

## City of Fort Lupton

### REGULAR MEETING AGENDA

Tuesday, November 2, 2021

7:00 PM

130 South McKinley Avenue

**Zo Stieber, Mayor**  
Shannon Rhoda, Ward 1  
Chris Ceretto, Ward 2  
Mike Sanchez, Ward 3  
David Crespín, Ward 1  
Tommy Holton, Ward 2  
Bruce Fitzgerald, Ward 3

You may join in person or join remotely by registering at:  
<https://attendee.gotowebinar.com/register/8202213119026433036>

#### Pledge of Allegiance

#### Call to Order

#### 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 Stieber

#### Approval of Agenda

#### Review of Accounts Payables

- a. November 2, 2021 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 16, 2021 City Council Special Meeting Minutes
- b. October 19, 2021 City Council Meeting Minutes
- c. AM 2021-172 Authorize The City Administrator to Execute an Agreement with Smartnet to Host a Leica Geosystems Global Navigation Satellite System on City Property
- d. AM 2021-175 Approve Mayor's Signature for Letter of Support for the Highway 52 Planning and Environmental Linkages Study (PEL) and Access Control Plan (ACP) Study
- e. AM 2021-177 Authorization for Mayor to Sign an Indemnification Agreement Between Peerless Tire Co., City of Fort Lupton and the Fort Lupton Housing Authority
- f. AM 2021-178 Authorize the Mayors Signature to the Jacobs Contract Amendment 2

- g. AM 2021-180 Approval to Authorize the Mayor to Sign Resolution Adopting the Weld County Multi-Jurisdictional Hazard Mitigation Plan
- h. AM 2021-181 Approving a Resolution Accepting the City of Fort Lupton Participate in the Opioids Settlement

**Public Hearings** - Public Hearings allow members of the audience to present comments and questions to the City Council on the item being presented. Comments and questions may be limited to three (3) minutes- Mayor Stieber

- a. AM 2021-182 Approve a Resolution Accepting the Cottonwood Greens PUD Preliminary Plat & Preliminary PUD Plan for Filing No. 4
- b. AM 2021-183 Adopting an Ordinance Amending Chapter 18 Building Regulations of the Fort Lupton Municipal Code and Adopting by Reference the 2018 International Building and Fire Codes and Enacting a New Section for the International Swimming Pool and Spa Code

#### **Action Memorandum**

- a. AM 2021-184 Approve a Resolution Accepting the Cottonwood Greens PUD Final Plat and Final PUD Plan for Filing No. 4
- b. AM 2021-171 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
- c. AM 2021-173 Approve the Purchase and Installation of a HVAC Unit for the Aquatics Area of the Recreation Center from Innovative Mechanical Solution for an Amount not to Exceed \$285,717.00
- d. AM 2021-174 Award Contract to Burns & McDonnell Engineering Company, Inc. for \$1,897,540.00 for Design and Permitting of Metro Lift Station and Pipeline Project from the Utility Fund
- e. AM 2021-176 Approve Changes to Employee Benefit Plans for a Total Cost of \$1,108,124.55 per Year
- f. AM 2021-179 Authorize the City Administrator to Accept a Proposal From Dig Deep to Provide Grant Seeking Services for the City of Fort Lupton for an Amount of \$5,000.00 per Month
- g. AM 2021-185 Approving Resolution 2021Rxxx Establishing the Fee Schedule for Regulated Marijuana

#### **Information Memorandum**

- a. IM 2021-005 Complete an Employee Opinion Survey for the Cost of \$2,900.00-4,600.00
- b. IM 2021-006 Increase Processing Fees Assessed on all Court Credit Card Payments
- c. IM 2021-007 Increase of New Public Library Facility Budget

**Staff Reports**

**Mayor/Council Reports**

**Future City Events**

- a. November 2, 2021 Upcoming Events

**Adjourn**

**RECORD OF PROCEEDINGS  
FORT LUPTON CITY COUNCIL/ENTERPRISE BOARDS  
November 2, 2021**

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 2, 2021. Due to the COVID-19 virus, the meeting was held with remote access provided through GoToWebinar. Mayor Zo Stieber called the meeting to order at 7:00 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 Stieber and Councilmembers Shannon Rhoda, Chris Ceretto, Tommy Holton, Michael Sanchez, and Bruce Fitzgerald. Councilmember David Crespino participated remotely through GoToWebinar.

