



**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 4<sup>th</sup> Wet N Dry Parade be held off until after the color guard completes the parade route.

**4) CONSENT AGENDA**

- a) Consider approving the minutes as written for the Regular City Council Meeting on May 5, 2025
- b) 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
- c) Consider awarding a contract for the Street Renovation of McCandless Avenue
- d) 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
- e) Consider approving the use of City water for the Fremont County Rotary Club's annual duck derby race
- f) Consider approving the Transfer of Ownership application for the Oak Creek Grill & Tavern, LLC
- g) 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