



CITY OF FORT LUPTON
CITY COUNCIL/ENTERPRISE BOARDS
REGULAR MEETING AGENDA
Tuesday, January 2, 2024
6:00 PM
130 South McKinley Avenue

Zo Hubbard, Mayor
Valerie Blackston, Ward 1
Chris Ceretto, Ward 2
Carlos Barron, Ward 3
David Crespín, Ward 1
Claud Hanes, Ward 2
Bruce Fitzgerald, Ward 3

Call to Order

Pledge of Allegiance

Roll Call

Persons to Address Council - This portion of the Agenda is provided to allow members of the audience to present comments to the City Council. The City Council may not respond to your comments this evening, rather they may take your comments and suggestions under advisement or your question may be directed to the appropriate staff member for follow-up. Please limit the time of your comments to three (3) minutes - Mayor Hubbard

Approval of Agenda

Review of Accounts Payables

a. January 2, 2024 Accounts Payable

Consent Agenda - Consent Agenda items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda items unless a Councilmember so requests, in which case the item may be removed/moved from the Consent Agenda.

- a. December 18, 2023 City Council Special Meeting Minutes**
- b. AM 2024-001 Approving a Resolution Designating the City of Fort Lupton Webpage WWW.FORTLUPTONCO.GOV as the Public Place for Posting Notices of Public City Meetings in Accordance with Colorado Revised Statutes Open Meetings Law**
- c. AM 2024-002 Approving a Resolution Designating John Fryar, Chief of Police, as the Emergency Response Authority**
- d. AM 2024-005 Approve the Twentieth Interim Agreement with Northern Colorado Water Conservancy District for the Northern Integrated Supply Plan and Approve the 2024 Payment of \$1,399,125 from the Water Sales Tax Fund**
- e. AM 2024-006 Approve a Resolution Adopting the Three Mile Area Plan for 2024**
- f. AM 2024-007 Approving a Resolution Appointing Lieutenant William Carnes to the Weld County E911 Advisory Committee for a Term Beginning January 10, 2024 and Ending January 10, 2026**
- g. AM 2024-012 Approving the Increase of Contribution Amounts in the City's 401(a) Money Purchase Retirement Plan for Sworn Police Officer Personnel for Both Employer and Employee from 10.7% to 11.2%**
- h. AM 2024-010 Approving the Purchase of Motorola Radios for an Amount Not to Exceed \$63,583.61, Allocated from the General Fund Police Department Capital Budget**

Action Memorandum

- a. AM 2024-003 Approve a Resolution Approving the “Design Standards for Public Improvements” and “Construction Specifications” for Public Improvements as the City Standards
- b. AM 2024-004 Approving a Resolution Certifying the 2023 Mill Levy for Tax Collection in 2024
- c. AM 2024-009 Approving the Purchase of Dodge Police Vehicles for an Amount Not to Exceed \$124,745.00, Allocated from the General Fund Police Department Capital Budget
- d. AM 2024-008 Accepting a Proposal from Associated Pool Builders, Inc. for the Leisure Pool Resurfacing for an Amount Not to Exceed \$112,900 to be Paid from the Recreation Center Fund
- e. AM 2024-011 Approve Change Order to Contract Agreement with Adolfson & Peterson Construction for the Addition of a Front Entry Canopy to the Recreation Center for an Amount Not to Exceed \$118,296.36, Allocated from the Recreation Center Capital Projects Account

Staff Reports

Mayor/Council Reports

Future City Events

- a. Upcoming Events

Upcoming Meetings

- a. January 9, 2024 Town Hall Meeting, City Hall, 130 S. McKinley Ave. 6:00 p.m.
January 16, 2024 City Council Meeting, City Hall, 130 S. McKinley Ave. 6:00 p.m.
January 30, 2024 Town Hall Meeting, City Hall, 130 S. McKinley Ave. 6:00 p.m.
February 6, 2024 City Council Meeting, City Hall, 130 S. McKinley Ave. 6:00 p.m.

