



**BURLINGTON CITY COUNCIL  
REGULAR MEETING  
Community Center  
340 S. 14<sup>th</sup> St.  
May 24, 2021 – 6:30 p.m.**

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

**Combined meeting with Kit Carson County Commissioners**

**AGENDA**

**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 May 10 meeting minutes.

**4. Public comment** *Comment is limited to 3 minutes.*

**5. Public hearings – none**

**6. Unfinished business**

*Break for dinner*

**7. New business**

- A. Approval of Mayor's signature on Single Audit Engagement Letter (Airport)
- B. KCC Sheriff Travis Belden
- C. E911 Authority
- D. Greg Etl, DOLA – ARP funding opportunities
- E. Comprehensive Plan
- F. Burlington-Kit Carson County Airport
- G. Marijuana

**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 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.**

**May 10, 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, members of the public could access the meeting streamed at [www.burlingtoncolo.com/virtualcouncilmeeting](http://www.burlingtoncolo.com/virtualcouncilmeeting).

Council members present:

Greg Swiatkowski, Mayor

Mark Burghart, Brent Carter, Melvin Gilley, Troy Schultz

Adrian Hernandez arrived at 6:32 p.m.

Council members absent:

Kamron Weisshaar

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 April 26, 2021 meeting minutes**

Motion by Burghart and second from Carter to approve the April 26, 2021 meeting minutes as presented.

Motion passed unanimously.

**4. Public comment – none**

**5. Public hearing – Special events liquor license permit to Burlington Chamber of Commerce for its summer events at Parmer Park. No remonstrances were filed at city hall, therefore there was no need to hold a public hearing.**

**6. Unfinished Business – none**

**7. New Business**

**A. Special events liquor license permits for Burlington Chamber of Commerce**

Motion from Carter and second from Schultz to approve special events liquor license permits to Burlington Chamber of Commerce for public events at Parmer Park Saturday, June 19, for Celebration of Summer and Sunday, July 4, for Red, White & Brew.

Motion passed unanimously.

**B. Approve mayor's signature on Resolution 2021-02 adopting the Northeast Regional Multi-Jurisdictional Hazard Mitigation Plan**

Motion from Burghart and second from Gilley to approve the mayor's signature on Resolution 2021-02 adopting the Northeast Regional Multi-Jurisdictional Hazard Mitigation Plan.

Motion passed unanimously.

**8. Reports from city departments**

Keehne indicated he would like to set up a joint meeting with the Kit Carson County Commissioners Monday, May 24, at the community center for a 6:30 p.m. dinner meeting. Council agreed.

Keehne and G. Gilley briefly reviewed their reports, which were in the council packets.

**9. Council member comments**

None

**10. Adjournment**

With a motion by Burghart and second from Gilley, the meeting adjourned at 7:07 p.m.

Motion passed unanimously.

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Greg Swiatkowski, Mayor

ATTEST:

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Georgia Gilley, City Clerk

# Mayberry & Company, LLC

Certified Public Accountants

Member of the American Institute of Certified Public Accountants  
Governmental Audit Quality Center  
and Private Company Practice Section

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May 3, 2021

To the City Council  
City of Burlington

We are engaged to audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Burlington for the year ended December 31, 2020. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process. If you have any questions or concerns that you would like for us to include as part of our audit procedures, please feel free to contact us directly.

### Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated May 3, 2021, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

### Other Information in Documents Containing Audited Financial Statements

Our responsibility for the supplementary information accompanying the financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

### Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will communicate our significant findings at the conclusion of the audit. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We expect to begin our audit on approximately May 3, 2021 and issue our report no later than July 31, 2021.

This information is intended solely for the use of the City Council and management of the City of Burlington and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,



Timothy P. Mayberry, Principal  
Mayberry & Company, LLC  
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# Mayberry & Company, LLC

Certified Public Accountants

Member of the American Institute of Certified Public Accountants  
Governmental Audit Quality Center  
and Private Company Practice Section

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May 3, 2021

City of Burlington  
PO Box 366  
Burlington, CO 80807

We are pleased to confirm our understanding of the services we are to provide City of Burlington for the year ended December 31, 2020. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of City of Burlington as of and for the year ended December 31, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement City of Burlington's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Burlington's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1) **Management's Discussion and Analysis.**

We have also been engaged to report on supplementary information other than RSI that accompanies City of Burlington's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, [in a separate written report accompanying our auditor's report on the financial statements OR in a report combined with our auditor's report on the financial statements]:

- 1) Schedule of expenditures of federal awards.
- 2) Combining and individual fund financial statements
- 3) Local Highway Users Report

## Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to City Council of City of Burlington. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

## Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention.