Also present were City Administrator, Chris Cross, City Clerk, Mari Peña, City Attorney, Andy Ausmus, Police Chief, John Fryar, Planning Director, Todd Hodges, Finance Director, Leann Perino and Public Works Director Roy Vestal.

**PERSONS TO ADDRESS COUNCIL**

Chief Fryar, presented on the achievements of Police Officer Garrett Hackett including his 2020 Award for DUI enforcement by Mother's Against Drunk Driving ("MADD").

**APPROVAL OF AGENDA**

It was moved by Tommy Holton and seconded by Bruce Fitzgerald to approve the Agenda as presented. Motion passed unanimously on roll call vote.

**REVIEW OF ACCOUNTS PAYABLES**

Council reviewed the November 2, 2021, payables; there were no questions or comments from the Mayor or Council.

**CONSENT AGENDA**

It was moved by Michael Sanchez and seconded by Tommy Holton to approve the Agenda as presented with the following items: October 16, 2021 City Council Special Meeting Minutes, October 19, 2021 City Council Meeting Minutes, Authorize the City Administrator to Execute an Agreement with Smartnet to Host a Leica Geosystems Global Navigation Satellite System on City Property (AM 2021-172), Approve Mayor's Signature for Letter of Support for the Highway 52 Planning and Environmental Linkages Study (PEL) and Access Control Plan (ACP) Study (AM 2021-175), Authorization for Mayor to Sign an Indemnification Agreement Between Peerless Tire Co., City of Fort Lupton and the Fort Lupton Housing Authority (AM 2021-177), Authorize the Mayor's Signature to the Jacobs Contract Amendment 2 (AM 2021-178), Approval to Authorize the Mayor to Sign RESOLUTION 2021R062 ADOPTING THE WELD COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN (AM 2021-180), and Approving Resolution 2021R063 ACCEPTING THE CITY OF FORT LUPTON PARTICIPATE IN THE

**RECORD OF PROCEEDINGS**  
**FORT LUPTON CITY COUNCIL/ENTERPRISE BOARDS**  
**November 2, 2021**

OPIOIDS SETTLEMENT (AM 2021-181). Motion passed unanimously on roll call vote.

**PUBLIC HEARING**

**AM 2021-182 Approve a Resolution Accepting the Cottonwood Greens PUD Preliminary Plat & Preliminary PUD Plan for Filing No. 4**

Mayor Stieber opened the public hearing at 7:08 p.m. Alyssa Knutson, the City Planner, provided a presentation on the Cottonwood Greens PUD Preliminary Plat and Preliminary PUD Plan for Filing No. 4. All notification requirements have been met. Kristen Turner, representative for the Cottonwood Greens , provided a presentation virtually.

Mayor Stieber read the following advisement to Kristin Turner, the applicant's representative: You understand that members of the City Council may be appearing tonight via a virtual connection and may not be appearing in person? You consent to the applicable member voting on your submittal even though said member is not present in person? You understand that the Applicant has a right to continue this public hearing to such a date to allow a full in person public hearing? You have agreed to voluntarily waive that right on behalf of the Applicant by proceeding tonight electronically, is that correct? On behalf of the Applicant, you have voluntarily signed and submitted the written waiver and consent to proceed electronically tonight, correct? Therefore, on behalf of the Applicant, you waive Applicant's right to proceed in an in person public hearing and have consented to proceed forward voluntarily tonight in this virtual City Council meeting, is that correct? Ms. Turner replied yes, to all questions.

Mayor Stieber asked Councilmember Crespin if he was able to her and see the presentation. Councilmember Crespin answered yes.

The Applicant's representative, Kristin Turner, provided a brief presentation which included map of the property. Ms. Turner stated that 9th St. runs along the southern property boundary and College Ave. runs along the western boundary. Cottonwood Greens Filings 1-3 are located to the west of this property and is currently under construction. There will be two streets that will connect throughout the entire project. The townhomes will all be accessed through the rear and porches will be facing the streetscape, allowing for a more pedestrian oriented feel and look to the property. There will be several trail connectors throughout the project. Ms. Turner stated that the project complies with the City's comprehensive plan.

