

April 17, 2012

The City Council of the City of Fort Morgan, Colorado, met this day in the Council Chambers of City Hall. The Honorable Mayor Terry L. McAlister called the regular meeting to order at 6:00 p.m.

The Pledge of Allegiance was given.

Roll Call: Present: Honorable Mayor Terry L. McAlister  
Councilmember Scott Bryan  
Councilmember Debra J. Forstedt  
Councilmember Brent M. Nation  
Councilmember Lisa Northrup  
Councilmember Joe Segura Jr.  
Councilmember Ronald Shaver

The meeting was also attended by City Manager/City Attorney Jeffrey Wells, Police Chief Keith Kuretich, Municipal Engineer Brad Curtis, Community Development Director David Callahan, Human Resources/Risk Management Director Michael Boyer, Network Administrator Nelson McCoy, City Treasurer Jean Kinney, Executive Assistant Sharon Velder, Water Treatment Superintendent John Turner, Light & Power Superintendent Doug Linton, Parks Superintendent Doak Duke, FMPD Lt. Darin Sagel, Golf Professional Tyler Tarpley, Cemetery Sexton Larry Carr, Water Distribution/Wastewater Collection Superintendent Mitch Church, FMPD Sgt. Jim Parks, Assistant City Attorney Jerrae Swanson and City Clerk/PIO John Brennan.

After the roll call, Mayor McAlister announced that a candlelight vigil was being held that same evening at City Park for Kayla Chadwick, a local 17-year-old girl who had been missing for three weeks, and asked for a moment of silence for the girl and her family and wishes for her safe return.

---

### **PRESENTATION ON PROPERTY ACQUISITION PROCESS FOR AIRPORT RUNWAY PROJECT**

Dennis Corsi, principal and president of Armstrong Consultants, which has worked with the city on its airport projects and issues for about 10 years, reviewed the status of this project. With the completion of an environmental assessment, Corsi said, the next step would be the purchase of private land adjacent to the current airport boundaries to accommodate the new, longer and relocated runway, as well as an avigation or overflight easement over other nearby land. He reviewed the need for the new runway and the process that would be followed to acquire the land, which involved surveys, appraisals and an offer to purchase for the fair and just value of the land as determined by the appraisals. Corsi emphasized that the process would involve the landowners from the beginning and be an open process with a commitment to full communication.

Corsi then reviewed the estimated timeline for acquisition of the land, design and engineering of the new runway and construction of the project.

No action was taken.

---

### **PRESENTATION OF WATER AND SEWER RATE STUDIES**

Consultant Tom Ullman of the Farnsworth Group reviewed PowerPoint presentations on each of these studies, which aimed to determine the financial status of the city's water and sewer funds,

including existing debt, future capital costs and future demand, and use that information to project how the rates for these services might have to be adjusted in future years to keep the funds solvent and maintain adequate reserves and capital funding.

The studies recommended rate increases in both funds to keep pace with expenses, and discussion followed about the state of these funds and the city's rates. No action was taken.

---

### **REQUEST/PROPOSAL FROM THE FORT MORGAN LIONS CLUB FOR INSTALLATION OF SIGNAGE AT CITY LIMITS**

Municipal Engineer Brad Curtis said the city had been approached by the local Lions Club about installing signs with the Lions logo at the entry points to the city, and city staff had assisted with the process of reviewing the proposal with the Colorado Department of Transportation and other issues. The city staff recommendation was to accept the proposal and provide in-kind assistance with installation of the signs where permitted by CDOT, with the Lions Club to pay for the signs and their maintenance.

Councilmember Debra Forstedt made a motion to approve the location of the signage as requested and allow city staff to provide in-kind assistance with the installation of the signs. That motion was seconded by Councilmember Scott Bryan and approved unanimously.

---

### **UPDATE ON DONATION OF SCOREBOARD FOR THE DEUEL STREET BALLFIELD AND REQUEST FOR RECOGNITION OF DONOR ON SCOREBOARD**

Curtis reviewed the proposal that had been previously approved by the council, noting several changes to the details of the plan. The city's participation would still involve paying one-third of the cost of a solar power system for the scoreboard, but the Schneider family would now pay the remainder of that cost instead of donating the cost of the scoreboard itself, which would now be donated by Toyota. Toyota was asking that the company name and logo be included on the scoreboard display. Curtis said city staff had reviewed that part of the proposal and found that it was allowable under the city's facility naming policy and also under the city sign code, and noted that city staff had also required that the scoreboard include the city logo and the name "Deuel Street Field."

Curtis also said he had received a letter from relatives of Robin Weber, for whom the previous scoreboard had been named as a memorial, and they had no objection to the removal of the old scoreboard with Weber's name on it.

Mayor Terry McAlister asked whether any other businesses had been approached about sponsorship or donations for the sign, expressing concerns about fairness if only one business had been offered this opportunity for advertising on the sign. Jim Zwetzig spoke to the council and said he had approached numerous businesses in the area about this project and none had offered to participate.

