CITY OF FORT LUPTON
CITY COUNCIL/ENTERPRISE BOARDS
REGULAR MEETING AGENDA
Tuesday, August 16, 2022
6:00 PM
130 South McKinley Avenue

Zo Stieber-Hubbard, Mayor
Valerie Blackston, Ward 1
Chris Ceretto, Ward 2
Carlos Barron, Ward 3
David Crespin, Ward 1
Claud Hanes, Ward 2
Bruce Fitzgerald, Ward 3

You may join in person or join remotely by clicking on: https://global.gotomeeting.com/join/851983253

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 Stieber

a. Have A Heart Foundation

Approval of Agenda

Review of Accounts Payables

a. August 16, 2022 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. August 2, 2022 City Council Meeting Minutes

b. Ratification of August 08, 2022 Public Meeting Minutes

c. Second Reading Ordinance 2022-1145 Adopt An Ordinance Rezoning Land Legally Described In Exhibit A, And Known As The Flats At Lupton Village Change Of Zone, To The PUD Planned Unit Development Zone District

d. AM 2022-130 Approving a Resolution Appointing Lieutenant William Carnes to the Weld County E911 Advisory Committee for a Term Beginning August 16, 2022 and Ending January 10, 2024.

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

Action Memorandum

Information Memorandum

a. IM 2022-010 Hiring an Economic Development Manager

Staff Reports

Mayor/Council Reports

Future City Events

a. August 16, 2022 Upcoming Events

Adjourn

Vendor Number / Payable #	Vendor Name / Payable Type	Post Date	Payment Date / Payable Description	Payment Type	Discount Amount	Payment Amount / Payable Amount	Number
Bank Code: Golf Course-Golf Course							
000024	ACE HARDWARE OF FORT LUPTON		08/09/2022	Regular	0.00	55.97	85315
95127	Invoice	07/25/2022	GOLF-TOOLS-PRO SHOP		0.00	39.98	
95206	Invoice	08/01/2022	GOLF-NAILS-PRO SHOP		0.00	15.99	
000028	ACUSHNET COMPANY		08/09/2022	Regular	0.00	1,499.98	85316
913837589	Invoice	07/25/2022	GOLF-MERCHANDISE-PRO SHOP		0.00	1,499.98	
002254	ADIDAS AMERICA INC		08/09/2022	Regular	0.00	178.01	85317
6157352519	Invoice	07/26/2022	GOLF-MERCHANDISE-PRO SHOP		0.00	178.01	
000239	CITY OF FORT LUPTON		08/09/2022	Regular	0.00	1,671.83	85318
FIN2022219	Invoice	07/21/2022	GOLF-PINNACOL INV 20956870 PMT 7 OF 9		0.00	1,492.27	
FIN2022224	Invoice	08/01/2022	GOLF-EAP FOR AUG22		0.00	3.60	
FIN2022226	Invoice	08/01/2022	GOLF-STANDARD INV FOR AUG22		0.00	135.68	
FIN2022233	Invoice	08/03/2022	GOLF-JUNE 2022 POSTAGE-PRO SHOP		0.00	40.28	
000241	CITY OF FT LUPTON-UTIL INVOICE		08/09/2022	Regular	0.00	7,616.23	85319
110249001 JUL22	Invoice	07/29/2022	Water/Sewer Bill-Golf		0.00	404.87	
110252001 JUL22	Invoice	07/29/2022	Water/Sewer Bill-Golf		0.00	7,046.80	
110252101 JUL22	Invoice	07/29/2022	Water/Sewer Bill-Golf		0.00	118.69	
770214501 JUL22	Invoice	07/29/2022	Water/Sewer Bill-Golf		0.00	45.87	
002723	EAGLE ROCK COMPANY OF COLO		08/09/2022	Regular	0.00	476.56	85320
8982442	Invoice	08/01/2022	GOLF-BEVERAGES-PRO SHOP		0.00	115.46	
8982443	Invoice	08/01/2022	GOLF-BEVERAGES-PRO SHOP		0.00	361.10	
000512	FUZION FIELD SERVICES LLC		08/09/2022	Regular	0.00	266.20	85321
253738	Invoice	08/02/2022	GOLF-RENTAL-MAINT		0.00	266.20	
000567	HIGH COUNTRY BEVERAGE CORP		08/09/2022	Regular	0.00	442.05	85322
W-6285959	Invoice	08/01/2022	GOLF-BEVERAGES-PRO SHOP		0.00	442.05	
000735	LL JOHNSON DISTRIBUTING		08/09/2022	Regular	0.00	1,464.62	85323
1145068-00	Invoice	07/21/2022	GOLF-SUPPLIES/PARTS-MAINT		0.00	1,464.62	
000768	MASEK GOLF CAR OF COLORADO		08/09/2022	Regular	0.00	419.31	85324
01-75388	Invoice	07/28/2022	GOLF-PARTS-MAINT		0.00	304.89	
01-75389	Invoice	07/28/2022	GOLF-WINDOW LOCK ASSY-MAINT		0.00	114.42	
000913	POTESTIO BROTHERS EQUIPMENT		08/09/2022	Regular	0.00	527.23	85325
10747K	Invoice	07/26/2022	GOLF-MOWER REEL-MAINT		0.00	527.23	
000944	REPUBLIC NATIONAL DISTRIBUTING CO LLC		08/09/2022	Regular	0.00	343.02	85326
6701870	Invoice	07/27/2022	GOLF-BEVERAGES-PRO SHOP		0.00	163.27	
6701871	Invoice	07/27/2022	GOLF-BEVERAGES-PRO SHOP		0.00	179.75	
000999	SHAMROCK FOODS COMPANY		08/09/2022	Regular	0.00	3,854.02	85327
26140260	Invoice	07/28/2022	GOLF-FOOD/PACKAGING-PRO SHOP		0.00	1,556.72	
26150799	Invoice	08/01/2022	GOLF-FOOD/PACKAGING-PRO SHOP		0.00	2,297.30	
001022	SOUTHERN GLAZER'S OF CO		08/09/2022	Regular	0.00	200.08	85328
2870038	Invoice	07/27/2022	GOLF-BEVERAGES-PRO SHOP		0.00	200.08	
001052	SWIRE COCA-COLA, USA		08/09/2022	Regular	0.00	637.63	85329
24908202313	Invoice	07/29/2022	GOLF-BEVERAGES-PRO SHOP		0.00	637.63	
001895	TERMINIX		08/09/2022	Regular	0.00	152.00	85330

Vendor Number / Payable #	Vendor Name / Payable Type	Post Date	Payment Date / Payable Description	Payment Type	Discount Amount (Payable)	Discount Amount	Payment Amount / Payable Amount	Number
422703602	Invoice	07/18/2022	GOLF-PEST CONTROL-PRO SHOP		0.00		152.00	
000024	ACE HARDWARE OF FORT LUPTON		08/16/2022	Regular		0.00	397.99	85331
95233	Invoice	08/02/2022	GOLF-SUPPLIES-MAINT		0.00		128.03	
95240	Invoice	08/02/2022	GOLF-SUPPLIES-PRO SHOP		0.00		12.99	
95245	Credit Memo	08/03/2022	GOLF-FASTENERS-MAINT		0.00		-13.20	
95271	Invoice	08/04/2022	GOLF-PARTS/SUPPLIES-MAINT		0.00		267.58	
95333	Invoice	08/08/2022	GOLF-KEYS-MAINT		0.00		2.59	
001293	AMAZON.COM		08/16/2022	Regular		0.00	895.03	85332
1QFP-WYXD-91MH	Invoice	07/05/2022	GOLF-PARTS-MAINT		0.00		306.25	
1WTM-VVXN-6F...	Invoice	08/05/2022	GOLF-PARTS-MAINT		0.00		588.78	
000160	BREAKTHRU BEVERAGE COLORADO		08/16/2022	Regular		0.00	1,533.30	85333
345099397	Invoice	08/04/2022	Golf-Beverages-Proshop		0.00		677.73	
345163072	Invoice	08/04/2022	Golf- Beverages-Proshop		0.00		855.57	
000239	CITY OF FORT LUPTON		08/16/2022	Regular		0.00	3,667.93	85334
FIN2022238	Invoice	08/04/2022	Golf-Verizon Invoice 9912112949 06/27-07/...		0.00		206.24	
FIN2022239	Invoice	08/05/2022	Golf ComData Purchases		0.00		3,461.69	
002723	EAGLE ROCK COMPANY OF COLO		08/16/2022	Regular		0.00	770.55	85335
9002440	Invoice	08/08/2022	Golf- Beverages- Proshop		0.00		770.55	
000536	GOLF AND SPORT SOLUTIONS LLC		08/16/2022	Regular		0.00	1,205.27	85336
41181	Invoice	07/28/2022	Golf-Sand-Maint		0.00		566.41	
41247	Invoice	08/06/2022	Golf-Sand-Maint		0.00		638.86	
000567	HIGH COUNTRY BEVERAGE CORP		08/16/2022	Regular		0.00	2,766.31	85337
W-6288588	Invoice	08/04/2022	Golf-Beverages-Proshop		0.00		987.00	
W-6291448	Invoice	08/08/2022	Golf-Beverages-Proshop		0.00		1,779.31	
000795	MILE HIGH TURFGRASS, LLC		08/16/2022	Regular		0.00	1,000.00	85338
9602	Invoice	08/02/2022	Golf-Turf Grass-Maint		0.00		1,000.00	
000913	POTESTIO BROTHERS EQUIPMENT		08/16/2022	Regular		0.00	882.05	85339
10800K	Invoice	08/02/2022	GOLF-PARTS-MAINT		0.00		215.54	
10801K	Invoice	08/02/2022	GOLF-PARTS-MAINT		0.00		666.51	
000944	REPUBLIC NATIONAL DISTRIBUTING CO LLC		08/16/2022	Regular		0.00	204.43	85340
6711422	Invoice	08/03/2022	Golf-Beverages- Proshop		0.00		204.43	
000999	SHAMROCK FOODS COMPANY		08/16/2022	Regular		0.00	717.25	85341
26161121	Invoice	08/04/2022	Golf- Food-Prshop		0.00		717.25	
001022	SOUTHERN GLAZER'S OF CO		08/16/2022	Regular		0.00	1,040.66	85342
5224910	Invoice	08/03/2022	Golf-Beverages-Proshop		0.00		1,040.66	
001052	SWIRE COCA-COLA, USA		08/16/2022	Regular		0.00	575.74	85343
24908202368	Invoice	08/05/2022	Golf-Beverages-Proshop		0.00		575.74	
001530	TARGET SPECIALTY PRODUCTS		08/16/2022	Regular		0.00	1,365.00	85344
INVP500881213	Invoice	08/03/2022	Golf-Turf Fuel-Maint		0.00		1,365.00	
001137	UNITED POWER		08/16/2022	Regular		0.00	5,060.86	85345
1194602 AUG22	Invoice	08/03/2022	United Power		0.00		1,142.29	
1195001 AUG22	Invoice	08/03/2022	United Power		0.00		3,737.86	
1195701 AUG22	Invoice	08/03/2022	United Power		0.00		133.08	
19595600 AUG22	Invoice	08/03/2022	United Power		0.00		24.43	
6601202 AUG22	Invoice	08/03/2022	United Power		0.00		23.20	
001225	YAMAHA MOTOR CORP		08/16/2022	Regular		0.00	10,798.08	85346
781376	Invoice	07/28/2022	Golf-Toro Turf Package-Proshop		0.00		10,798.00	