Council asked if this was a metro development. Ms. Knutson confirmed that it was.

Mayor Stieber read the following advisement to Ms. Turner: Have you had a full and fair opportunity to present all facts, submittals, documents, testimony and presentations in support of the Applicant's application before the City Council tonight? Ms. Turner responded 'yes'. Has there been anything that you or the Applicant would have liked to have presented in support of Applicant's application that you feel you were prevented from doing so? Mr. Turner responded 'no'.

Mayor Stieber asked if anyone form the public wished to speak for or against the proposal.

**RECORD OF PROCEEDINGS  
FORT LUPTON CITY COUNCIL/ENTERPRISE BOARDS  
November 2, 2021**

Hearing none, Mayor Stieber closed the public hearing at 7:18 p.m.

It was moved by Chris Ceretto and seconded by Bruce Fitzgerald to approve Resolution 2021R064 A RESOLUTION ACCEPTING THE COTTONWOOD GREENS PUD PRELIMINARY PLAT & PRELIMINARY PUD PLAN FOR FILING NO.4. Motion passed on a roll call vote with 6 'yes' votes and 1 'no' vote by Shannon Rhoda.

**AM 2021-183 Adopting an Ordinance Amending Chapter 18 Building Regulations of the Fort Lupton Municipal Code and Adopting by Reference the 2018 International Building and Fire Codes and Enacting a New Section for the International Swimming Pool and Spa Code**

Mayor Stieber opened the public hearing at 7:19 p.m. Todd Hodges, Planning Director, provided a presentation on the 2018 Building and Fire Codes. Mr. Hodges pointed out to a correction on Ordinance for table R302.2. directing to the City Municipal Code. Taw Tamlin, Fire Marshall, and Jose Gonzales, with Pro Code, were present to answer any questions.

Mayor Stieber asked if anyone from the public wished to speak for or against the proposal. Hearing none, Mayor Stieber closed the public hearing at 7:21 p.m.

It was moved by Bruce Fitzgerald and seconded by Tommy Holton to adopt Ordinance 2021-1133 AN ORDINANCE AMENDING CHAPTER 18 BUILDING REGULATIONS OF THE FORT LUPTON MUNICIPAL CODE AND ADOPTING BY REFERENCE THE 2018 EDITIONS OF THE FOLLOWING: INTERNATIONAL BUILDING CODE, INTERNATIONAL MECHANICAL CODE, INTERNATIONAL PLUMBING CODE, INTERNATIONAL FIRE CODE, INTERNATIONAL FUEL GAS CODE, INTERNATIONAL PROPERTY MAINTENANCE CODE, INTERNATIONAL EXISTING BUILDING CODE, INTERNATIONAL RESIDENTIAL CODE, AND INTERNATIONAL ENERGY CONSERVATION CODE. THE NATIONAL ELECTRICAL CODE CURRENT STATE ADOPTED EDITION AND ENACTING A NEW SECTION IN CHAPTER 18 ARTICLE XVI FOR ADOPTION OF THE 2018 INTERNATIONAL SWIMMING POOL AND SPA CODE. Motion passed unanimously on a roll call vote.

**ACTION MEMORANDUM**

**AM 2021-184 Approve a Resolution Accepting the Cottonwood Greens PUD Final Plat and Final PUD Plan for Filing No. 4**

The applicant, Arbor Capital Partners, LLC, has applied for approval of a Final Plat and Final PUD Plan for the City Council's consideration for Filing No. 4 of the Cottonwood Greens PUD Subdivision. The Final Plat and Final PUD Plan is located north and adjacent to 9th Street and approximately 0.29 miles west of County Road 31 in Fort Lupton. The proposal is for a single-family attached residential subdivision on 16.22 acres, more or less, that will include 137 townhomes, as well as common areas and interconnecting trails.