Adjourn

**RECORD OF PROCEEDINGS
FORT LUPTON CITY COUNCIL/ENTERPRISE BOARDS
January 02, 2024**

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, January 2, 2024. Mayor Zo Hubbard called the meeting to order at 6:03 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, Carlos Barron, Claud Hanes, Bruce Fitzgerald, and David Crespín. Valerie Blackston and Chris Ceretto were absent.

Also present were City Administrator, Chris Cross, City Clerk, Mari Peña, Public Works Director, Roy Vestal, Finance Director, Leann Perino, and Lieutenant, William Carnes.

PERSONS TO ADDRESS COUNCIL

There was no one to address the Council.

APPROVAL OF AGENDA

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

REVIEW OF ACCOUNTS PAYABLES

Council reviewed the January 2, 2024, payables; Mayor Hubbard commented on the amount of money being spent on cleaning supplies. She also stated that the amount of money spent on car washes for the police department was high, however, it was for the whole year.

CONSENT AGENDA

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

- December 18, 2023 City Council Special Meeting Minutes
- Approving Resolution 2024R001 DESIGNATING THE CITY OF FORT LUPTON WEBPAGE WWW.FORTLUPTONCO.GOV AS THE PUBLIC PLACE FOR POSTING NOTICES OF PUBLIC CITY MEETINGS IN ACCORDANCE WITH COLORADO REVISED STATUTES OPEN MEETINGS LAW (AM 2024-001)
- Approving Resolution 2024R002 DESIGNATING JOHN FRYER, CHIEF OF POLICE, AS THE EMERGENCY RESPONSE AUTHORITY (AM 2024-002)

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- Approve the Twentieth Interim Agreement with Northern Colorado Water Conservancy District for the Northern Integrated Supply Plan and Approve the 2024 Payment of \$1,399,125 from the Water Sales Tax Fund (AM 2024-005)
- Approve Resolution 2024R004 ADOPTING THE THREE MILE AREA PLAN FOR 2024 (AM 2024-006)
- Approving Resolution 2024R005 APPOINTING LIEUTENANT WILLIAM CARNES TO THE WELD COUNTY E911 ADVISORY COMMITTEE FOR A TERM BEGINNING JANUARY 10, 2024 AND ENDING JANUARY 10, 2026 (AM 2024-007)
- Approving the Increase of Contribution Amounts in the City's 401(a) Money Purchase Retirement Plan for Sworn Police Officer Personnel for Both Employer and Employee from 10.7% to 11.2% (AM 2024-012)
- Approving the Purchase of Motorola Radios for an Amount Not to Exceed \$63,583.61, Allocated from the General Fund Police Department Capital Budget (AM 2024-010)

Motion passed unanimously on roll call vote.

ACTION MEMORANDUM

AM 2024-003 Approve a Resolution Approving the "Design Standards for Public Improvements" and "Construction Specifications" for Public Improvements as the City Standards

The proposed Resolution approves the Manuals as presented. The last version of the Manual was approved in 2015 and has had various amendments to the document. The original Manual "Standards and Specifications for Design and Construction of Public Improvements" is being split into two separate documents. "Design Standards for Public Improvements" contains the City's design standards for use by engineering professionals. "Construction Specifications for Public Improvements" is intended to be used by construction professionals during the construction of improvements.

The Standards and Specification Manual was originally adopted by resolution 95-030 with AM 95-110 on July 12, 1995. The current version was adopted November 28, 2015 by Ordinance 2015-992.

Since procedures and technology evolve throughout the years, the proposed manuals will be reviewed and amended every two years or when applicable.

It was moved by Carlos Barron and seconded by David Crespín to Approve Resolution 2024R003 APPROVING THE "DESIGN STANDARDS FOR PUBLIC IMPROVEMENTS" AND "CONSTRUCTION SPECIFICATIONS" FOR PUBLIC IMPROVEMENTS AS THE CITY STANDARDS. Motion passed unanimously on roll call vote.