Vendor Number / Payable #	Vendor Name / Payable Type	Post Date	Payment Date / Payable Description	Payment Type	Discount Amount / Discount Amount	Payment Amount / Payable Amount	Number
781376-1	Invoice	07/28/2022	GOLF-LEASE PAYMENT-PRO SHOP		0.00	0.08	

Bank Code Golf Course Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	58	32	0.00	52,685.19
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	58	**32**	**0.00**	**52,685.19**

Vendor Number / Payable #	Vendor Name / Payable Type	Post Date	Payment Date / Payable Description	Payment Type	Discount Amount (Payable)	Discount Amount	Payment Amount / Payable Amount	Number
Bank Code: Pooled Cash-Pooled Cash								
001820	BADGER METER		08/09/2022	Regular		0.00	144.54	72062
80104460	Invoice	07/29/2022	UF-BEACON HOSTING-W LINES		0.00		144.54	
000169	BROADCAST MUSIC INC		08/09/2022	Regular		0.00	391.00	72063
43730528	Invoice	07/02/2022	REC-ANNUAL MUSIC LICENSE RENEWAL		0.00		391.00	
002300	CASSIE CAMPBELL		08/09/2022	Regular		0.00	240.36	72064
080322	Invoice	08/03/2022	GF-MILEAGE/DINNER REIMBURSEMENT-FIN...		0.00		240.36	
000182	CEM SALES & SERVICE INC		08/09/2022	Regular		0.00	855.00	72065
157845	Invoice	07/25/2022	REC-POOL/SPA CHEMICALS		0.00		855.00	
000216	CHAMBER OF COMMERCE		08/09/2022	Regular		0.00	45.00	72066
080222	Invoice	08/02/2022	GF-AUGUST LUNCHEON-CITY ADM		0.00		45.00	
000241	CITY OF FT LUPTON-UTIL INVOICE		08/09/2022	Regular		0.00	67,790.00	72067
110035001 JUL22	Invoice	07/29/2022	Water/Sewer Bill-City		0.00		1,775.35	
110221001 JUL22	Invoice	07/29/2022	Water/Sewer Bill-City		0.00		398.35	
110222001 JUL22	Invoice	07/29/2022	Water/Sewer Bill-City		0.00		978.25	
110251001 JUL22	Invoice	07/29/2022	Water/Sewer Bill-City		0.00		991.51	
330025001 JUL22	Invoice	07/29/2022	Water/Sewer Bill-City		0.00		352.15	
330031001 JUL22	Invoice	07/29/2022	Water/Sewer Bill-City		0.00		1,810.75	
330045001 JUL22	Invoice	07/29/2022	Water/Sewer Bill-City		0.00		184.27	
330166001 JUL22	Invoice	07/29/2022	Water/Sewer Bill-City		0.00		314.84	
330920000 JUL22	Invoice	07/29/2022	Water/Sewer Bill-City		0.00		34.68	
550055501 JUL22	Invoice	07/29/2022	Water/Sewer Bill-City		0.00		186.05	
550057001 JUL22	Invoice	07/29/2022	Water/Sewer Bill-City		0.00		544.66	
550057601 JUL22	Invoice	07/29/2022	Water/Sewer Bill-City		0.00		2,738.66	
550057701 JUL22	Invoice	07/29/2022	Water/Sewer Bill-City		0.00		25,618.84	
660092001 JUL22	Invoice	07/29/2022	Water/Sewer Bill-City		0.00		457.45	
770109501 JUL22	Invoice	07/29/2022	Water/Sewer Bill-City		0.00		34.65	
770116501 JUL22	Invoice	07/29/2022	Water/Sewer Bill-City		0.00		593.11	
770229001 JUL22	Invoice	07/29/2022	Water/Sewer Bill-City		0.00		550.45	
770229501 JUL22	Invoice	07/29/2022	Water/Sewer Bill-City		0.00		3,281.29	
770229601 JUL22	Invoice	07/29/2022	Water/Sewer Bill-City		0.00		41.64	
770231101 JUL22	Invoice	07/29/2022	Water/Sewer Bill-City		0.00		183.88	
990004001 JUL22	Invoice	07/29/2022	Water/Sewer Bill-City		0.00		138.91	
990004101 JUL22	Invoice	07/29/2022	Water/Sewer Bill-City		0.00		103.08	
990005001 JUL22	Invoice	07/29/2022	Water/Sewer Bill-City		0.00		323.63	
990006001 JUL22	Invoice	07/29/2022	Water/Sewer Bill-City		0.00		132.13	
990007001 JUL22	Invoice	07/29/2022	Water/Sewer Bill-City		0.00		303.16	
990008001 JUL22	Invoice	07/29/2022	Water/Sewer Bill-City		0.00		99.63	
990132001 JUL22	Invoice	07/29/2022	Water/Sewer Bill-City		0.00		25,309.38	
999910000 JUL22	Invoice	07/29/2022	Water/Sewer Bill-City		0.00		309.25	
	Void		08/09/2022	Regular		0.00	0.00	72068
000268	COLORADO ANALYTICAL LAB		08/09/2022	Regular		0.00	48.00	72069
220627011	Invoice	07/01/2022	UF-WATER TESTING-W LINES		0.00		48.00	
000253	COLORADO DEPT OF PUBLIC HEALTH AND ENVIRC		08/09/2022	Regular		0.00	865.00	72070
FGD20220910	Invoice	07/26/2022	UF-DRINKING WATER FEE JUL22-JUN23-WTP		0.00		865.00	
001517	CORE&MAIN LP		08/09/2022	Regular		0.00	1,776.50	72071
R150175	Invoice	07/25/2022	UF-PARTS-W LINES		0.00		1,776.50	
000361	DBC IRRIGATION SUPPLY		08/09/2022	Regular		0.00	1,167.01	72072
S4657606.001	Invoice	07/01/2022	CEM-IRRIGATION PARTS		0.00		545.39	
S4657901.001	Invoice	07/06/2022	CEM-IRRIGATION PARTS		0.00		621.62	
002960	DEREK MEYERS		08/09/2022	Regular		0.00	18.23	72073
080422	Invoice	08/04/2022	GF-D.MEYERS CDL REIMBURSEMENT-STREETS		0.00		18.23	