Alyssa Knutson, the City Planner, provided a presentation on the Cottonwood Greens PUD Final

**RECORD OF PROCEEDINGS  
FORT LUPTON CITY COUNCIL/ENTERPRISE BOARDS  
November 2, 2021**

Plat and Final PUD Plan for Filing No. 4. Staff recommended approval. Representatives were present to answer any questions.

It was moved by Tommy Holton and seconded by Chris Ceretto to approve Resolution 2021R065 APPROVE A RESOLUTION ACCEPTING THE COTTONWOOD GREENS PUD FINAL PLAT AND FINAL PUD PLAN FOR FILING NO.4. Motion passed on a roll call vote with 6 'yes' votes and '1' no vote by Shannon Rhoda.

**AM 2021-171 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**

Todd Hodges Design, LLC has been providing Interim Planning Director services for the City of Fort Lupton since March of 2010. This action is an amendment to allow for planning services through Todd Hodges Design, LLC and defines compensation for the principal and associates. Todd Hodges Design, LLC has been critical in directing the planning and building department through growth periods and has assisted in the economic development of the City.

This action is an amendment with a two year extension to November 2, 2023. The agreement defines compensation for Todd Hodges Design, LLC Principal and Associate billing rates.

It was moved by Chris Ceretto and seconded by Bruce Fitzgerald to approve 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. Motion passed unanimously on roll call vote.

**AM 2021-173 Approve the Purchase and Installation of a HVAC Unit for the Aquatics Area of the Recreation Center from Innovative Mechanical Solution for an Amount not to Exceed \$285,717.00**

The HVAC Unit (an Innovative) above the pool, for a number of years has required a considerable number of repairs. The repairs have been budgeted for this replacement for the past four years. The City's internal maintenance department as well as HVAC contractor indicated that it looks like the repairs wouldn't hold. Staff is asking for replacement of the unit with the same type of system as it is compatible with the aquatic area. This is a very specialized system as pools have extremely difficult environments. If another system were brought in it would require a complete overhaul of the mechanical systems in the pool area. This unit delivers the same air quality and works with all the current controls. It also allows for a quicker turn around and a minimal shut down of the pool would be required as it will utilize the existing foot print and connections. There is a 18 to 20 week turn around on the getting the unit here. Steel prices are constantly rising and the quoted price is only good until the end of November. Innovative Mechanical Solutions is a sole supplier of this unit in our area.

Council asked questions regarding the budget, repair, and warranty. Monty Schuman stated that money has been budgeted for about four years, repair will be 18-20 weeks out, and the warranty is a standard one-year.

It was moved by Tommy Holton and seconded by Bruce Fitzgerald to approve the purchase and

**RECORD OF PROCEEDINGS**  
**FORT LUPTON CITY COUNCIL/ENTERPRISE BOARDS**  
**November 2, 2021**

installation of a HVAC unit for the aquatics area of the recreation center from Innovative Mechanical Solutions for an amount not to exceed \$285,717.00. Motion passed unanimously on roll call vote.

**AM 2021-174 Award Contract to Burns & McDonnell Engineering Company, Inc. for \$1,897,540.00 for Design and Permitting of Metro Lift Station and Pipeline Project from the Utility Fund**

The City received an extension to June 2024 of our Colorado Water Quality Control Act discharge permit for the Wastewater Treatment Plant.

Council approved pursuit of the METRO connection option on April 20, 2021 with AM 2021-066. The City has determined that entering into an agreement with the Metro Wastewater Reclamation District's (MWRD) Regional Northern Treatment Plant may be a preferred alternative to expanding the City's Wastewater Treatment Plant (WWTP). The Metro District Board of Director's Resolution NO. 0721-B7.f was approved on July 20, 2021, which determined that the District could feasibly serve the City.

The request for Qualifications (RFQ) was advertised on August 13, 2021. A Pre-proposal meeting was held at City Hall on August 27, 2021. The proposal deadline for submittal was September 10, 2021. Five firms submitted qualifications. The selection committee included Leann Perino, Jake Freier, Jon Mays, Brad Schutt, and Al Paquet. All submittals were graded by each committee member based on the selection criteria and weighted per the proposed criteria. Each member's firm ranking was also tallied by score preference of 1 to 5. Phone interviews were conducted by Jacobs (CH2M) representatives and scored. Burns and McDonnell was selected as the most qualified firm.

