



**BURLINGTON CITY COUNCIL
REGULAR MEETING
Community Center
340 S. 14th St.
July 12, 2021 – 6:30 p.m.**

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

AGENDA

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. 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.

Minutes from the June 14 meeting
- 4. Public comment** (*Comment is limited to 3 minutes.*)
- 5. Public hearings – none**
- 6. Unfinished business – none**
- 7. New business**
 - A. Approval of liquor store license renewal for D&D Liquor LLC, dba Davis & Davis Liquor.
 - B. Approval of hotel and restaurant liquor license renewal for Country Boy Productions LTD, dba, The Dish Room.
 - C. Approval of Permit Application from Country Boy Productions LTD, dba, The Dish Room for a temporary modification of premises to extend licensed area to outside boundaries, including parking lot areas.
 - D. Approval of mayor's signature on Application for Federal Assistance SF-424 – an Airport Rescue Grant Program grant for airport operating costs.
 - E. Approval of mayor's signature on Notice of Award for improvements to Kit Carson County Airport pavement maintenance.
 - F. Discussion about American Rescue Plan (ARP) funding dispersal
- 8. Reports from city departments**
Administrator – Jim Keehne
Clerk – Georgia Gilley
- 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. Executive session for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators, under C.R.S. 24-6402(4)(e)**
- 11. Adjournment**
Emergency matters coming before Council may be discussed, with decisions to be ratified at a subsequent council meeting.

**BURLINGTON CITY COUNCIL
REGULAR MEETING MINUTES
County of Kit Carson
State of Colorado
Burlington Community and Education Center
340 S. 14th St.
June 14, 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. Live streaming was not available due to technical difficulties.

Council members present:

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

Council members absent:

Melvin Gilley and Kamron Weisshaar

Staff/Officials present:

Jim Keehne, Administrator
Georgia Gilley, Clerk
Mike Grinnan, City Attorney

Others present:

Deb Gutierrez entered room during New Business Item C.

2. Pledge of Allegiance

3. Consent Agenda

A. Approval of the May 24, 2021 meeting minutes

Motion by Burghart and second from Carter to approve the May 24, 2021 meeting minutes as presented.

Motion passed unanimously.

4. Public comment – none

5. Public hearing

A Land Use Zoning public hearing was held to determine if a multi-family dwelling would be allowed by special review to be built in an industrial zone at 2182 Martin Ave.

Motion by Carter and second from Hernandez to allow by special review for the construction of a multi-family dwelling within an industrial zone at 2182 Martin Ave., provided the builder respects required setbacks and other terms and conditions to be negotiated by the city administrator.

Motion passed unanimously.

6. Unfinished Business – none

7. New Business

A. Discussion about American Rescue Plan funding

Keehne indicated the city will be receiving \$789,238 in American Rescue Plan funds, half to be distributed in 2021 and the other half in 2022. Keehne noted the United States Treasury has identified four categories of eligible uses, and the city will spend time reviewing ways to maximize use of these funds.

No action was taken.

B. Discussion on the ballot initiative petition process

Keehne reviewed with council the process the city must go through if there would be a ballot initiative petition filed.

No action was taken.

C. Discuss mid-year salary increases

Keehne reminded council the city had placed a freeze on wage increases at the beginning of 2021 due to the market uncertainty caused by the COVID-19 pandemic. With this freeze came a commitment to review the city's budget and financial situation at midyear. Keehne noted there would be room for a 1.98 percent wage adjustment and recommended the increase go into effect July 1.

Motion by Carter and second from Burghart to approve a mid-year salary increase of 1.98 percent for regular city staff.

Motion passed unanimously.

8. Reports from city departments

Keehne called out a few points in his written report, including the Airport segment.

9. Council member comments

Burghart put in a request for the Parks department to raise the deck of the mowers so the grass is not mowed so short, which causes it to turn brown due to stress from the heat.

Carter reported that there are regular power issues at Dynamic Dimensions Inc. and asked that the issue be looked at from the city's side. He also received a complaint from a resident about how the unpaved street in front of his home needed to be graded, which led to a question from the same resident wondering if city residents were required to buy energy from the city.

