



CITY OF FORT LUPTON
CITY COUNCIL/ENTERPRISE BOARDS
REGULAR MEETING AGENDA
Tuesday, October 7, 2025
6:00 PM
130 South McKinley Avenue

Zo Hubbard, Mayor
Valerie Blackston, Ward 1
Chris Ceretto, Ward 2
Michael Sanchez, 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. October 7, 2025 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. September 16, 2025 City Council Meeting Minutes**
- b. Second Reading of Ordinance 2025-1189 Rezoning Land Legally Known as the 2183 South Denver Avenue Change of Zone**
- c. Second Reading of Ordinance 2025-1190 Rezoning Land Legally Known as The Lancaster Crossing Change of Zone**
- d. AM 2025-128 Approving the Mayor's Signature for a Grant of Easement to United Power for Electrical and Communications Facilities Located Adjacent to Existing Right of Way for Mountain View Avenue in the Coyote Creek Filing No. 6 Subdivision**
- e. AM 2025-129 Accepting and Approving Payment for the Water Pipeline Facilities Easement with Silicon Ranch for the Water Tower Project Water Main Connection**
- f. AM 2025-130 Approving the Payment of \$23,380.00 to Renae Denner for Water Pipeline Facilities Easement for the Water Tower Project Water Main Connection, Located Along the Southern Property Line of 15987 Highway 52**
- g. AM 2025-131 Approving the Payment of \$5,000.00 to Elizabeth Schaefer for a Temporary Construction Water Pipeline Facilities Easement for the Water Tower Project Water Main Connection**
- h. AM 2025-133 Approving a Resolution Accepting an Annexation Petition and Initiating Annexation Proceedings for an Annexation known as the LG Everist NE Annexation Submitted by Lynn Mayer Shults with L.G. Everist Inc., and Setting the Public Hearing for December 2, 2025**
- i. AM 2025-134 Approving a Resolution Accepting an Annexation Petition and Initiating Annexation Proceedings for an Annexation known as the LG Everist NW Annexation Nos. 1-2 Submitted by Lynn Mayer Shults with L.G. Everist Inc., and Setting the Public Hearing for December 2, 2025.**

- j. AM 2025-135 Approve the Submittal of the Application for 5.5% Property Tax Revenue Limit Exemption to DOLA and Ratify Council Signatures

Action Memorandum

- a. AM 2025-136 Authorize Notice to Proceed for Jacobs to Begin a Time and Material Capital Improvement Project (CIP) for Installation of a Platform Above the Pump Galley at the Water Treatment Plant, Project Cost Estimate is \$164,875.50 Allocated from the CIP Budget
- b. AM 2025-132 Approve Change Order to Contract with Burns and McDonnell for Construction Management Services for the Water Tower Project for an Amount Not to Exceed \$1,441,924.00 from the Utility Fund - Water Storage
- c. AM 2025-137 Approve Locate Agreement with BIF IV Intrepid OpCo LLC (Intrepid Fiber) for Added Location Services Related to Fiber Installation
- d. AM 2025-138 Approve Locate Agreement with Ripple Fiber for Added Location Services Related to Fiber Installation
- e. AM 2025-139 Award of Contract to Monuments Warehouse, LLC. for an Amount Not to Exceed \$97,150.00 for Columbarium-2025 Project from the General Fund - Cemetery

Information Memorandum

- a. IM 2025-016 Presentation of the 2026-Requested Budget

Staff Reports

Mayor/Council Reports

Future City Events

- a. October 17, 2025 Spookin' Movie Night Fort Lupton Recreation Center - 203 S. Harrison Ave., 6:00 p.m. – 8:30 p.m.
November 5, 2025 Coffee with a Cop, Fort Lupton Recreation Center - 203 S. Harrison Ave., 8:00 a.m.

Upcoming Meetings

- a. October 14, 2025 Town Hall Meeting, City Hall, 130 S. McKinley Ave. 6:00 p.m.
October 18, 2025 Budget Meeting, City Hall, 130 S. McKinley Ave. 8:00 a.m.
October 21, 2025 City Council Meeting, City Hall, 130 S. McKinley Ave. 6:00 p.m.
October 28, 2025 Town Hall Meeting, City Hall, 130 S. McKinley Ave. 6:00 p.m.
November 4, 2025 City Council Meeting, City Hall, 130 S. McKinley Ave. 6:00 p.m.

Adjourn

**RECORD OF PROCEEDINGS
FORT LUPTON CITY COUNCIL/ENTERPRISE BOARDS
October 7, 2025**

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, October 7, 2025. 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, Claud Hanes, Michael Sanchez, Bruce Fitzgerald, David Crespín, Chris Ceretto and Valerie Blackston.

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

PROCLAMATION

Mayor Hubbard read the Domestic Violence Awareness Proclamation and proclaimed the month of October as "Domestic Violence Awareness" month in the City of Fort Lupton.

