



FLORENCE CITY COUNCIL
Regular Meeting Minutes
Tuesday, February 18, 2025, 6:30 PM

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1) CALL TO ORDER & PLEDGE OF ALLEGIANCE

City Council Chambers, 600 W. 3rd Street, Florence, CO 81226

Mayor Wolfe called the meeting to order at 6:30 p.m. with the Pledge of Allegiance.

2) ROLL CALL:

Mayor Wolfe	Present
Councilman Vanhoutan	Present
Councilman Stiefel	Present
Councilwoman Stone	Absent
Councilman Mergelman	Present
Councilwoman Gardner	Present
Councilwoman MacKinnon	Absent

OTHERS PRESENT: City Clerk Cortlyne Huppe, City Manager Amy Nasta, and City Attorney Dan Findlay.

3) PUBLIC COMMENTS

Any matter on this agenda may, at the discretion of the governing body, be opened for public comment and discussion (three minutes).

Joel Elliot- Florence Chamber of Commerce President
Invited the City Council to the business after-hours event.

Cathey Young- 220 East 6th Street
Distributed a handout to the City Council and presented the 2024 year-end report from the Tree Board. She recited the board's accomplishments, research projects, and community engagement initiatives.

Sun Kinzer- 302 Wilson Avenue
Reported the Triangle Park playground equipment needed attention and requested more City Council discussion on agenda items.

4) CONSENT AGENDA

- a) Consider approving the minutes as written for the Regular City Council Meeting on February 3, 2025
- b) Consider approving City expenditures prepared on February 6, 2025, in the amount of \$83,623.55 and February 13, 2025, in the amount of \$84,512.67
- c) Consider approving the annual liquor license renewal for Oak Creek Grill & Tavern
- d) Consider approving the Temporary Use Permit for the Florence Chamber of Commerce
- e) Consider approving the Special Events Permit for the Florence Chamber of Commerce

Mayor Wolfe requested item 4d be removed from the Consent Agenda.

Councilor Gardner motioned to approve the Consent Agenda, excluding item 4d. Councilor Mergelman seconded. With the Councilmembers voting in favor of the motion, the motion carried.

City Clerk Cortlyne Huppe elaborated on the new Temporary Use Permit application. The application is a more intensive and updated version of the City's former Street Closure application. The Temporary Use Permit would be used for street closures or large park events and requires more accountability from community event-holders.

Councilor Mergelman motioned to approve the Temporary Use Permit for the Florence Chamber of Commerce. Councilor Vanhoutan seconded. With the Councilmembers voting in favor of the motion, the motion carried.

5) OLD BUSINESS

- a) Consider approving the second reading of Ordinance No. 1-2025, an Ordinance declaring, establishing, amending, and creating codes, procedures, and policies for administration and personnel, including the City Council, City Manager, City Attorney, Municipal Courts, purchase of City property, and salaries, amending chapters 2.04, 2.08, 2.12, 2.16, 2.40, and 2.44, and repealing chapters 2.22, 2.28, 2.32, 2.34, 2.36, 2.48, 2.50, 2.51, and 2.52 of Title 2 – Administration and Personnel of the Florence, Colorado Municipal Code, and amending or repealing all ordinances or regulations not in conformity herewith.

City Manager Amy Nasta stated this is the statutorily required second reading of the ordinance. The City Council would see the City Council Rules and Procedure at the next meeting.

City Attorney Dan Findlay noted a typo in the ordinance's original reading, but clarified it was not part of the City Council's motion.