We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Burlington's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of City of Burlington's major programs. The purpose of these procedures will be to express an opinion on City of Burlington's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

#### **Other Services**

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of City of Burlington in conformity with U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

#### **Management Responsibilities**

Management is responsible for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review upon our arrival.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to [include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our



report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Mayberry & Company, LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Department of Local Affairs or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Timothy Mayberry personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately May 3, 2021 and to issue our reports no later than June 30, 2021. Timothy Mayberry is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$15,300. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to City of Burlington and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Mayberry & Company, LLC

RESPONSE:

This letter correctly sets forth the understanding of City of Burlington.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## COMPREHENSIVE/MASTER PLANNING

Community Planning, according to the American Planning Association, is “a process that seeks to engage all members of the community to create a more prosperous, convenient, equitable, healthy, and attractive place for future generations.” One of the fundamental responsibilities of local government is to plan for future growth and development. The guidance document that results from this planning process is referred to as the Comprehensive Plan.

Comprehensive Planning is a process that determines community goals and vision in terms of community development. Through the process a comprehensive plan is developed which expresses and regulates public policy on transportation, utilities, land use, recreation and housing. Plans typically encompass large geographical areas, a broad range of topics and seek to cover a “long-term horizon.” A plan assists boards, commissions, and councils with decision making, guiding growth, land use and development, and budget planning and development, and capital spending.

In Colorado, municipalities and counties are authorized to prepare comprehensive plans as a long-range guiding document for a community to achieve its vision and goals. The comprehensive plan is often referred to as a Master Plan that provides the policy framework for regulatory tools like zoning, subdivision regulations, annexation and other policies. A master plan promotes community vision, goals, objectives and policies, establishes a process for orderly growth and development, addresses both current and long-term needs, and provides for balance between the natural and built environment. Elements in a master plan may include: recreation and tourism, transportation, land use, economic development, affordable housing, environment, parks and open space, natural and cultural resources, hazards, capital improvements, water supply and conservation, efficiency in government, sustainability and resiliency, energy, and urban design.

Colorado Revised Statutes require each municipality and county to have a master plan, prepared by its planning commission. Burlington and Kit Carson County have each developed master plans, developed over 20 years ago for Burlington, placed on the shelf, and promptly forgotten. The plan is very outdated as are our land use regulations, building codes, and processes, and in need of an update. Currently we experience requests from many competing interests on land use, building and development, annexation, permitting, etc. where each request is looked at as to meeting regulatory requirements. There is no organized plan in place therefor eliminating efficiency in government. There are no building codes adopted or developed to assist in ensuring community safety or orderly community growth. Without a proper transportation plan in place, we have found our roads and infrastructure to be in disrepair, where our approach is to put a band-aid on our infrastructure rather than building for our future. Recreational facilities and opportunities are dwindling and in constant need of repair, zoning codes are outdated, no longer reflecting the existing build environment. Additionally, there is no mention of development or implementation of a three-mile boundary plan. Our boards and commissions are weak, and in some cases, non-existent therefore of little or no help in plan development. To build a strong community it takes an organized master plan to be in place, a plan that is built on organized growth, economic development, sustainability, and promoting recreation and tourism opportunities; a plan developed where every community member has a voice and works as one to create a more prosperous, convenient, equitable, healthy, and attractive place for present and future generations in Burlington and Kit Carson County.

As we enter the “budget season” Burlington and Kit Carson County have an opportunity to work together in the upcoming year to update, upgrade and develop a plan that meets both City and County needs, vision, and goals. Colorado Department of Local Affairs Community Development Office can be partnered with to assist in plan development and implementation and offer technical assistance and grants to support master planning projects. There are numerous planning firms to be partnered with to assist in plan development and implementation, of course at a cost, though believe that this can be accomplished through grant and a cooperative funding endeavor.

# COMPREHENSIVE PLAN: A ROAD MAP TO COMMUNITY DEVELOPMENT

DO YOU FEEL AS THOUGH your elected board and planning commission often find themselves reacting to unexpected development proposals that sometimes hit the mark and other times absolutely do not? Or is your community struggling, and you want to spark some infill development and create more jobs and housing options in your community?

An updated comprehensive plan, supported by complementary land use regulations and other implementation tools, will provide the framework you need to guide the development you want that is consistent with your community vision, values, and goals.

## What Is a Comprehensive Plan?

A municipality's comprehensive plan, or master plan, is a critical road map to guide decisions about the community's future development. It helps answer many questions, including:

- What are our community assets/opportunities?
- What are our community needs/challenges?
- What is our community vision for the future?
- What goals, policies, objectives, and actions will help us achieve that vision, and address our challenges and opportunities?