PERSONS TO ADDRESS COUNCIL

Andy Seed with McDermott Properties briefly introduced himself and McDermott Properties to 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 October 7, 2025, payables; there were no questions or comments from the Mayor or Council.

CONSENT AGENDA

It was moved by David Crespín and seconded by Valerie Blackston to approve the Consent Agenda as presented with the following items:

- September 16, 2025 City Council Meeting Minutes
- Second Reading of Ordinance 2025-1189 REZONING LAND LEGALLY KNOWN AS THE 2183 SOUTH DENVER AVENUE CHANGE OF ZONE

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- Second Reading of Ordinance 2025-1190 REZONING LAND LEGALLY KNOWN AS THE LANCASTER CROSSING CHANGE OF ZONE
- Approving the Mayor's Signature for a Grant of Easement to United Power for Electrical and Communications Facilities Located Adjacent to Existing Right of Way for Mountain View Avenue in the Coyote Creek Filing No. 6 Subdivision (AM 2025-128)
- Accepting and Approving Payment for the Water Pipeline Facilities Easement with Silicon Ranch for the Water Tower Project Water Main Connection (AM 2025-129)
- Approving the Payment of \$23,380.00 to Renae Denner for Water Pipeline Facilities Easement for the Water Tower Project Water Main Connection, Located Along the Southern Property Line of 15987 Highway 52 (AM 2025-130)
- Approving the Payment of \$5,000.00 to Elizabeth Schaefer for a Temporary Construction Water Pipeline Facilities Easement for the Water Tower Project Water Main Connection (AM 2025-131)
- Approving Resolution 2025R042 ACCEPTING AN ANNEXATION PETITION AND INITIATING ANNEXATION PROCEEDINGS FOR AN ANNEXATION KNOWN AS THE LG EVERIST NE ANNEXATION SUBMITTED BY LYNN MAYER SHULTS WITH L.G. EVERIST INC., AND SETTING THE PUBLIC HEARING FOR DECEMBER 2, 2025 (AM 2025-133)
- Approving Resolution 2025R043 ACCEPTING AN ANNEXATION PETITION AND INITIATING ANNEXATION PROCEEDINGS FOR AN ANNEXATION KNOWN AS THE LG EVERIST NW ANNEXATION NOS. 1-2 SUBMITTED BY LYNN MAYER SHULTS WITH L.G. EVERIST INC., AND SETTING THE PUBLIC HEARING FOR DECEMBER 2, 2025 (AM 2025-134)
- Approve the Submittal of the Application for 5.5% Property Tax Revenue Limit Exemption to DOLA and Ratify Council Signatures (AM 2025-135)

Motion passed unanimously on roll call vote.

ACTION MEMORANDUM

AM 2025-136 Authorize Notice to Proceed for Jacobs to Begin a Time and Material Capital Improvement Project (CIP) for Installation of a Platform Above the Pump Galley at the Water Treatment Plant, Project Cost Estimate is \$164,875.50 Allocated from the CIP Budget

With the recent water treatment plant expansion, there were two additional filter skids installed, which utilized most of the already limited storage space where chemicals, spare pumps and motors, mowers, etc. were stored. This platform will create 437 sq. ft of storage space, which will allow parts and equipment to be stored in a temperature-controlled environment.

The 2025 CIP Budget included \$150,000 for this project. Numerous other CIP projects finished

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under budget this year, particularly the generator rehab CIP, which finished \$28k under budget and would cover the additional \$14,875.50 for this CIP.

It was moved by Valerie Blackston and seconded by Claud Hanes to Authorize Notice to Proceed for Jacobs to Begin a Time and Material Capital Improvement Project (CIP) for Installation of a Platform Above the Pump Galley at the Water Treatment Plant, Project Cost Estimate is \$164,875.50 Allocated from the CIP Budget. Motion passed unanimously on roll call vote.

AM 2025-132 Approve Change Order #4 to Contract with Burns and McDonnell for Construction Management Services for the Water Tower Project for an Amount Not to Exceed \$1,441,924.00 from the Utility Fund - Water Storage

The Request for Qualifications (RFQ) was advertised January 5, 2023 and selection of consultant following the requirements of the Brooks Act (40 U.S.C. 1101). Burns McDonnell was awarded the contract June 21, 2023 for the engineering services for the Elevated Water Storage project. The purpose of the Phase 1 work involves analyzing the City's existing potable water distribution system. The ultimate goal of the project is the elimination of the existing pump house at the tank farm and optimizing a plan for the ultimate distribution system. Phase 1 cost = \$249,260.00

We have received a State Revolving Fund (SRF) loan for this project. This Change Order is for Phase IV- Construction Management. These expenses are covered by the loan.

This Change Order provides engineering construction management to complete the project construction.

The SRF loan covers the engineering services cost. The 2025 budget includes \$18,396,000 for the Water Tower Project.

It was moved by Claud Hanes and seconded by Chris Ceretto to Approve Change Order #4 to Contract with Burns and McDonnell for Construction Management Services for the Water Tower Project for an Amount Not to Exceed \$1,441,924.00 from the Utility Fund - Water Storage. Motion passed unanimously on roll call vote.

