



City of Fort Lupton

REGULAR MEETING AGENDA

Tuesday, November 16, 2021

7:00 PM

130 South McKinley Avenue

Zo Stieber, Mayor
Shannon Rhoda, Ward 1
Chris Ceretto, Ward 2
Mike Sanchez, Ward 3
David Crespin, 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 16, 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. November 2, 2021 City Council Meeting Minutes

b. AM 2021-186 Approving a Resolution Ratifying the Appointment of Joyce Smock to the Board of Trustees of the High Plains Library District for a Term Beginning January 1, 2022 and Ending December 31, 2025

c. AM 2021-187 A Resolution Approving the Criminal History Record Information (CHRI) Policy for Proper Access, Use and Dissemination Procedures for the City Clerk's Office

d. Second Reading Ordinance 2021-1130 An Ordinance Setting a Public Hearing for November 2, 2021, for the Purpose of Amending Chapter 18 Building Regulations of the Fort Lupton Municipal Code and Adopting by Reference the International Building Code of the International Code Council 2018 Edition; The National Electrical Code of the National Fire Protection Association (NFPA), Current State Adopted Edition; International Mechanical Code of the International Code Council, 2018 Edition; International Plumbing Code of the International Code Council, 2018 Edition; International Fire Code of the International Code Council, 2018 Edition; International Fuel Gas Code of the International Code Council, 2018 Edition; International Property

Maintenance Code of the International Code Council, 2018 Edition; International Existing Building Code of the International Code Council, 2018 Edition; International Residential Code of the International Code Council, 2018 Edition; International Energy Conservation Code of the International Code Council, 2018 Edition; International Swimming Pool and Spa Code, 2018 Edition

- e. Second Reading Ordinance 2021-1131 Adopt Ordinance 2021-1131 Initially Zoning Land Known as the Pearson Park Change of Zone, Legally Described in Exhibit A, to the 'P' Parks & Open Space Zone District
- f. Second Reading Ordinance 2021-1132 Adopt Ordinance 2021-1132 Initially Zoning Land Known as the WWTP Change of Zone, Legally Described in Exhibit A, to the 'A' Agricultural Zone District
- g. AM 2021-193 Approving the Quadient Trifold and Inserter Machine Lease Agreement for \$126.82 a Month for 60 Months to be Paid from the General Fund
- h. AM 2021-195 Approving Resolution 2021-XXX to Opt Out Uncompensated Elected and/or Appointed Officials from the Workers' Compensation Policy and Add Them and Other City Volunteers to the Volunteer Accident Medical Plan (VAMP) for the 2022 Policy Year for the Amount of \$372.00

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. Withdrawal of the Proposed Revisions to 16-62(e), Article III of Chapter 16 of the Fort Lupton Municipal Code

Action Memorandum

- a. AM 2021-194 Approve a Resolution Accepting the Murata Farms Final Plat and Final PUD Plan for Filing No. 1
- b. AM 2021-189 Replacement Pump at the North Lift Station From Water Technology Group for \$23,500.00 Allocated from the Utility Fund
- c. AM 2021-190 Authorize Water Technology Group to Rebuild Pump 3 from the South Lift Station for \$9,495.00
- d. AM 2021-191 Update City Retirement Plan Documents and Increase the Employer and Employee Contribution for Sworn Police Officers from 9.7% to 10.2% for an Estimated Total of \$10,918 for 2022

- e. AM 2021-192 Approving an Agreement with CliftonLarsonAllen to Provide Implementation Services for the new GASB87 Requirements for an Amount Not to Exceed \$17,000 to be Paid from the General Fund

Staff Reports

Mayor/Council Reports

Future City Events

- a. November 16, 2021 Upcoming Events

Adjourn

**RECORD OF PROCEEDINGS
FORT LUPTON CITY COUNCIL/ENTERPRISE BOARDS
November 16, 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 16, 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 Chris Ceretto, David Crespin, Tommy Holton, and Bruce Fitzgerald.

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

There was no one to address the Council.

APPROVAL OF AGENDA

It was moved by David Crespin and seconded by Bruce Fitzgerald to approve the Agenda as presented. Motion passed unanimously on a voice vote.