Councilmember Ron Shaver offered a resolution to accept the donations from Toyota and the Schneider family and allow the recognition of Toyota on the scoreboard, which was seconded by Councilmember Joe Segura Jr. and approved unanimously.

---

### **BIDS FOR A POLICE CANINE**

Fort Morgan Police Lt. Darin Sagel reviewed the request for proposals and bidding process for a new police canine, which was needed after the recent retirement of the department's only canine officer. The lower of the two bids received was from Fort Collins Protection Dogs and Training Inc. of Fort Collins in the amount of \$11,300.

Sagel said the FMPD had budgeted \$10,000 for a new canine in 2012, and also had about \$3,600 in a savings account that had been set up for donations toward the purchase of a police

canine. He noted that using the in-state vendor, who had provided all of the previous canines to the FMPD, would substantially reduce training costs as the other bid came from a Georgia company and the dogs require about six weeks of training for certification.

Councilmember Lisa Northrup offered a resolution to accept the staff-recommended bid from Fort Collins Protection Dogs and Training Inc. at a cost of \$11,300, with \$10,000 of the cost to come from the police department budgeted line item and the remainder to come from the canine donation fund. That resolution was seconded by Councilmember Brent Nation and approved unanimously.

---

### **BIDS FOR SEWER MANHOLE REHABILITATION SERVICES**

---

Curtis informed the council that this item had been listed on the agenda as an on-call service bid, but that was an error and it was actually a budgeted capital expense.

Water Distribution/Wastewater Collection Superintendent Mitch Church said the program of rehabilitating old brick manholes began last year and was a great success, and estimated that the city was able to rehabilitate three manholes for the same amount it would cost to excavate and replace a single manhole.

Church said the staff was recommending retaining two companies from among the four bidders to provide these services and asking for approval of service agreements with these two companies. Nation offered a resolution to accept the proposal as recommended and authorize the mayor to sign service agreements with K.R. Swerdfeger Construction and DRC Construction Services, with total expenditures for sewer manhole rehabilitation not to exceed the \$25,000 budgeted. That resolution was seconded by Northrup and approved unanimously.

---

### **BIDS FOR ITRON 100W WATER ENCODER RECEIVER TRANSMITTERS (ERTs)**

---

Church said these devices make meter reading much easier, more efficient and less costly, eliminating the need for a meter reader to walk from house to house. He said staff was recommending the low bid from National Meter and Automation Inc.

Nation offered a resolution to accept the unit pricing for ERTs from National Meter and Automation with total expenditures not to exceed the budgeted amount of \$40,000. That resolution was seconded by Shaver and approved unanimously.

---

### **BIDS FOR ELECTRIC REVENUE METERS**

---

Light & Power Superintendent Doug Linton said the department was asking for approval of the purchase of all electric meters the city would need throughout 2012, and noted that only one of the two respondents had bid on all the meters requested.

Bryan offered a resolution to accept the unit prices from Hotline Electrical Sales with total expenditures not to exceed the budgeted \$15,000, which was seconded by Forstedt and approved unanimously.

---

### **BIDS FOR ELECTRIC DEPARTMENT UTILITY POLE TRAILER**

---

Linton said this trailer would replace a homemade trailer that does not meet current traffic safety standards, and recommended the low bidder. Shaver offered a resolution to accept the bid for \$11,500 from Brooks Brother Trailers, which was seconded by Nation and approved unanimously.

---

**BIDS FOR TWO CEMETERY RIDING MOWERS**

---

Parks Superintendent Doak Duke said the cemetery had budgeted for two mowers this year to replace 2005 and 2010 mowers, and only one of the three respondents had met all bid specifications and also provided trade-in options on the old mowers as requested.

Bryan asked why a 2010 model was being replaced so soon, and Cemetery Sexton Larry Carr explained that the 2010 mower had been purchased inexpensively but without a thorough review of its capabilities. It had not performed as expected and was not well suited for use at the cemetery, for which Carr said he took responsibility.

McAlister asked for clarification that the staff recommendation was to only trade in one of the old mowers, and Duke said that was being done to allow for a backup mower in case of breakdowns or maintenance with other equipment.

Nation offered a resolution to accept the bid from 21<sup>st</sup> Century Equipment in the amount of \$17,480 for two Walker riding mowers, with a trade-in value of \$2,500 for the 2010 Deines (Marty J) mower, for a total purchase price of \$14,980. That resolution was seconded by Bryan and accepted unanimously.

---

**APPROVAL OF LOCATION FOR SIGN FOR ENTRYWAY TO QUAIL DUNES AT FORT MORGAN GOLF COURSE**

---

Golf Professional Tyler Tarpley said that after the change of the golf course name earlier this year the new sign was an effort to change the visibility and identity of the course. He said the cost of the new sign would be covered from the golf course operations and maintenance budget, but staff was seeking council approval of the placement of the sign in a different location from the existing sign. Nation noted that the entire golf course advisory board was in favor of this new location.

Shaver offered a motion to accept the location of the new sign, which was seconded by Nation and approved unanimously.

