



**BURLINGTON CITY COUNCIL  
REGULAR MEETING  
Burlington Community Center  
340 S. 14th St., Room A  
February 9, 2026  
6:30 p.m.**

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

## **AGENDA**

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

Greg Swiatkowski, Mayor		
Mark Burghart	Hal McNerney	Adrian Hernandez
Paul Velasco, Mayor pro tem	Troy Hinkhouse	Kamron Weisshaar
- 4. Review and Approve Agenda**  
*Emergency matters coming before Council which may require action may be added to the agenda.*
- 5. Consent Agenda Items**
  - A. January 26, 2026, minutes
- 6. Public comment** (*Comment is limited to 3 minutes.*)
- 7. Public hearing** – none
- 8. Unfinished business**
- 9. New business**
  - A. Review and award 2026 Street Project bids.
- 10. City department reports**
- 11. Reports from Council**
- 12. Adjournment**

**BURLINGTON CITY COUNCIL  
REGULAR MEETING  
County of Kit Carson  
State of Colorado  
Burlington Community and Education Center  
340 S. 14th Street  
January 26, 2026  
6:30 p.m.**

**1. Call to order**

Mayor Swiatkowski called the regular meeting to order at 6:30 p.m.

**2. Pledge of Allegiance**

**3. Roll Call**

**Council members present:**

Mayor Greg Swiatkowski

Paul Velasco, Mayor Pro Tem

Troy Hinkhouse

Hal McNerney

Kamron Weisshaar

**Council members absent:** Mark Burghart, Adrian Hernandez

**Staff/Officials present:**

Jim Keehne – City Administrator

Georgia Gilley – City Clerk

Ashley Gutierrez – Utility Clerk

Tyson Weisshaar – Activities

Mike Konecne – Public Works

Chief Nate Hill – BPD

Nick McCarty-Daniels – Library

Michael Grinnan, Esq. – City Attorney

**Others present:** none

**4. Review and Approve Agenda**

*Emergency matters coming before Council which may require action may be added to the agenda.*

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

Motion passed unanimously.

Burghart: Absent

McNerney: Aye

Hernandez: Absent

Velasco: Aye

Hinkhouse: Aye

Weisshaar: Aye

**5. Consent Agenda Items**

**A. Minutes from January 12, 2026**

Motion by McNerney and second from Hinkhouse to approve the consent agenda.

Motion passed unanimously.

Burghart: Absent

McNerney: Aye

Hernandez: Absent

Velasco: Aye

Hinkhouse: Aye

Weisshaar: Aye

**6. Public comment – None**

## 7. Public Hearing

### A. Public hearing for proposed Ordinance 1015 – an Ordinance of the City of Burlington Setting the Ballot Title and Content for Voter Authorization for a Two Percent (2%) Increase in the Rate of the Lodger’s Tax; Submitting the Ballot Issue at the Election to be Held April 7, 2026; Setting Forth Details in Relation Thereto; and Declaring an Emergency

Mayor Swiatkowski opened the public hearing at 6:32 p.m. regarding proposed Ordinance 1015. Besides city personnel, there were no members of the public in attendance.

City Administrator Keehne reviewed proposed Ordinance 1015, which would put forth to voters a ballot issue regarding a two percent increase in Lodger’s Tax, which would raise the current four percent Lodger’s Tax to six percent. The last increase in this tax was 20 years ago, when it went up from two percent to four percent.

With no questions from the public, the public hearing was closed at 6:38 p.m.

## 8. Unfinished business

### A. Consider approval of Ordinance 1015 – an Ordinance of the City of Burlington Setting the Ballot Title and Content for Voter Authorization for a Two Percent (2%) Increase in the Rate of the Lodger’s Tax; Submitting the Ballot Issue at the Election to be Held April 7, 2026; Setting Forth Details in Relation Thereto; and Declaring an Emergency.

Motion by Velasco and second from McNerney to approve proposed Ordinance 1015 – an Ordinance of the City of Burlington Setting the Ballot Title and Content for Voter Authorization for a Two Percent (2%) Increase in the Rate of the Lodger’s Tax; Submitting the Ballot Issue at the Election to be Held April 7, 2026; Setting Forth Details in Relation Thereto; and Declaring an Emergency.

The motion passed unanimously.

Burghart: Absent	McNerney: Aye	Hernandez: Absent
Velasco: Aye	Hinkhouse: Aye	Weisshaar: Aye

## 9. New business

### A. Consider approval to submit an Energy and Mineral Impact Assistance Tier II Grant application to Colorado Dept. of Local Affairs (DOLA) for partial funding for construction of a Wastewater Treatment Facility.

