



FLORENCE CITY COUNCIL
Regular Meeting Agenda
Monday, June 2, 2025, 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 19, 2025
- b) Consider approving City expenditures prepared on May 22, 2025, in the amount of \$60,430.72
- c) Consider approving the annual liquor license renewal for Big D's Superfoods
- d) Consider authorizing the Mayor to sign a letter of support on behalf of the City Council for the HolcimUS Grant Application to the US Department of Energy Point Source Carbon Capture Large-Scale Projects

5) OLD BUSINESS

- a) Consider adopting the second reading of Ordinance No. 5-2025, an Ordinance creating a new base salary structure for the City of Florence, Colorado, based on position classification

6) NEW BUSINESS

- a) Award funding under the City of Florence's Outside Agency Funding Requests Program for 2025
- b) Consider adopting a Resolution amending the ARPA Tree Maintenance Program for the City of Florence, Colorado, to include guidelines on tree replacement and replanting locations

7) COUNCIL REPORTS

- a) City Council Reports
- b) City Manager Reports

8) EXECUTIVE SESSION(S): IF NECESSARY

Pursuant to C.R.S. Section 24-6-402(4)(f), discussion of a personnel issue, specifically the City Manager's performance review and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees.

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, June 16, 2025



FLORENCE CITY COUNCIL
Regular Meeting Minutes
Monday, May 19, 2025, 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, Planning Director Ashley Fox, 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).

Ed Frushour- American Legion Post 25
Presented the American Legion Post 25's 2025 Outside Agency Funding presentation.

Paula Price- 104 West Highland Avenue
Requested the wet portion of the City's July 4th Wet N Dry Parade be held off until after the color guard completes the parade route.

4) CONSENT AGENDA

- Consider approving the minutes as written for the Regular City Council Meeting on May 5, 2025
- Consider approving City expenditures prepared on May 8, 2025, in the amount of \$41,890.13, and May 15, 2025, in the amount of \$653,083.33
- Consider awarding a contract for the Street Renovation of McCandless Avenue
- Consider approving an Intergovernmental Agreement (IGA) Between the City of Florence and the City of Cañon City Police Department for Use of the Florence Shooting Range
- Consider approving the use of City water for the Fremont County Rotary Club's annual duck derby race
- Consider approving the Transfer of Ownership application for the Oak Creek Grill & Tavern, LLC
- Consider approving the annual liquor license renewal for Loaf n' Jug #76

Councilor Vanhoutan requested item 4e be removed from the Consent Agenda.

Councilor Stone requested item 4c be removed from the Consent Agenda.

Councilor Vanhoutan motioned to approve the Consent Agenda, excluding items 4c and 4e. Councilor Mergelman seconded. With the Councilmembers voting in favor of the motion, the motion carried.

Councilor Stone voiced favor for pursuing Schedule A & B for the Street Renovation of McCandless Avenue.

Councilor Stone motioned to award a contract for the Street Renovation of McCandless Avenue in the City of Florence, Schedules A&B, to Langston Concrete, Inc. in the amount of \$199,184, plus a ten percent (10%) contingency. Councilor MacKinnon seconded. With the Councilmembers voting in favor of the motion, the motion carried.

Councilor Vanhoutan questioned specifics regarding the transportation of water for the Fremont County Rotary Club's annual duck derby.

City Manager Amy Nasta explained the parameters and procedures for utilizing the City's water for the event and elaborated on specifics regarding the delivery.

Councilor Vanhoutan motioned to approve the use of City water for the Fremont County Rotary Club's annual Duck Derby race. Councilor Stone seconded. With the Councilmembers voting in favor of the motion, the motion carried.

5) NEW BUSINESS

- a) Consider adopting an Ordinance creating a new base salary structure for the City of Florence, Colorado, based on position classifications

City Manager Nasta presented an improved salary structure for the City of Florence. The new structure provides consistency, efficient position classifications, and an opportunity to establish internal equity. She explained the variables and factors that affect the pay structure, and how the current employees and positions fall into the system.

Councilor Vanhoutan questioned the origin of which the pay scale structure was created.

City Manager Nasta referenced Colorado Municipal League comparison studies, and comparability to other organizations of similar size and complexity.

Councilor Mergelman inquired if the Water Department requires certain certifications upon employment, or if obtaining certifications is a personal choice.

City Manager Nasta replied that a Level D certification is required, but all additional certifications are a personal choice. Additional job responsibilities do not apply until Level A operator status.

Motion to adopt Ordinance No. 5-2025, an Ordinance creating a new base salary structure for the City of Florence, Colorado, based on position classifications: Councilor Stone

Seconded by: Councilor Vanhoutan

7 Ayes

Motion passed: 7 – 0

- b) Consider approving a new Special Use Agreement with Dr. Roy Farris

Planning Director Ashley Fox stated Dr. Farris sought approval for a Special Use Agreement to accommodate a proposed exterior staircase as a means of an emergency egress. The proposed staircase would encroach into the City's public right-of-way.

Councilor Stone noted the already-existing second story door.

Planning Director Fox explained the city's property layout and how this Special Use would affect right of way specifics.

Dr. Roy Farris- 107 West Front Street

Expressed concerns over his investment, and how the structure would be protected given the City's property development interests.

City Attorney Dan Findlay reminded City Council that the Special Use Agreement could be modified or revised with proper direction. He inquired about what the City Council was seeking to see for this unit and its potential value to the community. City Attorney Findlay noted the current agreement retains full ownership of property rights but explained a variety of revision opportunities in regard to the agreement.

Discussion ensued on property ownership, right of way development, Master Plan vision, planning commission involvement, setting a precedent, egress specifics, and potential agreement revisions.

Councilor Stiefel cautioned City Council on the precedent of certain contract revisions or negotiations, and suggested a long-term lease agreement.

Dr. Farris expressed interest in exploring alternative options. He requested City Council approve the agreement as is, then explore other terms for the agreement.

City Attorney Findlay stated other options could be explored per the City Council's direction.

Motion to approve the revised Special Use Agreement between the City and Dr. Roy Farris, authorizing the conditional use of a portion of the public right-of-way located behind 107 West Front Street for the installation of an exterior staircase, subject to the terms and conditions outlined in the Special Use Agreement, and to authorize the City Manager to execute the agreement on behalf of the City: Councilor Stone

Seconded by: Councilor Stiefel

7 Ayes

Motion passed: 7 – 0

6) COUNCIL REPORTS

a) City Council Reports

Councilor Mergelman attended the Fremont County Planning Commission, Mayor's Round Table, the City Planning Commission, Florence FJSHS Bands in the Park event, and a Rialto Theater meeting.

Councilor Stone noted a great turnout at Junktique and the Car Show. She thanked all City departments for their work on cleaning up the downtown area.

Mayor Wolfe attended Emergent Campus events, Mayor's Round Table, CML's District 13 event, Junktique, and the Car Show. He met with concerned citizens, announced Holcim's tire

recycling program, reminded City Council about the Armed Forces Art Show in downtown Florence, and announced a CDOT open house regarding the anticipated work on Highway 115.

b) City Manager Reports

City Manager Nasta stated the 2025 pool season would be opening soon, and that swim lessons were posted on the City's webpage. She also announced the 2025 Outside Agency Funding work session would take place on June 2, 2025, before formal action in the meeting.

