

**RECORD OF PROCEEDINGS  
FORT LUPTON CITY COUNCIL/ENTERPRISE BOARDS  
NOVEMBER 7, 2011**

The City Council of the City of Fort Lupton met in regular session at the City Complex, 130 South McKinley Avenue, the regular meeting place of the City Council, on Monday, November 7, 2011. Mayor Holton called the meeting to order at 7:00 p.m., and invited everyone to join him in the Pledge of Allegiance.

**ROLL CALL**

Chris Cross	Present	S. David Norcross	Present
Tommy Holton	Present	Shannon Rhoda	Present
Zo Hubbard	Present	Debora Yates	Present
Bob McWilliams	Present		

The record is to reflect there was a quorum.

Others present were: City Administrator and Finance Director– Claud Hanes  
City Clerk – Barbara Rodgers  
City Attorney – Bill Wallace  
Chief of Police – Ken Poncelow  
Chief Accountant – Leann Perino  
City Planner – Todd Hodges

**APPROVAL OF AGENDA**

It was moved by David Norcross and seconded by Bob McWilliams to approve the agenda as presented.

Motion carried on voice vote.

**REVIEW OF PAYABLES**

The record is to reflect that Council reviewed the payables to November 7, 2011.

**CONSENT AGENDA**

It was moved by Zo Hubbard and seconded by Chris Cross to approve the following consent agenda items:

- **APPROVAL OF THE MINUTES OF THEN OCTOBER 24, 2011 REGULAR CITY COUNCIL/ENTERPRISE BOARDS MEETING AND OCTOBER 26, 2011 SPECIAL CITY COUNCIL/ENTERPRISE BOARDS MEETING**

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- **AM 2011-037        SECOND READING, BY TITLE ONLY, ORDINANCE 2011-927 REZONING LAND LEGALLY DESCRIBED IN EXHIBIT "A" KNOWN AS PORTIONS OF THE NORTH LAND ANNEXATIONS FROM I-2 (HEAVY INDUSTRIAL) TO PUD AND ADOPTING THE PUD REGULATIONS AND DESIGN GUIDELINES FOR THE PUD FINAL PLAN**
  
- **AM 2011 -088        SECOND READING, BY TITLE ONLY, ORDINANCE 2011-936 VACATING ROAD RIGHT OF WAY FOR A PORTION OF WELD COUNTY ROAD 31 IN SECTION 34 T2N, R66W OF THE 6<sup>TH</sup> PM IN WELD COUNTY, COLORADO**
  
- **AM 2011-092        APPROVE RESOLUTION 2011-033 RATIFYING THE APPOINTMENT OF LUCILE ARNUSCH, JACQUELINE MASLOWE AND BRIAN LARSON TO THE BOARD OF TRUSTEES FOR THE HIGH PLAINS LIBRARY DISTRICT FOR A FIVE-YEAR TERM ENDING BEGINNING JANUARY 1, 2012**

The record is to reflect City Administrator Claud Hanes read Ordinance 2011-927 and Ordinance 2011- 936, by title only into the record.

Motion carried on voice call vote.

**ACTION MEMORANDA (AMs)**

**AM 2011-094        TO ACCEPT QUOTE FROM DATA MANAGEMENT, INC. TO PROVIDE A TIMEKEEPING SYSTEM THAT WILL INTERFACE WITH THE CASELLE PAYROLL SYSTEM IN AN AMOUNT NOT TO EXCEED \$7,067.29**

**Background**

Jeanelle Anderson Human Resources Manager stated to Council that she solicited quotes to select a timekeeping system that would interface with the Caselle's payroll system. The City was able to locate two vendors, which could interface with the Caselle payroll module. After reviewing the proposed quotes, staff is recommending Council accept the quote from Data Management, Inc.

There were several concerns voiced about the web based payroll system by Councilmembers. The concerns included upgrade costs, number of employee limitations, and compatibility with employee evaluations, training and being user friendly. Staff indicated the benefits of using Data Management Incorporation is interfacing with the City's current payroll system and reducing current staff time in processing payroll. The discussion also included this request not being a 2011 budgeted item and the possibility of out sourcing payroll. The consensus of the

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Council is for staff to address the concerns discussed and present the information obtained at the November 28, 2011 Council meeting.

**AM 2011-095 ACCEPT RENEWALS FOR VARIOUS EMPLOYEE BENEFIT INSURANCE PLANS**

**Background**

The employee insurance benefits are currently on a policy year that runs from January 1<sup>st</sup> to December 31<sup>st</sup>. The various benefits up for renewal are health, dental, vision, flexible spending accounts, employee assistance program (EAP) and long-term disability (LTD). The various insurance carriers are proposing a renewal rate increase to the health, EAP and LTD. The dental carrier is proposing to go from a self-funded to fully insured plan with a premium decrease. There is no proposed renewal rate increase for vision coverage and the flexible spending accounts. The group and voluntary life/AD&D are under rate guarantee through January 2014. The City benefit broker continues to be Denman, Gray & Company (DG & Co.)

It was moved by Zo Hubbard and seconded by Debra Yates to approve AM 2011- 095, accepting renewals for various employee benefit insurance plans.

Chris Cross	Yes	S. David Norcross	Yes
Tommy Holton	Yes	Shannon Rhoda	Yes
Zo Hubbard	Yes	Debra Yates	Yes
Bob McWilliams	Yes		

Motion carried on roll call vote.

