



CITY OF FORT LUPTON
CITY COUNCIL/ENTERPRISE BOARDS
REGULAR MEETING AGENDA
Tuesday, October 21, 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 21, 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. October 7, 2025 City Council Meeting Minutes

b. AM 2025-140 Approving a Resolution Ratifying the Mayor's Appointment of the Attached List of Candidates to the Youth Advisory Committee for a Term Ending August 31, 2026

c. AM 2025-141 Approving a Resolution Ratifying the Appointment of Certain Nominees to the Board of Trustees of the High Plains Library Board

d. AM 2025-147 Approving a Resolution Ratifying the Mayor's Appointment of the Attached List of Candidates to the Community Engagement Ad-Hoc Advisory Committee and Designating the City Liaison and Ex-Officio for the Committee

e. AM 2025-142 Approving the Construction Deposit Agreement from United Power to Proceed with Installing Electric Service to the New City Hall Facility for an Estimated Cost of \$119,271.54

f. AM 2025-145 Approving the Mayor's Signature for a Construction Deposit Agreement and Payment of the Estimated Cost Deposit of \$79,219.02 to United Power for Electrical Service Upgrade at the Wastewater Treatment Plant for the Lift Station Project from the Utility Fund

g. AM 2025-143 Approving the Purchase of 4 Dell PowerEdge R660 Servers for an Amount Not to Exceed \$40,423.40, Allocated from the Capital Project Fund

h. AM 2025-148 Approving a Resolution of the City of Fort Lupton Waiving the \$25.00 Fee for Business License Renewal Applications Through December 31, 2025

Action Memorandum

a. AM 2025-144 Approve Locate Agreement with BIF IV Intrepid OpCo LLC (Intrepid Fiber) for Added Location Services Related to Fiber Installation

- b. AM 2025-138 Approve Locate Agreement with Ripple Fiber for Added Location Services Related to Fiber Installation
- c. AM 2025-146 Accepting a Bid Proposal from Ayres Associates Inc. to Serve as the Consultant Firm to Develop a Housing Needs Assessment for an Amount Not to Exceed \$65,410.00, Allocated from the General Fund

Staff Reports

Mayor/Council Reports

Future City Events

- a. October 31, 2025 Trick-or-Treat Street, Denver Ave. & 4th Street, 4:00 p.m. - 6:00 p.m.
November 5, 2025 Coffee with a Cop, Fort Lupton Recreation Center, 203 S. Harrison Ave. 8 a.m. - 9 a.m.
November 11, 2025 Veteran's Day, City Offices will be closed
December 6, 2025 Cookies & Cocoa with Santa, Library, 370 S. Rollie Ave.

Upcoming Meetings

- a. 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.
November 12, 2025 Town Hall Meeting, City Hall, 130 S. McKinley Ave. 6:00 p.m.
November 18, 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 21, 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 21, 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 Crespin, Chris Ceretto and Valerie Blackston.

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

PERSONS TO ADDRESS COUNCIL

Greg Zinn, Fort Lupton Resident and Sales Manager for Baessler Homes spoke to Council about codes they are looking at implementing to the housing code.

Jaime Baessler with Baessler Homes spoke to Council about their focus as a home builder and affordability. He also spoke about the International Energy Conservation Code regarding requirements and affordability.

Brian Flex Construction Manager with Baessler Homes spoke to Council regarding the construction cost for building homes.

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 21, 2025, payables; there were no questions or comments from the Mayor or Council.

CONSENT AGENDA

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

- October 7, 2025 City Council Meeting Minutes

**RECORD OF PROCEEDINGS
FORT LUPTON CITY COUNCIL/ENTERPRISE BOARDS
October 21, 2025**

- Approving Resolution 2025R044 RATIFYING THE MAYOR'S APPOINTMENT OF THE ATTACHED LIST OF CANDIDATES TO THE YOUTH ADVISORY COMMITTEE FOR A TERM ENDING AUGUST 31, 2026 (AM 2025-140)
- Approving Resolution 2025R045 RATIFYING THE APPOINTMENT OF CERTAIN NOMINEES TO THE BOARD OF TRUSTEES OF THE HIGH PLAINS LIBRARY BOARD (AM 2025-141)
- Approving Resolution 2025R046 RATIFYING THE MAYOR'S APPOINTMENT OF THE ATTACHED LIST OF CANDIDATES TO THE COMMUNITY ENGAGEMENT AD-HOC ADVISORY COMMITTEE AND DESIGNATING THE CITY LIAISON AND EX-OFFICIO FOR THE COMMITTEE (AM 2025-147)
- Approving the Construction Deposit Agreement from United Power to Proceed with Installing Electric Service to the New City Hall Facility for an Estimated Cost of \$119,271.54 (AM 2025-142)
- Approving the Mayor's Signature for a Construction Deposit Agreement and Payment of the Estimated Cost Deposit of \$79,219.02 to United Power for Electrical Service Upgrade at the Wastewater Treatment Plant for the Lift Station Project from the Utility Fund (AM 2025-145)
- Approving the Purchase of 4 Dell PowerEdge R660 Servers for an Amount Not to Exceed \$40,423.40, Allocated from the Capital Project Fund (AM 2025-143)
- Approving Resolution 2025R047 OF THE CITY OF FORT LUPTON WAIVING THE \$25.00 FEE FOR BUSINESS LICENSE RENEWAL APPLICATIONS THROUGH DECEMBER 31, 2025 (AM 2025-148)

Motion passed unanimously on roll call vote.

