



**FLORENCE CITY COUNCIL**  
**Regular Meeting Agenda**  
**Tuesday, January 21, 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 January 6, 2025
  - b) Consider approving City expenditures prepared on January 9, 2025, in the amount of \$201,018.14 and January 15, 2025, in the amount of \$88,123.71
  - c) Consider entering into an agreement with Vivid Engineering Group for materials testing for the North Pikes Peak waterline project
  - d) Consider approving the annual liquor license renewal for Papa's Restaurant
  - e) Consider approving the Special Events Permit for the Florence Pioneer Museum as presented
  - f) Consider authorizing the City Manager to enter into a contract agreement for janitorial services with The Clean Company of Fremont County, LLC
- 5) **COUNCIL UPDATES**
  - a) City Council Reports
  - b) City Manager Reports
- 6) **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.
- 7) **ADJOURNMENT:** Adjournment until the next regular City Council Meeting  
Monday, February 3, 2025



**FLORENCE CITY COUNCIL**  
**Regular Meeting Minutes**  
**Monday, January 6, 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, City Attorney Dan Findlay, and Chief of Police Sean Humphrey

**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 input.

**4) CONSENT AGENDA**

- a) Consider approving the minutes as written for the Regular City Council Meeting on December 16, 2024, and the Special City Council Meeting on December 30, 2024
- b) Consider approving City expenditures prepared on December 19, 2024, in the amount of \$121,109.82 and January 2, 2025, in the amount of \$64,141.63
- c) Consider selecting an applicant for the vacant position on the Planning Commission
- d) Consider selecting an applicant for the vacant position on the Board of Zoning and Adjustments
- e) Designate the City of Florence's primary posting location
- f) Consider allowing the Florence Farmer's Market special use of Pioneer Park

Councilor Vanhoutan motioned to approve the Consent Agenda. Councilor Stone seconded. With the Councilmembers voting in favor of the motion, the motion carried.

**5) COUNCIL UPDATES**

- a) City Council Reports

Councilor Mergelman thanked the City staff for their work during the holidays.

Councilor Gardner attended the Florence Fire Protection District board meeting.

Councilor Mackinnon announced Historic Preservation at the end of the month.

Mayor Wolfe thanked City staff for their diligence on the ARPA funding projects.

b) City Manager Reports

City Manager Amy Nasta announced the City’s operating hours would coincide with any formally announced delays from the RE-2 school district, and that the water bills would be mailed out tomorrow due to external system and technology updates over the holidays and new year.

Mayor Wolfe requested an elaboration on the City Manager’s community engagement events.

City Manager Nasta stated the departments would give a public workshop or “101” to explain what each department’s City operations or services looked like. She also announced a Florence Municipal Code Title 2 update would come before the City Council in February.

6) **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.

7) **ADJOURNMENT:** Adjournment until the next regular City Council Meeting  
Tuesday, January 21, 2025

Councilor Gardner 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 6:37 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 |
|---------------|---------------------|--------------------|------------|--------------------------|----------|--------------|----------------|-----------------|--------------|--------------|------------------|
| 71            | CANON RENTAL CENTER | DECEMBER           | 0145204583 | 300722 Skate park        | 1        | 12/31/2024   | 75.00          | .00             | 75.00        | 45755        | 01/09/2025       |
|               |                     | DECEMBER           | 0144203500 | 300171 cemetary          | 2        | 12/31/2024   | 142.50         | .00             | 142.50       | 45755        | 01/09/2025       |
|               |                     | DECEMBER           | 0143103500 | 300453 Portable          | 3        | 12/31/2024   | 16.50          | .00             | 16.50        | 45755        | 01/09/2025       |
|               |                     | DECEMBER           | 0145205000 | 300557 lions park        | 4        | 12/31/2024   | 82.50          | .00             | 82.50        | 45755        | 01/09/2025       |
| Total 71:     |                     |                    |            |                          |          |              | 316.50         | .00             | 316.50       |              |                  |
| 193           | GOBINS              | AR4647469          | 0141503700 | LEASE                    | 1        | 01/02/2025   | 226.98         | .00             | 226.98       | 45760        | 01/09/2025       |
| Total 193:    |                     |                    |            |                          |          |              | 226.98         | .00             | 226.98       |              |                  |
| 397           | U S POSTAL SERVICE  | JAN 2025 BI        | 0241503100 | UTILITY BILLING          | 1        | 01/07/2025   | 567.91         | .00             | 567.91       | 45750        | 01/07/2025       |
| Total 397:    |                     |                    |            |                          |          |              | 567.91         | .00             | 567.91       |              |                  |
| 861           | CIRSA               | 250240             | 0141106700 | 1st QTR CHARGES PC       | 1        | 01/01/2025   | 39,584.66      | .00             | 39,584.66    | 20250109     | 01/09/2025       |
|               |                     | 250240             | 0243706700 | 2ND QTR CHARGES PC       | 2        | 01/01/2025   | 25,382.78      | .00             | 25,382.78    | 20250109     | 01/09/2025       |
|               |                     | W25073             | 0141101960 | 1ST Qrt WC charges       | 1        | 01/01/2025   | 27.80          | .00             | 27.80        | 20250109     | 01/09/2025       |
|               |                     | W25073             | 0141201960 | 1ST Qrt WC charges       | 2        | 01/01/2025   | 17.69          | .00             | 17.69        | 20250109     | 01/09/2025       |
|               |                     | W25073             | 0141501960 | 1ST Qrt WC charges       | 3        | 01/01/2025   | 130.15         | .00             | 130.15       | 20250109     | 01/09/2025       |
|               |                     | W25073             | 0143101960 | 1ST Qrt WC charges       | 4        | 01/01/2025   | 4,637.18       | .00             | 4,637.18     | 20250109     | 01/09/2025       |
|               |                     | W25073             | 0142101960 | 1ST Qrt WC charges       | 5        | 01/01/2025   | 4,491.89       | .00             | 4,491.89     | 20250109     | 01/09/2025       |
|               |                     | W25073             | 0144001960 | 1ST Qrt WC charges       | 6        | 01/01/2025   | 90.98          | .00             | 90.98        | 20250109     | 01/09/2025       |
|               |                     | W25073             | 0144201960 | 1ST Qrt WC charges       | 7        | 01/01/2025   | 876.90         | .00             | 876.90       | 20250109     | 01/09/2025       |
|               |                     | W25073             | 0145201960 | 1ST Qrt WC charges       | 8        | 01/01/2025   | 174.37         | .00             | 174.37       | 20250109     | 01/09/2025       |
| W25073        | 0243301960          | 1ST Qrt WC charges | 9          | 01/01/2025               | 1,753.80 | .00          | 1,753.80       | 20250109        | 01/09/2025   |              |                  |
| W25073        | 0444151960          | 1ST Qrt WC charges | 10         | 01/01/2025               | 434.66   | .00          | 434.66         | 20250109        | 01/09/2025   |              |                  |
| Total 861:    |                     |                    |            |                          |          |              | 77,602.86      | .00             | 77,602.86    |              |                  |
| 923           | ALSCO               | LDEN304663         | 0140608420 | MATS                     | 1        | 01/01/2025   | 56.20          | .00             | 56.20        | 45752        | 01/09/2025       |
|               |                     | LDEN304663         | 0143102000 | UNIFORM RENTAL-Street    | 1        | 01/01/2025   | 173.50         | .00             | 173.50       | 45752        | 01/09/2025       |
| Total 923:    |                     |                    |            |                          |          |              | 229.70         | .00             | 229.70       |              |                  |
| 1229          | CASELLE, INC.       | 138071             | 0141205600 | Software Support - Court | 1        | 01/01/2025   | 231.15         | .00             | 231.15       | 45756        | 01/09/2025       |
|               |                     | 138071             | 0241505600 | Software Support - Water | 2        | 01/01/2025   | 1,091.00       | .00             | 1,091.00     | 45756        | 01/09/2025       |

