



FLORENCE CITY COUNCIL
Regular Meeting Agenda
Monday, June 3, 2024, 6:30 PM

Watch this meeting live on the City's YouTube channel at
<https://www.youtube.com/@CityofFlorenceCO>

- 1) **CALL TO ORDER & PLEDGE OF ALLEGIANCE**
City Council Chambers, 600 W. 3rd Street, Florence, CO 81226
- 2) **ROLL CALL:**
 - Mayor Wolfe
 - Councilman Vanhoutan
 - Councilman Stiefel
 - Councilwoman Stone
 - Councilman Mergelman
 - Councilwoman Gardner
 - Councilwoman MacKinnon
- 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).
- 4) **CONSENT AGENDA**
 - a) Consider approving the minutes as written for the Regular City Council Meeting on May 20, 2024
 - b) Consider approving City expenditures prepared on May 23, 2024, in the amount of \$53,811.39
 - c) Consider approving the annual liquor license renewal for Barn & Barrel
 - d) Consider approving the Street Closure Request for the July 4th Wet n' Dry Parade
 - e) Consider approving the Street Closure Request for the Pioneer Day Parade
- 5) **NEW BUSINESS**
 - a) Consider appointing two (2) Councilmembers to the Outside Agency Funding Requests Program Review Committee
- 6) **COUNCIL UPDATES**
 - a) City Council Reports
 - b) City Manager Reports
- 7) **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.
- 8) **ADJOURNMENT:** Adjournment until the next regular City Council Meeting
Monday, June 17, 2024



FLORENCE CITY COUNCIL
Regular Meeting Minutes
Monday, May 20, 2024, 6:30 PM

Watch this meeting live on the City's YouTube channel at
<https://www.youtube.com/@CityofFlorenceCO>

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	Present
Councilman Mergelman	Present
Councilwoman Gardner	Present
Councilwoman MacKinnon	Present

OTHERS PRESENT: City Clerk Cortlyne Huppe, City Manager Amy Nasta, Public Works Director Sam Elstun, 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).

There was no public comment.

4) CONSENT AGENDA

- a) Consider approving the minutes as written for the Regular City Council Meeting on May 6, 2024
- b) Consider approving City expenditures prepared on May 9, 2024, in the amount of \$663,142.35 and May 16, 2024, in the amount of \$166,744.95
- c) Consider approving the annual liquor license renewal for Loaf 'N Jug #750076
- d) Consider approving the Special Events Permit for the City of Florence

Councilor Stone motioned to approve the Consent Agenda. Councilor Gardner 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. 6 - 2024, an Ordinance approving the re-zoning of Lot 2, Homestead Hills Subdivision Filing No. 1 from C – General Commercial to R-3 High-Density Residential Zone District

City Manager Amy Nasta stated this was the statutorily required second reading of the Ordinance. The first reading was passed unanimously at the City Council meeting on May 6, 2024.

Motion to approve the second reading of Ordinance No. 6 - 2024, an Ordinance approving the re-zoning of Lot 2, Homestead Hills Subdivision Filing No. 1 from C – General Commercial to R-3 High-Density Residential Zone District: Councilor MacKinnon

Seconded by: Councilor Mergelman

7 Ayes

Motion passed: 7 – 0

6) COUNCIL UPDATES

a) City Council Reports

Councilor Vanhoutan attended the community relations meeting at the Federal Prison. He reported on the new creative arts program for the inmates.

Councilor Mergelman noted the music in the park event and the eventful weekend in Florence.

Councilor Stone thanked the community and local organizations for their patience and collaboration towards the weekend's events.

Mayor Wolfe thanked the Florence Merchants and Chamber of Commerce for the activity they brought to Florence. He then announced the CML District 13 Spring Meeting, and thanked the event sponsors, The Liquor Locker and Black Hills Energy.

b) City Manager Reports

City Manager Nasta thanked staff for their diligence while she was away on vacation.