Motion by McNerney and second from Hinkhouse to approve the submittal of an Energy and Mineral Impact Assistance Tier II Grant application to Colorado Dept. of Local Affairs (DOLA) for partial funding for construction of a Wastewater Treatment Facility.

The motion passed unanimously.

Burghart: Absent	McNerney: Aye	Hernandez: Absent
Velasco: Aye	Hinkhouse: Aye	Weisshaar: Aye

### B. Consider approval of Mayor’s signature on Access Road Grant Application & Exhibit A regarding airport.

Motion by Hinkhouse and second from Velasco to approve Mayor’s signature on Access Road Grant Application & Exhibit A regarding airport.

The motion passed unanimously.

Burghart: Absent	McNerney: Aye	Hernandez: Absent
Velasco: Aye	Hinkhouse: Aye	Weisshaar: Aye

**C. Consider approval of Mayor's signature on Pavement Maintenance Grant Application and Exhibit A regarding airport.**

Motion by McNerney and second from Hinkhouse to approve Mayor's signature on the Pavement Maintenance Grant Application and Exhibit A regarding airport.

The motion passed unanimously.

Burghart: Absent	McNerney: Aye	Hernandez: Absent
Velasco: Aye	Hinkhouse: Aye	Weisshaar: Aye

**D. Consider approval of Mayor's signature on CDOT HUTF form to certify lane miles of streets.**

Motion by Velasco and second from McNerney to approve Mayor's signature on CDOT HUTF form to certify lane miles of streets.

The motion passed unanimously.

Burghart: Absent	McNerney: Aye	Hernandez: Absent
Velasco: Aye	Hinkhouse: Aye	Weisshaar: Aye

**10. Reports from city departments**

Reports were in the packet, and those department heads present gave a summary review.

**11. Reports from Council**

**12. Adjournment**

Motion by McNerney and a second from Velasco to adjourn the meeting at 7:18 p.m.

The motion to adjourn the meeting passed unanimously.

Burghart: Absent	McNerney: Aye	Hernandez: Absent
Velasco: Aye	Hinkhouse: Aye	Weisshaar: Aye

CITY OF BURLINGTON:

ATTEST:

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Gregory J. Swiatkowski, Mayor

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Georgia Gilley, City Clerk



February 09, 2026

## City Administrator's Summary Report

January 26-February 09, 2026

### Administration

- **2026 Budget**

At the December 2025 Council Meeting, Council formerly adopted the 2026 Budget and by ordinance appropriated the requisite funds to various departments for operating purposes for fiscal year 2026. Since the last meeting, the 2026 Budget Letter was drafted and signed by the Mayor for submittal purposes to the State. The entire 2026 budget along with supporting documentation and Budget Letter were downloaded to Colorado Department of Local Affairs. The budget was accepted and approved by the State as to compliance with Colorado Revised Statutes.

The budget, as presented, was balanced and included information regarding Burlington's strategic Priorities for 2026 as outlined in the Capital Expenditures and Special Projects section of the budget. In future Council Meetings you will be kept apprised of status on each one of our capital projects. To recap, these projects include the following:

Administration:	2026 Municipal Election with Ballot measure to increase Lodgers Tax Land Use Code Development Property Acquisition
Parks and Recreation:	GOCO Grant to improve Parmer Park experience and Court Resurfacing
Pool:	Pool Vacuum acquisition Fence Screening Structure over mechanical area
Police:	Replacement of Toughbooks (mobile Data Terminals) Acquisition of Firearms Simulator Ongoing Lease Payments of police vehicles
Streets:	2025 Street Project completion 2026 Street Project completion Ongoing Lease Payments for vehicles and equipment
VA Clinic:	Interior Remodel of portion of Clinic
Old Town:	Replacement of Flooring in Honor Hall, Replacement of Doors in Heritage Hall Replacement of doors at Barn Boardwalk Replacement
Electric:	Move South Electric Loop from Overhead to Underground Begin Meter Changeout – move to Radio Read Tree Trimming

	Ongoing lease payments for vehicles and equipment
Water/Sewer:	Design and Engineering of WWTF
	Secure Funding for WWTF
	Begin Construction of WWTF
	Continue upgrade of water meters
	Water Tower Maintenance
Airport:	Runway Sel Project
	Access Road Rebuild