| Vendor Number | Name                      | Invoice Number | GL Account | Description                | Seq | Invoice Date | Invoice Amount | Discount Amount | Check Amount | Check Number | Check Issue Date |
|---------------|---------------------------|----------------|------------|----------------------------|-----|--------------|----------------|-----------------|--------------|--------------|------------------|
|               |                           | 138071         | 0141505600 | Software Support - Admin   | 3   | 01/01/2025   | 449.85         | .00             | 449.85       | 45756        | 01/09/2025       |
|               | Total 1229:               |                |            |                            |     |              | 1,772.00       | .00             | 1,772.00     |              |                  |
| 1355          | BYRD'S SEPTIC TANK SE     | 48459 2024     | 0140608620 | SEPTIC SERVICE 2024        | 1   | 12/19/2024   | 376.50         | .00             | 376.50       | 45754        | 01/09/2025       |
|               | Total 1355:               |                |            |                            |     |              | 376.50         | .00             | 376.50       |              |                  |
| 1405          | HUMANE SOCIETY OF F       | 2025 IMPOU     | 0146008040 | IMPOUND AGREEMENT          | 1   | 01/09/2025   | 14,099.00      | .00             | 14,099.00    | 45761        | 01/09/2025       |
|               | Total 1405:               |                |            |                            |     |              | 14,099.00      | .00             | 14,099.00    |              |                  |
| 1718          | BLACK HILLS ENERGY        | 0520289929     | 0143107540 | STREET LIGHTS              | 1   | 01/02/2025   | 77.68          | .00             | 77.68        | 20251142     | 01/07/2025       |
|               |                           | 8398746140     | 0143107540 | STREET LIGHTS              | 1   | 01/02/2025   | 7.07           | .00             | 7.07         | 20251143     | 01/07/2025       |
|               |                           | 8763452423     | 0143107540 | STREET LIGHTS              | 1   | 01/02/2025   | 101.48         | .00             | 101.48       | 20251144     | 01/07/2025       |
|               |                           | 9914607095     | 0143107540 | STREET LIGHTS              | 1   | 12/30/2024   | 372.46         | .00             | 372.46       | 20251141     | 01/07/2025       |
|               | Total 1718:               |                |            |                            |     |              | 558.69         | .00             | 558.69       |              |                  |
| 1965          | PRAIRIE MOUNTAIN medi     | 406161 202     | 0141107300 | LEGAL PUBLICATIONS         | 1   | 12/31/2024   | 95.92          | .00             | 95.92        | 45764        | 01/09/2025       |
|               | Total 1965:               |                |            |                            |     |              | 95.92          | .00             | 95.92        |              |                  |
| 2220          | KAGAN & SON, LLC          | 17220 2024     | 1743107530 | class 5 road base          | 1   | 12/24/2024   | 4,517.90       | .00             | 4,517.90     | 45762        | 01/09/2025       |
|               | Total 2220:               |                |            |                            |     |              | 4,517.90       | .00             | 4,517.90     |              |                  |
| 2341          | CRCA                      | 2025-0213      | 0142305200 | 1st quarter cost share 202 | 1   | 12/24/2024   | 59,970.23      | .00             | 59,970.23    | 45758        | 01/09/2025       |
|               | Total 2341:               |                |            |                            |     |              | 59,970.23      | .00             | 59,970.23    |              |                  |
| 2355          | TIMBER LINE ELECTRIC      | 22463          | 0243707875 | SCADA SERVICE IGC Adv      | 1   | 01/03/2025   | 4,440.00       | .00             | 4,440.00     | 45766        | 01/09/2025       |
|               | Total 2355:               |                |            |                            |     |              | 4,440.00       | .00             | 4,440.00     |              |                  |
| 2413          | PITNEY BOWES              | 8000-9000-1    | 0241503100 | RESERVE ACCT 3258608       | 1   | 01/09/2025   | 523.25         | .00             | 523.25       | 20250109     | 01/09/2025       |
|               | Total 2413:               |                |            |                            |     |              | 523.25         | .00             | 523.25       |              |                  |
| 2693          | CH2M Hill Engineers, Inc. | D3728000-01    | 0243707890 | Task Order 5 North Pike P  | 1   | 12/27/2024   | 2,306.03       | .00             | 2,306.03     | 45757        | 01/09/2025       |