Work is scheduled to begin immediately. This agreement covers all requirements to evaluate, design and receive permitting compliance with CPH&E.

It was moved by Bruce Fitzgerald and seconded by Chris Ceretto to award contract to Burns & McDonnell Engineering Company, Inc. for \$1,897,540.00 for Design and Permitting of Metro Lift Station and Pipeline Project from the Utility Fund. Motion passed on a roll call vote with 5 'yes' votes and 2 'no' votes by Shannon Rhoda and Tommy Holton.

**AM 2021-176 Approve Changes to Employee Benefit Plans for a Total Cost of \$1,108,124.55 per Year**

The following employee insurance benefits are currently on a policy year that runs from January 1st to December 31st. The various benefits up for renewal are

- Medical
- Health Reimbursement Arrangement (HRA)
- Vision
- Employee Assistance Program (EAP)
- Dental
- Flexible Spending Accounts

**RECORD OF PROCEEDINGS**  
**FORT LUPTON CITY COUNCIL/ENTERPRISE BOARDS**  
**November 2, 2021**

- COBRA Administration

The following benefits are not up for renewal:

- Group life and accidental death and dismemberment (AD&D)
- Voluntary life and accidental death and dismemberment (AD&D)
- Group long-term disability (LTD)
- Voluntary short-term disability (STD)

Costs for all benefits have been included in the totals at the end.

The City marketed the medical benefit for the 2022 plan year through our benefits broker, GBS Benefits. The City received quotes from our current provider, Humana, and several insurance carriers for different types of products, fully insured options and level funded options.

After negotiating options, Humana has offered a 9.5% total increase. Staff is recommending that the City stay with Humana for several reasons including, 1) the option that is less expensive does not offer the same benefits, 2) the disruption associated with changing carriers is significant and 3) the other options do not include a robust wellness program like we currently have. In staying with the Humana, the medical benefits will remain the same.

The health plan represents the majority of the benefit costs for the City. Based on current enrollment, the total cost for the plan will be \$994,179.36 for 2022, an increase of \$86,289.72 over 2021 costs, based on current enrollment.

Staff is proposing that Council consider a benefit enhancement in increasing the cost share percentage for the employee and dependent premiums. This will help to make Fort Lupton's benefits more competitive compared to other governmental entities, which will aid in employee retention and recruitment.

The premium cost share for the PPO plan:

|               | City portion | Employee portion |
|---------------|--------------|------------------|
| Employee only | 85%          | 15%              |
| Dependents    | 50%          | 50%              |

The premium cost share for the HDHP/HSA plan is as follows:

|               | City portion | Employee portion    |
|---------------|--------------|---------------------|
| Employee only | 85% + \$50   | 15% - \$50 discount |
| Dependents    | 50% + \$75   | 50% - \$75 discount |

It is important to distinguish that HDHP/HSA plan participants often have higher out of pocket expenses, so they are not necessarily receiving a richer benefit than PPO plan participants. In addition to the premium share, the City contributes \$100 per month to the employee's HSA and \$150 per month to the HSA if they are covering dependents

**RECORD OF PROCEEDINGS**  
**FORT LUPTON CITY COUNCIL/ENTERPRISE BOARDS**  
**November 2, 2021**

Staff is proposing a change as follows:

|               | City portion | Employee portion |
|---------------|--------------|------------------|
| Employee only | 87%          | 13%              |
| Dependents    | 55%          | 55%              |

The premium cost share for the HDHP/HSA plan is as follows:

|               | City portion | Employee portion    |
|---------------|--------------|---------------------|
| Employee only | 87% + \$50   | 13% - \$50 discount |
| Dependents    | 55% + \$75   | 55% - \$75 discount |

Staff is not proposing any change to the HSA contribution.