City Attorney Dan Findlay stated the legislature ended their session, and he would monitor the pertinent bills.

7) 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.

8) ADJOURNMENT: Adjournment until the next regular City Council Meeting

Monday, June 3, 2024

Councilor Stiefel motioned to adjourn the meeting. Councilor Stone seconded. With all of the Councilmembers voting in favor of the motion, the motion carried.

Mayor Wolfe adjourned the City Council Meeting at 6:39 p.m.

CITY OF FLORENCE, CO

BY: _____
Steve Wolfe, Mayor

RESPECTFULLY SUBMITTED: _____
Cortlyne Huppe, City Clerk

Report Criteria:
 Detail report type printed

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
3	DANA KEPNER	1598509-00	0243807940	water distribution supplies	1	05/22/2024	2,610.06	.00	2,610.06	45323	05/23/2024
		1598509-00	0249509030	water distribution supplies	2	05/22/2024	11,433.96	.00	11,433.96	45323	05/23/2024
Total 3:							14,044.02	.00	14,044.02		
201	ATMOS ENERGY	3016435394	0140608751	MUNI CENTER	1	05/10/2024	177.46	.00	177.46	20240522	05/22/2024
Total 201:							177.46	.00	177.46		
364	The Sherwin -Willimas Co	OE0108320A	1743107545	TRAFFIC PAINT	1	05/08/2024	5,327.35	.00	5,327.35	45333	05/23/2024
Total 364:							5,327.35	.00	5,327.35		
916	MARTIN AND WOOD	27549	0243707890	ENG fees	1	04/30/2024	230.00	.00	230.00	45326	05/23/2024
Total 916:							230.00	.00	230.00		
923	ALSCO	LDEN293697	0144202000	MATS	1	05/22/2024	56.20	.00	56.20	45319	05/23/2024
Total 923:							56.20	.00	56.20		
1133	TRUE VALUE HARDWAR	GENERATO	0143107600	Generator IQ3500 2024	1	05/22/2024	1,299.00	.00	1,299.00	45334	05/23/2024
		TRAILER 20	0143107600	3CV1U2026R2667467 16	1	05/22/2024	4,985.00	.00	4,985.00	45334	05/23/2024
Total 1133:							6,284.00	.00	6,284.00		
1203	SE WATER ACTIVITY ENT	PWMD-11	0249509063	PROJECT WATER	1	05/21/2024	2,190.00	.00	2,190.00	45330	05/23/2024
Total 1203:							2,190.00	.00	2,190.00		
1425	INTER'L CODE COUNCIL,	Q15.0000210	0144006000	Member Dues	1	04/08/2024	160.00	.00	160.00	45324	05/23/2024
Total 1425:							160.00	.00	160.00		
1718	BLACK HILLS ENERGY	1225086862	0140608600	CEMETERY HOUSE	1	05/15/2024	42.64	.00	42.64	20240522	05/22/2024
		1944485829	0145207830	RIVER PARK	1	05/14/2024	40.21	.00	40.21	20240522	05/22/2024
		4197016039	0144207700	CEMETERY SPRINKLERS	1	05/15/2024	16.64	.00	16.64	20240522	05/22/2024