---

**BIDS FOR PERFORMANCE EVALUATION SOFTWARE**

---

Wells explained that the city has been looking for ways to be more efficient and give managers more time with employees. After moving to a new employee evaluation form within the last couple of years, he said, staff wanted to take the next step and purchase software that would make the evaluation process more consistent and efficient.

Human Resources/Risk Management Director Michael Boyer reviewed the system the city was recommending after receiving quotes and demonstrations from several software providers, saying it would allow managers to manipulate goals and the weighting of goals in the evaluation forms more easily, allow comparisons of evaluations and performance across departments and citywide, and also allow for employee self-evaluations and peer evaluations, among other features.

Boyer said this was an unbudgeted item but it had been determined that the cost could be covered by budgeted funds in another line item.

Forstedt offered a resolution to accept the staff recommendation and authorize the purchase of the Neo Gov performance evaluation software at a cost of \$4,200, and direct the city manager to move funds from another budget line item to cover the cost. That resolution was seconded by Northrup and approved unanimously.

---

---

**2013 BUDGET PREPARATION CALENDAR – PRESENTATION AND DISCUSSION OF CITY FINANCIAL POLICY AND RESERVE LEVELS IN FUNDS**

---

---

Wells and City Treasurer Jean Kinney reviewed a PowerPoint presentation outlining the city's various funds and the investment balances in them, and the requirements for sufficient reserves to cover things like bond covenants, emergencies and other costs. Kinney explained the differences between utility funds and taxing funds, and the concept of a rate stabilization fund that was being explored by city staff for utility funds. Wells also reviewed the city's current investment policy, which was adopted in 1993, and said this policy should be updated to take advantage of changes in investment practices and opportunities. He suggested the council may want to hold a retreat later in the year to explore these financial issues further, and McAlister said this should be scheduled for a time after the cash balances in all city funds had been determined through the city's annual financial audit. No action was taken.

---

---

**CONSENT AGENDA BY RESOLUTION**

---

---

City Clerk John Brennan presented the Consent Agenda for Council consideration, said Consent Agenda being in words, letters and figures as follows, to wit:

**CONSENT AGENDA**

- A. Approval of the disbursements and payroll for March
- B. Approval of the minutes of the April 3, 2012 City Council regular meeting
- C. Second reading and final approval of Ordinance No. 1125, Amending the Existing Chapter 6, "Nuisances and Sanitation," *Fort Morgan Municipal Code* (2010), and request to publish by title only

All matters listed under the Consent Agenda are considered to be routine business by the Council and will be enacted with a single motion and a single vote by roll call. There will be no separate discussion of these items. If discussion is deemed necessary, that item should be removed from the Consent Agenda and considered separately.

Nation asked about the ability to make changes on second reading of an ordinance when it is on the consent agenda, and Wells said the council always has the option to remove any item from the consent agenda and reopen the matter for further discussion or revision.

Nation offered a resolution to approve the Consent Agenda as presented, which was seconded by Forstedt and approved unanimously.

PASSED, APPROVED AND ADOPTED this 17th day of April, 2012, the vote upon roll call being as follows: Ayes: Mayor McAlister; Councilmembers Bryan, Forstedt, Nation, Northrup, Segura and Shaver. Nays: none.

---

---

**PUBLIC COMMENT / AUDIENCE PARTICIPATION**

---

---

None.

---

---

**REPORTS BY OFFICIALS AND STAFF**

---

---

None.

---

---

**BIDS, MEETINGS AND ANNOUNCEMENTS**

---

---

Brennan announced current bids and upcoming meetings, and asked about council attendance plans for several upcoming events. He also announced a planned test of the city's emergency notification system on April 19.

Forstedt announced a Take Back the Night Walk scheduled for April 20 in conjunction with Sexual Assault Awareness Month.

---

## **EXECUTIVE SESSION**

---

The regular portion of the meeting concluded at 8:51 p.m., and McAlister then asked for a motion to proceed to a scheduled executive session

Forstedt made a motion to convene the scheduled executive session, which was seconded by Northrup and approved unanimously. This executive session had been published as follows:

**EXECUTIVE SESSION** for a conference with the City attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b); AND THE FOLLOWING ADDITIONAL DETAILS ARE PROVIDED FOR IDENTIFICATION PURPOSES: Water issues.

The executive session began at 9:00 p.m. and ended at 9:49 p.m., and was attended by the mayor and council members, City Manager/City Attorney Jeff Wells, Assistant City Attorney Jerrae Swanson and Steve Simms.

Following the session, the council returned to open session, where Councilmember Debra Forstedt reported that the City Council met in executive session to receive legal advice on questions related to water issues. Forstedt then made a motion directing the City Attorney to take whatever legal action is necessary to resolve the issues related to the questions in the executive session. That motion was seconded by Councilmember Ron Shaver and approved unanimously.

Councilmember Brent Nation excused himself from the room for the vote and was not present to vote. He excused himself on the basis that he has the water accounting consultant contract with the City.

Mayor McAlister adjourned the April 17, 2012 regular meeting at 9:50 p.m.

/s/ Terry L. McAlister  
Mayor

/s/ John J. Brennan  
City Clerk