| Vendor Number | Name                       | Invoice Number | GL Account | Description                | Seq | Invoice Date | Invoice Amount | Discount Amount | Check Amount | Check Number | Check Issue Date |
|---------------|----------------------------|----------------|------------|----------------------------|-----|--------------|----------------|-----------------|--------------|--------------|------------------|
| Total 2693:   |                            |                |            |                            |     |              | 2,306.03       | .00             | 2,306.03     |              |                  |
| 2882          | Fiber Platform, LLC        | SI-25-000710   | 0142105000 | Ethernet Access PD         | 1   | 01/01/2025   | 1,532.00       | .00             | 1,532.00     | 45759        | 01/09/2025       |
| Total 2882:   |                            |                |            |                            |     |              | 1,532.00       | .00             | 1,532.00     |              |                  |
| 2947          | SECOM, INC                 | 377805 01/0    | 0241505000 | Internet                   | 1   | 01/01/2025   | 70.16          | .00             | 70.16        | 20250109     | 01/09/2025       |
| Total 2947:   |                            |                |            |                            |     |              | 70.16          | .00             | 70.16        |              |                  |
| 2970          | TK Elevator Corporation    | 3008290622     | 0140608750 | Elevator Maintaince 1st Qr | 1   | 01/01/2025   | 504.86         | .00             | 504.86       | 45767        | 01/09/2025       |
| Total 2970:   |                            |                |            |                            |     |              | 504.86         | .00             | 504.86       |              |                  |
| 3095          | Axon Enterprise, Inc       | INUS311262     | 0142108200 | Tasers Budgeted 2025       | 1   | 01/01/2025   | 8,737.15       | .00             | 8,737.15     | 45753        | 01/09/2025       |
| Total 3095:   |                            |                |            |                            |     |              | 8,737.15       | .00             | 8,737.15     |              |                  |
| 3110          | Old School Concrete & Re   | 916093 202     | 1743107570 | ADA Sidewalk Replacemen    | 1   | 01/09/2025   | 5,900.00       | .00             | 5,900.00     | 45763        | 01/09/2025       |
|               |                            | 916094 202     | 1743107570 | ADA Sidewalk Replacemen    | 1   | 01/09/2025   | 6,000.00       | .00             | 6,000.00     | 45763        | 01/09/2025       |
|               |                            | 916097 202     | 1743107570 | ADA Sidewalk Replacemen    | 1   | 01/09/2025   | 1,000.00       | .00             | 1,000.00     | 45763        | 01/09/2025       |
| Total 3110:   |                            |                |            |                            |     |              | 12,900.00      | .00             | 12,900.00    |              |                  |
| 3114          | Wyatt Legal Services PLLC  | 525 DEC 20     | 0141105300 | City Attorney              | 1   | 12/31/2024   | 7,523.25       | .00             | 7,523.25     | 20250109     | 01/09/2025       |
| Total 3114:   |                            |                |            |                            |     |              | 7,523.25       | .00             | 7,523.25     |              |                  |
| 3220          | Wilson Williams Fellman Di | 1266 2024      | 0141105300 | Black Hills Rate Case- Cos | 1   | 12/31/2024   | 2,072.25       | .00             | 2,072.25     | 45768        | 01/09/2025       |
| Total 3220:   |                            |                |            |                            |     |              | 2,072.25       | .00             | 2,072.25     |              |                  |
| 3235          | Sign Shop Illuminated , IN | REFUND OV      | 0132101200 | Refund over payment on lic | 1   | 01/01/2025   | 75.00          | .00             | 75.00        | 45765        | 01/09/2025       |
| Total 3235:   |                            |                |            |                            |     |              | 75.00          | .00             | 75.00        |              |                  |
| Grand Totals: |                            |                |            |                            |     |              | 201,018.14     | .00             | 201,018.14   |              |                  |

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| Vendor<br>Number | Name | Invoice<br>Number | GL Account | Description | Seq | Invoice<br>Date | Invoice<br>Amount | Discount<br>Amount | Check<br>Amount | Check<br>Number | Check<br>Issue Date |
|------------------|------|-------------------|------------|-------------|-----|-----------------|-------------------|--------------------|-----------------|-----------------|---------------------|
|------------------|------|-------------------|------------|-------------|-----|-----------------|-------------------|--------------------|-----------------|-----------------|---------------------|

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Report Criteria:  
Detail report type printed

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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                | 1598509-01     | 0243807950 | METERS                      | 1   | 10/24/2024   | 3,220.48       | .00             | 3,220.48     | 45772        | 01/15/2025       |
|               |                            | 1605381-00     | 0243807940 | METERS & PITS               | 1   | 10/24/2024   | 8,287.68       | .00             | 8,287.68     | 45772        | 01/15/2025       |
|               |                            | 1609103-00     | 0243807950 | battery for handheld reader | 1   | 01/15/2025   | 471.79         | .00             | 471.79       | 45772        | 01/15/2025       |
|               |                            | 6240497-00     | 0243807940 | Credit 62939955-00          | 1   | 08/23/2024   | 516.60-        | .00             | 516.60-      | 45772        | 01/15/2025       |
| Total 3:      |                            |                |            |                             |     |              | 11,463.35      | .00             | 11,463.35    |              |                  |
| 149           | ROCKY MOUNTAIN BANK        | DEC BANK F     | 0241505550 | Bank Fees                   | 1   | 12/31/2024   | 15.95          | .00             | 15.95        | 20250115     | 01/14/2025       |
| Total 149:    |                            |                |            |                             |     |              | 15.95          | .00             | 15.95        |              |                  |
| 201           | ATMOS ENERGY               | 3017912536     | 0444151900 | pool                        | 1   | 01/09/2025   | 88.16          | .00             | 88.16        | 20250115     | 01/14/2025       |
| Total 201:    |                            |                |            |                             |     |              | 88.16          | .00             | 88.16        |              |                  |
| 245           | KRASSA & MILLER, LLC       | DEC 2024 W     | 0243707890 | LEGAL FEES                  | 1   | 12/31/2024   | 1,295.44       | .00             | 1,295.44     | 45775        | 01/15/2025       |
| Total 245:    |                            |                |            |                             |     |              | 1,295.44       | .00             | 1,295.44     |              |                  |
| 332           | Pueblo Dept of Public Heal | DEC 2024 S     | 0243707810 | WATER TESTING 2024          | 1   | 01/14/2025   | 84.00          | .00             | 84.00        | 45777        | 01/15/2025       |
| Total 332:    |                            |                |            |                             |     |              | 84.00          | .00             | 84.00        |              |                  |
| 635           | SAFETY KLEEN CORPOR        | 96250446-24    | 0143103500 | FLUIDS CONTRACT             | 1   | 01/13/2025   | 329.47         | .00             | 329.47       | 45779        | 01/15/2025       |
| Total 635:    |                            |                |            |                             |     |              | 329.47         | .00             | 329.47       |              |                  |
| 923           | ALSCO                      | LDEN305006     | 0143102000 | UNIFORM RENTAL-Street       | 1   | 01/08/2025   | 173.50         | .00             | 173.50       | 45769        | 01/15/2025       |
| Total 923:    |                            |                |            |                             |     |              | 173.50         | .00             | 173.50       |              |                  |
| 2219          | CHARTER COMMUNICATI        | 1726308010     | 0141505000 | CITY HALL                   | 1   | 01/15/2025   | 139.98         | .00             | 139.98       | 20250115     | 01/15/2025       |
|               |                            | 1726308010     | 0143105000 | shop                        | 2   | 01/15/2025   | 239.95         | .00             | 239.95       | 20250115     | 01/15/2025       |
|               |                            | 1726308010     | 0444152000 | pool                        | 3   | 01/15/2025   | 139.98         | .00             | 139.98       | 20250115     | 01/15/2025       |
|               |                            | 1726308010     | 0142105050 | PDcable                     | 4   | 01/15/2025   | 1,021.00       | .00             | 1,021.00     | 20250115     | 01/15/2025       |
|               |                            | 1726308010     | 0142105000 | PD PHONES                   | 5   | 01/15/2025   | 159.70-        | .00             | 159.70-      | 20250115     | 01/15/2025       |