AM 2025-137 Approve Locate Agreement with BIF IV Intrepid OpCo LLC (Intrepid Fiber) for Added Location Services Related to Fiber Installation

The City is required to respond within 10 days for utility locations (Article 1.5 of Title 9 of the Colorado Revised Statutes (the "811 Law"). The fiber company is currently installing fiber service in Fort Lupton. The added number of locate requests from 2 installation crews overwhelms staff's ability to respond to all requests. The company desires to run 4 crews simultaneously through the next year to complete the installation.

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The agreement provides for the payment of \$105,000 to cover an additional locator hire to be dedicated to these locate requests. The agreement is extendable after the 1-year term at \$8,750.00 per month.

Upon execution of the agreement by Intrepid, recruiting for the position would begin immediately with an anticipated hire in November 2025, training and operational December 1, 2025. However, Public Works Director, Roy Vestal has not received a final answer from Intrepid Fiber regarding the agreement.

Council had questions about signing and approving an agreement that has not had the terms finalized.

It was moved by Valerie Blackston and seconded by Chris Ceretto to Table the item until October 21, 2025.

AM 2025-138 Approve Locate Agreement with Ripple Fiber for Added Location Services Related to Fiber Installation

Due to the Locate Agreement with Ripple Fiber not being finalized, the City Council decided to table the item until October 21, 2025.

It was moved by Valerie Blackston and seconded by Chris Ceretto to Table the item until October 21, 2025.

AM 2025-139 Award of Contract to Monuments Warehouse, LLC. for an Amount Not to Exceed \$97,150.00 for Columbarium-2025 Project from the General Fund – Cemetery

Bid documents were advertised from July 8, 2025 with bid opening on August 22, 2025. Two bids were received with Monument Warehouse providing the lowest responsible bid of \$87,850.00 as shown in the attached Bid Tabulation.

Monument Warehouse has been in business for 45 years in Elberton, Georgia. Their previous projects for columbaria include West Jordan, UT; Kissimmee, FL; Deerfield, NH; Winter Park, FL and Goshen, NY.

The 2025 budget includes CIP of \$220,000 for the 2 columbaria. Option 3A included in the proposal included 3 benches and a podium for \$97,150.

Contract award for \$97,150.00 for an Option 1A that includes 3 benches, a podium and 2 columbaria.

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Anticipated project installation within 6 months of award. Projected time of completion is April 15, 2026.

It was moved by Bruce Fitzgerald and seconded by Valerie Blackston to Award Contract to Monuments Warehouse, LLC. for an Amount Not to Exceed \$97,150.00 for Columbarium-2025 Project from the General Fund – Cemetery. Motion passed unanimously on roll call vote.

INFORMATION MEMORANDUM

IM 2025-016 Presentation of the 2026-Requested Budget

Presentation of the 2026 Requested Budget on October 7, 2025 meeting the October 15th deadline defined in Colorado Revised Statutes.

The requested budget will be reviewed and amended by Council at 8:00 am, October 18, 2025 in the council chambers at 130 S McKinley Avenue, Fort Lupton, CO 80621.

The 2025 Requested Budget will be available on the City's website www.fortluptonco.gov. Hardcopies are available on request.

STAFF REPORTS

There were no reports from Staff.

MAYOR/COUNCIL REPORTS

Mayor Hubbard mentioned that the walkway in the cemetery is not accessible, she would like to see this become accessible.

FUTURE CITY EVENTS

October 17, 2025 Spookin' Movie Night Fort Lupton Recreation Center - 203 S. Harrison Ave., 6:00 p.m. – 8:30 p.m.

November 5, 2025 Coffee with a Cop, Fort Lupton Recreation Center - 203 S. Harrison Ave., 8:00 a.m.

UPCOMING MEETINGS

October 14, 2025 Town Hall Meeting, City Hall, 130 S. McKinley Ave. 6:00 p.m.

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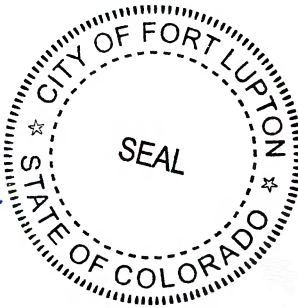
ADJOURNMENT

The meeting adjourned at 6:28 p.m.

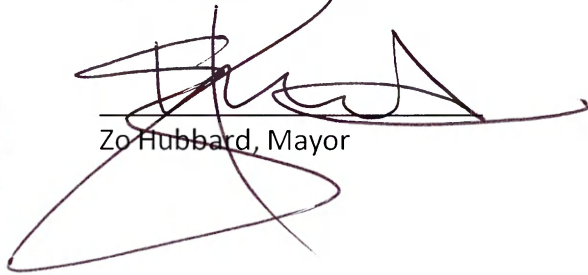
Submitted by,



Maricela Peña, City Clerk



Approved by City Council,



Zo Hubbard, Mayor