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 1718:							99.49	.00	99.49		
1809	TERRITORY ELECTRIC	ELECTRICA	0243607731	Bar Screen electrical for Pu	1	03/29/2024	2,841.93	.00	2,841.93	45332	05/23/2024
Total 1809:							2,841.93	.00	2,841.93		
1826	JAY ELECTRIC, INC	007867	0145203500	LIONS Park Electrical Mete	1	05/09/2024	2,280.73	.00	2,280.73	45325	05/23/2024
Total 1826:							2,280.73	.00	2,280.73		
2045	Omnigo Software	I-OS018469	0142105050	RECORDS MGMT- Archiv	1	05/20/2024	500.00	.00	500.00	45327	05/23/2024
Total 2045:							500.00	.00	500.00		
2046	CASH	POOL CASH	0444152300	cash bag	1	05/22/2024	200.00	.00	200.00	45318	05/22/2024
Total 2046:							200.00	.00	200.00		
2468	SGS ACCUTEST	5216015531	0243707810	LAB RESULTS	1	05/20/2024	613.88	.00	613.88	45331	05/23/2024
Total 2468:							613.88	.00	613.88		
2614	Amnet Inc.	18439	0142103100	Laptop Booking	1	05/20/2024	1,355.42	.00	1,355.42	Multiple	05/23/2024
Total 2614:							1,355.42	.00	1,355.42		
2803	Prospective Business Solut	1361	0241505500	Audit	1	05/22/2024	6,429.00	.00	6,429.00	45328	05/23/2024
		1361	0141505500	Audit	2	05/22/2024	4,286.00	.00	4,286.00	45328	05/23/2024
Total 2803:							10,715.00	.00	10,715.00		
2871	Core & Main	U0880632	0243807930	B84 777NL Curb MIPXPJ	1	05/13/2024	546.79	.00	546.79	45322	05/23/2024
Total 2871:							546.79	.00	546.79		
3020	Wallace Oil Company	APRIL OIL W	0243707850	Oil	1	04/30/2024	1,531.25	.00	.00	45301	Multiple
		APRIL OIL W	0243707850	Oil	2	04/30/2024	1,531.25-				

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 3020:							.00	.00	.00		
3110	Rodney Marques	FINAL BILL P	0444152200	Swimming Pool Project 20	1	05/23/2024	3,000.00	.00	3,000.00	45329	05/23/2024
		SWIMMING	0444152200	Swimming Pool Project 20	1	05/20/2024	3,000.00	.00	3,000.00	45317	05/20/2024
Total 3110:							6,000.00	.00	6,000.00		
3194	C & H Distributing	971723746	0444152400	Little Debbie- Pool Conces	1	05/20/2024	189.12	.00	189.12	45321	05/23/2024
Total 3194:							189.12	.00	189.12		
Grand Totals:							53,811.39	.00	53,811.39		

Report Criteria:
 Detail report type printed

COUNCIL ACTION FORM

MEETING DATE: JUNE 3, 2024

STAFF CONTACT: CORTLYNE HUPPE, CITY CLERK

Agenda Item: Consider approving the annual liquor license renewal for Barn & Barrel

Department: Administration

Staff Recommendation:

Approve the annual liquor license renewal for Barn & Barrel

Background/Description of Item:

Barn & Barrel is located at 115 West Main Street. The applicant has submitted all required renewal documentation.

Financial Impact:

The City fee for this application was \$148.75

Suggested Motion:

Approve the annual liquor license renewal for Barn & Barrel

COUNCIL ACTION FORM

MEETING DATE: JUNE 3, 2024

STAFF CONTACT: CORTLYNE HUPPE, CITY CLERK

Agenda Item: Consider approving the Street Closure Request for the July 4th Wet n' Dry Parade

Department: Administration

Staff Recommendation:

Approve the Street Closure Request for the July 4th Wet n' Dry Parade

Background/Description of Item:

The City of Florence has submitted a request to close Main Street for its annual July 4th Wet n' Dry Parade.

The Street Closure Request Form requests the following dates/times:

- 7:00 AM – 10:00 PM, July 4, 2024

The temporary street closure would take place on Main Street, beginning at the intersection of Church Avenue, and ending at the intersection of Petroleum. Specifics regarding these modifications can be found on the attached map.

The City's insurance carrier, CIRSA, will provide parade coverage.

Upon approval, street closure maps and details will be shared with the Colorado State Patrol.