| Vendor Number | Name                     | Invoice Number | GL Account | Description                 | Seq | Invoice Date | Invoice Amount | Discount Amount | Check Amount | Check Number | Check Issue Date |
|---------------|--------------------------|----------------|------------|-----------------------------|-----|--------------|----------------|-----------------|--------------|--------------|------------------|
| Total 2219:   |                          |                |            |                             |     |              | 1,381.21       | .00             | 1,381.21     |              |                  |
| 2220          | KAGAN & SON, LLC         | 17240 2024     | 1743107530 | CRUSHER FINES 2024          | 1   | 12/23/2024   | 686.92         | .00             | 686.92       | 45774        | 01/15/2025       |
| Total 2220:   |                          |                |            |                             |     |              | 686.92         | .00             | 686.92       |              |                  |
| 2467          | Century Link             | 300805105 0    | 0241505000 | SOUTH PLANT internet        | 1   | 01/08/2025   | 171.20         | .00             | 171.20       | 20250114     | 01/14/2025       |
| Total 2467:   |                          |                |            |                             |     |              | 171.20         | .00             | 171.20       |              |                  |
| 2614          | Amnet Inc.               | 18833          | 0142107500 | pd Laptop ARPA              | 1   | 01/13/2025   | 26,791.90      | .00             | 26,791.90    | 20250114     | 01/14/2025       |
|               |                          | 18834          | 0142103100 | Booking Computers replac    | 1   | 01/13/2025   | 1,973.04       | .00             | 1,973.04     | 20250114     | 01/14/2025       |
|               |                          | 18835          | 0141505700 | Desktops Admin ARPA         | 1   | 01/13/2025   | 18,352.84      | .00             | 18,352.84    | 20250114     | 01/14/2025       |
|               |                          | 18837          | 0141503000 | Shipping                    | 1   | 01/14/2025   | 25.00          | .00             | 25.00        | 20250114     | 01/14/2025       |
|               |                          | 18837          | 0141503000 | Trip Lite 450v outlet       | 2   | 01/14/2025   | 95.32          | .00             | 95.32        | 20250114     | 01/14/2025       |
| Total 2614:   |                          |                |            |                             |     |              | 47,238.10      | .00             | 47,238.10    |              |                  |
| 2835          | Boot Barn, Inc           | INV0044187     | 0243302000 | Boots DK                    | 1   | 01/15/2025   | 174.99         | .00             | 174.99       | 45770        | 01/15/2025       |
| Total 2835:   |                          |                |            |                             |     |              | 174.99         | .00             | 174.99       |              |                  |
| 3115          | Rocco F. Meconi, PC      | DEC 2024 CI    | 0141203700 | Dec 2024 Prosecutor         | 1   | 12/31/2024   | 78.00          | .00             | 78.00        | 45778        | 01/15/2025       |
| Total 3115:   |                          |                |            |                             |     |              | 78.00          | .00             | 78.00        |              |                  |
| 3156          | Republic Services#653    | 0653-000055    | 0241503000 | Water Treatment Plant - Re  | 1   | 12/31/2024   | 9.75           | .00             | 9.75         | 20250114     | 01/14/2025       |
|               |                          | 0653-000554    | 0143204300 | City Of Florence - Trash Se | 1   | 12/31/2024   | 17.00          | .00             | 17.00        | 20250114     | 01/14/2025       |
|               |                          | 0653-000555    | 0143204100 | City Of Florence - Trash Se | 1   | 12/31/2024   | 1,414.11       | .00             | 1,414.11     | 20250115     | 01/14/2025       |
|               |                          | 0653-000555    | 0143204100 | City Of Florence - Trash Se | 1   | 12/31/2024   | 48.75          | .00             | 48.75        | 20250114     | 01/14/2025       |
| Total 3156:   |                          |                |            |                             |     |              | 1,489.61       | .00             | 1,489.61     |              |                  |
| 3173          | Delta Dental Of Colorado | JANUARY P      | 0120002032 | Dental Insurance Premium    | 1   | 01/03/2025   | 2,539.71       | .00             | 2,539.71     | 20250114     | 01/14/2025       |
| Total 3173:   |                          |                |            |                             |     |              | 2,539.71       | .00             | 2,539.71     |              |                  |
| 3175          | Mathhew L Little, Jr     | CITY HALL D    | 0140608420 | City Hall Door Project Supp | 1   | 01/14/2025   | 12,000.00      | .00             | .00          | 45782        | 01/15/2025       |
|               |                          | CITY HALL D    | 0140608420 | City Hall Door Project Supp | 2   | 01/14/2025   | 12,000.00-     |                 |              |              |                  |