Based on the new premiums for 2022, by tier this is equivalent to the following:

|                       | City portion | Monthly cost | Employee portion | Monthly cost |
|-----------------------|--------------|--------------|------------------|--------------|
| Employee only         | 87.00%       | \$561.62     | 13.00%           | \$ 83.92     |
| Employee + spouse     | 71.40%       | \$899.26     | 28.60%           | \$360.18     |
| Employee + child(ren) | 72.35%       | \$861.27     | 27.65%           | \$329.10     |
| Employee + family     | 66.45%       | \$1,198.93   | 33.55%           | \$605.34     |

By tier, this is equivalent to the following:

|                       | City portion | Monthly cost | Employee portion | Monthly cost |
|-----------------------|--------------|--------------|------------------|--------------|
| Employee only         | 95.14%       | \$ 584.63    | 4.86%            | \$ 29.88     |
| Employee + spouse     | 77.66%       | \$ 931.04    | 22.34%           | \$267.86     |
| Employee + child(ren) | 78.97%       | \$ 894.87    | 21.03%           | \$238.28     |
| Employee + family     | 70.82%       | \$1,216.30   | 29.18%           | \$501.24     |

The result of these changes is that the City will be absorbing the entirety of the cost increase for 2022 plus \$6,829.71 for a total of \$93,119.43. More detail on this change is illustrated in the cost share alternatives attachment.

**HEALTH REIMBURSEMENT ARRANGEMENT – NATIONAL BENEFIT SERVICES (NBS):**

NBS has not increased the rates for the administration of the plan. The cost will continue to be \$3.05 per covered employee per month. Based on current enrollment, the total estimated cost for the plan will be \$3,220.80 for 2022. This does not include the cost of HRA reimbursements. The benefits will remain the same.

**HUMANA – VISION INSURANCE:**

The City marketed the vision benefit for the 2022 plan year through our benefits broker, GBS Benefits. The City received quotes from our current provider, Humana, and several insurance carriers. After evaluating the options, staff is recommending that the City change carriers to Ameritas. They are offering a 7.36% decrease over our current rates. Based on current

**RECORD OF PROCEEDINGS  
FORT LUPTON CITY COUNCIL/ENTERPRISE BOARDS  
November 2, 2021**

enrollment, the total estimated cost for the plan will be \$9,336.00 for 2022. There is a benefit enhancement to lower the copay for vision exams in 2022.

**HUMANA – EMPLOYEE ASSISTANCE PROGRAM:**

There is an increase from Humana for the EAP rates. This benefit is available to all full-time and part-time employees. The cost is changing from \$0.66 per employee per month to \$0.70 per employee per month, an increase of 6.06%. The total annual cost, based on current enrollment, is equivalent to \$739.20 per year. There are no changes to the benefits for 2022. The City did review other options, but staff is recommending staying with Humana since this benefit often pairs with the medical plan and the cost is modest.

**HUMANA – DENTAL INSURANCE:**

The City marketed the vision benefit for the 2022 plan year through our benefits broker, GBS Benefits. The City received quotes from our current provider, Humana, and several insurance carriers. After evaluating the options, staff is recommending that the City change carriers to Ameritas. They are offering a 9.99% decrease over our current rates. They also offer a larger network of providers. Based on current enrollment, the total estimated cost for the plan will be \$65,100.48 for 2022. There are no changes to the benefits for 2022.

**FLEXIBLE SPENDING ACCOUNTS (FSA) – NATIONAL BENEFIT SERVICES (NBS):**

NBS has not increased the rates for the administration of the plans. The administrative costs for the FSA plans have not changed. The cost will be \$3.05 per covered employee per month plus monthly and annual fees for the use of flexible spending account cards. Based on current enrollment, the total estimated cost for the plan will be \$928.20 for 2022. The benefits will remain the same.

**COBRA ADMINISTRATION – GBS BENEFITS**

There are no administrative costs for COBRA Administration, as this is handled as a value-added service by our employee benefits broker, GBS Benefits.

Council asked questions about employee satisfaction and complaints of the current plan. Laura Howe discussed feedback from the Police Department survey regarding insurance and personal anecdotes told by employees.

It was moved by Chris Ceretto and seconded by Bruce Fitzgerald to approve changes to employee benefit plans for a total cost of \$1,108,124.55 per year. The motion passed unanimously on a roll call vote.