**AM 2011-096 APPROVING ORDINANCE 2011-937 AND THEN RESOLUTION 2011-034 AMENDING ANIMAL IMPOUND FEE AND ALLOWING ALL FUTURE IMPOUND AND BOARDING FEE CHANGES TO BE DONE BY RESOLUTION**

**Background**

Section 7-132 of the City of Fort Lupton Municipal Code allows for the impoundment of animals by the Chief of Police, all sworn Police Officers and the Code Enforcement Officer. Section 7-144 sets impound and boarding fees, and needs to be revised to reflect current costs.

By the adoption of the proposed ordinance it allows the City to adjust the fee structure as necessary by resolution, instead of ordinance. The proposed resolution will allow reimbursement to the City of Fort Lupton at 100% of

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expenses and services provided to the City for the impound location without a net loss to the City funds.

It was moved by Chris Cross and seconded by Zo Hubbard to approve AM 2011-096 approving Ordinance 2011-937 and then Resolution 2011-034 amending animal impound fee and allowing all future impound and boarding fee changes to be done by resolution.

The record is to reflect City Attorney Bill Wallace read Ordinance 2011-937 into the record.

Chris Cross	Yes	S. David Norcross	Yes
Tommy Holton	Yes	Shannon Rhoda	Yes
Zo Hubbard	Yes	Debora Yates	Yes
Bob McWilliams	Yes		

Motion carried on roll call vote.

**AM 2011-097 TO ACCEPT BID FROM SWALLOW INSPECTION SERVICES LLC TO PROVIDE PLAN REVIEW AND BUILDING INSPECTION SERVICES FOR THE CITY OF FORT LUPTON FOR AN ANNUAL AMOUNT NOT TO EXCEED \$35,000**

**Background**

The City solicited bids on request #FTL111002, to select a building official to provide plan reviews as well as building inspection services, which requires certification in many areas of the building industry. Three proposals were received and after reviewing them, a recommendation to accept the proposal from Swallow Inspection Services, LLC, as the City's building official.

Dan Swallow, Swallow Inspection Services, LLC was present to answer any questions, Council had. Councilmember Bob McWilliams inquired about his qualifications.

It was moved by David Norcross and seconded by Bob McWilliams to approve AM 2011-097, to accept bid from Swallow Inspection Services, LLC to provide plan review and building inspection services for the City of Fort Lupton, for an annual amount not to exceed \$35,000.

Chris Cross	Yes	Bob McWilliams	Yes
Tommy Holton	Yes	S. David Norcross	Yes
Zo Hubbard	Yes	Shannon Rhoda	Yes
Debora Yates	Yes		

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Motion carried on roll call vote.

**AM 2011- 098 TO ACCEPT THE BID FROM NORMAN’S MEMORIALS TO PROVIDE HEADSTONE RESTORATION WORK – PHASE 2 AT HILLSIDE CEMETERY FOR AN AMOUNT NOT TO EXCEED \$8,045**

**Background**

It is the desire of the Council, considering the recommendations of the Cemetery Advisory Committee to create the Headstone Restoration Project for Hillside Cemetery, for the purpose of safety issues, liability precaution and preservation of historical monuments. In 2008-2009, Phase I was addressed and completed and now Council will be considering Phase II.

Price quotes were solicited for Norman’s Memorials, Fort Collins Monument and Stone and Greeley Monument Works with an invitation to visit the site and answer or clarify any questions the bidders might have. Norman’s Memorials was the only attendee. Two bids were received and after reviewing the bids, staff is recommending Council accept the proposal from Norman’s Memorials. The proposals were presented and reviewed at the Cemetery Advisory Committee meeting. Although there was not a quorum, the Chairperson voiced a personal opinion supporting Norman’s Memorials.

It was moved by David Norcross and seconded by Zo Hubbard to approve AM 2011-098, to accept the bid from Norman’s Memorials to provide headstone restoration work; Phase II at Hillside Cemetery for an amount not to exceed \$8,045.

Chris Cross	Yes	Bob McWilliams	Yes
Tommy Holton	Yes	S. David Norcross	Yes
Zo Hubbard	Yes	Shannon Rhoda	Yes
Debora Yates	Yes		

Motion carried on roll call vote.

**COMMUNICATIONS**

**CITY ADMINISTRATOR AND FINANCE DIRECTOR**

Claud Hanes inquired about the Salvation Army requesting a donation from a previous meeting. It was the consensus of Council to donate \$250 to the Salvation Army.

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Mr. Hanes reported a request had been received from the Fort Lupton Booster Club for consideration of a donation to help purchase an audio system for the school. It was the consensus of the Council to make no decision relative to this request.

The Employee Appreciation Event was successful and well attended.

**CITY CLERK**

Barbara Rodgers provided information to Council about Weld County's 150<sup>th</sup> Anniversary open house. It is scheduled for November 21<sup>st</sup> at the new County Administration Building located at 1150 O Street in Greeley.

**CHIEF OF POLICE**

Ken Poncelow informed Council the speed limit on Weld County 27 will be decreased from 50 miles per hour to 40 miles per hour. There was a serious accident on this road and with the decrease in speed limit; this could avoid further serious accidents at this location.

**COUNCIL REPORTS**

Councilmember Shannon Rhoda is requesting a letter of encouragement be sent to Tyler Duncan a Black Hawk Helicopter Crew Chief. Mr. Duncan is a 2008 Fort Lupton High School graduate. Mayor Holton stated he would personally send a letter.

**ADJOURNMENT**

It was moved by Bob McWilliams and seconded by Zo Hubbard to adjourn the November 7, 2011 City Council/Enterprise Boards meeting.

Motion carried on voice vote.

The meeting was adjourned 7:45 p.m.

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Tommy Holton, Mayor

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Barbara Rodgers, City Clerk

Prepared by:  
Nanette Fornof, Deputy City Clerk