| Vendor Number | Name                  | Invoice Number | GL Account | Description                 | Seq | Invoice Date | Invoice Amount | Discount Amount | Check Amount | Check Number | Check Issue Date |
|---------------|-----------------------|----------------|------------|-----------------------------|-----|--------------|----------------|-----------------|--------------|--------------|------------------|
|               |                       | CITY HALL D    | 0140608420 | City Hall Door Project 10 % | 1   | 01/14/2025   | 12,000.00      | .00             | .00          | 45782        | 01/15/2025       |
|               |                       | CITY HALL D    | 0140608420 | City Hall Door Project 10 % | 2   | 01/14/2025   | 12,000.00-     |                 |              |              |                  |
|               |                       | CITY HALL D    | 0140608420 | City Hall Door Project Supp | 1   | 01/15/2025   | 12,000.00      | .00             | 12,000.00    | 45783        | 01/15/2025       |
| Total 3175:   |                       |                |            |                             |     |              | 12,000.00      | .00             | 12,000.00    |              |                  |
| 3226          | Westover Homes LLC    | REFUND PR      | 0234101050 | Sold Property Title COmpa   | 1   | 01/13/2025   | 71.66          | .00             | 71.66        | 45780        | 01/15/2025       |
| Total 3226:   |                       |                |            |                             |     |              | 71.66          | .00             | 71.66        |              |                  |
| 3236          | David White           | REFUND CL      | 0234101050 | Refund closing              | 1   | 01/08/2025   | 4.24           | .00             | 4.24         | 45773        | 01/15/2025       |
| Total 3236:   |                       |                |            |                             |     |              | 4.24           | .00             | 4.24         |              |                  |
| 3237          | Colorado Shed Company | DEPOSIT 45     | 0143107600 | PW Shed 30% Deposit- AR     | 1   | 01/15/2025   | 8,838.20       | .00             | 8,838.20     | 45771        | 01/15/2025       |
| Total 3237:   |                       |                |            |                             |     |              | 8,838.20       | .00             | 8,838.20     |              |                  |
| Grand Totals: |                       |                |            |                             |     |              | 88,123.71      | .00             | 88,123.71    |              |                  |

Report Criteria:  
 Detail report type printed

## **COUNCIL ACTION FORM**

**MEETING DATE: JANUARY 21, 2025**

**STAFF CONTACT: SAM ELSTUN, PUBLIC WORKS**

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**Agenda Item:** Consider entering into an agreement with Vivid Engineering Group for materials testing for the North Pikes Peak waterline project.

**Department:** Public Works

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**Staff Recommendation:**

Staff recommends entering into an agreement with Vivid Engineering Group for materials testing for the North Pikes Peak waterline project in an amount not to exceed \$17,332.50.

**Background/Description of Item:**

Materials testing is required as part of the ongoing North Pikes Peak waterline project. This testing is outside of the scope of the construction services agreement the City of Florence currently has with Rhoades Construction Inc.

The scope of work for the materials testing includes process control testing for overlay and replacement of asphalt, curb and gutter, thrust walls, and fill flow of the waterline trench.

**Financial Impact:**

The project cost for this item is not to exceed \$17,332.50.

**Attachments included:**

- Vivid Engineering Group cost estimate

**Suggested Motion:**

Authorize the City Manager to enter into an agreement with Vivid Engineering Group for materials testing for the North Pikes Peak waterline project in an amount not to exceed \$17,332.50.

**VIVID ENGINEERING GROUP, Inc.**  
**MASTER SERVICES AGREEMENT (CM, INSPECTION,  
TESTING) – GENERAL CONDITIONS**

Client: City of Florence

Name of Authorized Representative: Cortlyne Huppe


Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**This document is to serve as a master service agreement for task order services for the Canon City Schools Pavement Replacement Projects. Please fill out the information above, sign and date. As this work will include various school repaving projects over multiple years, therefore no work will be performed until scope and fee is approved by Canon City Schools for individual task orders.**