10. Executive session for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators, under C.R.S. 24-6402(4)(e)

At 7:38 p.m., there was a motion by Burghart and second by Carter to move into executive session for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators, under C.R.S. 24-6402(4)(e).

Motion passed unanimously.

Motion from Hernandez and second by Burghart to reconvene the regular meeting at 7:49 p.m.

Motion passed unanimously.

11. Adjournment

With a motion by Schultz and second from Carter, the meeting adjourned at 7:50 p.m.

Motion passed unanimously.

Greg Swiatkowski, Mayor

ATTEST:

Georgia Gilley, City Clerk

DRAFT

Application for Federal Assistance SF-424

*1. Type of Submission:		*2. Type of Application * If Revision, select appropriate letter(s):	
<input type="checkbox"/> Preapplication	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Continuation	*Other (Specify) _____
<input checked="" type="checkbox"/> Application	<input type="checkbox"/> Revision		
<input type="checkbox"/> Changed/Corrected Application			

*3. Date Received: NA	4. Applicant Identifier: ITR (Kit Carson County) Burlington, CO
--------------------------	--

*5b. Federal Entity Identifier: 08-0057	*5b. Federal Award Identifier:
--	--------------------------------

State Use Only:

6. Date Received by State:	7. State Application Identifier:
----------------------------	----------------------------------

8. APPLICANT INFORMATION:

*a. Legal Name: City of Burlington

*b. Employer/Taxpayer Identification Number (EIN/TIN): 84-6000639	*c. Organizational DUNS: 03-744-2977
--	---

d. Address:

*Street 1: 14111 Highway 385

Street 2: _____

*City: BURLINGTON

County/Parish: _____

*State: CO

Province: _____

*Country: USA: United States

*Zip / Postal Code 80807

e. Organizational Unit:

Department Name:	Division Name:
------------------	----------------

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr. *First Name: Daniel

Middle Name: _____

*Last Name: Melia

Suffix: _____

Title: Airport Manager

Organizational Affiliation:

*Telephone Number: 719-346-5352	Fax Number:
---------------------------------	-------------

*Email: Daniel.melia@burlingtoncolo.com

Application for Federal Assistance SF-424

***9. Type of Applicant 1: Select Applicant Type:**

X. Airport Sponsor

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10. Name of Federal Agency:**

Federal Aviation Administration

11. Catalog of Federal Domestic Assistance Number:

20.106

CFDA Title:

Airport Improvement Program

***12. Funding Opportunity Number:**

NA

*Title:

NA

13. Competition Identification Number:

NA

Title:

NA

14. Areas Affected by Project (Cities, Counties, States, etc.):

***15. Descriptive Title of Applicant's Project:**

\$32,000 for costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments.

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

16. Congressional Districts Of:

*a. Applicant: 4 *b. Program/Project: 4

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

*a. Start Date: NA *b. End Date: NA

18. Estimated Funding (\$):

*a. Federal	_____	\$32,000
*b. Applicant	_____	\$0
*c. State	_____	\$0
*d. Local	_____	\$0
*e. Other	_____	\$0
*f. Program Income	_____	\$0
*g. TOTAL	_____	\$32,000

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on _____.
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E. O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation in attachment.)**

Yes No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: _____ *First Name: _____

Middle Name: _____

*Last Name: _____

Suffix: _____

*Title:

*Telephone Number:

Fax Number:

* Email:

*Signature of Authorized Representative:

*Date Signed:



July 1, 2021

Mr. Daniel Melia
 Burlington – Kit Carson County Airport
 14111 US Hwy 385
 Burlington, Colorado 80807

RE: Award Recommendation Letter
Schedule I – Runway 15/33 Pavement Maintenance
Schedule II – Taxiways Pavement Maintenance
Schedule III – Apron Concrete Panel Repair and Pavement Marking
Schedule IV – Taxiway Fog Seal
Burlington – Kit Carson County Airport – Burlington, Colorado
CDAG No. 21-ITR-01 | ACI No. 216701

Dear Mr. Melia,

Bids were received for the above noted project on July 1, 2021. Three (3) bids were received and are shown in the attached bid tabulation.