7) **EXECUTIVE SESSION(S): IF NECESSARY**

Pursuant to C.R.S. Section 24-6-402(4)(f), discussion of a personnel issue, specifically the City Manager's performance review and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees.

Councilor Stiefel motioned to enter executive session at 7:22 p.m., C.R.S. Section 24-6-402(4)(f), discussion of a personnel issue, specifically the City Manager's performance review and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees.

Seconded by: Councilor Vanhoutan

7 Ayes

Motion Passed: 7 - 0

Attendees of the executive session were the City Council, and the City Attorney. The executive session adjourned at 8:04 p.m.

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 2, 2025

Councilor Stone motioned to adjourn the meeting. Councilor Gardner seconded. With all of the Councilmembers voting in favor of the motion, the motion carried.
Mayor Wolfe adjourned the City Council Meeting at 8:05 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
7	FREMONT SANITATION D	APRIL 2025	0140608440	10829-2459 Museum	1	05/22/2025	34.53	.00	34.53	20256025	05/22/2025
		APRIL 2025	0140608635	10837-2467 Water Plant	2	05/22/2025	34.53	.00	34.53	20256025	05/22/2025
		APRIL 2025	0140608751	10838-2468 City Shop	3	05/22/2025	34.53	.00	34.53	20256025	05/22/2025
		APRIL 2025	0444152100	10910-2537 Pool	4	05/22/2025	34.53	.00	34.53	20256025	05/22/2025
		APRIL 2025	0140608751	10935-2559 Muni Center	5	05/22/2025	34.53	.00	34.53	20256025	05/22/2025
		APRIL 2025	0140608751	10938-2559 Muni Annex	6	05/22/2025	60.45	.00	60.45	20256025	05/22/2025
		APRIL 2025	0140608635	10936-4759	7	05/22/2025	34.53	.00	34.53	20256025	05/22/2025
		APRIL 2025	0140608751	22838-2559 N Plant	8	05/22/2025	34.53	.00	34.53	20256025	05/22/2025
Total 7:							302.16	.00	302.16		
201	ATMOS ENERGY	3016435394	0140608751	MUNI CENTER	1	05/09/2025	103.36	.00	103.36	20256032	05/22/2025
		3016936816	0243607710	Filtration Plant	1	05/09/2025	435.31	.00	435.31	20256033	05/22/2025
Total 201:							538.67	.00	538.67		
323	PITNEY BOWES INC PUR	25443744	0141503100	INK CARTRIDGES	1	05/15/2025	103.28	.00	103.28	20256031	05/22/2025
		3320701491	0141503500	LEASING CHARGES	1	05/09/2025	171.99	.00	171.99	20256036	05/22/2025
Total 323:							275.27	.00	275.27		
916	MARTIN AND WOOD	28265	0243707890	ENG fees	1	04/30/2025	544.50	.00	544.50	46006	05/22/2025
		28266	0243707890	ENG fees	1	04/30/2025	1,089.00	.00	1,089.00	46006	05/22/2025
		28267	0243707890	ENG fees	1	04/30/2025	968.00	.00	968.00	46006	05/22/2025
Total 916:							2,601.50	.00	2,601.50		
923	ALSCO	LDEN311545	0140608420	MATS	1	05/21/2025	63.16	.00	63.16	46002	05/22/2025
Total 923:							63.16	.00	63.16		
934	UNCC	84646	0243808090	LINE LOCATES	1	04/30/2025	71.42	.00	71.42	46011	05/22/2025
Total 934:							71.42	.00	71.42		
1253	AT & T MOBILITY	2872703950	0241505000	Water Tower	1	05/14/2025	84.96	.00	84.96	46003	05/22/2025

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 1253:							84.96	.00	84.96		
1718	BLACK HILLS ENERGY	1225088862	0140608600	CEMETERY HOUSE	1	05/14/2025	59.90	.00	59.90	20256022	05/20/2025
		1944485829	0145207830	RIVER PARK	1	05/13/2025	77.84	.00	77.84	20256021	05/20/2025
		4197016039	0144207700	CEMETERY SPRINKLERS	1	05/14/2025	62.04	.00	62.04	20256024	05/20/2025
		7296507422	0243557690	NEWLIN CABIN	1	05/12/2025	241.48	.00	241.48	20256023	05/20/2025
		9725605064	0145207830	LIONS PARK Sprinklers	1	05/01/2025	115.63	.00	115.63	20256026	05/22/2025
Total 1718:							556.89	.00	556.89		
1805	ACORN PETROLEUM	APRIL 2025	0144204000	GASOLINE - Cemetery	1	04/30/2025	40.30	.00	40.30	46012	05/22/2025
		APRIL 2025	0243707850	GASOLINE - Parks	2	04/30/2025	93.04	.00	93.04	46012	05/22/2025
		APRIL 2025	0243707850	GASOLINE - Streets	3	04/30/2025	2,020.13	.00	2,020.13	46012	05/22/2025
		APRIL 2025	0243707850	GASOLINE - Water	4	04/30/2025	636.39	.00	636.39	46012	05/22/2025
		APRIL 2025	0243707850	GASOLINE Police	5	04/30/2025	2,137.02	.00	2,137.02	46012	05/22/2025
Total 1805:							4,926.88	.00	4,926.88		
2046	CASH	POOL CHAN	0444152300	cash bag	1	05/22/2025	200.00	.00	200.00	46013	05/22/2025
Total 2046:							200.00	.00	200.00		
2104	UMB Card Services	COBLER AP	0141503000	adobe subscription	1	04/30/2025	19.99	.00	19.99	46010	05/22/2025
		COBLER AP	0141505000	ring- Fax	2	04/30/2025	83.04	.00	83.04	46010	05/22/2025
		COBLER AP	0241505000	spectrum charter- bulk stati	1	04/30/2025	120.00	.00	120.00	46010	05/22/2025
		COBLER AP	0141503000	Go daddy	1	04/30/2025	46.34	.00	46.34	46010	05/22/2025
		COBLER AP	0141505000	ring- Fax	2	04/30/2025	3.78	.00	3.78	46010	05/22/2025
		COBLER AP	0141503000	adobe subscription	3	04/30/2025	33.99	.00	33.99	46010	05/22/2025
		COBLER AP	0141503000	adobe subscription	1	04/30/2025	19.99	.00	19.99	46010	05/22/2025
		ELSTUN AP	0141503000	tape mounting	1	04/01/2025	7.59	.00	7.59	46010	05/22/2025
		ELSTUN AP	0144207740	trees	2	04/01/2025	1,021.94	.00	1,021.94	46010	05/22/2025
		ELSTUN AP	0144203500	park bench iron	3	04/01/2025	159.99	.00	159.99	46010	05/22/2025
		ELSTUN AP	0143104500	air conditioning work	4	04/01/2025	1,270.81	.00	1,270.81	46010	05/22/2025
		ELSTUN AP	0243807930	brass cap	5	04/01/2025	30.00	.00	30.00	46010	05/22/2025
		EVANS APRI	0145204500	filters blades	1	04/01/2025	191.23	.00	191.23	46010	05/22/2025
		EVANS APRI	0143104500	lock nuts	2	04/01/2025	11.59	.00	11.59	46010	05/22/2025
		EVANS APRI	0143104500	grease	3	04/01/2025	169.80	.00	169.80	46010	05/22/2025
		EVANS APRI	0243707861	tool box	4	04/01/2025	119.99	.00	119.99	46010	05/22/2025
		EVANS APRI	0143104500	filters for service	5	04/01/2025	200.28	.00	200.28	46010	05/22/2025

