



CITY OF FORT LUPTON
CITY COUNCIL/ENTERPRISE BOARDS
REGULAR MEETING AGENDA
Tuesday, November 4, 2025
6:00 PM
130 South McKinley Avenue

Zo Hubbard, Mayor
Valerie Blackston, Ward 1
Chris Ceretto, Ward 2
Michael Sanchez, Ward 3
David Crespin, 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. November 4, 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 18, 2025 City Council Budget Meeting Minutes**
- b. October 21, 2025 City Council Meeting Minutes**
- c. AM 2025-149 Award of Contract to Core Consultants, Inc for an Amount Not to Exceed \$47,000.00 for Engineering Services for the Survey of Denver Avenue for the Streetscape Project from the General Fund and FLURA**
- d. AM 2025-150 Award of Contract to Bohannon Huston for an Amount Not to Exceed \$104,798 for Engineering Services Related to the Drought Response and Water Conservation/Efficiency Plan Funded by Grants from DOLA and CWCB Budgeted in the Utility Fund**
- e. AM 2025-151 Approving a Resolution Increasing the Rate for Green Fees at Coyote Creek Golf Course for the 2026 Season**
- f. AM 2025-153 Approve Mayor's Signing of Public Service Company of Colorado License Agreement for Water Line Access and Construction Along Highway 52 Frontage for the Water Tower Project**
- g. AM 2025-155 Accepting a Bid Proposal from Norris Design to Serve as the Professional Design Firm to Develop Construction Documents for Koshio Park for an Amount Not to Exceed \$97,790.00, Allocated from the General Fund Parks Department**
- h. AM 2025-156 Approving a Resolution Opting Out Uncompensated Elected and/or Appointed Officials from the Workers' Compensation Policy and add them and other City Volunteers to the Volunteer Accidental Medical Plan for the 2026 Policy Year for the Amount of \$322.40, Allocated from General Fund**

Action Memorandum

- a. AM 2025-154 Accepting a Proposal from Elite Industries, Inc. for the Construction of the Rail Road Park North Trails Project for an Amount Not to Exceed \$121,921.00 to be Paid from the Conservation Trust Capital Projects Account
- b. AM 2025-152 Refund of Portions of Permit Fees Collected after being Dropped from the Fee Schedule, Paid from the General Fund
- c. AM 2025-157 Approving the Agreement for Municipal Planning Services with Todd Hodges Design, LLC as the Planner for the City of Fort Lupton for a Two (2) Year Term with an Effective Date of November 4, 2025

Information Memorandum

- a. IM 2025-017 Revision of the City of Fort Lupton "Design Standards for Public Improvements" and "Specifications for Construction of Public Improvements" to be known as the 2026 Version

Staff Reports

Mayor/Council Reports

Future City Events

- a. 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. 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.
November 25, 2025 Town Hall Meeting, City Hall, 130 S. McKinley Ave. 6:00 p.m.
December 2, 2025 City Council Meeting, City Hall, 130 S. McKinley Ave. 6:00 p.m.

Adjourn

**RECORD OF PROCEEDINGS
FORT LUPTON CITY COUNCIL/ENTERPRISE BOARDS
November 4, 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, November 4, 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, Planning Director, Todd Hodges and Chief of Police, William Carnes.

PERSONS TO ADDRESS COUNCIL

There was no one to address the Mayor or 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 November 4 2025, payables; there were no questions or comments from the Mayor or Council.

CONSENT AGENDA

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

- October 18, 2025 City Council Budget Meeting Minutes
- October 21, 2025 City Council Meeting Minutes
- AM 2025-149 Award of Contract to Core Consultants, Inc for an Amount Not to Exceed \$47,000.00 for Engineering Services for the Survey of Denver Avenue for the Streetscape Project from the General Fund and FLURA
- AM 2025-150 Award of Contract to Bohannon Huston for an Amount Not to Exceed
- \$104,798 for Engineering Services Related to the Drought Response and Water

**RECORD OF PROCEEDINGS
FORT LUPTON CITY COUNCIL/ENTERPRISE BOARDS
November 4, 2025**

Conservation/Efficiency Plan Funded by Grants from DOLA and CWCB Budgeted in the Utility Fund

- AM 2025-151 Approving Resolution 2025R048 INCREASING THE RATE FOR GREEN FEES AT COYOTE CREEK GOLF COURSE FOR THE 2026 SEASON
- AM 2025-153 Approve Mayor's Signing of Public Service Company of Colorado License Agreement for Water Line Access and Construction Along Highway 52 Frontage for the Water Tower Project
- AM 2025-155 Accepting a Bid Proposal from Norris Design to Serve as the Professional Design Firm to Develop Construction Documents for Koshio Park for an Amount Not to Exceed \$97,790.00, Allocated from the General Fund Parks Department
- AM 2025-156 Approving Resolution 2025R049 OPTING OUT UNCOMPENSATED ELECTED AND/OR APPOINTED OFFICIALS FROM THE WORKERS' COMPENSATION POLICY AND ADD THEM AND OTHER CITY VOLUNTEERS TO THE VOLUNTEER ACCIDENTAL MEDICAL PLAN FOR THE 2026 POLICY YEAR FOR THE AMOUNT OF \$322.40, ALLOCATED FROM GENERAL FUND

Motion passed unanimously on roll call vote.