Vendor Number / Payable #	Vendor Name / Payable Type	Post Date	Payment Date / Payable Description	Payment Type	Discount Amount	Payment Amount	Number
002899	DIG DEEP RESEARCH, LLC		08/09/2022	Regular	0.00	13,750.00	72074
1882	Invoice	08/01/2022	GF-Grant Research Services-Misc		0.00	5,000.00	
1883	Invoice	07/31/2022	GF- Dig Deep Grant Svces - Misc		0.00	8,750.00	
003004	DP GUARDIAN INC		08/09/2022	Regular	0.00	30,000.00	72075
24724	Invoice	07/01/2022	GF- DATA CENTER IT		0.00	30,000.00	
000410	E-470 PUBLIC HIGHWAY AUTHORITY		08/09/2022	Regular	0.00	5.00	72076
2073804972	Invoice	07/21/2022	GF-LATE FEES-PD		0.00	5.00	
000445	EWING IRRIGATION PRODUCTS INC		08/09/2022	Regular	0.00	1,282.50	72077
17372150	Invoice	07/21/2022	CPR-RAILROAD PARK ROCK-COM CTR		0.00	807.50	
17382694	Invoice	07/22/2022	CPR-RAILROAD PARK ROCK-COM CTR		0.00	475.00	
002011	FRONT RANGE LUMBER COMPANY		08/09/2022	Regular	0.00	58.46	72078
20351	Invoice	07/01/2022	UF-CEDAR FENCE/NAILS-W LINES		0.00	58.46	
000513	G & G EQUIPMENT		08/09/2022	Regular	0.00	114.00	72079
127017	Invoice	07/20/2022	GF-OIL-PARKS		0.00	114.00	
002222	GREELEY LOCK & KEY		08/09/2022	Regular	0.00	279.00	72080
0000017575	Invoice	07/22/2022	GLK - Removal of Electronic Stirke from old IT..		0.00	279.00	
000546	GREEN MILL SPORTSMAN'S CLUB		08/09/2022	Regular	0.00	150.00	72081
107	Invoice	08/03/2022	GF-RANGE TRAINING-PD		0.00	150.00	
000616	J & T CONSULTING INC		08/09/2022	Regular	0.00	7,303.40	72082
2680	Invoice	08/01/2022	UF-2022 Decree Accounting		0.00	7,303.40	
003090	JESSICA DOMINGUEZ		08/09/2022	Regular	0.00	226.25	72083
080322	Invoice	08/03/2022	GF-MILEAGE REIMBURSEMENT-FINANCE		0.00	226.25	
001292	LIFE STORIES CHILD & FAMILY ADVOCACY		08/09/2022	Regular	0.00	750.00	72084
11-706	Invoice	07/01/2022	GF-1ST QRT BILLING JAN-MAR22-PD		0.00	375.00	
11-726	Invoice	07/20/2022	GF-2ND QRT BILLING APR-JUN22-PD		0.00	375.00	
000847	NORMAN'S MEMORIALS INC.		08/09/2022	Regular	0.00	120.00	72085
080222	Invoice	08/02/2022	CEM-D.MCCRUMB COLUMBARIUM INSCRIPT..		0.00	120.00	
000865	OFFICE DEPOT		08/09/2022	Regular	0.00	307.48	72086
255503847001	Invoice	07/15/2022	GF-OFFICE SUPPLIES-COURT		0.00	196.72	
256661590001	Invoice	07/18/2022	GF-OFFICE SUPPLIES-CITY CL		0.00	52.40	
257356455001	Invoice	07/26/2022	GF-OFFICE SUPPLIES-ADMIN		0.00	58.36	
002411	PINNACLE ELECTRIC & CONSTRUCTION CORP		08/09/2022	Regular	0.00	1,800.00	72087
22-068	Invoice	07/29/2022	GF-MOVE CONDUIT-FAC		0.00	1,800.00	
001643	PROCODE INC		08/09/2022	Regular	0.00	92,624.01	72088
2036	Invoice	08/01/2022	GF-JUL22 INSPECTION FEES-BLDG INSP		0.00	92,624.01	
002265	QUADIENT FINANCE USA INC		08/09/2022	Regular	0.00	343.00	72089
7446 JUN22	Invoice	07/27/2022	GF-JUN22 POSTAGE RECHARGE		0.00	343.00	
000931	R & L TIRES		08/09/2022	Regular	0.00	54.55	72090
44682	Invoice	07/18/2022	UF-TIRE REPAIR-W LINES		0.00	15.00	
44694	Invoice	07/19/2022	CEM-TUBE/TIRE INSTALL		0.00	39.55	
000932	R & M SERVICES		08/09/2022	Regular	0.00	821.62	72091
10678	Invoice	07/08/2022	GF-VEHICLE MAINTENANCE-CODE		0.00	162.00	
10679	Invoice	07/15/2022	GF-VEHICLE MAINTENANCE-PD		0.00	562.01	
10680	Invoice	07/15/2022	GF-VEHICLE MAINTENANCE-PD		0.00	67.62	
10681	Invoice	07/20/2022	GF-VEHICLE MAINTENANCE-PD		0.00	15.00	
10682	Invoice	07/21/2022	GF-VEHICLE MAINTENANCE-PD		0.00	14.99	
002885	SWARCO COLORADO PAINT COMPANY LLC		08/09/2022	Regular	0.00	1,080.75	72092

Vendor Number / Payable #	Vendor Name / Payable Type	Post Date	Payment Date / Payable Description	Payment Type	Discount Amount	Payment Amount	Number
65255	Invoice	07/29/2022	GF-TRAFFIC PAINT-STREETS		0.00	1,080.75	
002967	SYNERGETIC STAFFING LLC		08/09/2022	Regular	0.00	2,058.40	72093
21010944	Invoice	07/26/2022	GF-A.ROMERO TEMP LABOR-PARKS		0.00	1,029.20	
21010958	Invoice	08/02/2022	GF-A.ROMERO TEMP LABOR-PARKS		0.00	1,029.20	
002659	TAIT & ASSOCIATES, INC.		08/09/2022	Regular	0.00	12,790.83	72094
149973	Invoice	07/01/2022	SST-AM2021-204 Engineer Harrison 1st-9th-...		0.00	12,790.83	
001101	TODD HODGES DESIGN, LLC		08/09/2022	Regular	0.00	9,873.75	72095
3450	Invoice	07/31/2022	GF-PLANNING SRVCS 7/18-7/31/22-PLANNI...		0.00	9,873.75	
001105	TOSHIBA FINANCIAL SERVICES		08/09/2022	Regular	0.00	283.52	72096
478050016	Invoice	07/20/2022	GF-BSMT COPIER LEASE-IT		0.00	283.52	
001147	USA BLUE BOOK		08/09/2022	Regular	0.00	1,526.31	72097
035259	Invoice	07/06/2022	UF-PAINT/MARKING POST/DECALS-W LINES		0.00	1,526.31	
001149	UTILITY NOTIFICATION CENTER		08/09/2022	Regular	0.00	390.00	72098
222070616	Invoice	07/31/2022	SSTX-JUL22 RTL TRANSMISSIONS-STREETS		0.00	390.00	
001156	VERIZON WIRELESS SVCS LLC		08/09/2022	Regular	0.00	4,636.64	72099
9912112949	Invoice	07/26/2022	Verizon Bill		0.00	4,636.64	
001963	WASTE CONNECTIONS OF COLO, INC		08/09/2022	Regular	0.00	1,229.29	72100
6392519V311	Invoice	07/18/2022	CEM-AUG22 TRASH SERVICE		0.00	115.96	
6410653V311	Invoice	08/01/2022	UF-JUL22 TRASH SERVICE-UB		0.00	287.99	
6410815V311	Invoice	08/01/2022	GF-JUL22 TRASH SERVICE-FAC		0.00	132.31	
6410816V311	Invoice	08/01/2022	GF-JUL22 TRASH SERVICE-PW		0.00	191.88	
6410817V311	Invoice	08/01/2022	CPR-JUL22 TRASH SERVICE-COM CTR		0.00	388.97	
6410819V311	Invoice	08/01/2022	GF-JUL22 TRASH SERVICES-PARKS		0.00	112.18	
001189	WELD COUNTY ACCTG DEPART		08/09/2022	Regular	0.00	12,361.38	72101
JUL22	Invoice	08/01/2022	GF-JUL22 FUEL CHARGES		0.00	12,361.38	
001224	XCEL ENERGY-GAS		08/09/2022	Regular	0.00	191.68	72102
790109745	Invoice	08/01/2022	Xcel Gas Bill		0.00	191.68	
003095	KINGS WAY LLC		08/12/2022	Regular	0.00	300.77	72104
INV0001223	Invoice	08/12/2022	CASE 2021C038514		0.00	300.77	
000030	ADAMS COUNTY SHERIFF		08/16/2022	Regular	0.00	1,200.00	72105
434988	Invoice	07/01/2022	GF-RANGE/SKILLS PAD-PD		0.00	1,200.00	
000031	ADAMSON POLICE PRODUCTS		08/16/2022	Regular	0.00	63.00	72106
INV381900	Invoice	08/02/2022	GF-UNIFORMS-PD		0.00	63.00	
001293	AMAZON.COM		08/16/2022	Regular	0.00	65.52	72107
196D-QML-6CHP	Invoice	08/05/2022	UF-CHLORINE POWDER PILLOWS-W LINES		0.00	65.52	
000091	AQUA BACKFLOW, INC		08/16/2022	Regular	0.00	360.00	72108
2022-0202	Invoice	08/08/2022	GF-BACKFLOW TESTING-W LINES		0.00	360.00	
000108	AUSMUS LAW FIRM PC		08/16/2022	Regular	0.00	13,192.50	72109
7668	Invoice	08/02/2022	GF-JUN22 PROSECUTION SERVICES-COURT		0.00	1,800.00	
7674	Invoice	07/31/2022	GF-5/24-7/31 CITY ATTORNEY-LEGAL		0.00	10,192.50	
7723	Invoice	08/02/2022	GF-JUL22 PROSECUTION SERVICES-COURT		0.00	1,200.00	
001646	BANK OF COLORADO		08/16/2022	Regular	0.00	144.00	72110
0227 AUG22	Invoice	08/01/2022	UF-JUL22 CNG FUEL PURCHASES-W LINES		0.00	144.00	
002853	BUCKEYE CLEANING CENTER		08/16/2022	Regular	0.00	1,287.85	72111
90434267	Invoice	08/04/2022	GF-JANITORIAL SUPPLIES-FAC		0.00	1,287.85	
000216	CHAMBER OF COMMERCE		08/16/2022	Regular	0.00	2,000.00	72112