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		EVANS APRI 0143104500		grease fittings	6	04/01/2025	5.47	.00	5.47	46010	05/22/2025
		EVANS APRI 0143104500		filters for service	7	04/01/2025	72.19	.00	72.19	46010	05/22/2025
		EVANS APRI 0142104600		windshield	8	04/01/2025	350.00	.00	350.00	46010	05/22/2025
		EVANS APRI 0243707861		tires	9	04/01/2025	1,112.70	.00	1,112.70	46010	05/22/2025
		EVANS APRI 0143104500		batteries	10	04/01/2025	287.26	.00	287.26	46010	05/22/2025
		EVANS APRI 0142104600		radiator hoses	11	04/01/2025	239.12	.00	239.12	46010	05/22/2025
		EVANS APRI 0142104600		radiator cap	12	04/01/2025	12.37	.00	12.37	46010	05/22/2025
		EVANS APRI 0143104500		lift inspection	13	04/01/2025	1,000.62	.00	1,000.62	46010	05/22/2025
		EVANS APRI 0143104500		alternator	14	04/01/2025	261.13	.00	261.13	46010	05/22/2025
		EVANS APRI 0143104500		tires	15	04/01/2025	570.81	.00	570.81	46010	05/22/2025
		EVANS APRI 0143104500		spot mirrors	16	04/01/2025	8.98	.00	8.98	46010	05/22/2025
		EVANS APRI 0142104600		super glue	17	04/01/2025	9.99	.00	9.99	46010	05/22/2025
		EVANS APRI 0142104600		head light bulbs	18	04/01/2025	33.47	.00	33.47	46010	05/22/2025
		EVANS APRI 0142104600		brake pads rotors	19	04/01/2025	205.49	.00	205.49	46010	05/22/2025
		EVANS APRI 0145204500		service kit blower	20	04/01/2025	51.98	.00	51.98	46010	05/22/2025
		EVANS APRI 0143104500		alternator	21	04/01/2025	76.84	.00	76.84	46010	05/22/2025
		EVANS APRI 0143104500		Credit	22	04/01/2025	261.13-	.00	261.13-	46010	05/22/2025
		EVANS APRI 0243707861		lug nuts	23	04/01/2025	139.20	.00	139.20	46010	05/22/2025
		EVANS APRI 0142104600		batteries	24	04/01/2025	546.24	.00	546.24	46010	05/22/2025
		EVANS APRI 0142104500		tilt shock tractor	25	04/01/2025	99.66	.00	99.66	46010	05/22/2025
		EVANS APRI 0145204500		hydraulic filter	26	04/01/2025	31.88	.00	31.88	46010	05/22/2025
		EVANS APRI 0143104500		roloc disc	27	04/01/2025	78.00	.00	78.00	46010	05/22/2025
		EVANS APRI 0143104500		bars and chains	28	04/01/2025	241.54	.00	241.54	46010	05/22/2025
		FOX APRIL 2 0144003500		plat recording	1	04/01/2025	13.00	.00	13.00	46010	05/22/2025
		FOX APRIL 2 0144003500		plat service fee	2	04/01/2025	.45	.00	.45	46010	05/22/2025
		FOX APRIL 2 0144003500		Copy and scan of plat	3	04/01/2025	8.19	.00	8.19	46010	05/22/2025
		FOX APRIL 2 0144003500		lunch for employees	4	04/01/2025	104.86	.00	104.86	46010	05/22/2025
		FOX APRIL 2 0144003500		monthly subscription	5	04/01/2025	19.99	.00	19.99	46010	05/22/2025
		GLEN APRIL 0142104600		Car wash	1	04/01/2025	3.75	.00	3.75	46010	05/22/2025
		GLEN APRIL 0142104600		Car wash	2	04/01/2025	3.00	.00	3.00	46010	05/22/2025
		HARRIS AP 0144003500		mailing tubes for planning	1	04/01/2025	91.98	.00	91.98	46010	05/22/2025
		HARRIS AP 0243658781		tube lightbulbs for swtp	2	04/01/2025	194.73	.00	194.73	46010	05/22/2025
		HARRIS AP 0243707855		extinguisher repairs	3	04/01/2025	406.50	.00	406.50	46010	05/22/2025
		HARRIS AP 0444152200		pool filter pipe repair	4	04/01/2025	2,028.00	.00	2,028.00	46010	05/22/2025
		HARRIS AP 0243302000		unifrom shirts	5	04/01/2025	99.96	.00	99.96	46010	05/22/2025
		HARRIS AP 0243302000		uniform pants	6	04/01/2025	64.99	.00	64.99	46010	05/22/2025
		HARRIS AP 0243302000		return wrong item	7	04/01/2025	63.02-	.00	63.02-	46010	05/22/2025
		HARRIS AP 0243658781		water heater circulating pu	8	04/01/2025	165.25	.00	165.25	46010	05/22/2025
		HARRIS AP 0243302000		uniform pants	9	04/01/2025	168.87	.00	168.87	46010	05/22/2025
		HARRIS AP 0243302000		city logo on uniforms	10	04/01/2025	36.00	.00	36.00	46010	05/22/2025