The bids were reviewed for math errors, bid bonds and other items of responsiveness. All bids appear to be responsive. A general review of each bid is summarized below:

CONTRACTOR	5% Bid Bond Included	Required Proposal Sheets Included	Addenda Acknowledged	Listed on Federal Disbarred Contractors List ¹
American Road Maintenance	Yes	Yes	Yes	No
Maxwell Asphalt, Inc.	Yes	Yes	Yes	No
Gee Asphalt Systems, Inc.	Yes	Yes	Yes	UNK

¹ Based on information from the Federal System for Award Management website, accessed on July 1, 2021

A great deal of effort was put forth to attract bidders to this project. A total of 23 potential bidders were sent the Invitation for Bids, and a total of nine (9) sets of plans and specifications were sent out to potential bidders, plan rooms, and suppliers. The advertisement for bids for the project was published for three (3) consecutive weeks prior to the bid opening. A pre-bid conference was held via teleconference to answer questions for potential bidders.

It is believed that sufficient funds are available for the budget listed below.

Our recommendation is to award Schedule I, II, III, and IV to American Road Maintenance for a total contract amount of \$174,802.70 upon receiving concurrence from CDOT Aeronautics.

The following budget needs to be developed for CDAG No. 21-ITR-01 consisting of:


- Schedule I: Runway 15/33 Pavement Maintenance
- Schedule II: Taxiways Pavement Maintenance
- Schedule III: Apron Concrete Panel Repair and Pavement Marking
- Schedule IV: Taxilane Fog Seal

DESCRIPTION	AMOUNT
Construction	
Schedule I	\$ 159,982.20
Schedule II	\$ 4,532.50
Schedule III	\$ 7,905.00
Schedule IV	\$ 2,383.00
Construction Total	\$ 174,802.70
Engineering	
Design Engineering	\$ 24,800.00
Construction Engineering	\$ 28,040.00
Engineering Total	\$ 52,840.00
Administration	
Admin Expenses (Estimated)	\$ 500.00
Administration Total	\$ 500.00
Total Project Cost	\$ 228,142.70
Budget Summary	
State Share 90.0%	\$ 205,328.43
Local Share 10.0%	\$ 22,814.27

We will send the Notice of Award for signature once approval is received from the FAA Program Manager and a FAA Grant Agreement is executed.

If you have any questions regarding this matter, please contact our office. We look forward to getting this project completed.

Sincerely,
 ARMSTRONG CONSULTANTS, INC.

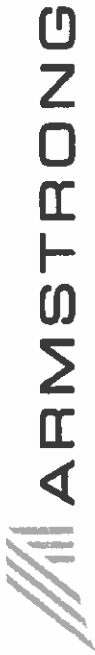

 Julie Thlesse, P.E.
 Sr. Project Manager | Colorado State Program Manager

JT/cl

Enclosures: Bid Tabulation

cc: Ms. Katilyn Westendorff - CDOT





BID TABULATION

1616 Carson County Airport
 Burlington, Colorado
 Pavement Maintenance
 CDAG No. 21-JTR-01
 ACI No. 216701

Bid Opening: July 1, 2021 at 11:00 a.m.

Item No.	Spec No.	Description	Qty	Unit	Engineer's Estimate		American Road Maintenance		Morrow Asphalt, Inc.		Gene Asphalt Systems, Inc.	
					Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
Schedule I - Runway 15/33 Pavement Maintenance												
1	C-105	Mobilization	1	LS	\$ 24,442.20	\$ 24,442.20	\$ 11,500.00	\$ 11,500.00	\$ 16,000.00	\$ 16,000.00	\$ 17,000.00	\$ 17,000.00
2	P-101a	Crack Sealing (Cracks less than 1 1/2-inch)	2	TON	\$ 3,500.00	\$ 7,000.00	\$ 3,000.00	\$ 6,000.00	\$ 8,000.00	\$ 16,000.00	\$ 8,400.00	\$ 16,800.00
3	P-101b	Paint Removal	9,200	SF	\$ 3.50	\$ 31,850.00	\$ 1.20	\$ 10,920.00	\$ 0.75	\$ 6,825.00	\$ 1.20	\$ 10,920.00
4	P-608-8a	Friction Testing	1	LS	\$ 4,000.00	\$ 4,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 8,500.00	\$ 8,500.00
5	P-608-8b	Asphalt Surface Treatment (with Sand)	43,276	SY	\$ 2.00	\$ 86,552.00	\$ 1.95	\$ 84,388.20	\$ 1.95	\$ 84,388.20	\$ 2.08	\$ 90,014.08
6	P-620a	Pavement Marking	31 340	SF	\$ 1.50	\$ 47,510.00	\$ 0.80	\$ 23,004.00	\$ 0.95	\$ 21,087.00	\$ 0.47	\$ 18,019.80
7	P-620b	Temporary Pavement Marking	38,340	SF	\$ 1.50	\$ 57,510.00	\$ 0.50	\$ 19,170.00	\$ 0.48	\$ 18,403.20	\$ 0.38	\$ 14,569.20
TOTAL SCHEDULE I					\$	\$ 288,864.20	\$	\$ 159,882.20	\$	\$ 167,793.20	\$	\$ 175,802.20