A comprehensive plan allows a community to be proactive rather than

reactive. It enables it to plan for the community it wants, and get ahead of critical issues and trends. It is a primary planning framework that other local plans, regulations, and initiatives support and implement.

## What Is Required?

State statutes require each municipality to have a master plan (often referred to as comprehensive plan) prepared by its planning commission (C.R.S. § 31-23-206). This plan is meant to be an advisory document that guides land development decisions, but with sufficient detail, it may be made binding by inclusion in adopted land use regulations. The statutes provide a great deal of guidance on how to make a plan comprehensive, but the only required component is a recreation and tourism element.

Municipalities in Colorado also are required to prepare and adopt a three-mile plan prior to annexing property; this plan must be updated annually (C.R.S. § 31-12-105(e)). The three-mile plan is a long-range plan that outlines where municipalities may consider annexing property, how they would provide services to the newly annexed areas, and how they would sustain adequate provision of services throughout the rest of the municipality. Many municipalities incorporate this requirement into their master plans and others develop stand-alone plans.

## Elements of a Comprehensive Plan

While there is no "one-size-fits-all" plan, there are some common plan components, including land use, transportation, utilities, housing, natural and cultural resources, public services, and recreation and tourism. Comprehensive plans should be just that — comprehensive — in their approach. New trends and best practices in comprehensive planning include incorporating public health and the built environment; resilience and sustainability; downtown revitalization; aging and at-risk populations; natural and human-induced hazards; and water supply and water quality.

## Getting Buy-In

A successful plan requires a thorough and inclusive planning process that engages community residents and stakeholders. Community members who have not been given opportunities to provide input and are not well-informed can present obstacles and even derail the best laid plans. Tap into public and private stakeholders and subject matter experts in the community to help inform the planning process and leverage resources to help tackle community issues.

Regional stakeholders such as counties, special districts, councils of government, or watershed coalitions also may provide valuable information and input into the planning process. Stakeholder interviews and focus



“The process of solving common problems and striving for a vision brings out the best in people and makes our communities better.”

— The Planning Commissioners  
Guide, p. 20

groups are effective ways to reach these important players.

### Steps to Creating and Implementing a Plan

It can take a year (or more) and plenty of resources to develop a plan. A solid planning framework, first, requires an understanding of community issues, and of population and economic trends that will impact physical development and services. The steps to develop a comprehensive plan are summarized below.

- Gather and analyze information (demographics, research, public and stakeholder input, mapping).
- Identify issues, challenges, and opportunities.
- Develop a community vision for the future.
- Develop goals, objectives, and policies.
- Prepare and evaluate plan options or scenarios.
- Complete and adopt plan.
- Create and follow an implementation plan.

- Monitor and update.

Much work goes into creating a comprehensive plan, but for a plan to be useful, it has to be implemented.

### Using the Plan

A good comprehensive plan can be useful in a number of ways, including as a basis for regulatory actions, a guide to community programs and decision making, and as a communication tool.

As a basis for regulatory actions, the plan serves as a foundation and

The six plan principles identified for comprehensive plans include **livable** built environment, **harmony** with nature, **resilient** economy, **interwoven equity**, **healthy** community, and responsible **regionalism**.

guide for zoning regulations, subdivision regulations, land use maps, hazard regulations, annexation decisions, development review, and other community development decisions, including grants.

The plan also provides guidance for the capital improvement program, as well as local initiatives such as water protection, recreation or open space land acquisition, and housing.

Finally, comprehensive plans communicate to citizens, developers, and others what the community will support. Comprehensive plans are also important to the development of regional plans or programs, e.g., a regional trail network or area transit program.

### Standards & Best Practices

While each community's plan will be tailored to its particular needs, there are general guidelines for developing quality comprehensive plans. The American Planning Association (APA) has developed standards for comprehensive plans ([www.planning.org/sustainingplaces/compplanstandards](http://www.planning.org/sustainingplaces/compplanstandards)). The six principles identified for comprehensive plans include livable built environment, harmony with nature, resilient

economy, interwoven equity, healthy community, and responsible regionalism.

The APA standards also identify many best practices or elements of a successful comprehensive plan, such as being comprehensive, integration with other local plans and programs, innovation, being persuasive, being consistent, coordination, compliance with applicable laws, transparency, and making the plan user-friendly.

The Colorado Department of Local Affairs (DOLA) is a strong supporter of local government comprehensive plans. DOLA has learned lessons over the years with communities that have updated their plans.