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		HARRIS AP 0243707800		jonas class d certification a	11	04/01/2025	50.00	.00	50.00	46010	05/22/2025
		HUMPHREY 0142103100		Cameras/supplies	1	04/01/2025	256.64	.00	256.64	46010	05/22/2025
		HUPPE APRI 0444151970		background check	1	04/01/2025	6.00	.00	6.00	46010	05/22/2025
		HUPPE APRI 0444151970		background check	2	04/01/2025	6.00	.00	6.00	46010	05/22/2025
		HUPPE APRI 0444151970		background check	3	04/01/2025	6.00	.00	6.00	46010	05/22/2025
		HUPPE APRI 0444151970		backgorund check	4	04/01/2025	6.00	.00	6.00	46010	05/22/2025
		HUPPE APRI 0141503000		chred service	5	04/01/2025	77.08	.00	77.08	46010	05/22/2025
		HUPPE APRI 0141503000		background check	6	04/01/2025	6.00	.00	6.00	46010	05/22/2025
		HUPPE APRI 0141503000		paper subscription	7	04/01/2025	77.54	.00	77.54	46010	05/22/2025
		HUPPE APRI 0141505900		cmca membership	8	04/01/2025	180.00	.00	180.00	46010	05/22/2025
		HUPPE APRI 0140608754		janitorial supplies	9	04/01/2025	121.17	.00	121.17	46010	05/22/2025
		HUPPE APRI 0141503000		background check	10	04/01/2025	6.00	.00	6.00	46010	05/22/2025
		HUPPE APRI 0141503000		background check	11	04/01/2025	6.00	.00	6.00	46010	05/22/2025
		HUPPE APRI 0141503000		background check	12	04/01/2025	6.00	.00	6.00	46010	05/22/2025
		HUPPE APRI 0141503000		admin appreciation	13	04/01/2025	59.95	.00	59.95	46010	05/22/2025
		HUPPE APRI 0141503000		admin appreciation	14	04/01/2025	189.73	.00	189.73	46010	05/22/2025
		HUPPE APRI 0141503000		amazon certificates	15	04/01/2025	65.95	.00	65.95	46010	05/22/2025
		HUPPE APRI 0444151970		drug testing	16	04/01/2025	210.00	.00	210.00	46010	05/22/2025
		HUPPE APRI 0141503000		drug tests	17	04/01/2025	211.00	.00	211.00	46010	05/22/2025
		HUPPE APRI 0145203500		dog bags	18	04/01/2025	56.99	.00	56.99	46010	05/22/2025
		HUPPE APRI 0141503000		admin supplies	19	04/01/2025	11.99	.00	11.99	46010	05/22/2025
		HUPPE APRI 0444152300		pool supplies	20	04/01/2025	69.28	.00	69.28	46010	05/22/2025
		KELSO APRI 0144204500		glue and pipe fittings	1	04/01/2025	84.01	.00	84.01	46010	05/22/2025
		KELSO APRI 0144207750		pipe fittings	2	04/01/2025	80.58	.00	80.58	46010	05/22/2025
		KELSO APRI 0144207720		grass seed	3	04/01/2025	448.00	.00	448.00	46010	05/22/2025
		KELSO APRI 0144204500		shovel and concrete	4	04/01/2025	86.94	.00	86.94	46010	05/22/2025
		LANCASTER 0143103500		tube light worklight	1	04/01/2025	76.96	.00	76.96	46010	05/22/2025
		LANCASTER 0144203500		wifi cemetery	2	04/01/2025	357.00	.00	357.00	46010	05/22/2025
		LANCASTER 0141503000		water city hall	3	04/01/2025	112.80	.00	112.80	46010	05/22/2025
		LANCASTER 0144203500		wifi cemetery	4	04/01/2025	447.00	.00	447.00	46010	05/22/2025
		LANCASTER 0143103500		batteries	5	04/01/2025	52.96	.00	52.96	46010	05/22/2025
		LANCASTER 0143104000		diesel	6	04/01/2025	100.13	.00	100.13	46010	05/22/2025
		LANCASTER 0143104550		lunch for crew	7	04/01/2025	177.00	.00	177.00	46010	05/22/2025
		LANCASTER 0143104550		printer and carterage	8	04/01/2025	272.36	.00	272.36	46010	05/22/2025
		LANCASTER 0143103500		paper towels	9	04/01/2025	38.70	.00	38.70	46010	05/22/2025
		MARTINEZ A 0243807950		grass seed	1	04/01/2025	54.94	.00	54.94	46010	05/22/2025
		MARTINEZ A 0243807950		pvc cap	2	04/01/2025	9.59	.00	9.59	46010	05/22/2025
		MONTOYA A 0142102000		uniform supplies	1	04/01/2025	9.99	.00	9.99	46010	05/22/2025
		MONTOYA A 0142104600		Car wash	2	04/01/2025	14.00	.00	14.00	46010	05/22/2025
		MONTOYA A 0142102000		uniform item	3	04/01/2025	104.46	.00	104.46	46010	05/22/2025

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		NASTA APRI	0141503000	Adobe subscription	1	04/01/2025	19.99	.00	19.99	46010	05/22/2025
		NELSON AP	0142103100	officer frms	1	04/01/2025	600.00	.00	600.00	46010	05/22/2025
		NELSON AP	0142103100	detective program	2	04/01/2025	125.00	.00	125.00	46010	05/22/2025
		NELSON AP	0142103100	business cards	3	04/01/2025	155.81	.00	155.81	46010	05/22/2025
		NELSON AP	0142102000	uniforms	4	04/01/2025	388.00	.00	388.00	46010	05/22/2025
		NELSON AP	0142103100	Calendars	5	04/01/2025	26.11	.00	26.11	46010	05/22/2025
		NELSON AP	0142103100	phone supplies	6	04/01/2025	77.56	.00	77.56	46010	05/22/2025
		NELSON AP	0142103100	telecoms appreciation	7	04/01/2025	148.88	.00	148.88	46010	05/22/2025
		NELSON AP	0142107410	records training	8	04/01/2025	279.00	.00	279.00	46010	05/22/2025
		NELSON AP	0142103100	office supplies	9	04/01/2025	150.95	.00	150.95	46010	05/22/2025
		NELSON AP	0142103100	office supplies	10	04/01/2025	52.51	.00	52.51	46010	05/22/2025
		RAE APRIL 2	0141503000	birthday card	1	04/30/2025	4.50	.00	4.50	Multiple	Multiple
		RAE APRIL 2	0141503000	Birthday gift card	2	04/30/2025	100.00	.00	100.00	Multiple	Multiple
		SMITH APRI	0145203700	quick links for pool	1	04/01/2025	14.34	.00	14.34	46010	05/22/2025
		SMITH APRI	0145207720	weed killer	2	04/01/2025	170.00	.00	170.00	46010	05/22/2025
		SMITH APRI	0145203700	pvc parts	3	04/01/2025	26.33	.00	26.33	46010	05/22/2025
		SMITH APRI	0145203700	sign pioneer	4	04/01/2025	67.60	.00	67.60	46010	05/22/2025
		VERNETTI A	0144003500	new phone case	1	04/01/2025	64.99	.00	64.99	46010	05/22/2025
		VERNETTI A	0140608750	filters for air handler	2	04/01/2025	733.10	.00	733.10	46010	05/22/2025
		VERNETTI A	0146008030	fireworks book for certificat	3	04/01/2025	177.41	.00	177.41	46010	05/22/2025
		WERTSBAU	0444152200	filter sand for pool	1	04/01/2025	92.07	.00	92.07	46010	05/22/2025
		WERTSBAU	0243607731	tubing fittings	2	04/01/2025	36.27	.00	36.27	46010	05/22/2025
		WERTSBAU	0243658760	chlorine analyzer	3	04/01/2025	189.83	.00	189.83	46010	05/22/2025
		WERTSBAU	0243607731	pump packing	4	04/01/2025	437.90	.00	437.90	46010	05/22/2025
		WOOD APRI	0243658780	swamp cooler supplies	1	04/01/2025	28.56	.00	28.56	46010	05/22/2025
Total 2104:							20,410.11	.00	20,410.11		
2219	CHARTER COMMUNICATI	172630801 5	0141505000	CITY HALL	1	05/07/2025	329.99	.00	329.99	20256035	05/22/2025
		172630801 5	0141505050	PDcable	2	05/07/2025	388.00-	.00	388.00-	20256035	05/22/2025
		172630801 5	0143105000	shop	3	05/07/2025	249.96	.00	249.96	20256035	05/22/2025
		172630801 5	0444152000	pool	4	05/07/2025	150.00	.00	150.00	20256035	05/22/2025
		INTERENET	0144203500	INTERNET and set up	1	05/22/2025	340.00	.00	340.00	20256034	05/22/2025
Total 2219:							681.95	.00	681.95		
2413	PITNEY BOWES	POSTAGE R	0241503100	RESERVE ACCT 3258608	1	05/22/2025	561.61	.00	561.61	20256037	05/22/2025
Total 2413:							561.61	.00	561.61		