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AM 2024-004 Approving a Resolution Certifying the 2023 Mill Levy for Tax Collection in 2024

Every year the City must certify the mill levy for the following year by December 15th. Due to State of Colorado Legislation SB23B-001 the deadline for certification was moved to January 10, 2024.

The 2023 net assessed valuation is \$311,203,654, a \$29,151,004 increase over the previous year's valuations. Two options have been calculated for the mill levy and revenue collection.

Option 1: Increase the revenue 5.5%

This method Increases the base revenue 5.5% and keeps revenue as budgeted. Annual revenue increases \$832,119 compared to 2023 revenue. The total revenue collected across all funds is \$11,315,169 with a total mill levy of 35.359.

Option 2: Increase the revenue 5.5% with a temporary mill levy reduction of 4 mills

This will keep the original mill levy calculated in the budget but will reduce revenue \$347,651 compared to the 2024 budget. The total revenue collected across all funds is \$10,969,306 with a total mill levy of 35.248.

The Recreation Center mill levies for operations (4.68 mills/\$1,456,433) and debt (1.926 mills/\$599,378) remain the same for both methods. The reduction in valuations did decrease the revenue \$56,800 compared to 2024 budgeted revenue.

The budget has been built around a 5.5% increase in the property tax revenue in the general fund. Below is an evaluation of the general mill levy.

	Valuation	General Mill Levy	Revenue	Increase / (Decrease) 2024 v 2023	Increase / (Decrease) 2024 Budget
2023	282,052,650	30.360	\$ 8,563,118		
2024					
Budgeted	323,340,288	28.642	\$ 9,261,146	\$ 698,028	
Final 5.5%	311,203,654	29.753	\$ 9,259,358	\$ 696,240	(\$ 1,788)
Final w/ mill reduction	311,203,654	28.642	\$ 8,913,495	\$ 351,349	(\$ 347,651)

It was moved by Carlos Barron and seconded by Claud Hanes Approving Resolution 2024R006 CERTIFYING THE 2023 MILL LEVY AND MAINTAINING THE BUDGETED REVENUES FOR TAX COLLECTION IN 2024. Motion passed unanimously on roll call vote.

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AM 2024-009 Approving the Purchase of Dodge Police Vehicles for an Amount Not to Exceed \$124,745.00, Allocated from the General Fund Police Department Capital Budget

The Fort Lupton Police Department is in need of vehicles to replace aging patrol vehicles. The original order through General Motors was cut from 6 to 3. The only vehicles available, which meet the Department's needs, are through Joe Cecconi's Chrysler Complex in Niagara Falls, NY. The Department has previously purchased vehicles through this vendor. Two of the available vehicles are priced at \$42,375.00 and one of the vehicles is priced at \$39,995.00. This price is within the projected cost detailed in the original requisition. Costs of vehicle upfit and associated equipment will be in a separate AM.

It was moved by Bruce Fitzgerald and seconded by Carlos Barron Approving the Purchase of Dodge Police Vehicles for an Amount Not to Exceed \$124,745.00, Allocated from the General Fund Police Department Capital Budget. Motion passed unanimously on roll call vote.

AM 2024-008 Accepting a Proposal from Associated Pool Builders, Inc. for the Leisure Pool Resurfacing for an Amount Not to Exceed \$112,900 to be Paid from the Recreation Center Fund

The Recreation Department would like to begin the capital improvement project of resurfacing the Leisure Pool with Diamond Brite plaster. Pool resurfacing is a maintenance process that is essential in order to keep the pool looking new. It also helps the pool maintain its structural integrity. Resurfacing the pool can also help to repair problems like cracks and general wear and tear, as well as providing the pool with an updated and enhanced appearance. Another reason pool resurfacing is an essential part of maintenance, is to make the pool slip-resistant. It will provide a sense of security knowing that the pool is comfortable and slip-resistant for guests. Resurfacing the pool should be one of the top maintenance requirements, as it has a life expectancy of 10 to 15 years. The current pool Diamond Brite is coming up on year 20. Associated Pool Builders, Inc. was the original sub-contractor that built the pool in 2004 and is also the sub-contractor for the recreation center expansion and splash park project.