Vendor Number / Payable #	Vendor Name / Payable Type	Post Date	Payment Date / Payable Description	Payment Type	Discount Amount	Payment Amount / Payable Amount	Number
2022 TRAPPERS T...	Invoice	08/08/2022	GF-TRAPPERS GOLF TOURN 5 TEAMS-LEGIS		0.00	2,000.00	
000232	CIRSA		08/16/2022	Regular	0.00	804.00	72113
221469	Invoice	08/08/2022	GF-PC6016519-1 AUTO DAMAGE-MISC		0.00	804.00	
000239	CITY OF FORT LUPTON		08/16/2022	Regular	0.00	48.51	72114
080522	Invoice	08/05/2022	GF-S.FLORES 134456-1 RESTITUTION		0.00	48.51	
000269	COLORADO ASPHALT SVCS		08/16/2022	Regular	0.00	3,505.50	72115
0060692	Invoice	08/01/2022	SSTX-COLD ASPHALT-STREETS		0.00	3,505.50	
000306	COMCAST BUSINESS		08/16/2022	Regular	0.00	2,228.66	72116
151886254	Invoice	08/01/2022	GF-INTERNET SERVICES-IT		0.00	2,228.66	
000307	COMCAST CABLE COMM, LLC		08/16/2022	Regular	0.00	512.32	72117
0116038 AUG22	Invoice	07/27/2022	REC-AUG22 PHONE SERVICES		0.00	174.80	
0124495 AUG22	Invoice	07/25/2022	CPR-CABLE-COM CTR		0.00	150.69	
0147405 AUG22	Invoice	07/20/2022	CPR-INTERNET/PHONES-MUSEUM		0.00	186.83	
003073	CONTINENTAL PARTITION SYSTEMS LLC		08/16/2022	Regular	0.00	9,000.00	72118
14834	Invoice	08/03/2022	Restroom Partitions		0.00	9,000.00	
001517	CORE&MAIN LP		08/16/2022	Regular	0.00	559.80	72119
R309827	Invoice	07/29/2022	UF-COPPER TUBE-W LINES		0.00	559.80	
003100	FACE MAGIC		08/16/2022	Regular	0.00	300.00	72120
2014-INV346	Invoice	07/15/2022	GF-TRAPPERS DAY EVENT-COM EVENTS		0.00	300.00	
002568	FORT LUPTON CAR WASH		08/16/2022	Regular	0.00	424.00	72121
375	Invoice	08/02/2022	GF-CAR WASHES-CODE		0.00	424.00	
000487	FORT LUPTON PACK & SHIP		08/16/2022	Regular	0.00	15.66	72122
67142	Invoice	07/25/2022	REC-PRINTER SUPPLIES RETURN		0.00	15.66	
002674	HAYES POZNANOVIC KORVER, LLC		08/16/2022	Regular	0.00	1,238.00	72123
46337	Invoice	08/04/2022	WST-JUL22 LEGAL SERVICES-WATER		0.00	1,238.00	
002858	IMPERIAL CUSTOM CONCRETE, LLC		08/16/2022	Regular	0.00	42,392.60	72124
2021-07	Invoice	07/27/2022	Asphalt & Concrete Repair- Streets		0.00	24,493.60	
2021-07-1	Invoice	07/27/2022	REPAIRS, TRAIL, AND PARKING LOT		0.00	17,899.00	
000597	INSIGHT PUBLIC SECTOR INC		08/16/2022	Regular	0.00	126.99	72125
225201245	Invoice	08/08/2022	Support for vmWare Workstation thru 06/06...		0.00	126.99	
000691	KONE INC		08/16/2022	Regular	0.00	140.80	72126
962282579	Invoice	07/31/2022	REC-ELEVATOR MAINTENANCE		0.00	140.80	
003101	LANGUAGELINE SOLUTIONS		08/16/2022	Regular	0.00	31.98	72127
10593238	Invoice	07/31/2022	GF-INTERPRETER SERVICE-PD		0.00	31.98	
000716	LEONARD B. MEDOFF, Ph.D.		08/16/2022	Regular	0.00	700.00	72128
072322	Invoice	07/23/2022	GF-PRE-EMPLOYMENT EVAL-PD		0.00	700.00	
000745	LOUIS A GRESH		08/16/2022	Regular	0.00	1,500.00	72129
080522	Invoice	08/05/2022	GF-ARRAIGNMENT DOCKET JUL22-COURT		0.00	1,500.00	
000847	NORMAN'S MEMORIALS INC.		08/16/2022	Regular	0.00	120.00	72130
080522	Invoice	08/05/2022	CEM-S.ALLEN (EAGLETON) COLUMBARIUM I...		0.00	120.00	
000865	OFFICE DEPOT		08/16/2022	Regular	0.00	211.25	72131
256974952001	Invoice	07/29/2022	GF-OFFICE SUPPLIES-FINANCE		0.00	149.96	
256976894001	Invoice	07/29/2022	GF-OFFICE SUPPLIES-FINANCE		0.00	61.29	
000931	R & L TIRES		08/16/2022	Regular	0.00	16.00	72132
44792	Invoice	07/25/2022	UF-TIRE REPAIR-W LINES		0.00	16.00	
003097	REBECCA PIGG		08/16/2022	Regular	0.00	40.00	72133

Vendor Number / Payable #	Vendor Name / Payable Type	Post Date	Payment Date / Payable Description	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description		Discount Amount	Payable Amount	
2006968	Invoice	08/03/2022	REC-SOCCER REFUND		0.00	40.00	
000976	SAFEWAY		08/16/2022	Regular	0.00	200.00	72134
080522	Invoice	08/05/2022	GF-CHANCE LAW E0019971-1 RESTITUTION		0.00	200.00	
002967	SYNERGETIC STAFFING LLC		08/16/2022	Regular	0.00	1,029.20	72135
21010971	Invoice	08/09/2022	GF-A.ROMERO TEMP LABOR-PARKS		0.00	1,029.20	
002918	TARA ELIASON		08/16/2022	Regular	0.00	50.00	72136
080522	Invoice	08/05/2022	GF-F.WATSON E0020105-1 RESTITUTION		0.00	50.00	
001137	UNITED POWER		08/16/2022	Regular	0.00	38,443.32	72137
10553102 AUG22	Invoice	08/03/2022	United Power		0.00	22.37	
1195501 AUG22	Invoice	08/03/2022	United Power		0.00	1,874.61	
1195603 AUG22	Invoice	08/03/2022	United Power		0.00	32.61	
1196401 AUG22	Invoice	08/03/2022	United Power		0.00	33.82	
1207701 AUG22	Invoice	08/03/2022	United Power		0.00	21.05	
1223101 AUG22	Invoice	08/03/2022	United Power		0.00	20.00	
1240301 AUG22	Invoice	08/03/2022	United Power		0.00	107.58	
1241801 AUG22	Invoice	08/03/2022	United Power		0.00	306.21	
1241903 AUG22	Invoice	08/03/2022	United Power		0.00	165.91	
1276101 AUG22	Invoice	08/03/2022	United Power		0.00	566.81	
1279801 AUG22	Invoice	08/03/2022	United Power		0.00	24.72	
1295501 AUG22	Invoice	08/03/2022	United Power		0.00	88.62	
1296101 AUG22	Invoice	08/03/2022	United Power		0.00	555.18	
1299501 AUG22	Invoice	08/03/2022	United Power		0.00	112.00	
1302801 AUG22	Invoice	08/03/2022	United Power		0.00	2,226.19	
1302901 AUG22	Invoice	08/03/2022	United Power		0.00	84.96	
1316801 AUG22	Invoice	08/03/2022	United Power		0.00	630.92	
1322501 AUG22	Invoice	08/03/2022	United Power		0.00	4,845.59	
1360303 AUG22	Invoice	08/03/2022	United Power		0.00	44.75	
13842400 AUG22	Invoice	08/03/2022	United Power		0.00	60.83	
14427100 AUG22	Invoice	08/03/2022	United Power		0.00	120.45	
15232500 AUG22	Invoice	08/03/2022	United Power		0.00	22.18	
17149700 AUG22	Invoice	08/03/2022	United Power		0.00	51.20	
17761600 AUG22	Invoice	08/03/2022	United Power		0.00	20.02	
17868800 AUG22	Invoice	08/03/2022	United Power		0.00	20.00	
18057500 AUG22	Invoice	08/03/2022	United Power		0.00	478.55	
18498400 AUG22	Invoice	08/03/2022	United Power		0.00	426.80	
18762100 AUG22	Invoice	08/03/2022	United Power		0.00	21.97	
19545100 AUG22	Invoice	08/03/2022	United Power		0.00	447.52	
20040100AUG22	Invoice	08/03/2022	United Power		0.00	194.80	
21675200 AUG22	Invoice	08/03/2022	United Power		0.00	194.19	
21675300 AUG22	Invoice	08/03/2022	United Power		0.00	125.68	
22185901 AUG22	Invoice	08/03/2022	United Power		0.00	20.33	
3399301 AUG22	Invoice	08/03/2022	United Power		0.00	52.13	
6612303 AUG22	Invoice	08/03/2022	United Power		0.00	21.07	
6779701 AUG22	Invoice	08/03/2022	United Power		0.00	8,983.29	
704901 AUG22	Invoice	08/03/2022	United Power		0.00	8,428.12	
7225800 AUG22	Invoice	08/03/2022	United Power		0.00	23.85	
726705 AUG22	Invoice	08/03/2022	United Power		0.00	20.00	
7280200 AUG22	Invoice	08/03/2022	United Power		0.00	21.47	
733101 AUG22	Invoice	08/03/2022	United Power		0.00	204.82	
762901 AUG22	Invoice	08/03/2022	United Power		0.00	29.33	
803908 AUG22	Invoice	08/03/2022	United Power		0.00	6,059.46	
8976200 AUG22	Invoice	08/03/2022	United Power		0.00	631.36	
	Void		08/16/2022	Regular	0.00	0.00	72138
	Void		08/16/2022	Regular	0.00	0.00	72139
002084	UNITED SITE SERVICES		08/16/2022	Regular	0.00	669.36	72140
INV-00893436	Invoice	08/02/2022	CPR-PORTABLE RESTROOM SERVICE-COM C...		0.00	669.36	