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
2614	Amnet Inc.	19063	0141505600	admin	1	05/15/2025	3,112.30	.00	3,112.30	20256030	05/22/2025
		19063	0141205600	court	2	05/15/2025	109.60	.00	109.60	20256030	05/22/2025
		19063	0142105050	police	3	05/15/2025	2,530.67	.00	2,530.67	20256030	05/22/2025
		19063	0144004550	planning	4	05/15/2025	596.64	.00	596.64	20256030	05/22/2025
		19063	0444152300	pool firewall	5	05/15/2025	210.00	.00	210.00	20256030	05/22/2025
		19063	0142105050	pw	6	05/15/2025	520.60	.00	520.60	20256030	05/22/2025
		19063	0241505600	water	7	05/15/2025	2,702.12	.00	2,702.12	20256030	05/22/2025
		19063	0241506600	water cybersecurity monthl	8	05/15/2025	1,800.00	.00	1,800.00	20256030	05/22/2025
		19063	0141506600	admin cybersecurity monthl	9	05/15/2025	1,200.00	.00	1,200.00	20256030	05/22/2025
		19063	0141505600	admin	10	05/15/2025	440.71	.00	440.71	20256030	05/22/2025
Total 2614:							13,222.64	.00	13,222.64		
3110	Old School Concrete & Re	ADA RAMP P	1743107570	ADA Sidewalk Replacemen	1	05/19/2025	3,000.00	.00	3,000.00	46007	05/22/2025
Total 3110:							3,000.00	.00	3,000.00		
3128	Lynn Rae	APRIL AND	0141505750	Mileage-	1	04/07/2025	40.60	.00	40.60	46005	05/22/2025
Total 3128:							40.60	.00	40.60		
3156	Republic Services#653	0653-006498	0143204100	City Of Florence - Trash Se	1	04/30/2025	48.75	.00	.00	46009	05/22/2025
Total 3156:							48.75	.00	.00		
3171	PVS DX INC.	737001458-2	0243458510	Sodium Hypo 10%	1	05/16/2025	8,438.40	.00	8,438.40	46008	05/22/2025
Total 3171:							8,438.40	.00	8,438.40		
3229	TALOS TECHNOLOGIES,	1046	0243707700	SCADA FIREWALL	1	05/19/2025	2,507.50	.00	2,507.50	20256028	05/22/2025
		1047	0243707700	SCADA FIREWALL	1	05/19/2025	1,282.00	.00	1,282.00	20256029	05/22/2025
		1048	0249509060	Field SCADA	1	05/19/2025	665.00	.00	665.00	20256027	05/22/2025
Total 3229:							4,454.50	.00	4,454.50		
Grand Totals:							60,479.47	.00	60,430.72		

Vendor Number	Name	Invoice Number	GL Account	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
------------------	------	-------------------	------------	-------------	-----	-----------------	-------------------	--------------------	-----------------	-----------------	---------------------

Report Criteria:
Detail report type printed

COUNCIL ACTION FORM

MEETING DATE: JUNE 2, 2025

STAFF CONTACT: CORTLYNE HUPPE, CITY CLERK

Agenda Item: Consider approving the annual liquor license renewal for Big D's Superfoods

Department: Administration

Staff Recommendation:

Approve the annual liquor license renewal for Big D's Superfoods

Background/Description of Item:

Big D's Superfoods is located at 1100 East Main Street. The applicant has submitted all required renewal documentation.

Financial Impact:

The City fee for this application was \$103.75

Suggested Motion:

Approve the annual liquor license renewal for Big D's Superfoods.

COUNCIL ACTION FORM

MEETING DATE: JUNE 2, 2025

STAFF CONTACT: AMY NASTA, CITY MANAGER

Agenda Item: Consider authorizing the Mayor to sign a letter of support on behalf of the City Council for the HolcimUS Grant Application to the US Department of Energy Point Source Carbon Capture Large-Scale Projects

Department: Administration

Staff Recommendation:

Staff recommends that City Council authorize the Mayor to sign a letter of support on behalf of the City Council for the HolcimUS Grant Application to the US Department of Energy Point Source Carbon Capture Large-Scale Projects

Background/Description of Item:

Justin Kurth, Public Affairs and Community Relations Manager at Holcim, has requested the Florence City Council consider providing a letter of support for HolcimUS's application for federal funding under the U.S. Department of Energy Point Source Carbon Capture Large-Scale Projects category for a carbon capture project in Florence, Colorado.

HolcimUS is a cement manufacturer that also produces aggregate and other infrastructure construction materials. HolcimUS's proposed carbon capture project at its Florence, Colorado plant, is a shovel-ready, nearly \$1 billion initiative that stands to be one of the most transformative economic development opportunities in this region's modern history. For the community, where job creation, economic expansion, and long-term infrastructure investment are urgently needed—this project represents ambition, stability, and a path forward.

The Florence cement plant has served as an economic anchor in Southern Colorado since the late 1800s. This project ensures its future by preserving nearly 200 well-paying jobs and bringing new skilled labor, technical, and construction jobs to a region that has not benefitted from economic growth. The project supports rural investment and is rooted in the strength of the local workforce.

The initiative is advanced in partnership with the Colorado School of Mines and Carbon America and directly aligns with the Department of Energy's mission to fund real-world projects that support industrial decarbonization and build strong regional economies.

Financial Impact:

There is no financial impact for this item

Attachments:

- Draft Letter of Support

Suggested Motion:

Authorize the Mayor to sign a letter of support on behalf of the City Council for the HolcimUS Grant Application to the US Department of Energy Point Source Carbon Capture Large-Scale Projects



CITY OF FLORENCE

600 West 3rd Street
Florence, Colorado 81226
(719) 784-4848

cityofflorence@florencecolorado.org
www.florencecolorado.org

June 2, 2025

The Honorable
Christopher A. Wright
The Secretary of Energy
U.S. Department of Transportation
1200 New Jersey Ave, SE
Washington, DC 20590

Re: Letter of Support for Holcim's Grant Application – US Department of Energy Point Source Carbon Capture Large-Scale Projects

Dear Secretary Wright:

I am writing on behalf of the Florence, Colorado, City Council to support the HolcimUS application for federal funding under the U.S. Department of Energy Point Source Carbon Capture Large-Scale Projects category for a carbon capture project in Florence, Colorado.

HolcimUS is a cement manufacturer that also produces aggregate and other infrastructure construction materials. HolcimUS's proposed carbon capture project at its Florence, Colorado plant, is a shovel-ready, nearly \$1 billion initiative that stands to be one of the most transformative economic development opportunities in our region's modern history. For communities in El Paso, Fremont, and Pueblo Counties—where job creation, economic expansion, and long-term infrastructure investment are urgently needed—this project represents ambition, stability, and a path forward.

The Florence cement plant has served as an economic anchor in Southern Colorado since the late 1800s. This project ensures its future by preserving nearly 200 well-paying jobs and bringing new skilled labor, technical, and construction jobs to a region that has not benefitted from economic growth. The project supports rural investment and is rooted in the strength of the local workforce.