It was moved by Claud Hanes and seconded by Bruce Fitzgerald to Accept the Proposal from Associated Pool Builders, Inc. for the Leisure Pool Resurfacing for an Amount Not to Exceed \$112,900 to be Paid from the Recreation Center Fund. Motion passed unanimously on roll call vote.

AM 2024-011 Approve Change Order to Contract Agreement with Adolfson & Peterson Construction for the Addition of a Front Entry Canopy to the Recreation Center for an Amount Not to Exceed \$118,296.36, Allocated from the Recreation Center Capital Projects Account

An issue that was discussed during the Recreation AdHoc Committee preliminary meetings, was

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the confusion around the entrance to the Recreation Center. During the initial phases of construction drawing and cost estimating, the committee choose to remove the Recreation Center front entrance project until confirmation that enough funds were available to cover the costs. As the project is now farther along in the process and most of the pricing has been locked, we asked for a cost estimate for this project.

There has been constant confusion from individuals that come to the building, not knowing what entrance to use. Patrons continually try to enter through the Community Center entrance. This change order addresses this issue, as well as making the entrance stand out. This will ensure that the Recreation Center entrance is easily identified and will change the community center door to become an exit only.

Discussion around when the Recreation Center Expansion Project will be completed occurred. Recreation Director, Monty Schuman, stated they are aiming for it to be completed by August 2024. He also provided Council with a packet containing information and updates about the project.

It was moved by Carlos Barron and seconded by David Crespín approving Change Order to Contract Agreement with Adolfsen & Peterson Construction for the Addition of a Front Entry Canopy to the Recreation Center for an Amount Not to Exceed \$118,296.36, Allocated from the Recreation Center Capital Projects Account. Motion passed unanimously on roll call vote.

STAFF REPORTS

Monty Schuman, Recreation Director, reported that the Splash Park construction is about to begin. Councilmember Carlos Barron asked when the new treadmills will be delivered. Mr. Schuman responded, stating they are waiting to order them until after the floors are completed since they will not have enough space to store them.

Lieutenant Carnes reported that most of the Police Department basement renovation project has been completed.

MAYOR/COUNCIL REPORTS

Mayor Hubbard reported there are two signs on Harrison Street that state "dip" that need to be removed since the street was reconstructed and the dips were removed.

Councilmember David Crespín stated that he is excited for the new year and looking forward to seeing continued growth in the community.

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FUTURE CITY EVENTS

January 3, 2024 Coffee with a Cop
Hard Bean Coffee, 107 Dales Pl., 8:00 a.m.- 9:00 a.m.

UPCOMING MEETINGS

January 9, 2024 Town Hall Meeting, City Hall, 130 S. McKinley Ave. 6:00 p.m.
January 16, 2024 City Council Meeting, City Hall, 130 S. McKinley Ave. 6:00 p.m.
January 30, 2024 Town Hall Meeting, City Hall, 130 S. McKinley Ave. 6:00 p.m.
February 6, 2024 City Council Meeting, City Hall, 130 S. McKinley Ave. 6:00 p.m.

ADJOURNMENT

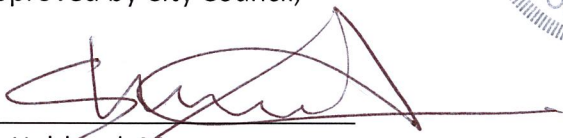
The meeting adjourned at 6:38 p.m.

Submitted by,


Maricela Peña, City Clerk



Approved by City Council,


Zo Hubbard, Mayor