Vendor Number / Payable #	Vendor Name / Payable Type	Post Date	Payment Date / Payable Description	Payment Type	Discount Amount / Discount Amount	Payment Amount / Payable Amount	Number
002132	VECTOR DISEASE CONTROL		08/16/2022	Regular	0.00	3,056.66	72141
PI-A00011275	Invoice	08/01/2022	GF- 2022 MOSQUITO MANAGEMENT		0.00	3,056.66	
001963	WASTE CONNECTIONS OF COLO, INC		08/16/2022	Regular	0.00	558.97	72142
6415704V311	Invoice	08/01/2022	CEM-JUL22 ROLL OFF		0.00	458.97	
6416669V311	Invoice	08/01/2022	CPR-FITNESS COURT ROLL OFF-COM CTR		0.00	100.00	
003098	WESTEC CONSTRUCTION MANAGEMENT COMPAI		08/16/2022	Regular	0.00	32,003.13	72143
22FTL-00029-C OV...	Invoice	08/05/2022	GF-PERMIT 22FTL-00029-C OVERPAYMENT R...		0.00	32,003.13	
001208	WHITE BEAR ANKELE TANAKA & WALDRON		08/16/2022	Regular	0.00	10,888.08	72144
23258	Invoice	07/31/2022	GF-LEGAL FEES-PLANNING		0.00	10,888.08	
002660	WHITESIDE'S BOOTS AND CLOTHING		08/16/2022	Regular	0.00	269.96	72145
406395	Invoice	07/13/2022	GF-H.PEREZ UNIFORMS-PW		0.00	269.96	
003103	WIGHT & COMPANY		08/16/2022	Regular	0.00	200.00	72146
220178-001	Invoice	07/31/2022	REC-VOTER DATA FOR RC EXPANSION-REC		0.00	200.00	
001212	WILLIAMS AND WEISS CONSULTING		08/16/2022	Regular	0.00	2,790.00	72147
1719	Invoice	08/10/2022	UF-2022 Decree Accounting-Water		0.00	2,790.00	
000119	BANK OF COLORADO		08/12/2022	Bank Draft	0.00	6,239.54	DFT0002002
INV0001220	Invoice	08/12/2022	HSA DISTRIBUTION		0.00	6,239.54	
000119	BANK OF COLORADO		08/12/2022	Bank Draft	0.00	550.83	DFT0002003
INV0001221	Invoice	08/12/2022	HSA DISTRIBUTION		0.00	550.83	
001416	VALIC_1		08/12/2022	Bank Draft	0.00	33,593.59	DFT0002004
INV0001222	Invoice	08/12/2022	VALIC - 457(b) $ Contributions		0.00	33,593.59	
001265	IRS		08/12/2022	Bank Draft	0.00	63,863.51	DFT0002005
INV0001224	Invoice	08/12/2022	Federal Withholding		0.00	63,863.51	
001418	CO DEPARTMENT OF REVENUE		08/12/2022	Bank Draft	0.00	11,776.00	DFT0002006
INV0001225	Invoice	08/12/2022	CO Withholding		0.00	11,776.00	
001416	VALIC_1		08/12/2022	Bank Draft	0.00	12.08	DFT0002007
INV0001226	Invoice	08/12/2022	VALIC - Regular Plan Retirement Contributio...		0.00	12.08	
001265	IRS		08/12/2022	Bank Draft	0.00	23.12	DFT0002008
INV0001227	Invoice	08/12/2022	Federal Withholding		0.00	23.12	
001418	CO DEPARTMENT OF REVENUE		08/12/2022	Bank Draft	0.00	6.00	DFT0002009
INV0001228	Invoice	08/12/2022	CO Withholding		0.00	6.00	

Bank Code Pooled Cash Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	176	82	0.00	442,440.85
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	0.00
Bank Drafts	8	8	0.00	116,064.67
EFT's	0	0	0.00	0.00
	184	**93**	**0.00**	**558,505.52**

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	234	114	0.00	495,126.04
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	0.00
Bank Drafts	8	8	0.00	116,064.67
EFT's	0	0	0.00	0.00
	242	**125**	**0.00**	**611,190.71**

Fund Summary

Fund	Name	Period	Amount
600	GOLF ENTERPRISE FUND	8/2022	52,685.19
999	POOLED CASH/CONSOLIDATED CASH	8/2022	558,505.52
			611,190.71

RECORD OF PROCEEDINGS
FORT LUPTON CITY COUNCIL/ENTERPRISE BOARDS
August 2, 2022

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, August 2, 2022. Mayor Pro Tem Chris Ceretto called the meeting to order at 6:00 p.m. and invited everyone to join him in the Pledge of Allegiance.

ROLL CALL

Kaela Friedlan, Assistant to City Clerk, called the roll. Those present were Mayor Pro Tem Chris Ceretto, Councilmembers, Bruce Fitzgerald, Valerie Blackston, Claud Hanes and Carlos Barron.

Also present were City Administrator, Chris Cross, City Clerk, Mari Peña, City Attorney, Andy Ausmus, Public Works Director, Roy Vestal and Planning Director, Todd Hodges.

PERSONS TO ADDRESS COUNCIL

There was no one to address the Council.

APPROVAL OF AGENDA

It was moved by Bruce Fitzgerald and seconded by Carlos Barron to approve the agenda as presented. Motion passed unanimously on voice vote.

REVIEW OF ACCOUNTS PAYABLES

Council reviewed the August 2, 2022, payables; there were no questions or comments from the Mayor Pro Tem or Council.

CONSENT AGENDA

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

- July 19, 2022 City Council Meeting Minutes
- Authorize Payment to Northern Colorado Water Conservancy District (NCWCD) for the Southern Water Supply Project (SWSP) 2022 Operation and Maintenance Assessment for an Amount not to Exceed $132,017.29 from the Utility Fund (AM 2022-123)
- Approving the Intergovernmental Agreement (“IGA”) with Board of County Commissioners of the County of Weld and the Weld County Clerk and Recorder Concerning the Administration of the November 8, 2022, Coordinated Election with the City of Fort Lupton and designating Maricela Peña as the Election Official for the City (AM 2022-124)
- Approving RESOLUTION 2022R047 APPOINTING CHARLES MILLER TO SERVE ON THE

BOARD OF DIRECTORS OF METRO WATER RECOVERY FOR A TWO (2) YEAR TERM BEGINNING AUGUST 2, 2022 AND EXPIRING JUNE 30, 2024 (AM 2022-125).
Motion passed unanimously on roll call vote.

PUBLIC HEARINGS

AM 2022-118 Approve a Resolution Approving Service Plan for Cottonwood Conner Metropolitan District and Approve the Intergovernmental Agreement with District

Mayor Pro-Tem Ceretto opened the public hearing at 6:03 p.m.

The City's Legal Counsel on Metropolitan Districts, Jennifer Gruber-Tanaka with White Bear Ankele Tanaka & Waldron, presented the case. She stated Cottonwood Conner will serve residential property with a total acreage of 35.3 acres. The service plan was submitted to the City for review on June 28th 2022. The District published notice of the hearing in the Fort Lupton News Press on July 7, 2022, and mailed notice as required by the City's Special District Policy and Title 32. The Service Plan meets the criteria of and complies with the requirements set forth in the City's Special District Policy.

The purpose of approving the service plan is to authorize the District to provide for planning, design, acquisition, construction, installation, relocation, redevelopment, and financing of the Public Improvements required for development of the Cottonwood Conner PUD. Future development will be required to complete additional filings, improvements agreements, and/or site plans prior to construction. Each phase of development will still require public hearings and final review and approval by City Council.

Question was raised by Councilmember Claud Hanes regarding the number of mils that is allowed for this metro district. Jennifer responded stating that the service plan policy and model service plan allows for an aggregate of 70 mils. No further discussion occurred.

Mayor Pro-Tem Ceretto asked if anyone from the public wished to speak for or against the case. Hearing none, Mayor Pro-Tem Ceretto closed the public hearing at 6:07 p.m.

It was moved by Carlos Barron and seconded by Claud Hanes to approve Resolution 2022R048 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FORT LUPTON, COLORADO APPROVING THE SERVICE PLAN FOR THE COTTONWOOD CONNER METROPOLITAN DISTRICT AND APPROVING THE INTERGOVERNMENTAL AGREEMENT. Motion passed unanimously on roll call vote.

AM 2022-119 Approve a Resolution Approving Service Plan for Cottonwood Thermo Metropolitan District and Approve Intergovernmental Agreement with District

Mayor Pro-Tem Ceretto opened the public hearing at 6:07 p.m.

The City's Legal Counsel on Metropolitan Districts, Jennifer Gruber-Tanaka, with White Bear Ankele Tanaka & Waldron, presented the case. She stated this is a development project that will contain 41.1 acres. The service plan was submitted to the City for review on June 28, 2022. The District published notice of the hearing in the Fort Lupton News Press on July 14, 2022, and mailed notice as required by the City's Special District Policy and Title 32. The Service Plan meets the criteria of and complies with the requirements set forth in the City's Special District Policy.

The purpose of approving the service plan is to authorize the District to provide for planning, design, acquisition, construction, installation, relocation, redevelopment, and financing of the Public Improvements required for development of the Cottonwood Thermo PUD. Future development will be required to complete additional filings, improvements agreements, and/or site plans prior to construction. Each phase of development will still require public hearings and final review and approval by City Council.

Mayor Pro-Tem Ceretto asked if anyone from the public wished to speak for or against the case. Hearing none, Mayor Pro-Tem Ceretto closed the public hearing at 6:09 p.m.

It was moved by Claud Hanes and seconded by Carlos Barron to approve Resolution 2022R049 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FORT LUPTON, COLORADO APPROVING THE SERVICE PLAN FOR THE COTTONWOOD THERMO METROPOLITAN DISTRICT AND APPROVING THE INTERGOVERNMENTAL AGREEMENT. Motion passed unanimously on roll call vote.

AM 2022-120 Approve a Resolution Approving Service Plan for Cottonwood Townhomes Metropolitan District and Approve Intergovernmental Agreement with District

Mayor Pro-Tem Ceretto opened the public hearing at 6:10 p.m.

The City's Legal Counsel on Metropolitan Districts, Jennifer Gruber-Tanaka, with White Bear Ankele Tanaka & Waldron, presented the case. She stated this is a residential project that will consist of 14.1 acres. The service plan was submitted to the City for review on June 28th 2022. The District published notice of the hearing in the Fort Lupton News Press on July 7, 2022, and mailed notice as required by the City's Special District Policy and Title 32. The Service Plan meets the criteria of and complies with the requirements set forth in the City's Special District Policy.