The initiative is advanced in partnership with the Colorado School of Mines and Carbon America—drawing on Colorado's top talent and industrial expertise. It aligns directly with the Department of Energy's mission to fund real-world projects that support industrial decarbonization and build strong regional economies.

This work has historically enjoyed bipartisan support. Under the Trump Administration, the USE IT Act and the expansion of the Section 45Q tax credit helped establish a pathway for similar projects. The Administration continues to support carbon capture and industrial decarbonization efforts, making it clear that this is a national priority.

We believe the HolcimUS project is exactly the kind of high-impact, community-rooted investment the Department of Energy supports. As the Department reviews proposals nationwide, we urge you to recognize the deep economic need in our region—and the once-in-a-generation opportunity this project presents for Southern Colorado.

Thank you for your consideration.

Sincerely,

Steve Wolfe
Mayor
Florence, Colorado

COUNCIL ACTION FORM

MEETING DATE: JUNE 2, 2025

STAFF CONTACT: AMY NASTA, CITY MANAGER

Agenda Item: Consider adopting the second reading of Ordinance No. 5-2025, an Ordinance creating a new base salary structure for the City of Florence, Colorado, based on position classifications

Department: Administration

Staff Recommendation:

Adopt the second reading of Ordinance No. 5-2025, an Ordinance creating a new base salary structure for the City of Florence, Colorado, based on position classifications.

Background/Description of Item:

The previous Salary Schedule utilized by the City of Florence is based on a modified step system. This pay schedule makes it difficult to compare Staff positions to better ensure internal equity when hiring, includes multiple job classifications that are not relevant to the City's organizational structure, and is more complex than necessary.

The proposed pay schedule classifies Staff positions into one of eight (8) salary ranges. While all positions in each range may be different, these positions have been found to be similar in terms of factors which may include (but are not limited to) level of responsibility, level of authority, autonomy expected, supervisory responsibility, inherent risk assumed, and basic skill level required (i.e. entry-level, mid-career, certification, etc.).

Each range has a significant span, allowing for placement within the range based on an employee's qualifications and experience upon hire, and allowing for upward movement within the range if warranted (for example, in certain cases where additional certifications or licensures determined to be of direct benefit to the City are earned AND result in the assumption of additional responsibilities necessary for City operations– i.e. a Commercial Driver's License (CDL) earned by a Public Works employee). At no time may an employee be paid either below the minimum of the range for their position, or above the maximum of the range for their position.

City Council unanimously approved the first reading of Ordinance No. 5-2025 at the May 19, 2025 City Council meeting.

Attachments:

- Ordinance No. 5-2025
- Ordinance No. 5-2025 Appendix A – Salary Schedule

Suggested Motion:

Adopt the second reading of Ordinance No. 5-2025, an Ordinance creating a new base salary structure for the City of Florence, Colorado, based on position classifications.

CITY OF FLORENCE

ORDINANCE NO. 5-2025

AN ORDINANCE CREATING A NEW BASE SALARY STRUCTURE FOR THE CITY OF FLORENCE, COLORADO
BASED ON POSITION CLASSIFICATIONS

WHEREAS, THE CITY COUNCIL DESIRES TO IMPLEMENT CHANGES TO THE BASE SALARY STRUCTURE AND
ADOPT A SALARY STRUCTURE BASED ON POSITION CLASSIFICATION TO BETTER PROMOTE AND
MAINTAIN INTERNAL SLARY EQUITY;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FLORENCE, COLORADO:

SECTION ONE: Adoption of a new base salary structure for the City of Florence, Colorado: The attached
hereto as Exhibit A is hereby adopted.

SECTION TWO: All other ordinances and previous salary structures not in conformity herewith are hereby
repealed or amended to conform hereto.

Introduced as an Ordinance, passed on its first reading, and ordered published in full in the City's official
newspaper this _____ day of _____, 2025

(SEAL)

CITY OF FLORENCE, COLORADO

Steve Wolfe, Mayor

Attest:

Cortlyne Huppe, City Clerk

Passed on its second reading and ordered published by title in the City's official newspaper this _____
day of _____, 2025

(SEAL)

CITY OF FLORENCE, COLORADO

Steve Wolfe, Mayor

Attest:

Cortlyne Huppe, City Clerk

City of Florence, Colorado Salary Structure			
Range	Position	Monthly Wage	
		Minimum	Maximum
1	Building Maintenance Tech Customer Service Rep	\$2,600	\$3,884
2	Court Clerk Code Enforcement Officer PW Laborer Park Maintenance Worker Police Records Clerk	\$2,900	\$4,483
3	Water Billing Clerk Cemetery Sexton Mechanic Planning Tech Building Inspector Public Works Team Lead Project Manager (PW/Dist) Equipment Operator	\$3,348	\$5,152
4	Patrol Officer Water Plant Operator	\$3,865	\$5,969
5	Police Admin Assistant Police Sergeant Detective Water Distribution ORC	\$4,459	\$6,889
6	Police Lieutenant Streets Foreman Water Plant Manager Water Distribution Manager	\$5,129	\$7,923
7	Planning Director City Clerk Public Works Director	\$5,879	\$9,111
8	Chief of Police Finance Director Water Plant Director	\$6,783	\$10,478

**Does not include City Manager, City Prosecutor, or Municipal Judge*

COUNCIL ACTION FORM

MEETING DATE: JUNE 2, 2025

STAFF CONTACT: AMY NASTA, CITY MANAGER

Agenda Item: Award funding under the City of Florence's Outside Agency Funding Requests Program for 2025

Department: Administration

Staff Recommendation:

Award Outside Agencies with funding under the City of Florence's Outside Agency Funding Requests Program for 2025

Background/Description of Item:

A timeline of the 2025 Outside Agency Funding Request Program is provided below:

- **2024 (2025 Budget process):** a placeholder in the amount of \$20,000 was allocated for Outside Agency funding, to be distributed in 2025 via the established distribution process (Outside Agency Funding Requests Program)
- **March 24, 2025:** The Program application and accompanying instructions were posted on the City's website. Notification was also provided to the public via social media and Constant Contact.
- **April 7, 2025:** a year-end review Worksession was held for all agencies who received Outside Agency Funding as part of the 2024 process to provide a recap of how said funding was utilized to the Florence City Council.
- **May 6, 2025:** Application due date.
- **May 6 – May 15, 2025:** Review Committee discussions and final recommendations regarding applications.
- **May 19, 2025:** A representative from each agency provided an oral presentation to the City Council, with follow-up questions asked of applicants at the Council's discretion
- **June 2, 2025:** City Council Worksession for funding allocation recommendations
- **June 2, 2025:** Approval of funding allocations.