ACTION MEMORANDUM

AM 2025-144 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. Intrepid Fiber desires to run 4 crews simultaneously through the next year to complete the installation.

The agreement provides for the payment of \$105,000 to cover an additional locator hire to be dedicated to Intrepid locate requests. The agreement is extendable after the 1-year term at \$8,750.00 per month. The agreement is modified to provide effective date 2 months following execution of the agreement.

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Upon execution of the agreement by Intrepid, recruiting for the position would begin immediately with an anticipated hire in November 2025, training and operational beginning of the 2026 year.

It was moved by Michael Sanchez and seconded by Chris Ceretto to Approve the Locate Agreement with BIF IV Intrepid OpCo LLC (Intrepid Fiber) for Added Location Services Related to Fiber Installation. Motion passed unanimously on roll call vote.

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

This item was tabled from the October 7, 2025 meeting. Ripple Fiber determined not to proceed with an agreement. No motion was made.

AM 2025-146 Accepting a Bid Proposal from Ayres Associates Inc. to Serve as the Consultant Firm to Develop a Housing Needs Assessment for an Amount Not to Exceed \$65,410.00, Allocated from the General Fund

On September 8, 2025, a committee of City Staff conducted interviews with the top four firms selected from the submitted proposals for the Housing Needs Assessment. Although all four firms were deemed qualified, Ayres Associates Inc. ("Ayres") received the highest overall score based on a 100-point evaluation scale across five distinct categories. The scope of work and fee schedule for Ayres is detailed in the Vendor Agreement. The Housing Needs Assessment is a component of the broader Comprehensive Plan Update and will be funded through its allocated budget. The Comprehensive Plan has a total budget of \$250,000, with the Housing Needs Assessment to be completed for an amount not to exceed \$65,410.

It was moved by Claud Hanes and seconded by Bruce Fitzgerald to Accept a Bid Proposal from Ayres Associates Inc. to Serve as the Consultant Firm to Develop a Housing Needs Assessment for an Amount Not to Exceed \$65,410.00, Allocated from the General Fund. Motion passed unanimously on roll call vote.

STAFF REPORTS

Travis Aksamitowski, IT Director stated the IT Department is working on finding an email system to replace Microsoft exchange.

Chris Cross, City Administrator stated two Windy Gap units are closed out, some of it was funded through the water sales tax. He also stated Fire Chief, Phil Tiffany had his retirement party on Friday October 17, 2025. He said it was a very well attended event and the process on finding a new Fire Chief has begun.

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Roy Vestal, Public Works Director stated on October 6, 2025, the City is no longer discharging into the South Platte River and the CDPHE permit is closed. The bypass pump is in operation.

MAYOR/COUNCIL REPORTS

Mayor Hubbard and Council praised staff who worked on the budget this year. They were pleased with how smooth it went.

Councilmember Valerie Blackston stated she drove down County Road 18, over the bridge, and was happy to see that it was already paved.

FUTURE CITY EVENTS

October 31, 2025 Trick-or-Treat Street, Denver Ave. & 4th Street, 4:00 p.m. - 6:00 p.m.

November 5, 2025 Coffee with a Cop, Fort Lupton Recreation Center, 203 S. Harrison Ave.
8 a.m. - 9 a.m.

November 11, 2025 Veteran's Day, City Offices will be closed

December 6, 2025 Cookies & Cocoa with Santa, Library, 370 S. Rollie Ave.

UPCOMING MEETINGS

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.

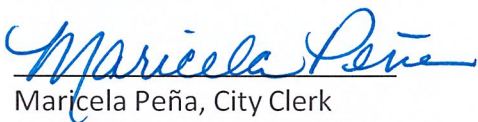
November 12, 2025 Town Hall Meeting, City Hall, 130 S. McKinley Ave. 6:00 p.m.

November 18, 2025 City Council Meeting, City Hall, 130 S. McKinley Ave. 6:00 p.m.

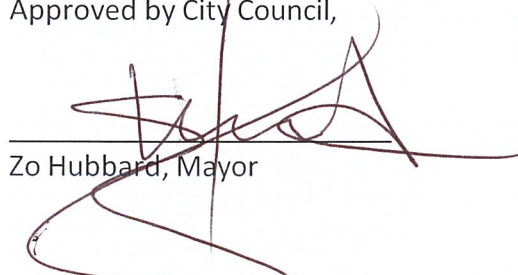
ADJOURNMENT

The meeting adjourned at 6:28 p.m.

Submitted by,


Maricela Peña, City Clerk

Approved by City Council,


Zo Hubbard, Mayor