1. **Standard of Care.** VIVID Engineering Group, Inc. (VIVID) will perform its Services in a manner consistent with that level of care and skill ordinarily exercised by other members of VIVID's profession practicing in the same locality, under similar conditions and at the date the Services are provided. VIVID makes no representation, guarantee or warranty, express or implied, regarding the Services, or any communication (oral or written), certification, report, opinion, or Instrument of Service provided under or pursuant to this Agreement.
2. **Insurance.** VIVID will maintain worker's compensation, commercial general liability, automobile liability and professional indemnity insurance coverage. Client will maintain adequate insurance coverage and will require and verify any contractors or parties it hires to have adequate insurance coverage. Client agrees that its failure to comply with this clause invalidates any indemnity by VIVID hereunder.
3. **Payment.** Except as otherwise provided in the first page of this agreement or Proposal, Client shall pay invoices within 30 days of receipt. Invoices not paid within thirty (30) days of invoice date incur a fee of 1½ % per month from the date of invoice and suspension by VIVID of all Services.
4. **Termination.** Either party may terminate this Agreement at any time upon written notice, whether for cause or for convenience, in which event Client shall pay VIVID for such portion of the Services performed and materials provided up to the date of termination.
5. **Performance.** VIVID will perform the Services as an independent contractor and will not act as Client's agent or employee. The parties do not intend to create, and nothing in this Agreement will be construed to create, any special relationship or fiduciary duty. VIVID will be subject to and operate in compliance with all federal, state and local laws and regulations. Client agrees that VIVID will not be responsible for the means, methods, techniques, sequences or procedures of construction, for constant or exhaustive inspection of construction work, or for the safety procedures employed by any party other than its own employees and subcontractors. VIVID will only sign certifications relating to the Services if VIVID agreed in writing prior to the commencement of the Services to provide them. Such certifications are statements of professional opinion only. VIVID will not be liable for delay or failure to perform its Services caused directly or indirectly by circumstances beyond its control, including but not limited to, acts of God, fire, flood, war, sabotage, accident, labor dispute, shortage, government action or inaction, changed conditions, site inaccessibility, or delays due to actions or inactions of Client or others.
6. **Client Responsibilities.** Client agrees to provide all available material, data, and information pertaining to the Services, including, without limitation, (i) composition, quantity, toxicity, or potentially hazardous properties of any material known or believed to be present at any site, (ii) hazards that may be present, (iii) nature and location of underground or otherwise not readily apparent utilities, (iv) summaries and assessments of site past and present compliance status, (v) status of any judicial or administrative action concerning the site or Project, and (vi) Client's relevant benchmarks, plans, maps, and property ownership records. Client will ensure the cooperation of Client's employees, contractors and consultants ("Client Parties") with VIVID. VIVID is entitled to rely upon the accuracy and completeness of all information given by Client Parties.
7. **Indemnity; Limitation of Liability.** Client will defend, indemnify and hold harmless VIVID, its officers, directors, parent, affiliates, shareholders and employees, from and against any all claims, demands, causes of action, damages or other liabilities, including but not limited to attorney's fees and other legal expenses reasonably incurred by VIVID (collectively, "Claims"), that arise from performance of the Services or from VIVID's negligent acts, errors or omissions in connection with the Project or this Agreement, excepting Claims arising from the sole negligence or willful misconduct of VIVID. The maximum aggregate liability of VIVID in connection with this Agreement and all amendments thereto, whether based in contract or tort or otherwise in law or equity, will be limited to the greater of the compensation actually paid to VIVID for the Services hereunder or \$25,000, and Client hereby releases VIVID from any liability above such amount. As used in this clause, "VIVID" includes VIVID, its affiliates, subcontractors, and each of their respective partners, officers, directors, shareholders and employees. Neither party will be liable to the other for any special, incidental, indirect, exemplary, punitive or consequential damages however arising incurred by either VIVID or Client or for which either may be liable to a third party.
8. **Reliance.** The documents provided by VIVID to Client under this Agreement may be based on information obtained from sources outside VIVID's control. Other than the application of prudent professional care in their evaluation, VIVID does not warrant, expressed or implied the accuracy thereof. All documentation furnished to Client is intended for the benefit of the Client for the purpose stated herein and is not intended or represented to be suited for reuse by Client or others. Any reuse or provision of the documents to others without the specific written consent of VIVID for the specific purposes intended will be at user's sole risk and without liability and legal exposure to VIVID.
9. **Hazardous Materials; Samples.** VIVID will not take title to or be liable for any hazardous materials found at any project site. Any risk of loss with respect to all materials remains with the Client or the site owner, who will be considered the generator of such materials, execute all manifests as the generator of them, and be liable for the arrangement, transportation, treatment, and disposal of all material. All samples remain the Client's property. Client agrees to promptly, at its cost, remove and lawfully dispose of samples, cuttings, and hazardous materials.
10. **Amendments, Changes, Assignment, Waiver, Compliance.** This Agreement represents the entire agreement of the parties, and may be modified only in a writing signed by both parties. To the extent of any inconsistency between this Agreement and any other document, the provisions of this Agreement will always prevail. Any preprinted terms and conditions on forms used by either party in the administration of this Agreement are void and shall not act to supplement or replace these Terms and Conditions. Neither party may assign this Agreement without the other's prior written consent. Waiver of any term, condition or breach of this Agreement will not operate as a waiver of any other term, condition or breach. Client and VIVID shall abide by 41 CFR 60-1.4(a), 60-300.5(a) and 60-741.5(a), which prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on race, color, religion, sex or national origin. Covered contractors and subcontractors shall take affirmative action to employ and advance individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

## CONSTRUCTION SERVICES COST ESTIMATE

| Project Information  |   |
|--|---|
| <br>1053 Elkton Drive, Colorado Springs, CO 80907<br>Ph: 719-896-4356   Fax: 719-896-4357 | <b>Date:</b> 7-Jan-25   |
|  | <b>Client:</b> Florence, CO   |
|  | <b>Contact:</b> Cortlyne Huppe  |
|  | <b>Address:</b> 600 W. 3rd St, Florence, CO 81226   |
|  | <b>E-mail:</b> <a href="mailto:cortlyne.huppe@florencecolorado.org">cortlyne.huppe@florencecolorado.org</a> |
|  | <b>Phone:</b> 719.784.4848  |
|  | <b>Project Name:</b> Materials Testing for North Pikes Peak Waterline Schedule C                            |
| <b>Location:</b> Florence, CO  |   |
| <b>Proposal :</b> D25-2-874  |   |

### Project Description

**Project Description:** The Project consists of the replacement of approximately 950 linear feet of 12" waterline along North Pikes Peak Ave from West 5th Street to approximately 200' north of West 7th Street. This project also includes removal and replacement of asphalt, milling and repaving asphalt, replacement of curb and gutter and sidewalk.

**Scope of Work:** VIVID's work scope includes the Materials Testing for the Process Control (PC) We will provide PC Testing based on Bid Schedule C. Process control testing will include testing both processes of asphalt placement (Overlay and Replacement), Curb and gutter, sidewalk, thrust walls, and flow fill of the waterline trench. It is understood that the number of personnel and daily hours required to support the project will vary, commensurate with the contractors work progress, and testing requirements.

### Project Management / Records / Meetings

| Activity           | Unit(s)-hrs. | Rate-per hr. | Total      | Notes  |
|--------------------|--------------|--------------|------------|--|
| Project Management | 20           | \$210.00     | \$4,200.00 | Records Review/Material Submittal Review/Project Setup and invoicing |
| <i>Subtotal</i>    |              |              | \$4,200.00 |  |

### Field Technician Labor

| Activity               | Unit(s)-hrs. | Rate-per hr. | Total       | Notes                                       |
|------------------------|--------------|--------------|-------------|---|
| Engineering Technician | 100          | \$100.00     | \$10,000.00 | 10 Trips Portal to Portal                   |
| Lab Manager            | 0            | \$120.00     | \$0.00      | Labor is included in lab testing cost below |
| <i>Subtotal</i>        |              |              | \$10,000.00 |   |

### Lab Testing

| Activity/Test                             | Unit | Unit Rate | Total      | Notes  |
|---|------|-----------|------------|--|
| AC Content Gradation                      | 2    | \$275.00  | \$550.00   | 1 for Mill and Overlay, 1 for asphalt replacement      |
| RICE Maximum Theoretical Spec. Grav.      | 2    | \$150.00  | \$300.00   | 1 for Mill and Overlay, 1 for asphalt replacement      |
| Asphalt Core Specific Gravity / Thickness | 2    | \$200.00  | \$400.00   | 1 for Mill and Overlay, 1 for asphalt replacement      |
| Asphalt Coring Equipment Usage            | 1    | \$250.00  | \$250.00   | 1 Day for Both Sections                                |
| Concrete Compression                      | 15   | \$21.50   | \$322.50   | 1 Set for Thrust blocks, 1 Curb and Gutter, 1 Sidewalk |
| Standard Proctor                          | 2    | \$180.00  | \$360.00   | 1 for Base Course, 1 for Class A Backfill              |
| Flow Fill Compression                     | 5    | \$50.00   | \$250.00   | 1 Set of 6x12 inch specimens, includes capping         |
| <i>Subtotal</i>                           |      |           | \$2,432.50 |  |