The purpose of approving the service plan is to authorize the District to provide for planning, design, acquisition, construction, installation, relocation, redevelopment, and financing of the Public Improvements required for development of the Cottonwood Townhomes PUD. Future development will be required to complete additional filings, improvements agreements, and/or site plans prior to construction. Each phase of development will still require public hearings and final review and approval by City Council.

Mayor Pro-Tem Ceretto asked if anyone from the public wished to speak for or against the case.

Hearing none, Mayor Pro-Tem Ceretto closed the public hearing at 6:11 p.m.

It was moved by Bruce Fitzgerald and seconded by Valerie Blackston to approve Resolution 2022R050 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FORT LUPTON, COLORADO APPROVING THE SERVICE PLAN FOR THE COTTONWOOD TOWNHOMES METROPOLITAN DISTRICT AND APPROVING THE INTERGOVERNMENTAL AGREEMENT. Motion passed unanimously on roll call vote.

AM 2022-122 Approve a Resolution Approving Service Plan for Vista Meadows Metropolitan District and Approve Intergovernmental Agreement with District

Mayor Pro-Tem Ceretto opened the public hearing at 6:12 p.m.

The City's Legal Counsel on Metropolitan Districts, Jennifer Gruber-Tanaka with White Bear Ankele Tanaka & Waldron, presented the case. She stated this is a residential development that will consist of 153 acres. The service plan was submitted to the City for review on June 13th 2022. The District published notice of the hearing in the Fort Lupton News Press on July 7, 2022, and mailed notice as required by the City's Special District Policy and Title 32. The Service Plan meets the criteria of and complies with the requirements set forth in the City's Special District Policy.

The purpose of approving the service plan is to authorize the District to provide for planning, design, acquisition, construction, installation, relocation, redevelopment, and financing of the Public Improvements required for development of the Vista Meadows PUD. Future development will be required to complete additional filings, improvements agreements, and/or site plans prior to construction. Each phase of development will still require public hearings and final review and approval by City Council.

Mayor Pro-Tem Ceretto asked if anyone from the public wished to speak for or against the case. Hearing none, Mayor Pro-Tem Ceretto closed the public hearing at 6:14 p.m.

It was moved by Carlos Barron and seconded by Valerie Blackston to approve Resolution 2022R051 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FORT LUPTON, COLORADO APPROVING THE SERVICE PLAN FOR THE VISTA MEADOWS METROPOLITAN DISTRICT AND APPROVING THE INTERGOVERNMENTAL AGREEMENT. Motion passed unanimously on roll call vote.

ACTION MEMORANDUM

AM 2022-121 A Resolution Approving the Inclusion of Certain Property, Known as 13400 County Road 10, Fort Lupton, Colorado, into the Boundaries of the Lupton Village Commercial Metropolitan District

The City's Legal Counsel on Metropolitan Districts, Jennifer Gruber-Tanaka with White Bear

Ankele Tanaka & Waldron, presented the case. The City Council approved the service plan for Lupton Village Commercial Metropolitan District on February 4, 2020, by way of Resolution No. 2020R023. This is a request from the Lupton Village Commercial Metropolitan District seeking approval from City Council to include property known as 13400 County Road 10, Fort Lupton, Colorado into the boundaries of the Lupton Village Commercial Metropolitan District. This request is only to include the property, not to change any other terms of the service plan. The property owner is aware of the inclusion and consenting to the inclusion of the property into the district.

Question was raised by Councilmember Claud Hanes regarding contiguity of districts for their boundaries. Mrs. Gruber-Tanaka responded that contiguity is not required.

It was moved by Bruce Fitzgerald and seconded by Valerie Blackston to approve Resolution 2022R054 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FORT LUPTON, COLORADO, CONSENTING TO THE INCLUSION OF CERTAIN PROPERTY, KNOWN AS 13400 COUNTY ROAD 10, INTO THE BOUNDARIES OF LUPTON VILLAGE COMMERCIAL METROPOLITAN DISTRICT. Motion passed unanimously on roll call vote.

AM 2022-109 Continued From July 5, 2022, A Resolution Approving a Final Plat Known as the Flats at Lupton Village PUD Final Plat

The applicant, Baessler Development Group, has applied for approval of a Final Plat, known as The Flats at Lupton Village PUD Final Plat. The proposed Final Plat is for a mixed-use subdivision that will include 120 single-family attached residential lots and 1 general commercial lot. The subdivision includes greenspace amenity areas and connects to the regional trial network. The Property that is the subject of the Final Plat is located at the northeast corner of South Denver Avenue and County Road 12 (the Property).

The hearing was continued from July 5, 2022 to allow Council additional time to consider whether to accept the internal streets as public right of way or to be maintained privately. The resolution indicates that the Metro District will be maintaining private roads, landscape, and park amenities. If Council approves the resolution as is, the road will be maintained by the development. Public Works Director recommended the road stay as a private road.

The applicant's representative, Mitch Nelson, explained they designed the development to public standard with intention of the road being public maintenance. Twelve (12) feet of asphalt was added to the main drive and sidewalks in order to allow for commercial access and for the project to function better as a whole.

Discussion amongst Councilmembers took place with all members agreeing the road should be maintained as a private road. The City Attorney, Andy Ausmus, stated that if the Resolution is approved, the developer will maintain the road as listed in the Resolution item 'k'.

It was moved by Claud Hanes and seconded by Valerie Blackston to approve Resolution 2022R052 A RESOLUTION OF THE CITY COUNCIL OF FORT LUPTON APPROVING THE FINAL PLAT OF THE FLATS AT LUPTON VILLAGE PUD FOR A MIXED-USE SUBDIVISION LOCATED IN PART OF THE SOUTHWEST QUARTER OF SECTION 5, TOWNSHIP 1 NORTH, RANGE 66 WEST OF THE 6TH P.M., COUNTY OF WELD, STATE OF COLORADO. Motion passed unanimously on roll call vote.

AM 2022-126 Approving a Resolution for the Acceptance of Subdivision Improvements Agreement with Lupton Village Land Developers, LLC, for the Flats at Lupton Village Subdivision

This Subdivision Improvement Agreement was drafted for the Flats at Lupton Village Subdivision (LUP2022-0001) which is located north of CR 12, on the east side of S Denver Avenue.

Improvements are for the construction of water, non-potable water and sanitary sewer main extensions, roadway construction, landscape and storm drainage system improvements. Approximate cost of this agreement for construction is $3,976,107.00.

It was moved by Bruce Fitzgerald and seconded by Carlos Barron to approve Resolution 2022R053 A RESOLUTION OF THE CITY COUNCIL OF FORT LUPTON APPROVING THE LUPTON VILLAGE LAND DEVELOPERS, LLC, FOR THE FLATS AT LUPTON VILLAGE SUBDIVISION, LOCATED IN FORT LUPTON, WELD COUNTY, COLORADO. Motion passed unanimously on roll call vote.

AM 2022-127 Approve Public Works Engineering Services Agreement with Engineering Design Consultant not to Exceed $15,000 from the Engineering Budget of the Utility Fund

The Engineering Department would like to determine the viability of locating a water storage tank at the City property (future gun range). The viability analysis will determine the ability to eliminate the existing pump station for the high-pressure zone of the potable water system.

Staff selected Engineering Design Consultant (EDC) from the engineering on-call list that was created in 2022 from a Request for Qualifications solicitation for engineering services. EDC staff consists of the consultant that provided water system modeling for the City in 2019 with ESAC.

The 5-year CIP plan has anticipated the need for additional water storage for the City's system.

It was moved by Claud Hanes and seconded by Valerie Blackston to approve the Public Works Engineering Services Agreement with Engineering Design Consultant not to exceed $15,000 from the Engineering Budget of the Utility Fund. Motion passed unanimously on roll call vote.

AM 2022-128 Approve Change Order Number 3 to Contract Agreement with Colorado Paving Inc. For College Ave/9th St Repaving Project for an amount not to Exceed $408,000.00 From the Street Sales Tax Fund

The current contract agreement with Colorado Paving Inc. was executed May 21, 2021 and was awarded $2,172,394.50 to cover portions of the overall project as bid. Items that were deleted from the overall project included curb and gutter along College Avenue, sidewalks along 9th Street and half the pavement section for College Avenue. Change Order No. 1 was issued on October 19, 2021 to modify included elements for priority. The College Avenue paving was deleted and curb and gutter and sidewalk were added back for 9th Street. Change Order No. 2 restored all elements of the 9th St. and College Ave. to complete the as bid project. Additionally, the south end of College was added to provide connection to Highway 52 and restore the originally constructed 20-year old pavement. Total project cost is $1,357,577.35.

Change Order No. 3 is required to compensate the contractor for additional surcharges imposed by material suppliers and additional work orders in contingency for unforeseen utility conflicts.

Remaining items in the construction project include signing and striping, pavement placed in Schedule 2 and all of Schedule 2a (south end of College connection to Hwy 52).

Additional participation from developments amount to $705,198 from the original project scope. $328,076 has been received from the Cottonwood development and $20,930 from the Colorado Air National Guard for work completed that is included in the contingency.

It was moved by Bruce Fitzgerald and seconded by Carlos Barron to approve Change Order Number 3 to contract agreement with Colorado Paving Inc. for College Ave/9th St. repaving project for an amount not to exceed $408,000.00 from the Street Sales Tax Fund. Motion passed unanimously on roll call vote.

AM 2022-129 Approve Change Order for WWTP Engineering Design Services Agreement with Burns and McDonnell Engineering Company, Inc. not to exceed $52,567.00 from the Utility Fund

The current engineering services agreement with Burns and McDonnell Engineering Company, Inc. is for $1,897,540.00 for design of the METRO connection force main and lift station.

The agreement scope did not contemplate requirements by the US Department of Agriculture (USDA) funding application submittals. New conversations with the funding department at USDA indicates promising potential grant source. The submittal requirements are different from the State Revolving Fund and will require an additional report and calculations.