- **Municipal Election**

Georgia Gilley, our Municipal Clerk has put together a calendar of benchmarks with dates to meet for the upcoming election to be held April 7<sup>th</sup>. Council Candidate Petition Packets have been developed and are ready to be distributed. Reminder, there are 4 seats up for election (3-Four-year seats, 1-Two-year seat). Language for the Ballot issue was developed and reviewed as to form and compliance with state statute. A minor change was made with accompanying ordinance. Ordinance has been published in paper along with notice of public hearing. Public Hearing is required on ballot issue and will be held January 26<sup>th</sup> where we will receive feedback from public regarding the proposed increase to Lodger's Tax. Information garnered from the public hearing will be used to create mailing to all registered elector's within the city limits advising of the upcoming election and pro/con information. Other than City Staff present at the last Council Meeting, no member of the public was present to provide testimony at the Public Hearing regarding the Ballot Issue. The Ballot has been developed, approved to form, and sent out for printing. The public still has the opportunity to weigh in on this and provide written comments to the City. Comments are due by February 20<sup>th</sup>. Comments from both the Public Hearing and written comments are placed in the Written Notice of Election To Increase Taxes, developed by the City and mailed to all Registered Voters residing in the boundaries of the City. Notices must be mailed no later than March 06<sup>th</sup>.

- **Land Use Code Development**

We have contracted with Bohanon Huston, Inc. of Englewood, Colorado, to assist in the development of and update of our Land Use Code with the development and adoption of an accompanying building code. A "kick-off" meeting was held February 5<sup>th</sup>, where Scope of Work was reviewed and project placed on a timeline. Process has begun and will be completed by year end. Project consists of for tasks:

Task 1: Comprehensive Plan Review and Existing Land Use Audit (Title 17 of the Municipal Code) – February and March

Task 2: Draft Land Use Code – March – August

Task 3: Building Code Recommendations – April – July

Task 4: Review and Adoption – September – December

Monthly status meetings will be held with several onsite visits and council presentations will occur.

- **Property Acquisition**

A Contract for Sale of Real Property has been developed and approved for the acquisition of a vacant parcel of land located at the Southeast Corner of the Intersection of Main Street and Martin Avenue, to be developed as a "Civic Plaza" to draw residents and visitors alike to our Main Street area. The Plaza is an outdoor setting that can serve as a meeting area, event area, etc. and will assist in driving economic revitalization to our downtown business district. A Resolution has been developed to show that this property acquisition has been approved by council to meet the requirements of the Title Company. We hope to close on the property in the very near future.

- **Park and Recreation**

Burlington is the recipient of GOCO Grant to improve and update Parmer Park and to rebuild our basketball/tennis court facility. The award is \$750.00 and will be awarded once the contract is signed and in place. We have ongoing weekly meetings to ensure our project stays on track and I will provide you all with a timeline as the project continues to move forward. We have been working with vendor's over the past couple of weeks to schedule work that needs to be done.

GOCO Project Scope of Work

Toddler Playground and Universal Playground Improvements (Parmer Park): Material lead time 12-14 weeks with 7-10 day install. Material has been ordered and we hope to schedule work for a start time of early May. (Summit Recreation)

Replacement of Rubber Mulch (all – Parmer Park): Rubber mulch will be replaced with EWF (Eco-Friendly Wood) product 2 week lead time, work to be performed prior to start of Toddler Playground. (Summit Recreation)

Modular Pump Track (placed between Pickleball Courts and Parmer Park): Asphalt will be placed prior to install and will be performed as part of the 2026 Street Improvement Project. Pump Track will be placed on New Asphalt, and has a lead time of 12-16 weeks. Install 7-10 days, and will be completed in conjunction with street project. (Summit Recreation)

Basketball and Tennis Court Renovation (East of Pickleball Courts): Material Lead time 2-4 weeks. Can be scheduled for an early Spring application (weather dependent), 2 week process to base, apply surface, replace backboards and posts, replace tennis nets and posts, purchase benches.

- **2026 Street Project**

As all are aware, our 2025 Street Project was not completed due to colder weather moving in. In December, we had a warm spell where Bettis Asphalt was able to come and asphalt Rose Pony Way. This reduces our 2025 street project still needed to be completed in 2026, and to be performed in conjunction with the 2026 Street Project.

Design and Engineered drawings have been submitted by Basis Partners for the 2026 Street project and bid specifications have been developed for the 2026 project. Requests for bids have been published on line and in the Record. Bids are due February 6<sup>th</sup>. Our goal remains to start April/May again depending on weather outlook, and we will continue to dialogue on a regular basis with Bettis Asphalt to ensure the earliest start possible.