REVIEW OF ACCOUNTS PAYABLES

Council reviewed the November 16, 2021, payables; there were no questions or comments from the Mayor or Council.

CONSENT AGENDA

It was moved by Tommy Holton and seconded by Chris Ceretto to approve the Agenda as presented with the following items: November 2, 2021 City Council Meeting Minutes, Approving a Resolution Ratifying the Appointment of Joyce Smock to the Board of Trustees of the High Plains Library District for a Term Beginning January 1, 2022 and Ending December 31, 2025 (AM 2021-186), Approving Resolution 2021R068 A RESOLUTION ADOPTING THE CRIMINAL HISTORY RECORD INFORMATION ("CHRI") POLICY (AM 2021-187), Second Reading Ordinance 2021-1130 AN ORDINANCE SETTING A PUBLIC HEARING FOR NOVEMBER 2, 2021, FOR THE PURPOSE OF AMENDING CHAPTER 18 BUILDING REGULATIONS OF THE FORT LUPTON MUNICIPAL CODE AND ADOPTING BY REFERENCE THE INTERNATIONAL BUILDING CODE OF THE INTERNATIONAL CODE COUNCIL 2018 EDITION; THE NATIONAL ELECTRICAL CODE OF THE NATIONAL FIRE PROTECTION ASSOCIATION (NFPA), CURRENT STATE ADOPTED EDITION; INTERNATIONAL MECHANICAL CODE OF THE INTERNATIONAL CODE COUNCIL, 2018 EDITION; INTERNATIONAL PLUMBING CODE OF THE INTERNATIONAL CODE

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November 16, 2021

COUNCIL, 2018 EDITION; INTERNATIONAL FIRE CODE OF THE INTERNATIONAL CODE COUNCIL, 2018 EDITION; INTERNATIONAL FUEL GAS CODE OF THE INTERNATIONAL CODE COUNCIL, 2018 EDITION; INTERNATIONAL PROPERTY MAINTENANCE CODE OF THE INTERNATIONAL CODE COUNCIL, 2018 EDITION; INTERNATIONAL EXISTING BUILDING CODE OF THE INTERNATIONAL CODE COUNCIL, 2018 EDITION; INTERNATIONAL RESIDENTIAL CODE OF THE INTERNATIONAL CODE COUNCIL, 2018 EDITION; INTERNATIONAL ENERGY CONSERVATION CODE OF THE INTERNATIONAL CODE COUNCIL, 2018 EDITION; INTERNATIONAL SWIMMING POOL AND SPA CODE, 2018 EDITION, Second Reading Ordinance 2021-1131 ADOPT ORDINANCE 2021-1131 INITIALLY ZONING LAND KNOWN AS THE PEARSON PARK CHANGE OF ZONE, LEGALLY DESCRIBED IN EXHIBIT A, TO THE 'P' PARKS & OPEN SPACE ZONE DISTRICT, Second Reading Ordinance 2021-1132 ADOPT ORDINANCE 2021-1132 INITIALLY ZONING LAND KNOWN AS THE WWTP CHANGE OF ZONE, LEGALLY DESCRIBED IN EXHIBIT A, TO THE 'A' AGRICULTURAL ZONE DISTRICT, Approving the Quadient Trifold and Inserter Machine Lease Agreement for \$126.82 a Month for 60 Months to be Paid from the General Fund (AM 2021-193), Approving Resolution 2021R069 A RESOLUTION PROVIDING THAT CERTAIN ELECTED AND/OR APPOINTED OFFICIALS OF THE CITY OF FORT LUPTON SHALL BE DEEMED NOT TO BE "EMPLOYEES" WITHIN THE MEANING OF WORKERS' COMPENSATION LAWS (AM 2021-195). Motion passed unanimously on roll call vote.

PUBLIC HEARING

Withdrawal of the Proposed Revisions to 16-62(e), Article III of Chapter 16 of the Fort Lupton Municipal Code

City Planner, Alyssa Knutson, stated that after discussing the proposed changes with the City Attorney, it was determined it was best to wait for the next development code update, which has provisions for accessory dwelling units. Since the matter was withdrawn, there was no public hearing.