Financial Impact:

None

Attachments:

- Street Closure Request Form
- Proposed Boundary/Maps

Suggested Motion:

Approve the Street Closure Request for the July 4th Wet n' Dry Parade

Street Closure Request Form

Group or Individual Making Request

Contact Name/Date of Request

City of Florence- Cortlyne Huppe	June 3, 2024
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Phone/Email

(719) 784-4848	Cortlyne.huppe@florencecolorado.org
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Requested Street(s) to be Closed

Main Street/ Highway 115
From Church Street to Robinson Avenue (See attached map)

Purpose of Requested Closure

Annual July 4 th Wet n' Dry Parade

Start Date of Requested Closure

July 4, 2024

Start Time of Requested Closure

3 AM

End Date of Requested Closure

July 4, 2024

End Time of Requested Closure

1 PM

Parties Potentially Against Closure/ Have you contacted Parties?

Colorado State Patrol- Soon to be contacted General Public

Signature/ Date of Submission

<i>Cortlyne Huppe</i>	May 29, 2024
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Approval _____

July 4th Wet n' Dry Parade

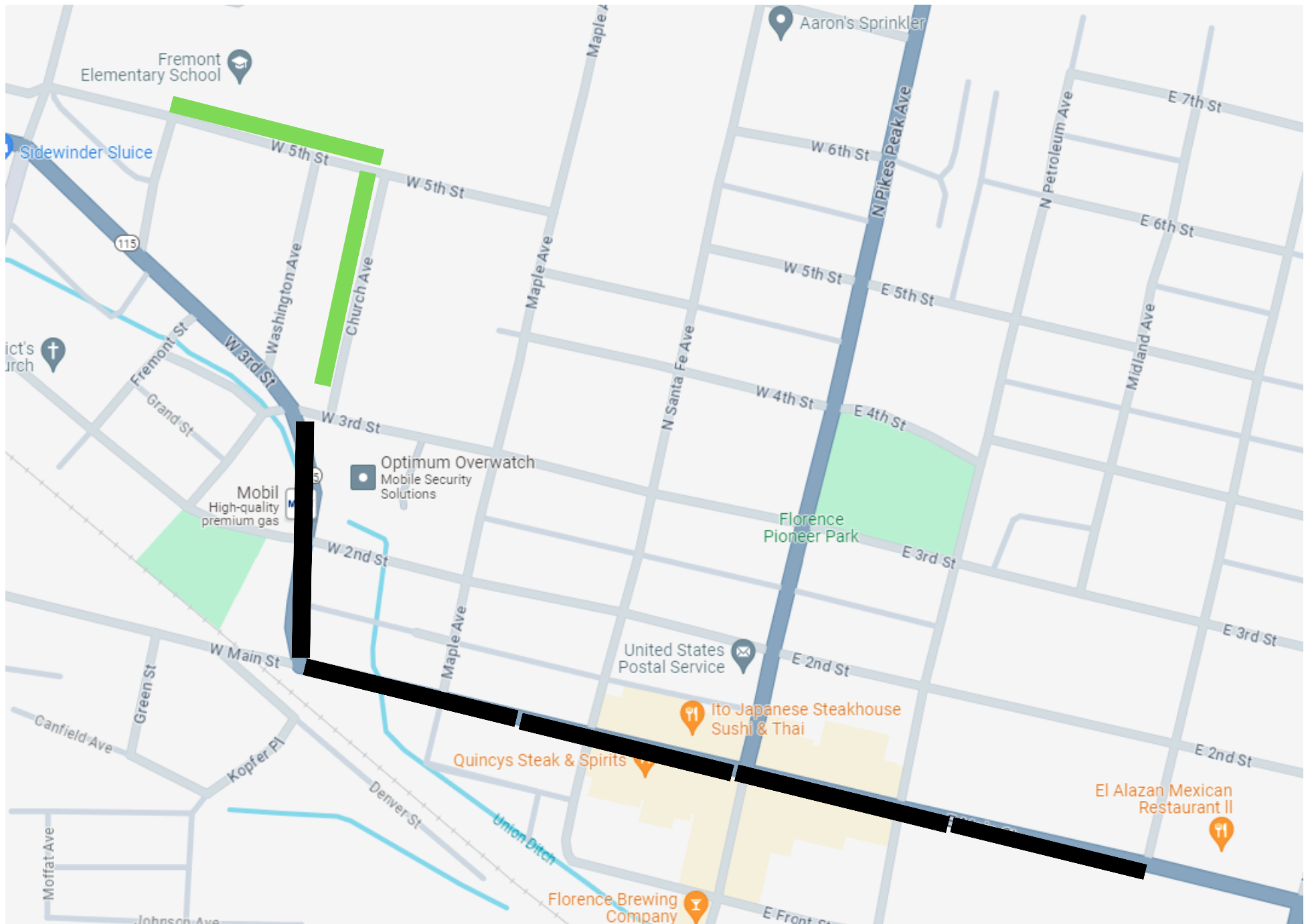
Thursday, July 4, 2024

3 AM - 1 PM

Road Closure:



Parade Lineup:



COUNCIL ACTION FORM

MEETING DATE: JUNE 3, 2024

STAFF CONTACT: CORTLYNE HUPPE, CITY CLERK

Agenda Item: Consider approving the Street Closure Request for the Pioneer Day Parade

Department: Administration

Staff Recommendation:

Approve the Street Closure Request for the Pioneer Day Parade, contingent upon proof of receipt of Special Event coverage.

Background/Description of Item:

The Pioneer Day Association has submitted a request to close Main Street for its Pioneer Day Parade.

The Street Closure Request Form requests the following dates/times:

- 7:00 AM – 1:00 PM, September 21, 2024

The temporary street closure would take place on Main Street, beginning at the John C. Fremont Library and ending at the intersection of McCandless Avenue. Frazier Avenue to Main Street would also be closed to allow for a parade line-up area. Specifics regarding these modifications can be found on the attached map.