**AM 2021-179 Authorize the City Administrator to Accept a Proposal From Dig Deep to Provide Grant Seeking Services for the City of Fort Lupton for an Amount of \$5,000.00 per Month**

Dig Deep has presented a proposal for services for grant seeking efforts that would provide opportunities for the city to secure additional funding sources for major projects. The City placed a RFP and received 3 proposals. A committee of four staff reviewed the proposals. The top proposal from the committee was Dig Deep and they outscored the other two proposals on

**RECORD OF PROCEEDINGS  
FORT LUPTON CITY COUNCIL/ENTERPRISE BOARDS  
November 2, 2021**

the following criteria: (1) Thoroughness, quality and conciseness of submittal, (2) Project understanding and approach for accomplishing the City's objectives, (3) Qualification of project manager and project team, and proven ability to complete projects of similar scope, (4) Proposed cost of services, and (5) References from past and present clients.

The purpose for this RFQ was to find companies that could assist the city in securing and finding grants/loan interest loans. Dig Deep has helped numerous municipalities in these endeavors. They do specialize in major capital projects including water, public works and park projects.

The scoring by the majority of the committee was:

Dig Deep 90

Public Advisory Group 75

Clear Communications Services 55

Council asked questions about projects and reports or updates on the benefit to the City. Monty Schuman stated that Dig Deep specializes in water.

It was moved by Bruce Fitzgerald and seconded by Chris Ceretto to authorize the City Administrator to accept a proposal from Dig Deep to provide grant seeking services for the City of Fort Lupton for an amount of \$5,000.00 per month. The motion passed unanimously on a roll call vote.

**AM 2021-185 Approving Resolution 2021Rxxx Establishing the Fee Schedule for Regulated Marijuana**

The Ordinance for regulated marijuana will go into effect on November 12, 2021. Pursuant to Section 6-360 of the Ordinance the following fees shall be set by Resolution: "In addition to application, renewal and an annual operating fee, the city shall impose administrative fees for services, which include the transfer of ownership, background investigations, change of business manager, modification of premises, change of location, change of corporate structure, change of financier, zoning verification, duplicate license, temporary permit, change of trade name, change of class of license, with all such fees to be established by resolution of city council."

The fees are necessary due to staff time in review of applications and enforcement actions for marijuana businesses and to assure the costs associated with protecting the health, safety, order, comfort, convenience and general welfare of the residents.

It was moved by Michael Sanchez and seconded by Tommy Holton to approve Resolution 2021R066 A RESOLUTION ESTABLISHING THE FEE SCHEDULE FOR REGULATED MARIJUANA. The motion passed unanimously on a roll call vote.

**INFORMATION MEMORANDUM**

**IM 2021-005 Complete an Employee Opinion Survey for the Cost of \$2,900.00-4,600.00**

When the City created its 2019-2020 Strategic Plan, one of the sections stated the following:

**RECORD OF PROCEEDINGS**  
**FORT LUPTON CITY COUNCIL/ENTERPRISE BOARDS**  
**November 2, 2021**

Recruitment and retention of great staff goes a long way in keeping the City at its best. Training is a critical piece of this philosophy. The evaluation of conditions will be accomplished with employee surveys. This survey input will also help in the plan development of key areas of compensation, staffing levels and succession planning.

The operational challenges of COVID-19 caused staff to postpone the completion of an employee survey in 2020. There has been some activity in 2021, however.

The Police Department completed an employee survey in Spring 2021. The survey provided excellent feedback and has motivated the staff to carefully review the department's challenges and implement solutions. Completing the employee opinion survey Citywide will help the staff focus on employee retention and improving the employee experience, which will serve the mission of providing municipal services that build an exceptional community.

Human Resources received three proposals at the following costs:

|                   |         |
|-------------------|---------|
| Vendor            | Price   |
| Employers Council | \$2,590 |
| Newmeasures       | \$8,750 |
| Gallup            | \$7,565 |

Employers Council is less expensive, in part, because the City did a survey with them in 2021 and they have offered a discount because the City did a survey with them this year. Employers Council did a good job in compiling the results and educating staff on the results.

Since the total expense is less than \$5,000, under the City's Purchasing Policy, this item is not required to come before Council. The cost will be covered under the contractual services budget for the Human Resources Department and City Administrator's budget.