- To ensure consistency and the ability to implement the comprehensive plan, update the land use regulations as soon as possible following the update of a comprehensive plan.
- The planning commission must be actively engaged with planning staff and consultants to involve the whole community in developing the plan.
- Elected officials need to provide guidance and support of the planning process, recognizing the

resulting plan policies will guide development and planning decisions for many years to come.

- Local governments will benefit from integrating hazards information, policies, and actions in the comprehensive plan.
- Since the plan utilizes a community and stakeholder engagement process, use this opportunity to create or update intergovernmental agreements with neighboring jurisdictions and service providers to ensure coordinated future development.

### Resources

The Division of Local Government in the Department of Local Affairs offers technical assistance and grants to support planning projects, including comprehensive plans and land use code updates. For more information, visit the Community Development Office page at [www.dola.colorado.gov/cdo](http://www.dola.colorado.gov/cdo) or contact Anne Miller at [anne.miller@state.co.us](mailto:anne.miller@state.co.us). For additional information, refer to *The Planning Commissioners Guide* by C. Gregory Dale, et al., as well as *Sustaining Places: Best Practices for Comprehensive Plans* by David R. Godschalk and David C. Rouse.

FACT SHEET – Marijuana Discussion

Population of Colorado - 5.85 million (2020).

Colorado is comprised of 64 counties and 272 municipalities.

Marijuana has been legal in Colorado for medical use since 2000.

Marijuana was approved for retail sales in Colorado in 2012, implemented in 2014, licensed through state.

Of the 64 Counties, 25 have approved marijuana business that includes cultivation, manufacturing, testing, with 21 counties also approving retail sales.

Of the 272 municipalities 102 have approved marijuana business that includes cultivation, manufacturing, testing, with 86 municipalities also approving retail sales.

The City continues to be approached by both outside and inside entities regarding the establishment of marijuana retail, cultivation, manufacturing, and testing facilities to be sited in Kit Carson County and the City of Burlington proper.





May 24, 2021

## City Administrator's Summary Report

May 10 - 24, 2021

### Administration

- COVID Update - Worldwide there have been over 165 million persons infected by the virus, up 13% over the last two weeks, with approximately 3.5 million reported deaths attributed to the infection. 20.1% (33.2 million) of all reported cases have occurred in the U.S. which has also reported approximately 593,000 attributable deaths. Colorado has experienced over 537,000 confirmed cases. As of May 20th, Kit Carson County has reported 625 positive cases, up 16 cases in the last two weeks, with a mortality rate of eleven persons.  
As we can see, COVID infections continue to be present in Kit Carson County. It is still recommended that we continue to take the necessary measures to protect ourselves and others from infection. Measures still include hand washing, social distancing, avoiding large gatherings, and mask wearing if necessary or required. Additionally, all are encouraged to get vaccinated to protect self and others.  
The Kit Carson County Department of Public Health and Environment's May 18<sup>th</sup> Press Release is attached for review.
- The Burlington Housing Authority last met in regular session on April 13<sup>th</sup> where committees were established to ensure we are meeting our goals and objectives as a board. There currently are three committees, Operating and Capital Budget Committee, Physical Condition Committee, Staffing Committee to address HUD areas of concern. Additionally, the financial report was provided. The meeting to be held May 11, 2021, 11:30 A.M. at the Housing Authority Office was cancelled as the Executive Director was not available.
- All departments remain on track with their projects and supporting Gantt Charts have been updated, with changes made to second quarter with dates and times for delivery. New charts were provided for review at the last meeting and are updated weekly.
- Have been working with CDLE and Workforce of Colorado to update Lineman Training Program to ensure Registration with State of which will be shared with US-DOL, ensuring certain training standards and testing is performed making our apprentices eligible for Lineman status once program is completed. I will be assisting with the development of the program to be registered with CDLE. Currently developing Apprenticeship program for Burlington which will be submitted for review to Colorado Workforce and CDLE for approval and registration.
- Continue working with Twin Forks Veterinary Clinic owners as they develop their site plans and facility needs. They are almost to the point of pulling permits and we should see work begin within the next two weeks. They have been provided with all information needed to ensure utility needs on site are adequate, or if they are in need of upgrade. Again, their goal is to be open by the end of September.
- An 80-gallon hot water tank was purchased and installed at the Community Center to ensure adequate hot water for larger events. With all the rain experienced over the last month, a leak in the roof at the Community Center was discovered. Inspection has revealed that all joints and seals in the roof flat areas should be re-done. We are

in the process of getting quotes for work to be performed. Both the hot water heater and roof repair were not in the 2021 budget, expenses for these upgrades are costly and will put the Community Center over budget. Once an official accounting of costs associated with these projects are in hand, additional appropriation to the Community Center will be requested.