The City received applications from twelve (12) organizations requesting funding through the 2025 Outside Agency Funding program:

The table below lists the agencies which submitted an application and provided information to the City Council at either the May 19, 2025 Worksession or during the Public Comments section of the May 19, 2025, Florence City Council meeting. The requested funding amount for each agency is included in the table as well:

Agency	Amount of Funding Requested
Developmental Opportunities DBA Starpoint	\$5,000
Florence Arts Council	\$2,800
Florence Chamber of Commerce	\$4,000
Florence Historical Archives, Inc.	\$1,500*
Florence Merchants' Association	\$5,000
Florence Pioneer Museum and Research Center	\$5,000
Florence Senior Community Center	\$5,000
Fremont County Crime Stoppers	\$1,500
JJs Helping Paws	\$3,000
Miller-Kitto American Legion Post 25	\$5,000
Nature's Educators	\$1,000
Pioneer Day Board	\$2,000

*Please note that the Florence Historical Archives did not indicate a specific total funding amount in their application. While they provided pricing details for several items they hope to purchase, the absence of quantities made it difficult for staff to determine a precise funding request. As a result, the \$1,500 estimate included here is based on their 2024 funding request and serves as a general reference.

As stated above, the City has allocated \$20,000 towards Outside Agency Funding in the 2025 Budget. The total funding amount requested in the chart above is \$40,800.

Suggested Motion:

Award **[ORGANIZATION NAME]** funding in the amount of **\$X** under the City of Florence's Outside Agency Funding Requests Program

Note: This motion should be made and voted on separately for each Organization to be awarded funding.

COUNCIL ACTION FORM

MEETING DATE: JUNE 2, 2025

STAFF CONTACT: AMY NASTA, CITY MANAGER

Agenda Item: Consider adopting a Resolution amending the ARPA Tree Maintenance Program for the City of Florence, Colorado, to include guidelines on tree replacement and replanting locations

Department: Administration

Staff Recommendation:

Adopt a Resolution amending the ARPA Tree Maintenance Program for the City of Florence, Colorado, to include guidelines on tree replacement locations.

Background/Description of Item:

Originally passed by the Florence City Council on April 15, 2024, the *ARPA Tree Maintenance Program Overview* (Program) document provides the necessary guidelines for the establishment of a one-time program for the mitigation of hazardous trees and associated sidewalk damage. 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 18, 2024 City Council workshop regarding trees.

This proposed amendment modifies the program to provide guidelines on tree replacement locations

The amended Program Document consists of seven (7) sections. The original Program Document had six (6) sections. The “Replacement and Replanting” Section has been added to the original Program Document. No additional changes have been made to the Program Document, as the pruning and removal elements of the program are anticipated to be completed by mid June.

- **Program Purpose**
 - Provides general information regarding the purpose of the program and the spirit in which its implementation and execution are intended.
- **Tree Identification**
 - Provides information regarding how trees are identified for mitigation in order to promote accountability and good fiscal stewardship while ensuring, to the greatest extent possible, funding being requested will be utilized to create a positive and measureable effect within the City of Florence.
- **Program Phasing**
 - Provides information regarding how the program will be phased. Said phasing will also be utilized to guide the bidding process.
- **Notification Process**
 - Provides information about how the notification process will be developed.
- **Replacement and Replanting**
 - Provides guidelines on tree replacement locations.

- **Use of Funds**
 - Covers general information regarding how funds for the program are to be utilized for each item included in the program.
- **Program Retirement**
 - Delineates how and when the program will sunset.

The adoption of this Resolution adopts the Program document by reference.

It is important to note that this Resolution does **not** include the adoption of a list of specific locations where trees will be replanted. This is to ensure the program can remain operationally nimble and efficient, allowing for adjustments to specific planting locations based on any additional weather events, information, or other factors. Allowing administrative oversight of where trees may be replanted while following the guidelines outlined in the Program document does not alter the intent or spirit of the program, but allows staff to implement the program without returning to the City Council for the passage of subsequent Resolutions in order to facilitate any and all changes to specific replanting locations included in the program.

Attachments:

- Resolution No. 6-2025
- Amended City of Florence, Colorado ARPA Tree Maintenance Program Overview

Financial Impact:

This program (inclusive of all phases) will utilize a total of \$113,500 in ARPA funding as previously allocated by the Florence City Council. The amount of this funding remaining specifically for tree replacement will be calculated when the final invoice for pruning, removal, and stump grinding is received. Staff anticipates receiving this invoice by the end of June, 2025.

Suggested Motion:

Adopt Resolution No. 6-2025, a Resolution amending the ARPA Tree Maintenance Program for the City of Florence, Colorado, to include guidelines on tree replacement and replanting locations.

RESOLUTION NO. 6-2025

A RESOLUTION AMENDING THE ARPA TREE MAINTENANCE PROGRAM FOR THE CITY OF FLORENCE, COLORADO TO INCLUDE GUIDELINES ON TREE REPLACEMENT AND REPLANTING LOCATIONS

WHEREAS, the City of Florence recognizes the importance of trees to the community and desires to promote an urban canopy that is healthy, beautiful, and safe for the community to enjoy; and

WHEREAS, the City of Florence previously adopted a limited time program to provide a uniform process for the mitigation of hazardous trees in the City of Florence using American Rescue Plan Act (ARPA) funding; and

WHEREAS, the City of Florence has deemed it advisable to amend the program to include guidelines for tree replacement and replanting locations.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FLORENCE, COLORADO, AS FOLLOWS:

SECTION ONE: The amended City of Florence, Colorado, ARPA Tree Maintenance Program is adopted as written in the attached Program Overview Document.

SECTION TWO: This amended ARPA Tree Maintenance Program supersedes any rules, regulations or policies in conflict herewith; and

SECTION THREE: The Resolution shall take effect and be in full force from and after its adoption by the City Council of the City of Florence on June 2, 2025.

ADOPTED By the City Council of the City of Florence, Colorado, this 2nd day of June, 2025

SIGNED by the Mayor on this 2nd day of June, 2025.

CITY OF FLORENCE, COLORADO

(SEAL)

Steve Wolfe, Mayor

Attest:

Cortlyne Huppe, City Clerk



City of Florence, Colorado

ARPA Tree Maintenance

Program Overview

Amended June 2, 2025

Program Purpose

The City of Florence recognizes the multi-faceted importance of trees to the community and desires to promote an urban canopy that is healthy, beautiful, and safe for the community to enjoy. This program is intended to utilize funding obtained through the American Rescue Plan Act (ARPA) to provide one-time financial support so that the City may continue to promote the beautification of the City of Florence, while enhancing safety for Florence residents, stakeholders, and visitors.

Tree Identification

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 measurable effect on the mitigation of hazardous trees within the City of Florence. In order to ensure accountability and promote good fiscal stewardship, the City of Florence will utilize the following methods to identify hazardous trees:

- Begin with the information contained in the Green Empire Tree Survey; and
- Utilize common-sense observation to augment the information contained in the survey in order to account for time elapsed following survey completion and any clerical errors etc. therein

Program Phasing

The removal and/or maintenance of hazardous trees will occur in phases. At this time, Staff anticipates four to five (4-5) phases, with each phase having a part "a" and a part "b". The phasing is intended to accomplish the following:

- (1) Mitigate the trees identified as being the most hazardous in each phase first, starting with full removals followed by trimming;
- (2) Ensure the trees identified as hazardous along the main thoroughfares are mitigated as early as possible in the program followed by trees along other heavily traveled roadways;

The specific trees and locations included in each phase are subject to change, but the phasing should generally follow the model outlined above, allowing flexibility for circumstances including but not limited to weather and other naturally occurring events which may change the expediency at which any particular mitigation is required.