Item No.	Spec No.	Description	Qty	Unit	Engineer's Estimate		American Road Maintenance		Morrow Asphalt, Inc.		Gene Asphalt Systems, Inc.	
					Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
Schedule II - Taxiways Pavement Maintenance												
1	C-105	Mobilization	1	LS	\$ 1,164.75	\$ 1,164.75	\$ 350.00	\$ 350.00	\$ 250.00	\$ 250.00	\$ 350.00	\$ 350.00
2	P-101a	Paint Removal	360	SF	\$ 3.50	\$ 1,260.00	\$ 2.00	\$ 720.00	\$ 0.75	\$ 270.00	\$ 1.20	\$ 432.00
3	P-620b	Pavement Markings	6,925	SF	\$ 1.50	\$ 10,387.50	\$ 0.50	\$ 3,462.50	\$ 0.55	\$ 3,808.75	\$ 0.47	\$ 3,254.75
TOTAL SCHEDULE II					\$	\$ 12,812.25	\$	\$ 4,532.50	\$	\$ 4,828.75	\$	\$ 4,806.75



BID TABULATION

KIT Carson County Airport
 Burlington, Colorado
 Pavement Maintenance
 CDAG No. 21-ITR-01
 ACl No. 216701

Bid Opening: July 1, 2021 at 11:00 a.m.

Item No.	Spec No.	Description	Qty	Unit	Engineer's Estimate		American Road Maintenance		Maxwell Asphalt, Inc.		Gee Asphalt Systems, Inc.	
					Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
Schedule III - Agon Concrete Panel Repair and Pavement Marking												
1	C-105	Mobilization	1	LS	\$ 409.50	\$ 409.50	\$ 500.00	\$ 500.00	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00	\$ 3,000.00
2	P-101c	Concrete Spall Repairs	320	SF	\$ 50.00	\$ 16,000.00	\$ 17.00	\$ 5,440.00	\$ 40.00	\$ 12,800.00	\$ 100.00	\$ 32,000.00
3	P-101d	Concrete Crack Repair	30	LF	\$ 100.00	\$ 3,000.00	\$ 20.00	\$ 600.00	\$ 50.00	\$ 1,500.00	\$ 20.00	\$ 600.00
4	P-620a	Pavement Markings	273C	SF	\$ 1.50	\$ 4,095.00	\$ 0.50	\$ 1,365.00	\$ 0.55	\$ 1,501.50	\$ 0.47	\$ 1,283.10
TOTAL SCHEDULE III					\$	\$ 21,804.50	\$	\$ 7,905.00	\$	\$ 17,901.50	\$	\$ 36,988.10

Item No.	Spec No.	Description	Qty	Unit	Engineer's Estimate		American Road Maintenance		Maxwell Asphalt, Inc.		Gee Asphalt Systems, Inc.	
					Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
Schedule IV - Taxilene Fog Seal												
1	C-105	Mobilization	1	LS	\$ 236.00	\$ 236.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00
2	P-608-Rc	Asphalt Surface Treatment (without Sand)	1,180	S'Y	\$ 2.00	\$ 2,360.00	\$ 1.85	\$ 2,183.00	\$ 1.95	\$ 2,301.00	\$ 2.00	\$ 2,360.00
TOTAL SCHEDULE IV					\$	\$ 2,596.00	\$	\$ 2,383.00	\$	\$ 2,501.00	\$	\$ 2,560.00