## Operations/Public Works

- **Water/Wastewater**

All wells were updated from chlorine gas injected wells to inline hypo-chloride injection at the well head. Efforts were coordinated with HOA to ensure its' tied to SCADA system. All installations were completed May 20, 2021.

- Daily well checks and testing.
- Daily checks and maintenance at WWTP
- Sanitary Survey preparation underway
- Updating water main to service area on Webster Avenue, line has been treated and pressurized and is ready to tap into existing to provide service to area.
- VFD (Variable Frequency Drive) installed by Daniel Electric, and work coordinated with HOA, with installation and system communications being completed on May 20, 2021.
- Pool locker rooms and building upgrades have almost been completed. Six windows still need to be installed. Pool and slide also received annual CIRSA inspection. Several areas of concern were noted and are in process of being fixed prior to opening, scheduled for June 1<sup>st</sup>.
- Working on water/sewer lines at Carousel Court property.

- **Parks**

- Park bathrooms all opened and operational for season.
- Power washing of playground equipment at Outback park and treating of structure has been performed, are spraying oil on park structure to be completed by weeks end.
- Maintenance of equipment - ongoing
- Performing maintenance in both Parmer and Outback parks on irrigation system.
- Mowing operations have begun!

- **Streets**

- Street sweeping underway.
- Alley maintenance.
- Pothole repair and maintenance in process.
- Ditch mowing in process.
- Equipment maintenance.
- Scheduling with John Stewart to pour handicap radius at 555 Pomeroy.
- Pool has been acidized and filled for testing and insurance purposes; pool will be open June 1<sup>st</sup>.
- Splash Park has been turned on for season.
- Delivery of Backhoe and Front-End Loader with training to take place week of May 24.

- **Electric**

Outage occurred May 16<sup>th</sup> at approximately 6:45 A.M. in the 300 block Cherry Street. Cause of outage was a bird that blew fuse. The fuse was replaced, and power restored at 7:20 A.M.

Scheduled Outage May 20<sup>th</sup> to replace pole, attachments, and transformer. Outage affected the East Loop and was required to perform maintenance work on transformers. Public was notified prior to outage which was short in duration.

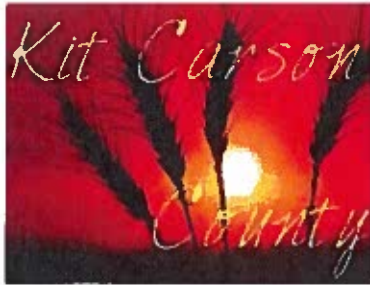
- Main Electric was unable to complete work on West Loop with the installation of switches, as work being performed is within Railroad Tight of Way. The railroad requires permitting to be in place. Working with Atwell at this time to ensure permits are obtained so that work can be completed.
- Pole change out continuing with two red poles being changed per week.
- Substation maintenance and system check performed.

## **Airport**

Met with Daniel Melia, Julie Theisen (Armstrong), and Angela Folkestad (American Concrete Pavement Association) at the Burlington/Kit Carson County Airport to inspect runway, taxiways, and aprons for concrete damage caused by ASR, a concrete reaction whereby moisture causes aggregate to swell and destroy concrete, which concrete areas at the airport are experiencing. Through the meeting were able to develop a short-term fix to the issue that buys us some amount of time before the replacement of the taxiways and aprons can be funded. The fix involves cutting and replacing concrete areas and will be costly, though need to be done to ensure our airport can be utilized.

## **Intergovernmental/Upcoming Events**

- BHA Regular Board Meeting – May 11, 2021 (Cancelled) will meet again June 8<sup>th</sup>.
- Meet with Ken Viken and Grant writers (new ball fields) – May 19, 2021.
- Meet with Ball Field Board - May 21, 2021.
- Joint City Council/Board of County Commissioner meeting – Monday, May 24, 2021 – Live at Community Center, 6:30 P.M.
- Management Team Meeting – In Person at Community Building – Wednesdays 2:00 P.M.
- Out of Town – May 27 – June 4
- Council Meeting – Monday, June 14, 2021, 6:30 P.M., Community Center Room A, In Person or Virtual
  - Land Use/Zoning Discussion



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

**MEDIA RELEASE**

**May 18, 2021**

**Release: IMMEDIATE**

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

**KIT CARSON COUNTY DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT WEEKLY COVID BRIEF**

COVID infections continue to be present in Kit Carson County. Actual incidence and positivity information can be obtained by emailing a request for information to: [hhsdj@kitcarsoncounty.org](mailto:hhsdj@kitcarsoncounty.org). You can also go to the State website to see how Kit Carson County compares to the State and the region. That information can be obtained at <https://COVID19.colorado.gov/data>

COVID Testing continues to be available at no cost at the Health Department Monday through Friday. If you need a test because you feel ill, including minor cold-like symptoms, or other symptoms such as loss of taste or smell, OR you have been exposed to someone who has been told they are positive for COVID, please call ahead to make an appointment to be tested at 719-346-7158. Tests are easy and results are available in 15 minutes!