### OTHER COSTS

| Charge                  | Unit | Unit Rate | Total    | Notes                                      |
|-------------------------|------|-----------|----------|--|
| Trip / Equipment Charge | 10   | \$70.00   | \$700.00 | 10 trips to site (including sample pickup) |
| <i>Subtotal</i>         |      |           | \$700.00 |  |

|                            |                    |
|----------------------------|--------------------|
| <b>TOTAL ORIGINAL COST</b> | <b>\$17,332.50</b> |
|----------------------------|--------------------|

Proposal prepared by: \_\_\_\_\_



Jeff Klimek  
 Construction Services Manager  
[jklimek@vivideng.com](mailto:jklimek@vivideng.com)  
 cell: (303) 478-3872

## **COUNCIL ACTION FORM**

**MEETING DATE:** JANUARY 21, 2025

**STAFF CONTACT:** AMY NASTA, CITY MANAGER

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**Agenda Item:** Consider approving the annual liquor license renewal for Papa's Restaurant

**Department:** Administration

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**Staff Recommendation:**

Approve the annual liquor license renewal for Papa's Restaurant

**Background/Description of Item:**

Papa's Restaurant is located at 132 West Main Street. The applicant has submitted all required renewal documentation.

**Financial Impact:**

The City fee for this application was \$175.00

**Suggested Motion:**

Approve the annual liquor license renewal for Papa's Restaurant.

# COUNCIL ACTION FORM

**MEETING DATE:** JANUARY 21, 2025

**STAFF CONTACT:** CORTLYNE HUPPE, CITY CLERK

---

**Agenda Item:** Consider approving the Special Events Permit for the Florence Pioneer Museum as presented

**Department:** Administration

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**Staff Recommendation:**

Consider approving the Special Events Permit for the Florence Pioneer Museum as presented.

**Background/Description of Item:**

The Florence Pioneer Museum requests its annual Special Events Permit for the year. The 2025 events are proposed to take place on/at:

- 10:00 AM – 6:00 PM, March 8, 2025
- 10:00 AM – 6:00 PM, April 26, 2025
- 10:00 AM – 6:00 PM, July 19, 2025
- 10:00 AM – 6:00 PM, August 9, 2025
- 10:00 AM – 6:00 PM, October 11, 2025
- 10:00 AM – 6:00 PM, November 8, 2025

The Florence Pioneer Museum will be well within its annual permitted SEP dates: 6/15 dates.

The applicant has paid the requested fees and all supporting documentation has been submitted. With the Council's approval, this item is ready to be sent to the Department of Revenue Liquor Enforcement Division.

**Financial Impact:**

The City fee for this application is \$100.00.

**Attachments:**

- Special Events Permit Application
- Proposed Liquor Boundary/Maps

**Suggested Motion:**

Approve the Special Events Permit for the Florence Pioneer Museum as presented.

## Application for a Special Events Permit

Departmental Use Only

In order to qualify for a Special Events Permit, You Must Be a Qualifying Organization Per 44-5-102 C.R.S. and One of the Following (See back for details.)

- |                                    |   |   |
|------------------------------------|---|---|
| <input type="checkbox"/> Social    | <input type="checkbox"/> Athletic                           | <input type="checkbox"/> Philanthropic Institution          |
| <input type="checkbox"/> Fraternal | <input type="checkbox"/> Chartered Branch, Lodge or Chapter | <input type="checkbox"/> Political Candidate                |
| <input type="checkbox"/> Patriotic | <input type="checkbox"/> National Organization or Society   | <input type="checkbox"/> Municipality Owned Arts Facilities |
| <input type="checkbox"/> Political | <input type="checkbox"/> Religious Institution              |   |

|  |                                   |
|--|-----------------------------------|
| <b>LIAB</b> Type of Special Event Applicant is Applying for:                     | <b>DO NOT WRITE IN THIS SPACE</b> |
| 2110 <input type="checkbox"/> Malt, Vinous And Spirituous Liquor \$25.00 Per Day | Liquor Permit Number              |
| 2170 <input type="checkbox"/> Fermented Malt Beverage \$10.00 Per Day            |                                   |

|   |  |   |                                     |
|---|--|---|-------------------------------------|
| 1. Name of Applicant Organization or Political Candidate<br><i>Florence Pioneer Museum</i>  |  | State Sales Tax Number (Required)<br>[REDACTED]   |                                     |
| 2. Mailing Address of Organization or Political Candidate (include street, city/town and ZIP)<br><i>PO Box 131 - 100 E. Front St.<br/>Florence CO 81226</i>   |  | 3. Address of Place to Have Special Event (include street, city/town and ZIP)<br><i>100 E. Front Street<br/>Florence CO 81226</i>   |                                     |
| 4. Authorized Representative of Qualifying Organization or Political Candidate<br><i>Gayle MacKinnon</i>  |  | Date of Birth<br>[REDACTED]   | Phone Number<br><i>719-784-1904</i> |
| Authorized Representative's Mailing Address (if different than address provided in Question 2)<br>[REDACTED]  |  |   |                                     |
| 5. Event Manager<br><i>Gayle MacKinnon</i>  |  | Date of Birth<br>[REDACTED]   | Phone Number<br><i>719-784-1904</i> |
| Event Manager Home Address (Street, City, State, ZIP)<br>[REDACTED]   |  | Email Address of Event Manager<br><i>FlorenceHistory@charter.net</i>  |                                     |
| 6. Has Applicant Organization or Political Candidate been Issued a Special Event Permit this Calendar Year?<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes How many days? _____ |  | 7. Is the premises for which your event is to be held currently licensed under the Colorado Liquor or Beer codes?<br><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes License Number _____ |                                     |