It was moved by Carlos Barron and seconded by Bruce Fitzgerald to approve change order for WWTP Engineering Design services agreement with Burns and McDonnell engineering company, Inc. not to exceed $52,567.00 from the utility fund. Motion passed unanimously on roll call vote.

Information Memorandum

IM 2022-010 Increase Processing Fees Assessed on All Court Credit/Debit 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' receives compensation from the processing fees. Customers are responsible for the processing fees and the City is liable for equipment and maintenance costs.

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

The processing fee was set at 3.21% when services began in 2019. In November 2021, the fees increased to 3.95%. This year, 2022, has resulted in three (3) Federal interest rate increases and a fourth anticipated by end of July 2022. In light of an analysis, the Court processing fees will increase from 3.95% to 5.0% effective August 15, 2022. The primary reasons for increase are due to Federal interest rate increases and soaring processing fees.

STAFF

City Administrator, Chris Cross, reported the dentist office next to 7-Eleven, across from Safeway Stores had its ground breaking on Friday, July 29, 2022.

MAYOR/COUNCIL REPORTS

There were no reports from the Mayor Pro Tem or City Council.

FUTURE CITY EVENTS

August 2, 2022	National Night Out
August 2, 2022	City Council Meeting, 130 S. McKinley Ave. 6:00 p.m.
August 9, 2022	Town Hall Meeting, 130 S. McKinley Ave. 6:00 p.m.
August 16, 2022	City Council Meeting, 130 S. McKinley Ave. 6:00 p.m.
August 25, 2022	Spaghetti Dinner, 203 S. Harrison Ave. 3:00 p.m.
August 30, 2022	Town Hall Meeting, 130 S. McKinley Ave. 6:00 p.m.

ADJOURNMENT

The meeting adjourned at 6:41 p.m.

Submitted by,

____
Maricela Peña, City Clerk

Approved by City Council

____
Zo Stieber-Hubbard, Mayor

City of Fort Lupton

NOTICE OF PUBLIC MEETING
Monday, August 8, 2022
6:30 PM
Fort Lupton Recreation Center
203 S Harrison Avenue

General Discussion - This Public Meeting is for City staff to present information regarding the upgrade to the Waste Water Treatment Plant (WWTP)

a. Waste Water Treatment Plant (WWTP) Upgrades
b. Funding application to USDA Rural
c. Funding application to Colorado State Revolving Fund
d. Environmental Assessment

CRS § 24-6-402 (2) (c) Any meetings at which the adoption of any proposed policy, position, resolution, rule, regulation, or formal action occurs or at which a majority or quorum of the body is in attendance, or is expected to be in attendance, shall be held only after full and timely notice to the public. In addition to any other means of full and timely notice, a local public body shall be deemed to have given full and timely notice if the notice of the meeting is posted in a designated public place within the boundaries of the local public body no less than twenty-four hours prior to the holding of the meeting. The public place or places for posting such notice shall be designated annually at the local public body's first regular meeting of each calendar year. The posting shall include specific agenda information where possible.

This Public Meeting is for City staff to present information regarding the upgrade to the Waste Water Treatment Plant (WWTP). The meeting started at 6:30 p.m.

ROLL CALL

Those present were Mayor Pro-Tem Chris Ceretto, Councilmembers Bruce Fitzgerald, Valerie Blackston, Claud Hanes and David Crespin.

Also present were Public Works Director, Roy Vestal, City Administrator, Chris Cross, and Assistant City Clerk, Kaela Friedlan.

PUBLIC PARTICIPANTS

Participants in attendance were: Craig Baumgartner, Lynette Baumgartner, and Robert Baumgartner.

WASTEWATER TREATMENT PLANT ("WWTP") UPGRADES PRESENTATION

Public Works Director, Roy Vestal, presented the City with the Colorado Department of Public Health and Environment ("CDPHE") Compliance Schedule, the Modification of the Permit Timeline, and a list of Pros and Cons for the upgrade vs connecting to the Metro Water Recovery ("Metro"). In 2018, the City's permit was renewed with CDPHE including a compliance schedule for the total Nitrogen and total Phosphorous. The current deadline for compliance is June 30, 2024. The initial cost for upgrading the plant as of 2020 is $38 - $42 million to Metro in construction costs and $90 million for the 20-year cost. The initial cost for Metro District connection as of 2020 is $39-$45 million with the 20-year cost being $79 million. The 20-year projection for connecting to Metro included the initial lift station, conversion, pipeline, and Metro tap fee buy-in. The 20-year projection for upgrading the existing plant included looking at Regulation 31 for changes in the upgrade, also adding a 3rd train 20 years down the road (when capacity reaches 80%). Taken in to consideration, were plant investment fees collected with new residential builds that are dependent on the economy.

The pros for upgrading the WWTP is having a known timeline, the City will remain in control of the plant, and $1,500,000 has already been spent on the project. The pros for connecting to the Metro District is the City gets to transfer regulation risk to them, the City will have the economy of scale, and the Metro District includes a pretreatment program. The cons of upgrading the current WWTP is the City does not know what future regulations will be (in about 10 years Regulation 31 restrictions would impact the second cycle) along with the future unknowns of ongoing maintenance. The cons for connecting to the Metro District is the requirement for an extension on the City's compliance schedule, potential challenges with acquiring right-of-way easements, the 8 miles of pipeline could pose risk for damage, and the water court would reassign a discharge location. We currently gain a benefit of what we discharge because the water we received is reusable and is counted towards the City's augmentation. The new discharge location will still allow for replenishing the future reservoir. There were several routes considered for the connection to the Metro district. The best option according to cost would be along Hwy 85 in the county right-of-way because it is the most cost effective and an extremely low risk of having to move the line.

Burns & McDonnell, the design firm, is preparing the Environmental Assessment and will be submitting 90% design set in early September. The City is already coordinating with ("CDOT") for this project requiring a utility permit to install the water line on the east most side of the Hwy85 right-of-way. There are currently an estimated 2800 total taps; the City hoping to pay the Metro District before the end of

2022 to lock in a better price. The cost for the lift station has gone down since the estimate this is due to Burns & McDonnell's design allowing reuse of most of the current plant. The piping will be new and as well as the 20-year-old pumps. The initial estimated cost will be $40 million. The types of funding available are: State of Colorado's State Revolving Fund, ("USDA") Rural Development and Stifel (a private bonding company). Long term, the interest rate is better with the State Revolving Fund and ("USDA") making the annual payments significantly less with the option to pay back early. Applications are under way for the State Revolving Fund and ("USDA") with a coordination meeting scheduled later this week.

Using plant investment and tap fees from new construction will help even out the costs and make it less of a burden for the citizens on their utility bills. There is a potential to raise the Reg 85 fee in the chance the City does not get the projected amount of builder fees. Because the City will not have to immediately start paying on the bond payments, a reserve can be collected to pay some of the cost outright and keep a reserve in case of an unforeseen need in the future. The City will be balancing those figures, as more final numbers are available. The application for the bond loan is due August 15, 2022, and after the review, bonds will be sold in October, and will be available in December 2022.

Questions and Answers (Q&A)

What is the timeline of the project? The Public Works Director, Roy Vestal, responded that the metro district anticipates beginning work in January 2023. However, there may be delays due to supply and funding restrictions.

Where will the pipeline be placed? The Public Works Director, Roy Vestal, responded the best option according to cost would be along Hwy 85 in the county right-of-way because it is the most cost effective and an extremely low risk of having to move the line. A member of the public stated along County Road 4 and Hwy 85 on the westside, is slated for a future accel/decel lane. There was a concern that the lane would be constructed prior to the pipeline with the possibility of the lane being destructed in order to construct the pipeline. The Public Works Director, Roy Vestal, responded that before work begins, coordination with ("CDOT") will occur.

ADJOURNMENT

The meeting adjourned at 7:04 p.m.

Submitted by,

Maricela Peña

Maricela Peña, City Clerk

Approved by City Council

Christ Ceretto, Mayor Pro-Tem

ORDINANCE NO. 2022-1145

INTRODUCED BY: BRUCE FITZGERALD

ADOPT AN ORDINANCE REZONING LAND LEGALLY DESCRIBED IN EXHIBIT A, AND KNOWN AS THE FLATS AT LUPTON VILLAGE CHANGE OF ZONE, TO THE PUD PLANNED UNIT DEVELOPMENT ZONE DISTRICT.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FORT LUPTON, COLORADO:

INTRODUCED, READ, AND PASSED ON FIRST READING, AND ORDERED PUBLISHED this 5th day of July, 2022.

PUBLISHED in the Fort Lupton Press the 14th day of July 2022.

FINALLY READ BY TITLE ONLY, PASSED AND ORDERED PUBLISHED BY TITLE ONLY this 16th day of August 2022.

PUBLISHED BY TITLE ONLY the 25th day of August 2022.

EFFECTIVE (after publication) the 24th day of September 2022.

CITY OF FORT LUPTON, COLORADO

____
Zo Stieber-Hubbard, Mayor

ATTEST:

____
Maricela Peña, City Clerk

Approved as to form:

____
Andy Ausmus, City Attorney

EXHIBIT A

PROPERTY DESCRIPTION

THAT PART OF THE SW 1/4 OF SECTION 5, TOWNSHIP 1 NORTH, RANGE 66 WEST OF THE 6TH P.M., DESCRIBED AS:

BEGINNING AT THE SW CORNER OF SAID SW 1/4; THENCE N 00° 00' 00" E ON AN ASSUMED BEARING ALONG THE WEST LINE OF SAID SW 1/4 A DISTANCE OF 1275.75 FEET TO A POINT 1374.60 FEET SOUTH OF THE NW CORNER OF SAID SW 1/4 OF SECTION 5; THENCE N 90° 00' 00" E A DISTANCE OF 155.00 FEET; THENCE N 00° 00' 00" E PARALLEL WITH THE WEST LINE OF SAID SW 1/4 A DISTANCE OF 100.00 FEET; THENCE N 90° 00' 00" E A DISTANCE OF 275.20 FEET TO A POINT ON THE WESTERLY ROW LINE OF THE UNION PACIFIC RAILROAD; THENCE S 00° 12' 18" E ALONG SAID WESTERLY ROW LINE A DISTANCE OF 1377.02 FEET TO A POINT ON THE SOUTH LINE OF SAID SW 1/4; THENCE N 89° 50' 05" W ALONG SAID SOUTH LINE A DISTANCE OF 435.13 FEET TO THE POINT OF BEGINNING. LESS AND EXCEPT THE SOUTH 30 FEET AND THE WEST 30 FEET

City Council Meeting
Date: August 16, 2022
Staff: John Fryar,
Chief of Police

AM 2022-130
Consent Agenda ☒
Action Memorandum ☐
Public Hearing ☐

SUBJECT FOR DISCUSSION

Approving a Resolution Appointing Lieutenant William Carnes to the Weld County E911 Advisory Committee for a Term Beginning August 16, 2022 and Ending January 10, 2024.