The Street Closure Request Form requires the applicant to obtain Special Event Insurance as a provision of the closure. It should be noted that Special Event coverage is typically granted to an applicant by their insurer approximately 30-45 days prior to the event. As such, Staff suggests making approval contingent upon receipt of proof of Special Event coverage.

Upon approval, street closure maps and details will be shared with the Colorado State Patrol.

Financial Impact:

None

Attachments:

- Street Closure Request Form
- Proposed Boundary/Maps

Suggested Motion:

Approve the Street Closure Request for the Pioneer Day Parade, contingent upon proof of receipt of Special Event coverage.

Street Closure Request Form

Group or Individual Making Request

Contact Name

Date of Request

Florence Pioneer Day Assoc. Tony Shaffer	Sept 21, 2024
Phone	Email
[REDACTED]	[REDACTED]

Requested Street(s) to be Closed

Main St, Hwy 115 to West 3rd St.
to McCordless. See attached map.

Purpose of Requested Closure

Pioneer Day Parade

Start Date of Requested Closure

Start Time of Requested Closure

Sat. Sept. 21, 2024	7 a.m.
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End Date of Requested

End Time of Requested Closure

Sat, Sept. 21, 2024	1 p.m.
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Parties Potentially Against Closure / Have you contacted Parties?

Yes - No CONCERNS

Signature

Date of Submission

	3/18/24
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Approval _____

COUNCIL ACTION FORM

MEETING DATE: JUNE 3, 2024

STAFF CONTACT: AMY NASTA, CITY MANAGER

Agenda Item: Consider appointing two (2) Councilmembers to the Outside Agency Funding Requests Program Review Committee

Department: Administration

Staff Recommendation:

Appoint two (2) Councilmembers to the Outside Agency Funding Requests Program Review Committee.

