



**FLORENCE CITY COUNCIL**  
**Regular Meeting Minutes**  
**Monday, May 5, 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	Present
Councilman Mergelman	Present
Councilwoman Gardner	Absent
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).

Ron Hinkle- 100 West Second Street

Invited the City Council to Larry Baker's celebration of life held at the Rialto.

Sue Kinzer- 302 Wilson Avenue

Inquired about costs associated with the Pioneer Park Restroom Facility agenda item.

**4) CONSENT AGENDA**

- a) Consider approving the minutes as written for the Regular City Council Meeting on April 21, 2025
- b) Consider approving City expenditures prepared on April 24, 2025, in the amount of \$20,812.12, and May 1, 2025, in the amount of \$34,571.00
- c) Consider approving the annual liquor license renewal for The Pour House
- d) Consider approving the Special Events Permit for the City of Florence
- e) Consider approving the Temporary Use Permit for the City of Florence
- f) Consider approving the Florence Arts Council's request for a tile mosaic art project
- g) Consider authorizing the City Manager to endorse Florence's Hazard Mitigation Plan Funding Match Commitment Letter and Statement of Intent to Participate for FEMA
- h) Consider authorizing the City Manager to enter a contract with DK Horn Engineering and Design for the design of a new Pioneer Park Restroom Facility

Councilor Mergelman requested item 4h be removed from the Consent Agenda.

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

Councilor Stone motioned to approve the Consent Agenda, excluding items 4h and 4g. Councilor Vanhoutan seconded. With the Councilmembers voting in favor of the motion, the motion carried.

Mayor Wolfe inquired about the FEMA grant.

City Clerk Cortlyne Huppe could not attest to the specific details but explained the requirements to qualify for the potential funding.

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

Councilor Mergelman inquired about the design of the Pioneer Park bathroom project.

Planning Director Ashley Fox elaborated on the design specifics and the updates which would be included in the future building.

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

## **5) COMMITTEE RECOMMENDATIONS**

### **a) Consider approving the Master Plan Proposal from SCJ Alliance**

Planning Director Fox elaborated on the City's Master Plan history, and the recently published Request for Qualifications. Staff received one response from SCJ Alliance Consulting Services, and established a committee to evaluate the proposal. After being recommended to the Planning Commission for consideration, this item must be presented to the City Council due to the expenditure involved. Planning Director Fox also noted the final product outlined in the proposal would need to be extended another month due to the timeline extension in the bidding process.

Mayor Wolfe confirmed the project would be completed by November. He liked the unbiased outlook from an external company and noted the importance of this decision.

Councilor Mergelman and Councilor MacKinnon appreciated the company's follow-through commitments and the budgetary timelines.

Councilor Mergelman voiced concern over the aspect of communication with the community.

Planning Director Fox stated other SCJ customers were pleased with the efficient communication and community workshop attendance.

Motion that the City Council approve the Master Plan Proposal from SCJ Alliance, as presented, in the amount of \$63,130.53, and authorize the City Manager to execute all necessary documents to proceed with the project: Councilor Stone  
Seconded by: Councilor Mergelman

6 Ayes

Motion passed: 6 – 0

## **6) NEW BUSINESS**

### **a) Consider approving a Resolution authorizing the City to enter into a Professional Services Agreement for municipal prosecution services**

City Manager Nasta stated the City's current prosecutor is retiring, and Robert Willet would be serving as his replacement.

Robert Willet- City of Florence Prosecutor

Introduced himself and expressed excitement to begin working with Florence.

Councilor MacKinnon thanked Robert Willet for his interest in the opportunity.

Motion to approve Resolution 5-2025 authorizing the City Manager to enter into a Professional Services Agreement for municipal prosecution services, as presented: Councilor Stiefel

Seconded by: Councilor MacKinnon

6 Ayes

Motion passed: 6 – 0

- b) Consider adopting a Resolution appointing the Municipal Judge and Assistant Municipal Judge, setting compensation for the Municipal Judge and Assistant Municipal Judge, and authorizing the Mayor to execute any related agreements for the rendering of such professional services

City Manager Nasta stated Judge Allen's contract had expired, and this Resolution would extend his service.

Motion to adopt Resolution No. 6-2025 appointing the Municipal Judge and Assistant Municipal Judge, setting compensation for the Municipal Judge and Assistant Municipal Judge, and authorizing the Mayor to execute any related agreements for the rendering of such professional services: Councilor MacKinnon

Seconded by: Councilor Stone

6 Ayes

Motion passed: 6 – 0

## 7) **COUNCIL REPORTS**

- a) City Council Reports

Councilor MacKinnon and Councilor Vanhoutan congratulated the FHS band program on their excellent competition in the 2025 Blossom Day Festival.

Councilor Mergelman congratulated Public Works Director Sam Elstun on his recently completed street projects.

Mayor Wolfe attended senior coffee chat, a Minnequa dam project meeting, the Pioneer Museum's chili event, and he met with Justin Kuerth from Holcim's community relations. He congratulated Sam Elstun on his Hazardous Tree Program and reminded the City Council about Holcim's upcoming recycling event. He also announced the Florence Bell Tower's Armed Forces Veteran Art Program.

- b) City Manager Reports

City Manager Nasta reminded the City Council that the 2025 Outside Agency Funding Program applications were due tomorrow, and finalists would present on May 19, 2025.

Councilor Mergelman inquired about the City's audit.

City Manager Nasta stated the official audit presentation was tentatively scheduled for the June 16, 2025 meeting.

City Attorney Dan Findlay thanked City Council for their correspondence on the City Manager's upcoming evaluation. He anticipated an Executive Session in the upcoming agendas to complete it.

**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, May 19, 2025

Councilor Stone motioned to adjourn the meeting. Councilor Mergelman seconded. With all of the Councilmembers voting in favor of the motion, the motion carried.  
Mayor Wolfe adjourned the City Council Meeting at 7:00 p.m.

CITY OF FLORENCE, CO

BY: \_\_\_\_\_  
Steve Wolfe, Mayor

RESPECTFULLY SUBMITTED: \_\_\_\_\_  
Cortlyne Huppe, City Clerk