

**RECORD OF PROCEEDINGS
FORT LUPTON CITY COUNCIL/ENTERPRISE BOARDS
DECEMBER 5, 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, December 5, 2011. Mayor Pro Tem Cross 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	Absent	Shannon Rhoda	Absent
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

APPROVAL OF AGENDA

It was moved by Zo Hubbard 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 December 5, 2011.

CONSENT AGENDA

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

- **APPROVAL OF THE MINUTES OF THE NOVEMBER 28, 2011, CITY COUNCIL/ENTERPRISE BOARDS MEETING**

Motion carried on voice vote.

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INFORMATION MEMORANDA (IMs)

**IM 2011-009 REQUESTING DIRECTION FROM COUNCIL RELATIVE
TO PROCESSING SPECIAL EVENTS PERMITS AND THE CITY CLERK
ADMINISTRATIVE AUTHORITY TO APPROVE LIQUOR RELATED ISSUES**

Background

This year the State legislators made two amendments to Colorado State Statutes Title 12, Article 48. The amendments included increasing the number of Special Event Permits annually issued from ten to fifteen and the option of the local licensing authority to elect not to obtain the state licensing authority's approval or disapproval for a Special Event Permit. If the local authority opts out of this regulation, the local authority is required to notify the state of any issuance of Special Event Permits within ten days of issuance. The presented Information Memorandum also requested direction relative to authorizing administrative staff to approve liquor license renewals, changes in shareholders, officers, directors or trade names of a licensee and changes of registered manager and the issuance of temporary permits. Staff stated that all required fees, posting and reviews will continue to comply with state regulations.

After discussion between staff and Council it was the consensus of Council to opt out of sending Special Event Permit application to the State Liquor Enforcement, with the implement of no issuance of license within five working day clause. All other liquor related applications for approval is to remain with the Local Liquor Licensing Authority.

An Action Memorandum regarding the Special Events opting out provision. will be an agenda item for the December 19, 2011.

ACTION MEMORANDA (AMs)

**AM 2011-109 ACCEPT AGREEMENT WITH PAYCHEX TO PROVIDE
TOTAL PAYROLL FUNCTION INCLUDING TIME CLOCK, EVALUATIONS
AND ANNUAL REPORTING IN AN AMOUNT UP TO \$24,000**

Background

Subsequent to approaching Council with a time clock proposal, Council's direction was to look at a full payroll function package. Staff evaluated two separate companies and found they both offer more than just time and attendance.

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Paychex's company offers one-source solution to many business functions. They are a web-based system, which includes time management, payroll administration, human resources information system database and a performance review system.

The time management system comprises of a web-base employee clock, schedule loop up, time request and many other features. Public Works will remain on a manual time clock. The proposed payroll administration is compatible with Caselle's general ledger and outsourcing of payroll processing. The out sourcing company would still include management and payroll approval prior Paychex processing.

It was moved by Debora Yates and seconded by Bob McWilliams to approve AM 2011-109, to accept the agreement with Paychex to provide total payroll function including time clock, evaluations and annual reporting in an amount up to \$24,000.

Chris Cross	Yes	S. David Norcross	Yes
Zo Hubbard	Yes	Debora Yates	Yes
Bob McWilliams	Yes		

Motion carried on roll call vote.

COMMUNICATIONS

CITY ADMINISTRATOR AND FINANCE DIRECTOR

Claud Hanes distributed entries submitted for marketing logo contest for Council's review and opinions. Mr. Hanes also stated Public Works is working to keep streets and curbs clear of ice and commended them on the outstanding job they're doing.

CITY CLERK

Barbara Rodgers provided information about the Meals on Wheels donation request; it was the consensus of Council to donate \$200. She indicated the Twilight Christmas supper was scheduled December 14th, the same night as the Town Hall meeting. It was the consensus of Council, to move the Town Hall meeting to Monday, December 12th, from 6:00-7:00 P.M. A friendly reminder for Council Ex-Officio sign-up sheets need to be to Ms. Rodgers by Wednesday, December 7th, so an Action Memorandum can be prepared for Council action on December 19th.

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FUTURE CITY EVENTS

- **DECEMBER 12, 2011 PUBLIC HEARING – FINAL 2012 BUDGET FOR THE CITY OF FORT LUPTON**
- **DECEMBER 12, 2011 PUBLIC HEARING – SITE PLAN APPLICATION O'REILLY AUTO PARTS – 100 SOUTH HARRISON AVENUE**
- **DECEMBER 12, 2011 PUBLIC HEARING – SPECIAL USE PERMIT – PURE ENERGY SERVICES, INC. – 1277 FACTORY DRIVE**
- **DECEMBER 12, 2011 TOWN HALL MEETING – 6:00 TO 7:00 P.M.**
- **DECEMBER 26, 2011 CITY HALL CLOSED – CHRISTMAS HOLIDAY**

ADJOURNMENT

It was moved by Bob McWilliams and seconded by Zo Hubbard to adjourn the December 5, 2011 City Council/Enterprise Boards meeting.

Motion carried on voice vote.

The meeting was adjourned at 7:50 p.m.

Tommy Holton, Mayor

Barbara Rodgers, City Clerk

Prepared by:
Nanette Fornof, Deputy City Clerk