

**RECORD OF PROCEEDINGS
FORT LUPTON CITY COUNCIL/ENTERPRISE BOARDS
February 21, 2023**

The City Council of the City of Fort Lupton met in a regular session at the City Complex, 130 South McKinley Avenue, the regular meeting place of the City Council, on Tuesday, February 21, 2023. Mayor Zo Hubbard called the meeting to order at 6:00 p.m. and invited everyone to join her in the Pledge of Allegiance.

ROLL CALL

Mari Peña, City Clerk, called the roll. Those present were Mayor Zo Hubbard, Councilmembers, Chris Ceretto, Bruce Fitzgerald, Valerie Blackston, Carlos Barron, and Claud Hanes.

Also present were City Administrator, Chris Cross, City Clerk, Mari Peña, City Attorney, Andy Ausmus, and Finance Director, Leann Perino.

PERSONS TO ADDRESS COUNCIL

There was no one to address the Mayor or Council.

APPROVAL OF AGENDA

It was moved by Carlos Barron and seconded by Bruce Fitzgerald to approve the agenda as presented. Motion passed unanimously on voice vote.

REVIEW OF ACCOUNTS PAYABLES

Council reviewed the February 21, 2023, payables; there were no questions or comments from the Mayor or Council.

CONSENT AGENDA

It was moved by Carlos Barron and seconded by Claud Hanes to approve the Consent Agenda as presented with the following items:

- February 7, 2023 City Council Meeting Minutes
- Authorize a 2-year Commitment with Neogov for the Onboarding Software Approved for the 2023 Budget (AM 2023-032)
- Approve the Estimated 2023 Payment to Northern Colorado Water Conservation District (NCWCD) for Windy Gap Carriage Assessment Paid from the Utility Fund for an Amount Not to Exceed \$278,662.08 (AM 2023-033)
- Approve a Resolution 2023R009 AMENDING THE FEES FOR VICTIMS COMPENSATION FUND FEE AND MUNICIPAL COURT SURCHARGES (AM 2023-034)
- Adopting an Ordinance 2023-1153 AMENDING SECTION 2-155 OF THE MUNICIPAL

**RECORD OF PROCEEDINGS
FORT LUPTON CITY COUNCIL/ENTERPRISE BOARDS
February 21, 2023**

CODE TO SET THE VICTIM COMPENSATION GUIDELINES BY RESOLUTION (AM 2023-035)

- Approve a Resolution 2023R010 AMENDING THE VICTIM COMPENSATION GUIDELINES (AM2023-036)

Motion passed unanimously on roll call vote.

ACTION MEMORANDUM

AM 2023-037 Approving the Purchase of One (1) Tractor for Coyote Creek Golf Course ("CCGC") in the Amount of \$51,335.43, Allocated from the Golf Fund

The existing tractor used at CCGC is a 1998 John Deere and is undersized. It is the only tractor for use with all of the PTO driven equipment. The tractor has required an extensive amount of maintenance the last several golf seasons to remain in working order.

Wickham Tractor Co is a Sourcewell member and has provided a quote for a Kubota tractor with nearly twice the size and power, providing staff the opportunity to operate all PTO driven equipment with ease.

It was moved by Bruce Fitzgerald and seconded by Chris Ceretto to Approve the Purchase of One (1) Tractor for Coyote Creek Golf Course ("CCGC") in the Amount of \$51,335.43, Allocated from the Golf Fund. Motion passed unanimously on roll call vote.

AM 2023-038 Approving the Purchase of One (1) Utility Cart for Coyote Creek Golf Course ("CCGC") in the Amount of \$11,586.00, Allocated from the Golf Fund

CCGC has added staff over the last several seasons and additional vehicles are needed to transport workers and equipment around the golf course. Staff, for the last several years has elected to forego purchasing another utility cart, using a cart from the fleet instead. The rental fleet is used by paying golfers on the course and all 80 carts are needed by golfers most days. The rental cart also does not have any storage or carrying capabilities, which limits its usefulness to maintenance staff.