SUMMARY STATEMENT/BACKGROUND DISCUSSION

The Weld County Board of County Commissioners has established two committees to advise on issues surrounding the communication network utilized by first responders throughout the county and issues pertaining to the E911 telephone system.

This action memorandum is to nominate Lieutenant William Carnes to serve on the E911 committee for a two year term.

FINANCIAL CONSIDERATIONS

N/A

LEGAL/POLITICAL CONSIDERATIONS

Having a representative on these advisory committees enables the City of Fort Lupton to express its interests in the communication and E911 systems.

ALTERNATIVES/OPTIONS

1. Appoint Lieutenant Carnes to the Committee.
2. Don't approve the Resolution and seek another appointee.

STAFF RECOMMENDATIONS

Staff seeks recommendation.

Attachments: a. Proposed Resolution

Certification of Council Approval:
Ordinance No. _______________
Resolution No. _______________

____
City Clerk

____
Date

RESOLUTION NO. 2022Rxxx

A RESOLUTION APPOINTING LIEUTENANT WILLIAM CARNES TO THE WELD COUNTY E911 ADVISORY COMMITTEE FOR A TWO-YEAR TERM BEGINNING AUGUST 16, 2022 AND ENDING JANUARY 10, 2024

WHEREAS, the Weld County Board of County Commissioners has established two committees to advise them on issues surrounding the communication network utilized by first responders throughout the county and issues pertaining to the E911 telephone system; and

WHEREAS, the Fort Lupton City Council is recommending to the Weld County Board of County Commissioners the appointment of Lieutenant William Carnes to the Weld County E911 Advisory Committee; and

WHEREAS, said term will be for a two-year term.

NOW, THEREFORE, BE IT RESOLVED that the Fort Lupton City Council hereby appoint Lieutenant William Carnes to the Weld County E911 Advisory Committee for a two-year term beginning August 16, 2022 and Ending January 10, 2022.

APPROVED AND PASSED BY MAJORITY VOTE OF THOSE ELECTED TO THE CITY COUNCIL THIS 16th DAY OF AUGUST 2022.

City of Fort Lupton, Colorado

____
Zo Stieber-Hubbard, Mayor

Attest:

____
Maricela Peña, City Clerk

Approved as to form:

____
Andy Ausmus, City Attorney

City Council Meeting
Date: August 16, 2022
Staff: Chris Cross
- City Administrator

IM 2022-010

SUBJECT FOR DISCUSSION
Hiring an Economic Development Manager.

SUMMARY STATEMENT/BACKGROUND DISCUSSION
The City has hired Economic Development staff in the past. The last time this role was filled was by a part-time, contractual person. With the growth in residential and other City development, it is time to revisit this function and consider taking advantage of current conditions to help support City growth.

A full-time, regular position should be able to bring a focused and sustained effort to the City's Economic Development needs and support the City's Vision "to be economically strong and provide state-of-the-art services for all citizens, employees and visitors."

The summary of the job description for the proposed Economic Development Manager position would be to "lead City efforts to develop and implement business development, business redevelopment and retention programs that provide a financially viable, sustainable and balanced community." The position would report to the Planning Department.

The Assistant City Administrator position was budgeted for 2022 but has not been filled. Department Heads have been managing the requirements of their departments satisfactorily and not backfilling that position has not created any issues. Replacing that position with the Economic Development Manager position, housed in the Planning Department, fills a greater need for the City at this time.

FINANCIAL CONSIDERATIONS
This pay for this position is less than what was budgeted for the Assistant City Administrator position for 2022, which has remained vacant. This position has the potential to stimulate economic activity, which has the potential to increase City revenue.

LEGAL/POLITICAL CONSIDERATIONS
None.

Attachments: Economic Development Manager job description

Certification of Council Approval:
Ordinance No. _______________
Resolution No. _______________

____
City Clerk

____
Date

Economic Development Manager

PAY STATUS: Salaried, Exempt	DEPARTMENT: Administration, Planning

Typical working hours are from Monday through Friday from 8:00 am – 5:00 pm.
This position is 40 hours per week.

SUMMARY

The Economic Development Manager leads City efforts to develop and implement business development, business redevelopment and retention programs that provide a financially viable, sustainable and balanced community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develops and executes plans to facilitate business retention, business attraction and retail development.
- Prepare and implement economic development goals and priorities and manage business development projects
- Prepares prospect submittals to attract new business and industry including creating and maintaining organization overview, information packets and community profile.
- Conducts research; tracks business trends, development patterns and prospect activity; complies statistical information; analyzes findings and makes recommendations. Collects, organizes and analyzes information about local businesses and available property.
- Maintains confidentiality on inquires and development projects. Treats developers, businesses, brokers and investors fairly and equitably.
- Networks and maintains cooperative working relationships with state, regional and national economic development entities.
- Works closely with other departments on development projects to ensure an efficient development review process. Attends plan review meetings and pre-application meetings to represent the City's perspective on new projects.
- Create marketing strategy and associated materials for economic development and actively market opportunities for development as a representative of the City. Collaborate with and provide technical assistance to City staff and any consultant teams related to (re)development opportunities, economic and market analysis and implementation strategies.
- Collaborate with and provide technical assistance to City staff and any consultant teams related to (re)development opportunities, economic and market analysis and implementation strategies.
- Serves as City point of contact for information requests, prospects and contacts; provides follow up and requests for information. Conducts outreach to businesses and fosters relationships throughout the Fort Lupton community.
- Conducts effective telephone prospecting and one-on-one meetings to identify and encourage business development.
- Plans and participates in meetings, trade shows, business recognition events and other activities to promote business development.
- Delivers presentations, as assigned, to City Council, prospective developers, outside economic development agencies and business groups.
- Acts as City liaison for the Fort Lupton Urban Renewal Authority (FLURA).

- Works closely with the City's Chamber of Commerce and participates in efforts to increase and ensure its success.

SUPERVISION EXERCISED

- No supervisory responsibility.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of economic development principles and practices.
- Knowledge and thorough understanding of the development philosophies of the City and the goals of economic development.
- Knowledge of the City business environment and existing businesses.
- Knowledge of urban planning including comprehensive and capital improvement plans.
- Knowledge of zoning requirements and processes; engineering, transportation and parks requirements; impact fees; local, state and federal laws and regulations; land uses; and public and private finance.
- Knowledge of special improvement districts (SID); general improvement districts (GID); urban renewal authorities (URA) and tax increment financing (TIF).
- Excellent written and oral communication skills.
- Strong computer skills with knowledge of and/or experience working with GIS.
- Research and analysis skills.
- Skills in conducting surveys and obtaining critical business data.
- Skill in project management.
- Ability to organize and present statistical, financial and factual data in a manner easily understood by the audience.
- Ability to collaborate with citizens, business owners and development professionals with diverse backgrounds and interests.
- Ability to work successfully in a team-oriented atmosphere that provides business, citizens and employees with accurate information, excellent customer service.

QUALIFICATIONS

Required:

- Bachelor's degree in Planning, Public Administration, Marketing, Real Estate or related field.
- Deep understanding of economic development issues.
- An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities will be considered.

Preferred:

- Master's degree and public sector experience.
- Previous experience with an economic development organization.
- CEcD certification.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- May drive a personal or City vehicle in the normal course of assignments.
- Daily use of a personal computer and Microsoft Office software.
- Language skills: Reads, analyzes and interprets technical journals, financial reports and legal documents; writes technical and professional reports and correspondence using proper spelling, grammar and style; presents information and responds o questions from top management, citizens and large groups.

- Mathematical skills: Performs mathematical calculations using probability and statistical inference. Applies the concepts of basic algebra and geometry, percentages, ratios and proportions.
- Reasoning ability: Defines problems, collects data, establishes facts, and draws valid conclusions using a variety of abstract and concrete variables.
- Physical activities: Sits for long periods of time; may walk, stand, bend, stoop, reach, climb, carry and lift for varying periods.
- Lifting: May involve lifting and carrying up to 25 lbs for short periods of time.
- Vision and hearing: No special vision or hearing requirements.
- Exposure to environmental conditions: May work under high stress conditions requiring evening and/or weekend meetings and commitments.

Upcoming Events

August 16, 2022	City Council Meeting, 130 S. McKinley Ave. 6:00 p.m.
August 18, 2022	Fort Lupton Urban Renewal Authority Meeting, 130 S. McKinley Ave. 6:00 p.m.
August 25, 2022	Spaghetti Dinner, 203 S. Harrison Ave. 3:00 p.m.
August 30, 2022	Town Hall Meeting, 130 S. McKinley Ave. 6:00 p.m.
September 6, 2022	City Council Meeting, 130 S. McKinley Ave. 6:00 p.m.
September 10, 2022	Trapper Days, Downtown Fort Lupton, Denver Avenue 10:00 a.m. - 3:00 p.m.

CITY OF

Fort Lupton

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