Remaining to complete in the 2025 Project is the following:

- Resurface Fay Street – Mike Lounge Drive East to 15<sup>th</sup> Street
- Resurface Mike Lounge Drive – Rose Avenue South to Ben Street

2026 Street Project will include the following:

- Resurface Fay Street from 15<sup>th</sup> Street to 14<sup>th</sup> Street to include curb and gutter replacement where needed.
- Resurface 14<sup>th</sup> Street from Rose Avenue to Fay Street to include curb and gutter replacement where needed.
- Resurface the entire length of Ben Street to include curb and gutter replacement where needed.
- Resurface Martin Street from 8<sup>th</sup> Street to Main Street to include curb and gutter replacement where needed.

Bids were posted on line and in paper. Bids were due February 6, 2026 at 2:PM. Received 2 bids for Concrete only, and 1 bid for Asphalt only. Review of bids will take place with Council On February 9, 2026. Successful bidders will be notified Tuesday, February 10 where time frame will be determined.

- **Wastewater Treatment Facility**

A Special Meeting was held December 17<sup>th</sup> at the Community Center for a Public Hearing to discuss and inform the community regarding the funding and construction of a new Wastewater Treatment Facility. The new facility will be at the current site and moves Burlington from an antiquated evaporative lagoon system to a mechanical system with a sequential batch reactor. JVA is our design and environmental engineers on this project and facilitated the public meeting. Although very little public attendance, the meeting was informative and started the time clock on seeking funding and getting this project under construction.

Since the meeting, on January 5<sup>th</sup> JVA, with staff input, completed and submitted a loan application to the State Revolving Fund. Our application was accepted and is currently under review. We are also working with the Department of Local Affairs to submit an EIAF Tier II grant for \$1Million to offset constructions costs. This grant opens January 12<sup>th</sup> and Closes February 13<sup>th</sup> and is currently in the draft process. We will continue to meet weekly with JVA as we continue to finalize our planning and engineering of the new WWTF and to assist with completion of the EIAF grant. Grant application requires council approval seeking funding.

Once a loan is approved, we head into the procurement stage and preconstruction stage. If all goes as planned, and we receive funding from DOLA we may be ready to award bids late spring/early summer (no guarantees yet), and head into procurement/construction (Phase 3 of our project – May 2026).

Since we met last on January 26<sup>th</sup>, we have been notified by Colorado Water Power Authority along with Colorado Public Health and Environment acting with the State Revolving Fund that we are eligible for a \$300,000 loan for Engineering and Design work for our project. This loan will be 100% principle forgiveness as long as our requests go to pay for design and engineering purposes, and is retroactive for work already performed. Good news here,

As of today, we have completed 75% design on our project, of which we will seek principle forgiveness from the above mentioned loan. On Friday, February 6<sup>th</sup>, City staff met with JVA to review facility drawings and specifications. We also discussed next steps and the upcoming CMARs process (Construction Manager of Risk). Our upcoming Schedule looks as follows: (As long as

February 13, 2026	DOLA Tier II Grant Deadline
February 24, 2026	Advertise for CMAR Process
March 3, 2026	CMAR Pre-Proposal Meeting (Burlington Community Center)
March 24, 2026	CMAR Proposals Due
March 31, 2026	Select CMAR
April-May 2026	Final Design
May 2026	DOLA Notification of Awards
June 2026	Commence Construction

- **Electric – Move South Loop from Overhead to Underground**

This project has been in the planning and procurement stage for the last two years. Early in 2026, once bid specifications have been developed, the project will be put out to bid. We hope to contract with a qualified entity to perform the work by springtime and to be in process by early summer. This project will move our overhead line that runs along the South side of I-70 to an underground application, protecting this highly exposed line from high winds, snow and ice, and other hazards that disrupt providing energy to our consumers. As this is being placed underground, another distribution line will be added, in essence allowing us to split the line to North and South of the interstate users.

Upcoming Dates:

Release to bid February 9<sup>th</sup>

Pre-bid meeting week of February 23<sup>rd</sup>

Bids due March 9<sup>th</sup>

Contract award by March 16<sup>th</sup>

Construction Start by April 23<sup>rd</sup>

- **Airport – Access Road and Pavement Maintenance**

The airport projects are currently in the planning and funding stages and include the access road reconstruction and realignment to improve existing asphalt, currently in poor condition, and creating improved access to hangars and parking. The Pavement maintenance project is to re-seal the runway, a process that is scheduled every 5 years or so.