An RFP was sent out to vendors, three bids were returned. A summary of the results is below

Masek Golf Cars -	\$11,586.00
Colorado Golf and Turf-	\$10,918.62
EZGO, Textron CO-	\$11,548.00

Masek sells Yamaha golf cars, which match the rest of the fleet of golf carts, utility carts, beverage carts and range cart. Although they are the highest bid, it is suggested to

**RECORD OF PROCEEDINGS
FORT LUPTON CITY COUNCIL/ENTERPRISE BOARDS
February 21, 2023**

continue the use as maintenance will be streamlined by keeping the same brand and model of carts.

It was moved by Chris Ceretto and seconded by Valerie Blackston to Approve the Purchase of One (1) Utility Cart for Coyote Creek Golf Course ("CCGC") in the Amount of \$11,586.00, Allocated from the Golf Fund. Motion passed unanimously on roll call vote.

AM 2023-039 Accepting a Proposal from Gerardo Concrete for the Construction of the Community Center Park Trails, for an Amount Not to Exceed \$222,880.00 to be Paid from the Parks Department Capital Projects Account and Approving the Construction Agreement

The Recreation Department would like to start the Community Center Park Trails project (expected start date April 10, 2023). The construction/concrete work would be completed by Gerardo Concrete for an amount not to exceed \$222,880.00.

Staff opened a request for bids for this project which closed on February 6, 2023. 8 bids were submitted. Gerardo Concrete was the low bid. The bid was for 3,460 liner feet of 8-foot-wide 4" concrete walking / biking trail around Community Center Park. Concrete will be replacing existing soft surface trail. The work will include clearing, grading, installation of 5" base and concrete, backfill and replacement of sod grass (if needed). The trail will have 3 rest areas along the trail (5' x 12') with benches and trash receptacles (installed by city staff).

Work shall include furnishing all labor, equipment, materials, tools, supervision, and any other items necessary or convenient to satisfactorily complete the work. Warranty period for concrete is 2 years. All work shall be completed in accordance with City of Fort Lupton Standards and Specification manual.

It was moved by Carlos Barron and seconded by Valerie Blackston to Accept a Proposal from Gerardo Concrete for the Construction of the Community Center Park Trails, for an Amount Not to Exceed \$222,880.00 to be Paid from the Parks Department Capital Projects Account and Approving the Construction Agreement. Motion passed unanimously on roll call vote.

AM 2023-040 Accepting a Proposal from Adolfson & Peterson Construction, to Serve as the General Manager/General Contractor for the Recreation Center Addition for an Amount Not to Exceed \$671,327.00 Conditioned Upon Approval of the Construction Agreement

The Ad Hoc Committee developed a process to select a General Manager/General Contractor for the new Recreation Center. This method was chosen over a final design/hard bid process, in the belief that the community would receive more bang for the buck by hiring the contractor during the design process. This way, the architect and the City would receive the benefit of input from the contractor during the design. Resulting in more accurate cost estimates and better decisions at critical junctures. In addition, the Committee feels that this method should

RECORD OF PROCEEDINGS
FORT LUPTON CITY COUNCIL/ENTERPRISE BOARDS
February 21, 2023

virtually eliminate change orders as the Contractor would take more ownership of the final design and cost estimates.

Request for Qualifications were sent out on December 29, 2023 and the City received 13 responses from some of the best contractors in the business. The Committee reviewed the qualifications of the firms and narrowed the list down to three recreation center experienced firms.

On February 8, 2023, a sub-committee consisting of Judy Ceretto, Amy Adkins, Shannon Rhoda, Claud Hanes, Valerie Blackston, Monty Schuman, Julie Seedorf-Holm and Chris Kastelic from Perkins and Will interviewed the top three firms. Of particular interest was the quality of their project team, cost estimating accuracy, local/regional experience and experience in building quality recreation centers. After the interviews, each committee member was asked to rank their picks- with 5 points awarded for 1st, 3 points for second, and 1 point for 3rd. The Committee quickly narrowed the list down to two which were both companies receiving 24 points. The top two firms were Pinkard and Adolfson & Peterson, each of whom have built many recreation centers with the specific features we are looking for (e.g. pool/water, gymnasium, fitness centers, etc.).

While all three firms were viewed as qualified, Adolfson & Peterson and Pinkard stood out due to the quality of their project team that would work on our Recreation Center, experience with multiple recreation centers with identical recreational components, and local/regional experience in the north front range area.