**Vaccinations available in Kit Carson County:**

Kit Carson County Department of Public Health and Environment continues to offer no-cost vaccine to anyone who wants it from the age of 12 and older.

- **Moderna Vaccine Clinics:**
  - Every Wednesday and Friday through the month of May and June, or as demand allows for individuals 18 years old or older. In order to provide vaccine, it is necessary to have 10 people signed up to receive it. If ten people aren't scheduled, you may be requested to move your appointment to the next available clinic day.
  - Reservations Required. To schedule your appointment go to <https://kitcarsoncounty.colorado.gov/> or call 719-346-7158, ext. 432.
  
- **Johnson and Johnson "One and Done" vaccine clinics:**
  - Every Wednesday, or as demand allows. In order to provide the vaccine it is necessary to have 5 people signed up to receive it. If five people aren't scheduled, you may be requested to move your appointment to the next available clinic day.

- Reservations required. To schedule your appointment go to <https://kitcarsoncounty.colorado.gov/> or call 719-346-7158, ext. 432
- **Pfizer Vaccine** is now available for children. Interested parents of children ages 12 – 18 need to call the health department to schedule their child for their shot during routine pediatric immunization clinics. Routine clinics are held on the first and fourth Wednesday in Burlington at the health department, the third Wednesday of the month at the First Congregational Church in Flagler and the second Friday of the month at the Stratton Medical Clinic in Stratton. In order to provide the vaccine, groups of 6 must be interested. If 6 don't sign up, it may be necessary to move the appointment to the next available clinic or you may need to bring your child to another KCC clinic location.

### **Why Get Vaccinated?**

To protect Yourself, Your Family, Your Coworkers, and Your Community!

- Building defenses against COVID-19 in the community is a team effort. You are a key part of that defense!
- Getting the COVID-19 vaccine adds one more layer of protection for you, your family, your co-workers and your community and helps all of us return to our normal routines.

### **Misinformation About the Vaccine Abounds**

When considering if becoming vaccinated for COVID makes sense for you, make sure you are accessing credible information about the vaccine. Social media sites, blogs and other information and opinions found outside of medically correct sources are full of non-credible and false information. If you have a question about the vaccine, your trusted source is your medical provider, a pharmacist, or other medical professional whom you feel comfortable getting information from.

### **Personal Responsibility for the Community's Health**

It is still important to remain alert and to use caution when interacting with large crowds in indoor spaces. Using personal responsibility is the goal for the community for the foreseeable future. The best defense against spreading COVID is good hand washing, covering your nose and mouth with your elbow when you sneeze or cough, avoiding large indoor crowds, spending more time outdoors and staying home from work, social gatherings and school if you don't feel well. Becoming vaccinated is a tried and true method to stop diseases from spreading in the community.

-end-



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To: City council members  
From: Georgia Gilley, Clerk  
Date: May 24, 2021  
Subject: Clerk's report

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**General office**

Open enrollment for health insurance through CEBT is wrapping for city employees.

I have been setting up files for a good number of new seasonal employees for Old Town and the Activities Department. Some are returners, and some are new to the city.

The CIRSA property audit is scheduled for Wednesday, May 26. A CIRSA safety representative will be down looking at each individual property. The public works director will accompany him on the property tour.

**COVID-19 update**

City employees testing positive since last council meeting: 0

2021 total to date: 5

2020 total: 9

**Grand total to date: 14**

COVID-19 started affecting city employees at the end of October 2020. A flyer was distributed to department heads to share with staff about the availability of the COVID-19 vaccination for city employees.



