



CITY OF FORT LUPTON
CITY COUNCIL/ENTERPRISE BOARDS
REGULAR MEETING AGENDA
Tuesday, March 5, 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. March 5, 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. February 20, 2024 Marijuana Licensing Authority Meeting Minutes**
- b. February 20, 2024 City Council Meeting Minutes**
- c. AM 2024-047 Updated Price for Purchase of Equipment for Patrol Vehicles in the Amount of \$45,880.00 Allocated from the Information Technology (IT) Budget**
- d. AM 2024-048 Approving a Resolution Ratifying the Mayor's Appointment of Paul Witmer to the Planning Commission as an Alternate Member for a Three-year Term Beginning March 5, 2024, and Ending March 5, 2027**

Action Memorandum

- a. AM 20247-049 Approve Execution of Agreement for the Delegation of Pretreatment/Industrial Waste Control Program Responsibilities with METRO Water Recovery**
- b. AM 2024-050 Awarding Contract to Vance Brothers Inc. for an Amount Not to Exceed \$141,318.85 for the 2024 Crack Seal/Slurry Seal Project from the Street Sales Tax Fund**

Information Memorandum

- a. IM 2024-007 Revision of the City of Fort Lupton Storm Drainage Design and Technical Criteria**

Staff Reports

Mayor/Council Reports

Future City Events

- a. Upcoming Events**

Upcoming Meetings

- a. March 12, 2024 Town Hall Meeting, City Hall, 130 S. McKinley Ave. 6:00 p.m.
- March 19, 2024 City Council Meeting, City Hall, 130 S. McKinley Ave. 6:00 p.m.
- March 26, 2024 Town Hall Meeting, City Hall, 130 S. McKinley Ave. 6:00 p.m.
- April 2, 2024 City Council Meeting, City Hall, 130 S. McKinley Ave. 6:00 p.m.

Adjourn

**RECORD OF PROCEEDINGS
FORT LUPTON CITY COUNCIL/ENTERPRISE BOARDS
March 5, 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, March 5, 2024. 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, Carlos Barron, Bruce Fitzgerald, and Chris Ceretto. Councilmembers Valerie Blackston, Claud Hanes, and David Crespín were absent.

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

PERSONS TO ADDRESS COUNCIL

There was no one to address the Council.

APPROVAL OF AGENDA

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

REVIEW OF ACCOUNTS PAYABLES

Council reviewed the March 5, 2024, payables; there were no questions or comments from the Mayor or Council.

CONSENT AGENDA

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

- February 20, 2024 Marijuana Licensing Authority Meeting Minutes
- February 20, 2024 City Council Meeting Minutes
- Updated Price for Purchase of Equipment for Patrol Vehicles in the Amount of \$45,880.00 Allocated from the Information Technology (IT) Budget (AM 2024-047)
- Approving Resolution 2024R015 RATIFYING THE MAYOR'S APPOINTMENT OF PAUL WITMER TO THE PLANNING COMMISSION AS AN ALTERNANTE MEMBER FOR A

**RECORD OF PROCEEDINGS
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THREE-YEAR TERM BEGINNING MARCH 5, 2024 AND ENDING MARCH 5, 2027 (AM 2024-48)

Motion passed unanimously on roll call vote.

ACTION MEMORANDUM

AM 2024-049 Approve Execution of Agreement for the Delegation of Pretreatment/Industrial Waste Control Program Responsibilities with METRO Water Recovery

The City has joined with METRO for treatment of the City's sanitary sewage. Once the City sends flows to the Northern Treatment Plant, METRO will assume responsibility for Fort Lupton's Pretreatment Program.

The agreement includes:

- METRO assumes responsibility for City's Pretreatment Program
- METRO shall be responsible for future Pretreatment responsibilities required by law
- No additional charges from METRO to City for Pretreatment Program
- All charges to industrial users shall be determined, collected and retained by City.
- All enforcement receipts taken by METRO shall be collected and retained by METRO.

It was moved by Chris Ceretto and seconded by Bruce Fitzgerald to Approve Execution of Agreement for the Delegation of Pretreatment/Industrial Waste Control Program Responsibilities with METRO Water Recovery. Motion passed unanimously on roll call vote.

AM 2024-050 Awarding Contract to Vance Brothers Inc. for an Amount Not to Exceed \$141,318.85 for the 2024 Crack Seal/Slurry Seal Project from the Street Sales Tax Fund

Bid documents were advertised from January 9, 2024 with bid opening on February 9, 2024. One bid was received from Vance Brothers Inc. providing the lowest responsible bid as shown in the attached Bid Tabulation.