After a discussion of the merits and fee proposals between the top two candidates, the Committee recommended that the City hire Adolfson & Peterson Construction as the General Manager/General Contractor.

The top three firms and their cost proposals were as follows:

Adolfson & Peterson Construction	\$671,327
Pinkard Construction	\$1,050,446
Saunders Construction	\$607,727

It was moved by Claud Hanes and seconded by Valerie Blackston to Accept a Proposal from Adolfson & Peterson Construction, to Serve as the General Manager/General Contractor for the Recreation Center Addition for an Amount Not to Exceed \$671,327.00 Conditioned Upon Approval of the Construction Agreement. Motion passed unanimously on roll call vote.

**RECORD OF PROCEEDINGS
FORT LUPTON CITY COUNCIL/ENTERPRISE BOARDS
February 21, 2023**

AM 2023-041 Accepting a 36-Month Contract with Comcast to Supply Internet to the Office Spaces Located at 1200 Dexter, Unit W-12 and W-13, for an Amount Not to Exceed \$244.85 per month, Allocated from the General Fund

The City will be leasing space at 1200 Dexter, Unit W-12 and W-13, and will need to supply Internet to the two units so the planning department can perform their work. The Internet service is a 36-month contract with Comcast. The Internet speeds would be 250MB download and 25MB upload as well as a Static IP address. The static IP address will be used to connect the Dexter location to the City Hall network using a firewall VPN, allowing the planning department to connect to the network.

It was moved by Bruce Fitzgerald and seconded by Valerie Blackston to Accept a 36-Month Contract with Comcast to Supply Internet to the Office Spaces Located at 1200 Dexter, Unit W-12 and W-13, for an Amount Not to Exceed \$244.85 per month, Allocated from the General Fund. Motion passed unanimously on roll call vote.

AM 2023-042 Approving a Resolution of the City Council of Fort Lupton Authorizing the Submittal of a Revitalizing Main Streets Grant Application with the Colorado Department of Transportation for the Harrison Avenue Reconstruction Project

The City Street Fund has budgeted funding for the Harrison Avenue Reconstruction Project to remove and reconstruct sidewalks, curb and gutter, and make other improvements on Harrison Ave between 1st and 9th Street. A portion of this project is eligible for the Revitalizing Main Streets Grant. Eligible applicants for this grant include local governments, business improvement districts, and other governmental agencies. This request is for the City to submit this application for Phase 1 of the project from 4th Street to 9th Street. The total project cost estimate for Phase 1 is \$328,725.00, and a match of at least 10% is required. The grant application is for a requested amount of \$250,000.00 and with a match provided from the City Street Fund in the amount of \$78,725.00.

It was moved by Valerie Blackston and seconded by Bruce Fitzgerald to Approve Resolution 2023R011 AUTHORIZING THE SUBMITTAL OF A REVITALIZING MAIN STREETS GRANT APPLICATION WITH THE COLORADO DEPARTMENT OF TRANSPORTATION FOR THE HARRISON AVENUE RECONSTRUCTION PROJECT. Motion passed unanimously on roll call vote.

STAFF

Leann Perino, Finance Director, indicated that the recreation center bond is moving along and that she has a meeting next week to go over the initial paperwork.

**RECORD OF PROCEEDINGS
FORT LUPTON CITY COUNCIL/ENTERPRISE BOARDS
February 21, 2023**

MAYOR/COUNCIL REPORTS

There were no reports from the Mayor or Council.

FUTURE CITY EVENTS

February 21, 2023	City Council Meeting, 130 S. McKinley Ave. 6:00 p.m.
February 28, 2023	Town Hall Meeting, 130 S. McKinley Ave. 6:00 p.m.
March 07, 2023	City Council Meeting, 130 S. McKinley Ave. 6:00 p.m.
March 14, 2023	Town Hall Meeting, 130 S. McKinley Ave. 6:00 p.m.

ADJOURNMENT

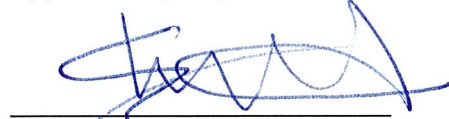
The meeting adjourned at 6:20 p.m.

Submitted by,


Maricela Peña, City Clerk



Approved by City Council,


Zo Hubbard, Mayor