To: City Council  
From: Becky Castillo, City Treasurer  
Date: 5/18/2021  
Re: Treasurer's Report

- 
- April is the first month since the COVID-19 pandemic that we can charge penalties and process shut off due to nonpayment on accounts. We issued just under \$4,400 worth of penalties for the month of April for past due balances. The penalty assessed is 10% of the accounts unpaid balance after the due date.
  - COVID-19 precautions have been lifted at City Hall. Masks are optional to enter the office. All utility payments can still 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.
  - Process payroll on a bi-weekly basis, payroll taxes, and monthly Utility and Airport Sales tax.
  - Process accounts payable weekly.
  - The 2020 audit that was scheduled for May 3<sup>rd</sup>-7<sup>th</sup> is still being finished up. The auditor was here all week gathering information. Any missing pieces will be sent as they are requested.
  - Our accountant came out for the audit as well. She was here for a day and a half working with the auditors and helping provide information. We will continue to wrap up any loose ends with the audit.
  - Finished my payroll class. I feel like I was able to confirm, with everything I learned, that the way we process payroll is correct. I am glad that this class fit so closely with everything I am doing on a daily, weekly, monthly, and annual basis.
  - The Outback Bus currently has 3 part time drivers. Since changing the hours of the bus to run from 7:30am-5:30pm the public has really taken to this change. 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 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

### May 19, 2021

→ Each day is increasingly getting much busier! Games have begun for the Cal Ripken boys and 12U girls divisions, and practices have started for the 13-15 boys and 18U girls. All of the t-ball and coach pitch teams will begin practice on May 26 with blast ball starting on May 28. Co-ed softball registration deadline is May 24, but as of the time of this writing, we only have one team.

→ Our summer program booklets went out the first week in May, so we have received several registrations for various summer programs. The booklet includes swimming pool schedule, Old Town activities, summer library programs, celebration of summer info, KCC Fair info, day camp schedule, junior golf camp, crafty kids program, backyard conservation program, summer gymnastics/acro camp, splash park hours, t-ball & coach pitch schedules, 3on3 basketball and Future Cougars basketball camp info, and the golf tournament schedule from Prairie Pines.

→ Plan is to open pool June 1. The slide inspection audit was completed on May 13 and we have a few things to correct. We are working to have some of the issues completed before we open, others will be completed by the deadline we were given. We did find one assistant manager, a former lifeguard who came home for the summer from college. We are still looking for a second assistant manager. However, we were able to hire 8 lifeguards, so we think we will have enough staff to operate close to normal. We did change the hours of public swim, opening at 11am and closing public swim at 4pm. We have also changed our concession offerings to include nachos, pretzel with cheese, and pizza. With us being open before the typical lunch time, this will allow patrons more of a "meal" option compared to candy and chips. After public swim at 4pm, we will be offering red cross swim lessons, lap swim, private lessons, some public night swims in July, and private parties.

→ We have received all the new tables and racks here at the community center. We recently were able to complete building of the racks and getting all the tables and chairs loaded onto the new racks. These have been added to inventory.

→ New scoreboards were ordered from Nevco on April 5 and they shipped on May 6. We are awaiting their arrival so we can get them installed and use them for the majority of the summer ball program.

→ Our rental calendar is getting more and more packed. We are working with the No Till coordinator as the annual conference is scheduled for August 24 & 25.

→ We have ordered a new 80-gallon water heater for the community center and it will be installed by In-Line Plumbing when they get to us on their schedule. The current water heater is only a 50-gallon tank.

→ **Other Activities in the works:** Rentals of Community Center, summer programs, pool, CIP, Martial Arts, Dance





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14111 US Highway 385 - Burlington CO 80807 - 719.346.5352

## Council Report 5.24.2021

- Runway Fog seal and repaint project for 2021
  - Working on adding the taxi lane that connects the Ag operators to the main taxiway to the scope of work to receive a fog seal as well
- The new GPS instrument approach should be published on May 20, 2022

### April 2020 Fuel

Total- 1,725.38 Gallons

Avgas- 926.79 gallons

Jet fuel- 798.59 Gallons

Gross sales- \$ 6,540.36

### April 2021 Fuel

Total- 3,161.95 Gallons

Avgas- 925.40 gallons

Jet fuel- 2,236.55 Gallons

Gross sales- \$ 10,087.83

## ECONOMIC DEVELOPMENT REPORT FROM ROL

A Colorado Senate committee has passed a bill to help small communities find their way to the future. It passed on a unanimous vote and is now headed to the Senate Appropriations Committee.

Senate bill 252, sponsored by Majority Leader Steve Fenberg and Minority Leader Chris Holbert, takes \$65 million from the state's \$800 million stimulus pot and puts it toward projects that create or revitalize mixed-use commercial centers in small town Colorado.

The bill creates the Community Revitalization Grant Program in the Division of Creative Industries in the Office of Economic Development and International Trade.

Tim Schultz, chairman of the Division of Creative Industries, told the committee there was a glut of unused commercial space all over the state.