Grants are applied for funding purposes:

**Pavement Maintenance**

FAA – Federal Funding	\$300,000	
State – CDOT Funding	\$ 7,894	
Local Match – City/County	<u>\$ 7,984</u>	(split between City and County)
TOTAL	\$315,788	

**Access Road**

FAA – Federal Funding	\$161,476
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State – CDOT Funding	\$ 4,249	
Local Match – City/County	\$ 4,249	(split between City and County)
Additional Local Match-City/County	\$ 66,666	(split between City and County)
Other State Funding – CDOT	<u>\$600,000</u>	
TOTAL	836,640	

Total Funding – Both Projects

Federal Funding	\$461,476
State Funding	\$612,143
City Funding	\$ 39,405
County Funding	<u>\$ 39,405</u>
TOTAL	\$1,152,429

### Intergovernmental/Upcoming Events

- Public Works Planning Meeting – Monday’s 7:00 AM
- Management Team Meeting – Wednesday’s 2:00 P.M.
- JVA Meetings – WWTF Funding with DOLA and additional Grant Opportunities
  - February 6<sup>th</sup> – On site to review CMAR process and preliminary review of EIAF Tier II grant application.
  - February 13, 2026 DOLA Tier II Grant Deadline
  - February 24, 2026 Advertise for CMAR Process
- February 09, 2026, City Council Special Meeting, Community Center, 6:00 PM
  - Review and approve bids for 2026 Street Projects
- February 10, 2026, Burlington Housing Authority meeting
- February 19, 2026, CML Legislative Workshop – Denver, all day

# Public Works Report 2/9/2026

## Electric Department

We received a quote from Power Solutions for the maintenance and testing of the substation. We signed the quote and they are now scheduling a time they can be here to start. Repaired several streetlights that were reported to us by the public. Removed a leaning pole on the south side of Kit Carson County courthouse. We also received the bid specs for the South loop to underground project. We reviewed and approved for bids to go to contractors on February 9, 2026.

## Parks Department

Continue to work repairing bleachers at the swimming pool. Painting the Bathrooms in the parks, weather permitting. Touching up the paint on the wooden signs throughout town.

## Street Department

Repaired the fence at the city shop that was damaged during a windstorm. Performed maintenance on heavy equipment. Replaced worn brooms on the street sweeper to continue with sweeping operations. Have been replacing street signs that are faded and are difficult to read.

## Water/ Wastewater Department

Replaced several water meters to radio read meters. We are approximately 1/3 complete with the switchover. Repaired a water leak at 9<sup>th</sup> and Senter. Preventive maintenance on all the bleach systems on the wells and Blending Plant. Gathered the monthly samples for both water and wastewater and shipped to the labs. Performed maintenance on the trailer used to haul equipment and manhole rings.

All departments assisted the community building crew with the setup and tear down of the No Till Conference.



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To: City Council members  
From: Georgia Gilley, City Clerk  
Date: February 9, 2026

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The closing to purchase the property at 14th Street and Martin Avenue has been scheduled for Tuesday, February 17, at 9:45 a.m. at the Kit Carson County Abstract Office. The Mayor and City Clerk will attend the closing.

#### **Election status**

We are on track with the municipal election calendar.

#### **Completed:**

- ✓ Nomination packets were available for pick up beginning Tuesday, January 6, and were due back at City Hall Monday, January 26.
- ✓ Four nomination petitions were picked up, and four were returned.
- ✓ Signatures were verified to match names and addresses to the Kit Carson County voter registration list.
- ✓ Each petitioner had at least the requisite 25 names on their petitions.
- ✓ There were no objections to any of these nominations.
- ✓ No affidavits to be a write-in candidate were filed by the Friday, January 30, due date.
- ✓ Notices of sufficiency were emailed to each candidate informing them of the date and time of the ballot order drawing. Each candidate verified receipt of the notice.
- ✓ Troy Hinkhouse and Hal McNerney witnessed the ballot order drawing. Ballot order is as follows: Alexis Hinkhouse, Riley Holmes, Troy Hinkhouse, Hal McNerney.
- ✓ Ballot information has been sent out for printing.

#### **Next few steps:**

- Ballots must be sent to the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) voters by Friday, February 20. There are three at this time.
- I will assist with the TABOR issue flyer advising the public about the ballot issue to raise lodger's tax by 2%. Public comments, for and against the issue, are due February 20.
- TABOR notices must be mailed out on or before Friday, March 6.
- Mid-March will be posting notice of election, notice of TABOR ballot issue, appointing election judges, etc.
- I will be writing election articles every week in March to enthuse eligible electors to vote.

#### **General office:**

Audits are being completed as they come up. There are always HR matters poured into the mix of duties. Working with Pinnacol to boost safety awareness ideas for staff. Also working to simplify how we can simplify employee classifications with Pinnacol for future audits.