Background/Description of Item:

The *Outside Agency Funding Requests Program Overview* (Program) document was adopted by the Florence City Council on April 1, 2024, with the adoption of Resolution 5-2024. The Program document provides rules and procedures for allocating funding based on feedback for goals and criteria of the program as provided by the City Council during the March 4, 2024, City Council workshop regarding non-profit funding.

The Selection Process section of the Program document provides information about the selection process, including the Review Committee, how said Committee is selected, and the Committee's role in vetting applicants for final selection by the City Council.

Per the Program document:

"In order to facilitate equitable review and award transparency, the Review Committee will review all applications received utilizing a scoring matrix."

The applications receiving a minimum score on the scoring matrix will be asked to make a presentation to the Florence City Council in order to determine which, if any, applicants will be awarded funding and at what amount. **The Review Committee does not make any final decisions regarding funding; the sole purpose of the Review Committee is to screen out applicants who do not meet basic criteria as outlined in the Program document.**

For 2024, funding requests are due by June 13, 2024, with presentations to the City Council currently scheduled for the July 15, 2024, regular Florence City Council meeting. The scoring matrixes completed by the Review Committee will be public records and those for applicants scheduled to give a presentation before the City Council will be included in the July 15, 2024, agenda packet.

With regard to the makeup and selection of Review Committee members, the Program document states (in pertinent part):

"A review committee including the following members be created on an annual basis:

- Two (2) City of Florence City Councilmembers

- Said Councilmembers shall be nominated by and selected amongst themselves each year during a regular City Council meeting prior to the close of acceptance for applications
- The City Manager
- The Finance Director

Following this guidance, the Florence City Council will need to nominate and select two (2) Councilmembers from amongst themselves in order to fulfill this requirement.

Attachments:

- City of Florence, Colorado Outside Agency Funding Request Program Overview

Suggested Motion:

Appoint _____ to the Outside Agency Funding Requests Program Review Committee.

Note: This motion should be made and voted on separately for each of the two (2) Councilmembers nominated.



City of Florence, Colorado

Outside Agency Funding Requests

Program Overview

Program Purpose

Community agencies can often provide services that municipal government cannot and may serve to fill in these service gaps, especially in areas such as health and well-being, the meeting of basic needs, youth programs, prevention programs, community activities, and the promotion of history, arts, and culture. This program is intended to provide financial support to such agencies so that they may continue to provide direct benefits to the City of Florence, Florence residents, and/or businesses within the City of Florence.

Eligibility Requirements

The requirements of this program are intended to ensure, to the greatest extent possible, that the funding being requested will be utilized to create a positive and measureable effect within the City of Florence. In order to ensure accountability and promote good fiscal stewardship, the City of Florence requires the following information for award consideration:

An Outside Agency Funding Request Form which has been completed and signed by the applicant. Information on this form includes the following:

- Information about the organization;
- Information about the activity, program, and/or service funding is being requested for;
- Information regarding the projected benefit to the community, including the number of Florence residents projected to be served;
- Other requests for funding;
- Information regarding measures of success and accountability

Ineligible Requests

The requested funding has restrictions and cannot be utilized for certain purposes including, but not limited to, the following.

- Rent and/or mortgage payments
- The payment of any taxes and/or fees
- Salaries (including employee benefits)
- Utility payments

Selection Process



As specific dates will change on an annual basis such information will be posted to the City's website each year in advance of all deadlines. All dates will be based upon the City's budget calendar and budget process.

A time frame for accepting applications will be provided to applicants. Any applications received after this time frame will not be eligible for consideration. All applications received by the published deadline each year shall be reviewed by a Review Committee prior to any recommendations being made to the Florence City Council. Specific information regarding the Review Committee can be found later in this section.

All applicants selected by the Review Committee to make a presentation to the City Council must do so in order to be eligible to receive funding.

- Take place at a regular City Council meeting, as a discussion item regarding the budget and entitled "Outside Agency Requests" on the City Council Meeting agenda; and
- Take place prior to the statutorily required Public Hearing for the Budget.