BID Total - Schedule I - IV					Engineer's Estimate	American Road Maintenance	Maxwell Asphalt, Inc.	Gee Asphalt Systems, Inc.
					\$	\$	\$	\$
					\$ 307,776.99	\$ 174,802.70	\$ 191,834.85	\$ 215,802.83

Jim Keehne

From: Westendorf - CDOT, Kaitlyn <kaitlyn.westendorf@state.co.us>
Sent: Friday, July 2, 2021 8:41 AM
To: Julie Thiessen
Cc: Jim Keehne; Daniel Melia; Cheree Schouten
Subject: Re: Burlington Airport Pavement Maintenance Project Award recommendation

Good morning everyone,
Looks great to me!! Please proceed with the Notice of Award.
Have a great holiday weekend,
Kaitlyn

Kaitlyn Westendorf
Aviation Planner



COLORADO
Department of Transportation
Division of Aeronautics

P 303.512.5250 | Direct 303.512.5258
5126 Front Range Parkway, Watkins, CO 80137
kaitlyn.westendorf@state.co.us | www.colorado-aeronautics.org | www.cotrip.org

Follow us on Facebook and YouTube



On Thu, Jul 1, 2021 at 1:41 PM Julie Thiessen <jthiessen@armstrongconsultants.com> wrote:

All:

Please see the attached Recommendation of Award for the Burlington Airport project. We really got some great bids and should be able to complete the full project. Pavement Maintenance prices seem to have finally stabilized back down. If the State and Burlington are in agreement, we will get the Notice of Award out to you for signature.

Next steps will be the following:

- Notice of Award, Signed by Burlington is sent to the Contractor
- Agreement, Bond Forms, Insurance Requests are sent to the Contractor with the Notice of Award
- Contractor returns docs
- Burlington either signs the Agreement at that point or we send it with the NOA to speed things up
- Schedule work

Please let me know ASAP that you are ready to move forward and we'll get the paperwork routed. Also let me know your preferred timeframe for the start of construction.

Thank you,

Julie



JULIE THIESSEN, P.E. | Colorado Program Manager | Senior Airport Project Manager

751 Horizon Court, Suite 255 | Grand Junction, CO 81506

O: 970.242.0101 D: 970.255.2017 M: 503.515.6926

www.armstrongconsultants.com



Licensed as a PE in OR, WA, NM, AZ, and CO

NOTICE OF AWARD

**FOR IMPROVEMENTS TO
KIT CARSON COUNTY AIRPORT
PAVEMENT MAINTENANCE
BURLINGTON, COLORADO**

CDAG NO. 21-ITR-01

**TO: American Road Maintenance
4554 E Eco Industrial Place
Tucson, AZ 85756**

The OWNER has considered the Bid submitted by you for the above described Work in response to its Invitation for Bids and Instructions to Bidders.

You are hereby notified that your Bid for all schedules has been accepted in the amount of One Hundred Seventy Four Thousand Eight Hundred Two Dollars and 70/100 (\$174,802.70).

You are required by the Instructions to Bidders to execute the Agreement and furnish the required Contractor's Performance and Payment Bonds and Proofs of Insurance within fifteen (15) calendar days from the date of this Notice to you.

If you fail to execute said Agreement and to furnish said Bonds and Proofs of Insurance within fifteen (15) days from the date of this Notice, said Owner will be entitled to consider your Bid abandoned, to annul this Notice of Award and to declare your Bid Security forfeited.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the Owner.

Dated this _____ day of _____, 2021.

CITY OF BURLINGTON
(OWNER)

By _____, Mayor
415 15th Street
Burlington, Colorado 80807
(719) 346/8652

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged by:

American Road Maintenance, Contractor

By: _____

Date: _____

Title: _____

Telephone: _____



July 12, 2021

City Administrator's Summary Report

June 28 – July 12, 2021

Administration

- COVID Update - Worldwide there have been over 185.1 million persons infected by the virus, up 2.75% over the last two weeks, with approximately 4 million reported deaths attributed to the infection. 18.3% (33.87 million) of all reported cases have occurred in the U.S. which has also reported approximately 611,100 attributable deaths. Colorado has experienced over 563,500 confirmed cases. As of July 8th, Kit Carson County has reported 648 positive cases, up 5 cases in the last two weeks, with a mortality rate of twelve persons. On July 08, 2021, Governor Polis ended the Health Emergency Orders for COVID-19 and rescinded all previous Executive Orders issued due to COVID-19, and signed a Recovery Executive Order focusing on those measures related to the state's Recovery from the COVID-19.
- A Special Meeting was held June 30th to adopt budget and Authority's Admission and Continued Occupancy Plan prior to start of new fiscal year. Additionally, discussions were held on staffing as the organization moves out of troubled status. A regular scheduled meeting will be held July 8th at the Burlington Housing Authority at 4:30 P.M.
- 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.
- Continue to work 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. A meeting is scheduled for this week to finalize plan with CDLE.
- Have registered to attend the in person CML Special Conference held September 22 – 24 at the Westin Hotel in Thornton. Currently, am scheduled to attend an offered course in every session. Attached to the last council report are the offered courses, and you each are encouraged to attend whatever course is of interest to you or the community. If you wish to attend, please let me know and registration will be completed for you. The conference is a great place to meet and converse with peers and to discuss projects you wish to see accomplished here in Burlington.
- Beginning discussions on budget development taking place. Capital Improvement forms have been distributed to departments with direction on how to complete; our focus being on projects that have a 10-year life span. No equipment purchases will be made in 2022 though we will take possession of the bucket truck that has been ordered as approved in the 2021 budget. Fiscal Year 2022 Budget Calendar has been developed and included in report for review. Note that this is scheduled to be adopted at the next Council meeting.

- Beginning discussions with XCEL Energy concerning their Colorado's Pathway Project. Next meeting (virtual) will be held July 15th, 10:00 A.M.
- On Friday, June 25th, I met with Cody Adolph and Morgan Jones, and provided them with information regarding the process that must be adhered to as defined in Colorado Revised Statutes to effect a change in City of Burlington Ordinance through a ballot initiative. On Wednesday, July 7th, a follow up call was held with Adolph and Jones' attorney regarding the petition language and process. It appears that Adolph and Jones will be moving forward with their initiative with the unknown being when and through which election process (County Combined or Municipal). Next steps are to receive ballot/petition language, certify, and allow for petition to be circulated. Will continue to keep you apprised as we move forward.
- Oil Prices (light crude per barrel) have risen from \$54.76 on February 01, 2021 to \$73.43 on June 30, 2021, a 34.1% rise in five months. Prices are continuing to rise as we experience more demand and less supply during summer travel. Forecasters are predicting \$80 - \$100 per barrel by years end.

Operations/Public Works

- **Water/Wastewater**
 - Daily well checks and testing.
 - Daily checks and maintenance at WWTP
 - Water/sewer lines at Carousel Court property installed.
 - 2020 Consumer Confidence Report has been drafted, published, and provided to state.
- **Parks**
 - Maintenance of equipment - ongoing
 - Performing maintenance in both Parmer and Outback parks on irrigation system.
 - Mowing operations underway
 - Developing plan for bathroom rehabilitation at Parmer Park
- **Streets**
 - Angle parking painted on South Side (Martin Street) adjacent to Outback Park
 - Street sweeping underway.
 - Alley maintenance.
 - Pothole repair and maintenance in process.
 - Ditch mowing in process.
 - Equipment maintenance.
 - Pool is being maintained and monitored daily.
 - Splash Park has been turned on for season.
 - Bid specifications for concrete drain pans in need of replacing has been published.

- Electric
 - Outages:
 - 6-29 Breaker tripped at 100 Blk Senter Avenue – breaker reset – 40 min.
 - 6-29 Blown Fuse 200 Blk Cherry Street, bird caused – replaced fuse – 10 min.
 - 6-29 Blown Fuse COOP Scale House – Replaced Fuse – 45 min.
 - Pole change out continuing with two red poles being changed per week.
 - Substation maintenance and system check performed.