Staff will provide a summary of results to Council after the survey is completed.

Laure Howe, Human Resources Director stated that the actual cost will be \$2,590.

**IM 2021-006 Increase Processing Fees Assessed on all Court Credit Card Payments**

November 2019 the Fort Lupton City Council approved AM 2019-221 amending the agreement with Tyler Technologies. The AM authorized Global Payments to be the credit/debit card processor for court payments made online and in-person. Global Payments' compensation is from the processing fees made by the customers. The City's responsibility is for equipment maintenance costs.

December 2020 Council approved AM 2020-194 changing the responsibility for the online portal fee of \$2.50 per transaction from the customer to the City. There was no change of responsibility of the card-processing fees.

**RECORD OF PROCEEDINGS  
FORT LUPTON CITY COUNCIL/ENTERPRISE BOARDS  
November 2, 2021**

An analysis in 2019 set the fee at 3.21%, administratively. From January to September 2020, the Court processed \$95,436.85 in fines, costs and card fees. For the same timeframe in 2021, the Court has processed \$191,294.65; a 49.5% increase in usage. Based upon updated analysis, the processing fee is rising from 3.21% to 3.95%. The primary reasons for increase is due to usage and soaring processing fees.

**IM 2021-007 Increase of New Public Library Facility Budget**

Approval of an increase to the new public library facility budget of \$750,000. This will increase the Capital Request in the 2022 budget "New Library Building" from 7,100,000 to 7,850,000 and total cost of the new library facility from 8,850,000 to 9,600,000. This increase in the budget will come exclusively from the Library's budget reserves and will not affect future operating costs. A contract with the construction company with a set construction budget will come to City Council at a later date once the design process is completed and approved.

**STAFF**

Mari Peña, City Clerk, discussed the report of hard liquor being sold at Safeway. It was actually a fermented malt beverage and Safeway was not in violation.

Chris Cross, City Administrator, reported on the success of the Haunted Hay Ride and other events being held at the Historic Fort.

**MAYOR/COUNCIL REPORTS**

Councilmember Bruce Fitzgerald reported on the success of the Trunk-or-Treat event.

Councilmember Michael Sanchez thanked Mayor Zo Stieber and Councilmember Bruce Fitzgerald for attending National First Responder's Day.

Mayor Zo Stieber reported that Councilmembers Chris Ceretto and Bruce Fitzgerald helped put up lights on the bridge to Pearson Park as Field of Honor approaches on November 13, 2021.

**FUTURE CITY EVENTS**

|                      |                                                        |
|----------------------|--------------------------------------------------------|
| November 5-19, 2021  | Art Show at the Library                                |
| November 9, 2021     | Town Hall Meeting, 130 S. McKinley Ave. 6:30 p.m.      |
| November 10-13, 2021 | Field of Honor, Pearson Park 11 a.m. - 7p.m.           |
| November 11, 2021    | City Hall Closed in Observance of Veteran's Day        |
| November 13, 2021    | Field of Honor Formal Ceremony, Pearson Park 1:00 p.m. |
| November 16, 2021    | City Council Meeting, 130 S. McKinley Ave. 7:00 p.m.   |

**RECORD OF PROCEEDINGS  
FORT LUPTON CITY COUNCIL/ENTERPRISE BOARDS  
November 2, 2021**

|                   |                                                   |
|-------------------|---------------------------------------------------|
| November 23, 2021 | Town Hall Meeting, 130 S. McKinley Ave. 6:30 p.m. |
| November 27, 2021 | Small Business Saturday                           |

**ADJOURNMENT**

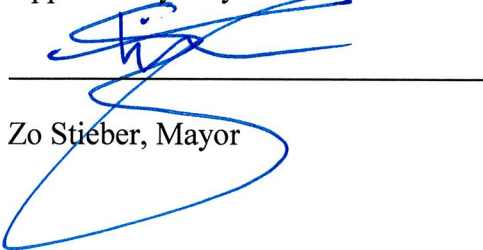
The meeting adjourned at 7:51 p.m.

Submitted by,



Maricela Peña, City Clerk

Approved by City Council



Zo Stieber, Mayor