Burlington certainly has several buildings that would qualify.

Tim Schultz was the major player in the City of Burlington receiving thousands of dollars to assist with the construction of Old Town.

At that time, Tim was the executive director of the Colorado Department of Local Affairs. He was appointed to the position by Governor Roy Romer. He had previously served as Romer's Ag Commissioner. Tim, a Republican, was from the Western Slope.

I am providing you with this information simply to inform you that we have an excellent relationship with Tim Schultz.

Jim and I will be monitoring this proposed legislation. There is a possibility we could qualify for some funding.

Competition will be very strong, particularly on the western slope as coal fired power plants are being shut down as well as coal mines. These are jobs that pay extremely well...many over \$100,000 a year.

The economy has become so severe that Paonia is shutting down its school system to merge with Hotchkiss High, which is 10 miles down the road in the idyllic North Fork Valley in Western Colorado.

In Northwest Colorado, two power plants with approximately 1330 workers and four mines with about 570 workers will close between 2025 and 2029.

In Pueblo, two units of the power plant with approximately 150 workers will close between 2023 and 2024.

Morgan County will have one power plant with 79 workers will convert to natural gas in 2028 and close in 2041.

Power plants, which are not privately owned, will close by 2030: Rawhide Energy Station, Ray Nixon Power Plant, Martin Drake Power Plant.

The above indicates to all of us that any funding with this proposed bill is going to be extremely competitive.

## The Library

5/24/21

- Preparing for Summer Reading
  - Every Monday and Friday at 1:00
  - STEM Projects
  - Chemistry Demonstrations
  - Bee Program June 4<sup>th</sup>
  - Jammin' Randy July 9<sup>th</sup>
- Restarting Programs
- Painting the south side of the building with a generous donation
- Placing two Free Little Libraries
- Gave tours to fourth graders on the 18<sup>th</sup>

**Checkouts:** 592

**Visits:** 511

**Programs:** 8 for

Nick McCarty-Daniels

## May 2021 City Council Report—Old Town Museum

- As of May 18<sup>th</sup>, May 2021 has exceeded both 2020 revenues and 2019. We will be kicking off our summer season of shows Memorial Day weekend and anticipate large crowds here for that. So far in May, we have had over 950 pay gate admission. To compare, in 2019 (our last “normal” season) we had 643 for the same period of time. Again, hoping this trend continues throughout the summer with people out traveling again.
- Due to the increase in cost of materials, both of our capital outlay projects are still on hold pending information about the American Rescue Plan and how those funds can be expended.
- Native American exhibit murals and text panels will be installed on May 24<sup>th</sup>. We will bring back in artifacts on the 25<sup>th</sup>. We will “unveil” the new exhibit space on Friday May 28<sup>th</sup>.
- We had 15 schools come for School Days on May 11<sup>th</sup> and 12<sup>th</sup> and on May 17<sup>th</sup> and 18<sup>th</sup>, totaling nearly 850 kids, teachers and parents. It was a fun week of having groups back here at Old Town and everyone seemed to enjoy their visit.
- We were able to find enough cast to fill our can can and gunfighter positions for the season. Rehearsals have begun and are going well. We look forward to a fun summer.
- Rentals are requiring more and more of our time and resources. A good problem to have, although we are having to shuffle to get tables and chairs moved every week along with the extra cleaning that is necessary for each rental.

## Police Department Council Report 5/24/2021

- Burlington Officers recently participated in the Burlington Elementary School's bike rodeo. We were able to donate two new bikes for the school to give away as well as a few used bikes from our unclaimed property. Several PTA moms helped out with the rodeo this year and everything went smoothly. It was interesting to see how many kids had never really ridden a bike before.
- We all recently participated in an 'in-house' search and seizure class complete with scenarios and practical exercises.
- Burlington Officers recently completed a de-escalation and reasonable use of force training.
- We have seen some increase in investigations involving children as potential victims leading to more in-depth investigations. We often travel to the front range to allow for these children to have the opportunity to participate in forensic interviews. These investigations are also done in collaboration with the Department of Human Services.
- We have recently updated our phone system allowing for more efficient communication with the public.
- Our newest officer Patrick More has begun our new officer field training program. Patrick and his family are happy to be in Burlington.
- Burlington Officers recently arrested a suspect in an attempted homicide/ felony burglary case and recovered 556 grams of Methamphetamine and 176 Oxycodone pills. Deputies from the Sheriff's Office provided back up to our officers on this call.
- The police department staff have been working on our National Night Out campaign for August and NSO Chris Flatt has collected several donations from residents and businesses around town.