Airport

Continuing costing for concrete repair work to take place on taxiway and approach where concrete failure is being experienced due to ASR. Additionally, have been notified of a fuel truck for sale that is in excellent shape and fully operational, working to see if this truck may be acquired with current funding and the use of grants and ARP Funds. Fog Seal bids were opened and with recommendation by Armstrong and approval of recommendation by CDOT, bid will be awarded to American Road Maintenance. Notice of Award is enclosed, which must have mayor's signature. Recommend that mayor be authorized to sign Notice of Award for Improvements to Kit Carson County Airport Pavement Maintenance Burlington, Colorado.

Intergovernmental/Upcoming Events

- Management Team Meeting – In Person at Community Building – Wednesdays 2:00 P.M.
- Strategic Planning meeting with Centura Health at Hospital – Tuesday, July 6, 2021
- After Action Report Covid-19 Response – Hospital, July 09, 10:00 A.M.
- Council Meeting – Monday, July 12, 2021, 6:30 P.M., Community Center Room A, In Person or Virtual
 - ARP Funding Guidelines/Distribution of Funds
 - Ballot Initiative Petition Process – Update
 - Airport Notice of Award, Runway Treatment
- BHA Regular Board Meeting – July 13, 2021, 4:30 P.M.
- September 22-24, CML Special Conference, Westminster
- Council Meeting – Monday, July 26, 2021, 6:30 P.M., Community Center Room A, In Person or Virtual

BUDGET CALENDAR
Fiscal Year 2022

<input checked="" type="checkbox"/>	Description	Administration	Department Heads	Treasurer	Public	City Council
	2020 Audit Report available	7/26	7/26	7/26	7/26	7/26
	Approval of the Budget Calendar	7/26		7/26		7/26
	Distribute Departmental Personnel Request and CIP forms	7/07	7/07	7/07		
	Preliminary Certification of Values due from County Assessor			8/30		
	Departmental Personnel Request and CIP forms due	8/11	8/11	8/11		
	Departmental Worksheets Distributed	8/11	8/11	8/11		
	Due Date for Departmental Worksheets	8/25	8/25	8/25		
	Staff Work Session – Proposed Expenditures for 2021	9/08	9/08	9/08		Optional
	Preparation of Initial Budget by City Administrator	9/29		9/29		
	Proposed Budget due to Council	10/11	10/11	10/11		10/11
	Budget Workshop	10/11	10/11	10/11		10/11
	Official Introduction of Year 2021 Budget	10/25		10/25		10/25
	Publish Notice of Budget Hearing	10/28		10/28	10/28	
	Final Adjustments by City Administrator to Treasurer	11/05		11/05		
	Public Hearing on Proposed 2021 Budget	11/08		11/08	11/08	11/08
	Final Budget Review by Council	11/29	11/29	11/29		11/29
	Preparation of Final Budget			11/30 thru 12/9		
	Ordinance Adopting Budget	12/13			12/13	12/13
	Ordinance to Appropriate Sums to Money to Various Funds	12/13			12/13	12/13
	Resolution Setting Mill Levy	12/13			12/13	12/13
	Preparation of Budget Message	12/15				
	Final Certification of Values Due from County Assessor			12/15		
	Mill Levy Certification Due to County	12/15		12/15		
	Final Budget Document			12/31		

* Mill levy will be determined based on good faith estimate and is subject to minor changes upon final certification.

(Note: Shaded areas indicate items that require City Council participation, discussion, or decision)



To: City council members
From: Georgia Gilley, Clerk
Date: July 12, 2021
Subject: Clerk's report

General office

Last week, the Colorado Municipal Clerks Association (CMCA) began offering the Clerk's Institute classes, which are all online. CMCA will go back to in-person classes next year, so I plan to be aggressive with taking classes while they are virtual.

The Dish Room and Davis & Davis Liquors have liquor licenses up for renewal. The Dish Room would like to apply for another modification of premises to encompass the parking lot. This decision should pass through the local liquor authority (city council) before it goes to the state.

At the time of writing this report, I have not received the petition from the daycare provider who moved to a different residence. To hold the public hearing July 26, notice would have needed to be posted the morning of July 12, at the latest.

Outback Express

ECCOG sent a form to fill out to report any COVID-19 infection/death issues with the drivers. These reports began coming monthly. There have been no issues to report.

COVID-19 update

City employees testing positive:

2021 total to date:	5
2020 total:	<u>9</u>
Grand total:	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.