Notification Process



City Staff will work with the City's legal counsel to develop an appropriate notification process and strategy that will be utilized to inform all property owners of work being done on the trees associated with their property.

Replacement and Replanting

The City of Florence recognizes that, in many cases, it would not be prudent to replant trees in the same location they were removed from during the course of this program. This is based on many factors, the most important of which is the potential for infrastructure damage, which is costly for both the City and homeowners. In order to ensure accountability and promote good fiscal stewardship, the City of Florence will utilize the following methods to identify replanting locations for trees:

- Utilize public locations to the greatest extent possible. Such locations include City parks, the City cemetery, and other public facilities; and
- No trees will be planted on private property by the City for liability reasons; and
- The City will replant trees on the Parkways if and only if, at the sole discretion of the Public Works Director, it is determined that the potential for future infrastructure damage from said trees is low.

The City will create documentation to track the replacement locations for all trees removed as part of this program.

Use of Funds

The City of Florence will utilize the allocated ARPA funding to provide financial support for specific items included in the program as follows:

Item	Percentage Paid by City of Florence
Tree removal	100%
Tree trimming	100%
Stump grinding/removal	100%
Sidewalk repair/replacement	100%
Tree replacement	100%

Program Retirement

One the ARPA funding allocated for this program has been exhausted, the program will be automatically discontinued without further City Council action.



CITY OF FLORENCE

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

City Manager Report

May 16, 2025 – May 29, 2025

Meetings with agencies, boards, and committees:

- ***Langston Borrow Pit (Monday, May 19, 2025)***
 - Met with a consultant to discuss an upcoming permit for the Langston Borrow Pit project. This project is under Fremont County's jurisdiction.
- ***Master Plan Kickoff Meeting (Tuesday, May 17, 2025)***
 - Staff met with SCJ Alliance, the consulting firm conducting the Master Plan for the City of Florence, to officially launch the Master Plan project.

Internal Meetings/Discussion/Projects

- Staff is nearing the final stage of completing comprehensive fee updates (excluding utility rates) and expects to present them to Council late in the second quarter of 2025. These updates involve significant Code revisions as well in order to make future updates more efficient and streamlined.
- The previously discussed community engagement program allowing citizens the opportunity to better understand how government works has been rescheduled to begin following the fourth of July due to the amount of Staff time and resources needed to prepare for this event. We will begin providing notifications and sign-ups in June.
- The presentation for the 2024 Annual Audit has been tentatively scheduled for the June 16, 2025 Regular City Council Meeting.
- Staff is working on a Fleet program to be presented to the City Council by the end of the second quarter.
- Staff has started work on the 2026 budget, with all departments having been provided a copy of their budget worksheets and asked to complete their preliminary numbers. We have also asked the Water Department to provide an Operating Reserve number for unforeseen disasters in preparation for the upcoming water rate study.
- Staff is finalizing the contract for the Master Plan update approved at the May 5, 2024 City Council meeting and will have the final timeline for the project available soon.
- The pool opened as planned over Memorial Day weekend.



CITY OF FLORENCE

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

ARPA Tree Program Quarterly Update (Originally passed by the Florence City Council on April 15, 2024):

Phase I:

Phase I of the ARPA Tree Program included a limited amount of trees in the initial phase of the program in order to more easily utilize the first phase to facilitate a test and adjust. These trees were identified as being among those in need of the most immediate attention based on location and degree of hazard. The six (6) trees are as follows:

- 223 North Pikes Peak (2 trees; removal)
- 514 North Pikes Peak (removal)
- 515 North Pikes Peak (2 trees; removal)
- 601 North Pikes Peak (removal)

There was an initial delay in the removal of these trees as the Colorado Department of Transportation (CDOT) required a traffic control plan to be utilized during the tree removal process. The traffic control plan from the contractor was approved, along with an expedited process for any subsequent traffic control plan needs from the same contractor, and the removal of all six (6) of these trees has been completed.

The City originally contracted with Complete Tree Care for Phase I at an estimated cost of \$18,000. Unfortunately, Complete Tree Care rescinded their offer for reasons unrelated to the City of Florence. Public Works Director Elstun then reached out to a different contractor, Down to Earth Tree Service, who provided an estimated bid of \$18,450 for Phase I.

Phase II:

While waiting for CDOT to complete the permitting process, Staff put Phase II of the program out for bid. Phase II originally included eighteen (18) total trees. No bids were received by the published bid deadline. Staff reached out to Down to Earth Tree Service, as they had placed a bid on Phase I and were waiting for CDOT approval of their submitted traffic plan to commence work on Phase I, as outlined above:

Down to Earth Tree Service provided an estimated bid of \$22,250 for the following fourteen (14) trees:

- 402 E. 3rd Street (removal)



CITY OF FLORENCE

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

- 301 E. 2nd Street (removal)
- 504 W. 2nd Street (pruning; two (2) trees)
- 204 W. 2nd Street (pruning; three (3) trees)
- 418 W. 2nd Street (pruning)
- 100 E. Front Street (removal of tree near bridge)
- 113 N. Robinson Avenue (pruning)
- 114 N. Robinson Avenue (pruning)
- 117 N. Robinson Avenue (pruning)
- 215 N. Maple Avenue (pruning)
- 303 W. 4th Street (pruning)

One (1) additional tree located at 302 E. 2nd Street was removed from the bid by Down to Earth Tree Service as unnecessary to remove after review.

Phase III:

Bids for Phase III of the program were returned December 3, 2024.

Down to Earth Tree Service provided an estimated bid of \$12,300 for the following eleven (11) trees:

- 539 W. Main Street (removal)
- 601 E. 2nd Street (pruning)
- 403 E. 3rd Street (pruning)
- 216 N. McCandless Avenue (pruning)
- 534 W. Main Street (removal)
- 531 W. Main Street (pruning)
- 213 N. Pikes Peak on 3rd Street removal ; 2 trees)
- 302 E. 2nd Street (pruning(2); removal (1))

Phase IV:

For Phase IV, Staff has contracted with Down to Earth Tree service (prior to the December 31, 2024 ARPA obligation deadline) to complete the tree removal and pruning, with the following trees completed at an estimated total cost of \$46,300:



CITY OF FLORENCE

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

- 325 N. Pikes Peak (removal)
- 402 N. Pikes Peak (pruning; two (2) trees)
- 414 N. Pikes Peak (removal)
- 421 N. Pikes Peak (removal; additional large limb removed to the south)
- 500 N. Pikes Peak (removal)
- 610 N. Pikes Peak (removal)
- 207/209 W. 2nd Street (removal)
- 215 N. Maple and W. 3rd (removal)
- 601 E. Main Street (removal)
- 323 W. 2nd Street (removal)
- 503 W. 2nd Street (removal)
- 1008 W. 4th Street (removal)

Finally, the following trees remain scheduled for completion as part of Phase IV. Down to Earth estimates they will have the removal and pruning portion of the project completed by mid-June:

- 628 W. 3rd (pruning)
- 910 W. 3rd (removal)
- 912 W. 3rd (pruning)
- 915 W. 3rd (pruning)

Staff will be developing a plan for tree replacement, as weather allows, and cataloguing said replacements. This replacement program will be presented to the City Council at the June 2, 2025 City Council meeting.