Staff coordinated and confirmed quantities with Vance Brothers to determine required work.

Vance Brothers Inc. is a respected contractor in Front Range communities with several local municipalities' projects in the area. Revised unit cost and quantities resulted in contract award of \$141,318.85

\$200,000 is budgeted for the project in 2024 budget.

Anticipated project start is this March with completion in 28 Calendar Days (weather providing).

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It was moved by Bruce Fitzgerald and Seconded Carlos Barron to Award Contract to Vance Brothers Inc. for an Amount Not to Exceed \$141,318.85 for the 2024 Crack Seal/Slurry Seal Project from the Street Sales Tax Fund. Motion passed unanimously on roll call vote.

INFORMATION MEMORANDUM

IM 2024-007 Revision of the City of Fort Lupton Storm Drainage Design and Technical Criteria

A revision to the City's Storm Drainage Criteria has been authorized by the City Administrator.

Section 1.5 Amendment and Revision of the approved Storm Drainage Criteria Manual states:

These CRITERIA may be amended as new technology is developed and/or experience is gained in the use of these CRITERIA indicating a need for revision. It is the intent of the City Council to vest wide rule-making authority in the City Manager to the extent such rule-making authority is exercised consistent with the objectives of these CRITERIA. For the purpose of avoiding City Council involvement in the technical refinement of these CRITERIA, the City Council finds that such responsibility is best delegated to the CITY's technical staff acting under the supervision of the City Manager. Thus, the City Manager or designated representative shall have the full power and authority to amend the rules and regulations presented in these CRITERIA. Such amendments to the rules and regulations shall be effective immediately upon their approval by the City Manager or designated representative who shall certify their incorporation into these CRITERIA with a written addendum to these CRITERIA.

The designation of "City Manager" is understood to mean City Administrator. The revised sections have been posted to the City's web site.

Section 1.8 Interpretation - is revised to add the following paragraph after the third paragraph.

Final determination of appropriateness and interpretation of these CRITERIA shall rest with the City Engineer, as designated by the City Manager.

Section 14 Detention Facilities - is revised to highlight the intent of this section for being used in the design and evaluation of detention facilities.

Section 14.3.2 Release Rates - revised to highlight the design of detention facility release rate. Added note to Maximum "Historic" Site Runoff Rates table referencing the Mile High Flood District's predevelopment 100-year discharge. And indicating the use of the table factors is for the purpose of reducing downstream conveyance facilities.

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STAFF REPORTS

Mari Peña, City Clerk stated today, March 5, 2024 is the presidential primary election and polls are open until 7:00 p.m. She encouraged everyone to vote.

Roy Vestal, Public Works Director, stated this Friday, March 8, 2024, is the bid opening for the Harrison phase 2 project. He also stated the meter replacement project is moving along well and Northern Colorado Constructors will be starting to swap out some meters. The sewer crew is finding all the vent holes to ensure they are not creating any vacuums.

MAYOR/COUNCIL REPORTS

Councilmember Carlos Barron, stated this Thursday March 7, 2024 is the Police Department's Commendation Ceremony, in which he will be attending.

FUTURE CITY EVENTS

March 6, 2024	Coffee with a Cop Hard Bean Coffee, 107 Dales Place, 8:00 a.m.
March 9, 2024	Hope at Miracle House 4th Annual Walkabout and Pancake Breakfast, 942 Denver Ave. 8:00 a.m. – 11:00 a.m.
March 20, 2024	Welcome Wednesday- Community Development Office 1200 Dexter St. Unit W13, 7:30 a.m.- 9:00 a.m.
March 30, 2024	Easter Egg Hunt – Pearson Park, 12285 State Hwy 52, Fort Lupton, CO 80621, 9:00 a.m.

UPCOMING MEETINGS

March 12, 2024 Town Hall Meeting, City Hall, 130 S. McKinley Ave. 6:00 p.m.
March 19, 2024 City Council Meeting, City Hall, 130 S. McKinley Ave. 6:00 p.m.
March 26, 2024 Town Hall Meeting, City Hall, 130 S. McKinley Ave. 6:00 p.m.
April 2, 2024 City Council Meeting, City Hall, 130 S. McKinley Ave. 6:00 p.m.

ADJOURNMENT

The meeting adjourned at 6:11 p.m.

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Submitted by,

Maricela Peña
Maricela Peña, City Clerk



Approved by City Council,

Zo Hubbard
Zo Hubbard, Mayor