$ 0.59
A-1 Chipseal Co. McCormick Excavation & Paving, LLC	\$ 170,925	\$ 2.65	\$ 53,535	\$ 0.83
Cobitco, Inc. Fog Seal Only	\$ 145,770	\$ 2.26	\$ 27,090	\$ 0.42
			\$ 13,980	\$ 0.22

Recommend			
Contractor	Chip/Seal Project Cost	CQS Fog Seal	
B&H Paving, Inc	\$ 123,195		
Cobitco, Inc.		\$ 13,980	
TOTAL PROJECT COST			\$ 137,175



May 13, 2019

City Administrator's Summary Report

April 30 – May 13, 2019

Administration.

- A meeting was held with representatives from DOLA including Greg Etl Regional Representative, Chantal Umfug, and Rick Garcia DOLA's new Executive Director. Discussion was on what DOLA can do for local communities, and opportunities the City of Burlington has envisioned and how DOLA can play a part with the City in meeting goals. City representation included department heads and council members. Talk was also held on with future grant and loan applications, to ensure our goals align with the Governor's four goals which address education, economic development, affordable health care, and renewable energy. After the meeting DOLA representatives toured Old Town.
- Petitioners for the change in zoning application where the Planning and Zoning Commission recommended no change and approved by council, were notified of the result of the application.
- Dialogue has begun with two entities interested in development projects that will initiate annexation of lands into the City. Currently researching annexation process and requirements for applicant submittals so that process can move forward in a timely manner. Annexation process is lengthy and will take up to 180 days to get through. On one of the processes, the issue has arisen on whether or not the applicant for annexation must be served by City energy, or whether or not they would be allowed to stay with current provider. At this time we have no provision with our code to address this issue, and we have been informed that past annexations that have occurred whereby the City serviced the newly annexed area, that there was a multi-year payout to the current energy provider as compensation for last territory. Rol is currently researching this and may have additional information for you. Review of past agreements with KC Electric have been completed as well as review of State statute regarding annexation and utilities. The City may annex land, and account for monetarily a percentage for a number of years to the existing utility provider should we chose to accept the change in utility service as a part of annexation. Depending on the scope of annexation allows for certain payments to the existing utility for a number of years.
- A meeting is being scheduled with HUD, Department of Public Housing personnel to discuss the Burlington Housing Authority's actions and lack there of that has placed them in breach of contract with HUD. I will be asking council members and City Attorney to participate in the meeting where we are to develop a course of action concerning our HUD funded programs. Prior to the meeting, I will try to set a meeting with the Burlington Housing Authority Board to get more clarification on this issue and hopefully, have a plan in place prior to our meeting with HUD.
- In your packets is a spreadsheet for results of the bid specifications for the 2019 Street Project, a capital item budgeted. There were 3 bidders for the entire project, and 1 bidder for the fog seal only aspect of the project. All bidders were the same as last year, and we are recommending that we accept the bid again from B&H Paving of Scott City, Kansas to perform the work on the seal and chip aspect of the project and award Cobitco the Fog seal aspect of the project. B&H Paving provided the lowest cost for the Chip Seal and Cobitco came in at the lowest for the fog seal. Both entities performed the work on last years project. That project was inspected and City staff was pleased with the way this turned out and we have experienced no failures in the area that were sealed last year. Work is to begin In June with an anticipated completion date of mid-July, prior to County Fair.

Operations

- Water/Wastewater
 - Request for bids have been published in the Record for work to be performed on the Legacy Drainage project, a part of our 2019 Capital Plan. The City will provide for all materials needed for the project with local contractors responsible for the excavation, bedding and installation of drainage pipe, manholes, tracer wire, etc. All materials needed for this project have been ordered.
 - Development of bid specifications for sewer line replacement also a part of the 2019 capital plan. Also checking into "cure in place" lining applications for this project.

- Parks
 - Scheduling of island renovation
 - Pool was readied for upcoming testing of the boiler and chlorination system. Pool technicians were called away from the testing which has been rescheduled for May 13th. Pool had to be drained, scrubbed and re-filled for this testing. Once completed, the slide will be certified and we will be ready to open should everything function as planned. Anticipated date for pool opening is May 25th. Splash Park was tested and will be available for use on May 11th.
 - Pre-emergent and fertilizer application has been performed at City properties. Water has been turned on and we are now in mowing season. Mowing operations have been taking place on all City concerns.

- Streets
 - Alley grading
 - Street sweeping and patching
 - Crack fill work has been completed on areas affected by the upcoming 2019 Street Project
 - Assisting parks with the pool cleaning and making ready the pool for testing and opening this month.
 - Getting quotes together for front end loader. Existing loader is a 2000 John Deere with over 14,000 hours. The rear end has gone out and is being repaired at this time. We are able to borrow from county should the need arise while this loader is being repaired. Checking into acquisition of new or used hence the quotes. Also checking into lease options as well. Will keep you apprised as time goes on.

- Electric
 - Continuing to work with Osmosis to provide costs for testing of poles identified to be replaced.
 - Street light replacement
 - Placing new underground for lights in Outback Park
 - Cole Suddeath attended HOT Line schooling on Grand Junction, May 6-10.

Public Safety

- Contract review of Communication Service Agreement with County
- Animal Shelter rehabilitation is taking place to bring shelter into compliance with state standards.
- Hosted a dog clinic May 11th at the City Shop, licensing of animals being addressed.
- Currently have 83 nuisance violations being addressed. Each one will be first addressed through voluntary compliance. Should they not be addressed, legal proceedings will be initiated.

Library

- Developing schedule for 2019 events at the Library, in particular Summer events.
- Development of Gardening Series as a new event.
- Development of a bookstore located at rear of Library

Old Town

- Web Site development and design
- Working on digitally cataloguing all inventory assigned as museum in nature, a very tedious and time-consuming process, though one in need of performing.
- Preparing for Spring events, particularly School Day(s), where over 500 attendees' have signed up from multiple schools. Event was delayed for weather concerns and moved to May 10th.
- Hiring process for Summer staff has been completed
- Looking at holding Drive in Series in June, August and September

Activities/Community Center

- Working with local contractors to identify solution to water leakage issue on North end of building. To date several quotes have been received. Will be making request to DOLA to assist with the costs associated with this project.
- Preparing for Summer Activities
- Baseball/Softball seasons are underway.

IT

- Updating web site to include job descriptions and announcements for open positions, community events, requests for proposals, bid specifications, and public notifications.
- Working with Old Town on website development and content design
- Continually addressing the issues with cameras in park

Airport

- Working with entities to identify and repair issues with runway lights, identified as an issue that is grant eligible and will be included as part of Taxiway Turnaround Project
- Working with private entities and Armstrong Consulting to take advantage of work to be performed at no cost to City regarding expansion of services at the Airport
- Working with Armstrong Consultants, FAA, State, Local government entities and DOLA to fund grant project for taxiway turnaround project.
- Equipment maintenance in process as preparing for spring and summer seasons
- Hosting Kindergarten Field Trip later this month
- Hosted Boy Scout merit badge in aviation May 4-5

Economic Development

- Assisting with the 2020 Census
- Participating in County Growth Committee meetings, research, and grant writing
- Staying connected with Core Civic regarding their potential return to Burlington

- Assisting with concerns surrounding the Housing Authority

Intergovernmental

- DOLA meeting in Burlington May 7th, Community Center, Old Town
- CAMU Meeting to be held in Burlington on May 10th, Community Center.
- CML Outreach meeting held in Burlington May 10th, Community Center.
- HUD Meeting being scheduled tentatively May 28th, Community Center, Council Room.