ACTION MEMORANDUM

AM 2021-194 Approve a Resolution Accepting the Murata Farms Final Plat and Final PUD Plan for Filing No. 1

The applicant, JHome LLC for Coronado West, and owner M-J Perri Company, have applied for approval of a Final Plat and Final PUD Plan for consideration for the Murata Farms Subdivision Filing No. 1. The Final Plat and Final PUD Plan is located south and adjacent to State Highway 52 and west and adjacent to South College Avenue (County Road 29 ½) in Fort Lupton. The proposal is for a mixed use residential and commercial subdivision on 72.7 acres, more or less, that will include 180 single family detached residential lots, as well as future development tracts for paired homes, townhomes and commercial.

Alyssa Knutson, the City Planner, provided a presentation on the Murata Farms Final Plat and

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Final PUD Plan for Filing No. 1. Staff recommended approval.

Eric Ekberg, representative from JEhome, provided a presentation on the Murata Farms Final Plat and Final PUD Plan for Filing No. 1.

Council asked questions regarding South College Avenue paving, street names, lighting in the park area, fence material, construction start dates, the flow-line, water detention, basements and street width.

It was moved by Tommy Holton and seconded by Chris Ceretto to approve Resolution 2021R070 APPROVING THE MURATA FARMS FINAL PLAT AND FINAL PUD PLAN FOR FILING NO. 1 SUBMITTED BY JEHOME LLC FOR CORONADO WEST TO CREATE A MIXED USE RESIDENTIAL AND COMMERCIAL SUBDIVISION. Motion passed unanimously on a roll call vote.

AM 2021-189 Replacement Pump at the North Lift Station From Water Technology Group for \$23,500.00 Allocated from the Utility Fund

The North Lift Station has four submersible pumps. The lift Station was built in the early 1990s. Two of the four pumps have been replaced over the years. This is to replace one of the 1990s pump that has severe wear and does not pump efficiently.

The North Lift Station provides sewer flow for approximately 40% of the City. The lift station was installed in the 1990s and has operated well.

One of the original pumps from the 1990s was recently pulled and inspected. The impeller and housing of the pump was severely worn and corroded. Due to the age of the pump, replacement parts would need to be machined. Staff requested a quote to replace the pump with a new high efficiency motor pump. The new pump will cut up fibrous material to prevent pump clogging. This feature has only become available recently.

The Water Technology Group is the factory representative for the company that now manufactures replacement pumps for this Lift Station. The original manufacturer of the old pump is no longer in business.

Jacobs staff will install the new pump.

It was moved by David Crespín and seconded by Bruce Fitzgerald to authorize the replacement pump at the North Lift Station from Water Technology Group for \$23,500.00. Motion passed unanimously on roll call vote.

AM 2021-190 Authorize Water Technology Group to Rebuild Pump 3 from the South Lift Station for \$9,495.00

Pump 3 at the South Lift Station has failed. The Water Technology Group is the manufacturer's representative for the pumps in the South Lift Station. Staff pulled the Pump and determined

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that the Pump had a seal failure. The pump was taken to the factory representative, Water Technology Group, for inspection and disassembly. Water Technology Group inspected the pump and has recommended rebuilding the pump. The rebuild will return the pump to like new condition. Staff will reinstall the rebuilt pump.

It was moved by Bruce Fitzgerald and seconded by David Crespino to authorize Water Technology Group to rebuild Pump 3 from the South Lift Station for \$9,495.00. Motion passed unanimously on roll call vote.

AM 2021-191 Update City Retirement Plan Documents and Increase the Employer and Employee Contribution for Sworn Police Officers from 9.7% to 10.2% for an Estimated Total of \$10,918 for 2022

The Plan Documents for the City's Retirement Savings Plans have several updates that are required by the IRS. In addition, this AM is to consider updating the Fort Lupton Police Pension Plan to increase the Employer and Employee contribution from 9.7% to 10.2% effective January 1, 2022.

The City has two retirement plans, one for its sworn police officers and one for the rest of its employees. Internal Revenue Service (IRS) regulations require that plan documents be updated periodically to incorporate law changes, per the attached letter from AIG dba VALIC. The Adoption Agreements and the corresponding Basic Plan Document have been updated.