ACTION MEMORANDUM

AM 2025-154 Accepting a Proposal from Elite Industries, Inc. for the Construction of the Rail Road Park North Trails Project for an Amount Not to Exceed \$121,921.00 to be Paid from the Conservation Trust Capital Projects Account

This project will rehabilitate Rail Road Park North to improve access to key community amenities and connect with existing community trail systems. The project will add walking/biking trails to Railroad Park North, from 4th Street to 9th Street. This project supports community access to public streets and parks while increasing the accessibility and use of multimodal transportation. The project will address public safety hazards, encourage more pedestrian/bicycle access, and activate walkable public spaces for residents and visitors. It will complete the final 1/3 of trail access along the Rail Road Park / Community Center Park corridor.

Staff opened a request for bids for this project which closed on October 22, 2025. The bid was for 1,850 linear feet of 8-foot-wide 4" concrete walking / biking trail around the park. Concrete will be replacing existing turf. The work will include clearing, grading, installation of 5" base and concrete and backfill.

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 1 years. All work shall be completed in accordance with City of Fort Lupton Standards and Specification manual.

**RECORD OF PROCEEDINGS
FORT LUPTON CITY COUNCIL/ENTERPRISE BOARDS
November 4, 2025**

per hour for associates. These rates were used in the 2026 General Fund Budget.

The contract increases 2027 rates to \$135 for Todd Hodges and \$85 per hour for associates.

It was moved by Bruce Fitzgerald and seconded by David Crespín Approving the Agreement for Municipal Planning Services with Todd Hodges Design, LLC as the Planner for the City of Fort Lupton for a Two (2) Year Term with an Effective Date of November 4, 2025. Motion passed unanimously on roll call vote.

INFORMATION MEMORANDUM

IM 2025-017 Revision of the City of Fort Lupton “Design Standards for Public Improvements” and “Specifications for Construction of Public Improvements” to be known as the 2026 Version

The City’s “Design Standards for Public Improvements” and “Specifications for Construction of Public Improvements” were enacted pursuant of the Municipal Code and Title 31 of Article 16 of the Colorado Revised Statutes. The last revision to the City’s standards was in 2024. Revisions of the City Standards may be made as new technology and/or experience indicates a need for revision. These changes become effective upon approval by the City Administrator.

STAFF REPORTS

Doug Cook, Recreation Director, stated the Rec Center will be partnering with the Library for Cookies & Cocoa with Santa by hosting Winter Fest. He also stated the rec center had a Parks and Recreation staff training on Sunday November 2, 2025. The training involved a mock drowning where the Fire Department and EMS also participated. Mr. Cook feels like the training was very beneficial, especially for the life guards.

Andy Ausmus, City Attorney, praised Todd Hodges for his dedication to the City, to his staff, and to his projects. He stated it is a pleasure working with Todd.

William Carnes, Chief of Police, stated the Police Department will be hosting Cocoa with a Cop on November 15, 2025 at Copper Kettle at 9:00 a.m.

Todd Hodges, Planning Director, thanked Andy Ausmus for the kind words and thanked the Council for renewing his contract as the City’s Planning Director.

MAYOR/COUNCIL REPORTS

Mayor Hubbard and all Councilmembers expressed their appreciation for Todd and his commitment to the City.

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FUTURE CITY EVENTS

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

November 15, 2025 Cocoa with a Cop, Copper Kettle, 737 Denver Ave., 9:00 a.m.

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

UPCOMING MEETINGS

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.

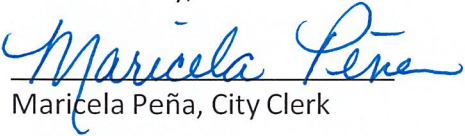
November 25, 2025 Town Hall Meeting, City Hall, 130 S. McKinley Ave. 6:00 p.m.

December 2, 2025 City Council Meeting, City Hall, 130 S. McKinley Ave. 6:00 p.m.

ADJOURNMENT

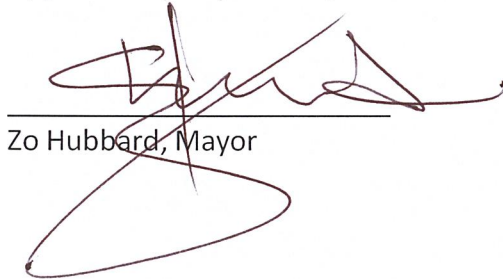
The meeting adjourned at 6:19 p.m.

Submitted by,


Maricela Peña, City Clerk



Approved by City Council,


Zo Hubbard, Mayor