The Outside Agency Funding Request Form, any supporting materials provided by the applicant, and the scoring matrices completed by the Review Committee shall be included as part of the agenda packet as a public record. Sensitive information will be redacted as legally allowed and necessary.

Following the presentation to the City Council, the Council will provide consensus for awards. The actual awards will not be made until the budget has been finalized and approved.

See Appendix A for associated flowchart outlining this process.

Review Committee

All applications received by the published deadline each year shall be reviewed by a Review Committee prior to any recommendations being made to the Florence City Council

Committee Makeup

A review committee including the following members be created on an annual basis:

- Two (2) City of Florence City Councilmembers
 - Said Councilmembers shall be nominated by and selected amongst themselves each year during a regular City Council meeting prior to the close of acceptance for applications
- The City Manager
- The Finance Director

On an annual basis, the Florence City Council may, by vote of the Council at a regular City Council meeting, choose to expand the makeup of the Review Committee.

Committee Responsibilities

In order to facilitate equitable review and award transparency, the Review Committee will review all applications received utilizing a scoring matrix. The scoring matrix shall include a minimum of the following items:



- Scores relating to benefits and projected impact
- Scores relating to physical location and providing for local preference
- Scores relating to if the funding is intended for a specific project or use, with preference for the same
- Scores relating to the applicant's 501C3 status, and providing for preference for said status
- Scores relating to the applicant's other funding requests, with preference for those who have requested funding from other entities in addition to the City of Florence

A minimum score will on the scoring matrix will be required in order for the applicant to be eligible for further consideration. The minimum score may vary on an annual basis depending on the total score possible, but shall always be greater than 50% of the total possible score.

Should the amount of eligible applicants exceed the amount of funding available, the Review Committee will recommend a practical amount of applicants to make a presentation to the Florence City Council during a regular City Council meeting as part of the budget process. This selection shall be based upon the numerical score obtained on the scoring matrix, starting with the highest score and continuing in reverse order until all spots have been allocated. The Review Committee may request that an applicant provide additional information and/or a presentation to the Committee as necessary.

Allocation of Funds

The City of Florence's estimated budget for outside agency funding will vary on an annual basis and may be adjusted as part of the budgeting process. Such adjustments may be based on relevant factors including but not limited to economic conditions, the number of applications submitted, and the amount of total funding requested.

Failure of any applicant to submit a year-end report to the Florence City Council describing how any money that has been awarded was utilized may result in the applicant not being considered for future funding opportunities. Any requests for additional funding following the yearly initial funding allocation will not be considered.

Funds will not be eligible for distribution until after the associated budget has been finalized.



CITY OF FLORENCE

600 West 3rd Street
Florence, Colorado 81226
(719) 784-4848
cityofflorence@florencecolorado.org
www.florencecolorado.org

City Manager Report

May 17, 2024 – May 30, 2024

Meetings with agencies, boards, and committees:

- ***Colorado Municipal League District 13 Spring Meeting – May 23, 2024***
 - The City of Florence hosted the Spring meeting for District 13 of the Colorado Municipal League. Representatives from jurisdictions throughout the District were present to discuss legislative updates and other topics of importance.

Internal Meetings/Discussion/Projects

- Staff is collecting 2024 applications for outside agency funding requests. Applications for 2024 funding will be accepted through June 13, 2024.
- The City of Florence is currently accepting sign-ups for the City's new communications initiative to be run through the Constant Contact platform. This initiative will allow citizens to sign up to receive notifications and information on topics of their choosing. A sign up form is available on the City's website.
- The City of Florence has started the process of migrating to a new and improved website that will meet upcoming mandates for ADA compliance.
- The City's migration to an electronic billing platform is scheduled to take place in mid-June.
- Code Enforcement has been busy sending out notifications regarding weeds and other issues throughout the City.
- The City is preparing to send out notifications for the first set of trees to be removed under the ARPA Tree Removal program.