The Adoption Agreements for each plan are identical except for the Employer and Employee Contribution amounts. The amount for the City of Fort Lupton Employee Pension Plan is 4% and the amount for the Fort Lupton Police Pension Plan has been updated from 9.7% to 10.2%. The Basic Plan Document is a universal document that cannot be updated. The specific selections for each employer are set in the Adoption Agreement. Staff is recommending that Council accept the updated plan documents.

Law enforcement personnel for most Colorado agencies, including Fort Lupton, do not have social security tax withheld, nor do employers contribute to it. Law enforcement personnel are not eligible for social security benefits for wages earned while working in law enforcement. As a result, the employer and employee contribution rates for retirement plans for law enforcement personnel are higher than those for civilian personnel. Staff would like to consider offering a richer benefit to Fort Lupton law enforcement personnel to aid with recruitment and retention.

It was moved by Chris Ceretto and seconded by Bruce Fitzgerald to update City retirement plan documents and increase the employer and employee payroll contribution for sworn police officers from 9.7% to 10.2% for an estimated total of \$10,918 for 2022. Motion passed unanimously on a roll call vote.

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AM 2021-192 Approving an Agreement with CliftonLarsonAllen to Provide Implementation Services for the new GASB87 Requirements for an Amount Not to Exceed \$17,000 to be Paid from the General Fund

The Governmental Accounting Standards Board is requiring the implantation of GASB87 in 2022. This changes the and adds accounting and reporting standards for lease agreements

Clifton Larson Allen will help the City review all lease and service agreements to determine which ones will need to be tracked and accounted for under GASB87. They will use the information to find, choose and implement a software programs that meets our needs.

The software will collect all the data required by GASB87 for financial reporting purposes and generate year end journal entries for all leases.

It was moved by David Crespín and seconded by Bruce Fitzgerald to approve an agreement with CliftonLarsonAllen to provide implementation services for the new GASB87 requirements for an amount not to exceed \$17,000 to be paid from the General Fund. The motion passed unanimously on a roll call vote.

STAFF

Andy Ausmus, City Attorney, updated Council that the City will retain Butler and Snow for bond council under the City Attorney's contract, as they were highly recommended for bond issues. Mr. Ausmus stated that an agreement was submitted and with Council approval will be signed by the City Attorney.

Chris Cross, City Administrator, thanks Jon Mays for being an inspiration through his adoption process.

Mari Peña, City Clerk, discussed that the requirements for regulated marijuana and licensing are now all on the City Clerk's website. The website provides links to the State of Colorado website for the applications, fees, and a map of possible locations. No applications have been submitted yet.

Laura Howe, Human Resources Director, reported that open enrollment begins on November 29, 2021 and Council is also eligible.

Roy Vestal, Public Works Director, advised that the status of the manhole work on First Street with future updates.

MAYOR/COUNCIL REPORTS

Mayor Zo Stieber reported that Field of Honor celebration on Saturday, November 13, 2021, had around 430 people in attendance and was extremely well received. Flags purchased along with the dedication can still be picked up at the Recreation Center for the next few days.

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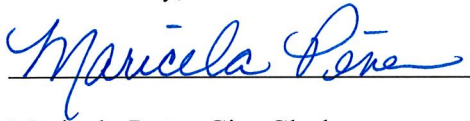
FUTURE CITY EVENTS

November 5-19, 2021	Art Show at the Library
November 30, 2021	Town Hall Meeting, 130 S. McKinley Ave. 6:30 p.m.
November 25-26, 2021	City Offices Closed in Observance of Thanksgiving
November 27, 2021	Small Business Saturday
December 7, 2021	City Council Meeting, 130 S. McKinley Ave. 7:00 p.m.
December 14, 2021	Town Hall Meeting, 130 S. McKinley Ave. 6:30 p.m.

ADJOURNMENT

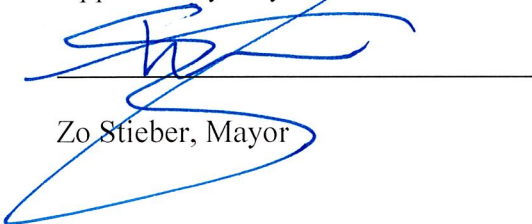
The meeting adjourned at 7:53 p.m.

Submitted by,



Maricela Peña, City Clerk

Approved by City Council



Zo Stieber, Mayor