Motion to Approve the second reading of Ordinance No. 1-2025, an Ordinance declaring, establishing, amending and creating codes, procedures and policies for administration and personnel, including the City Council, City Manager, City Attorney, Municipal Courts, purchase of City property, and salaries, amending chapters 2.04, 2.08, 2.12, 2.16, 2.40, and 2.44, and repealing chapters 2.22, 2.28, 2.32, 2.34, 2.36, 2.48, 2.50, 2.51, and 2.52 of Title 2 – Administration and Personnel of the Florence, Colorado Municipal Code, and amending or repealing all ordinances or regulations not in conformity herewith: Councilor Stiefel

Seconded by: Councilor Mergelman

5 Ayes

Motion passed: 5 – 0

6) NEW BUSINESS

- a) Consider accepting Street Rankings based on the Street Needs Assessment as the Basis of a Pavement Management Plan for the City of Florence

City Manager Nasta referenced the City Council's 5:30 p.m. work session. This Pavement Management Plan was based on the Street Needs Assessment from 3 Rocks Engineering. It will serve as part of the City's Capital Improvement Plan. The intent is to approve and prioritize the top twelve streets, and then coordinate budgeted projects from the rankings.

Mayor Wolfe inquired about a general timeframe for publishing the RFPs.

City Manager Nasta stated Public Works Director Sam Elstun would put an RFP together by the end of the week or early next week for publishing. The process normally takes about a month.

She also clarified this Pavement Management Plan was for major street projects, not including mandatory maintenance or disastrous events.

Sue Kinzer inquired when the projects would start.

City Manager Nasta stated project starts are unknown until the RFP process concludes.

Councilor Mergelman noted the projects would have to be coordinated around the community events.

Kevin Mahmalij questioned when the City Council would solicit input from the public.

Mayor Wolfe stated the reason for the street analysis from 3 Rocks Engineering was to provide an unbiased report on the streets and their condition.

Motion to Accept the Street Needs Assessment Suggested Street Rankings based on the Street Needs Assessment (Street Pavement Assessment) for the City of Florence, Colorado as conducted by 3 Rocks Engineering and Surveying as the Basis of a Pavement Management Plan for the City of Florence: Councilor Gardner

Seconded by: Councilor Vanhoutan

5 Ayes

Motion passed: 5 – 0

7) COUNCIL REPORTS

a) City Council Reports

Councilor Mergelman attended the Fremont County Planning Commission, Mayor's Round Table, and the Florence Arts Council meeting.

Councilor Gardner expressed excitement for the Florence Merchant's new downtown benches.

Mayor Wolfe attended the Senior Coffee Chat, Florence Merchant's meeting, the Tree Board, and the Colorado Mayoral Leadership Function in Canon City. He also met with Holcim and announced their new quarry re-location.

b) City Manager Reports

City Manager Nasta clarified the article presented by the Tree Board which was denied by the City Manager, was a press release, and was almost duplicative of a Daily Record article previously published. The City reserves press releases for items with immediate urgency. It was suggested the Tree Board pursue a follow-up article or supplemental piece with the newspaper. She announced the Personnel Policies and City Council Rules & Procedures would be on the next meeting's agenda.

City Attorney Findlay stated the Black Hills Rate Case deliberations had started, but no formal decision was made. The Public Utilities Commission received and considered Florence's testimony. He also noted the surge of CORA requests that City Hall had been processing in the past couple of weeks, and how processing these requests resulted in a delay of the previously stated policies for the agenda. City Attorney Findlay then announced a governance refresher workshop for the City Council before the next meeting.

8) EXECUTIVE SESSION(S): IF NECESSARY

Pursuant to C.R.S. §24-6-402(4)(b), an executive session for the purpose of conferencing with an attorney for the local public body for the purposes of receiving legal advice on specific legal questions pertaining to any item listed on the agenda herein and/or any related discussion that may arise thereto. Such executive session may be entered into at any time or at any point on the agenda, if necessary and with the requisite Council approval.

9) ADJOURNMENT: Adjournment until the next regular City Council Meeting
Monday, March 3, 2025

Councilor Gardner motioned to adjourn the meeting. Councilor Vanhoutan seconded. With all of the Councilmembers voting in favor of the motion, the motion carried.
Mayor Wolfe adjourned the City Council Meeting at 7:03 p.m.

CITY OF FLORENCE, CO

BY: _____
Steve Wolfe, Mayor

RESPECTFULLY SUBMITTED: _____
Cortlyne Huppe, City Clerk