8. Does the Applicant Have Possession or Written Permission for the Use of The Premises to be Licensed?  Yes  No

List Below the Exact Date(s) for Which Application is Being Made for Permit

|                           |                           |                           |                           |                           |
|---------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Date <i>3-8-25</i>        | Date <i>4-26-25</i>       | Date <i>7-19-25</i>       | Date <i>8-9-25</i>        | Date <i>10-11-25</i>      |
| Hours From <i>10 a.m.</i> | Hours From <i>10 a.m.</i> | Hours From <i>10 a.m.</i> | Hours From <i>10 a.m.</i> | Hours From <i>10 a.m.</i> |
| To <i>6 p.m.</i>          | To <i>6 p.m.</i>          | To <i>6 p.m.</i>          | To <i>6 p.m.</i>          | To <i>6 p.m.</i>          |
| Date <i>11-8-25</i>       | Date                      | Date                      | Date                      | Date                      |
| Hours From <i>10 a.m.</i> | Hours From                | Hours From                | Hours From                | Hours From                |
| To <i>6 p.m.</i>          | To                        | To                        | To                        | To                        |
| Date                      | Date                      | Date                      | Date                      | Date                      |
| Hours From                | Hours From                | Hours From                | Hours From                | Hours From                |
| To                        | To                        | To                        | To                        | To                        |

### Oath of Applicant

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

|                                     |                                 |                       |
|-------------------------------------|---------------------------------|-----------------------|
| Signature<br><i>Gayle MacKinnon</i> | Title<br><i>Board President</i> | Date<br><i>1-6-25</i> |
|-------------------------------------|---------------------------------|-----------------------|

### Report and Approval of Local Licensing Authority (City or County)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the provisions of Title 44, Article 5, C.R.S., as amended.

**THEREFORE, THIS APPLICATION IS APPROVED.**

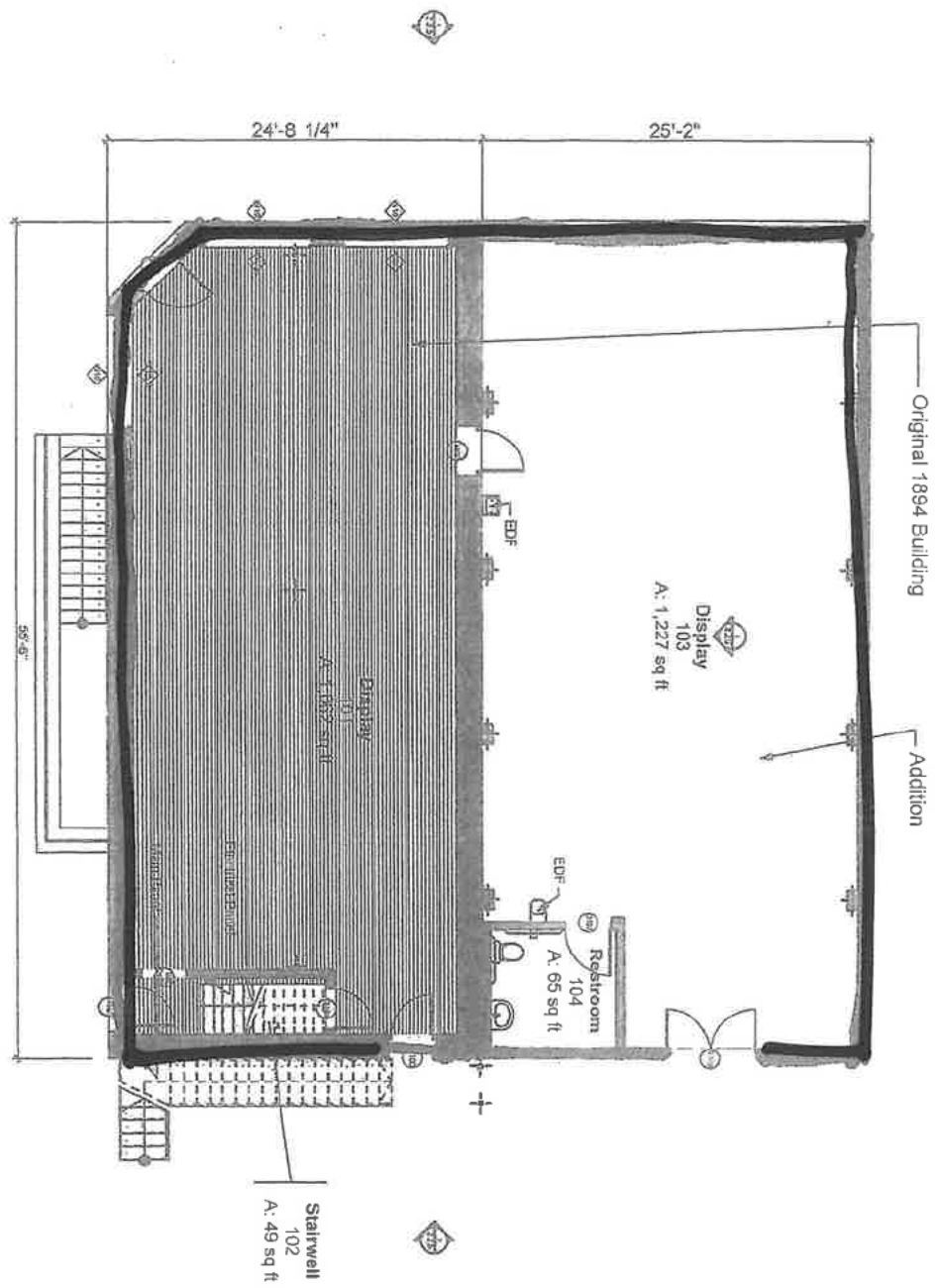
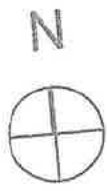
|  |  |                                       |
|--|--|---------------------------------------|
| Local Licensing Authority (City or County) | <input type="checkbox"/> City<br><input type="checkbox"/> County | Telephone Number of City/County Clerk |
| Signature                                  | Title  | Date                                  |

### DO NOT WRITE IN THIS SPACE - FOR DEPARTMENT OF REVENUE USE ONLY

| Liability Information  |                |            | Total |
|------------------------|----------------|------------|-------|
| License Account Number | Liability Date | State      |       |
|                        |                | -750 (999) | \$ .  |



1 Main Level Floor Plan  
SCALE: 1/8" = 1'-0"



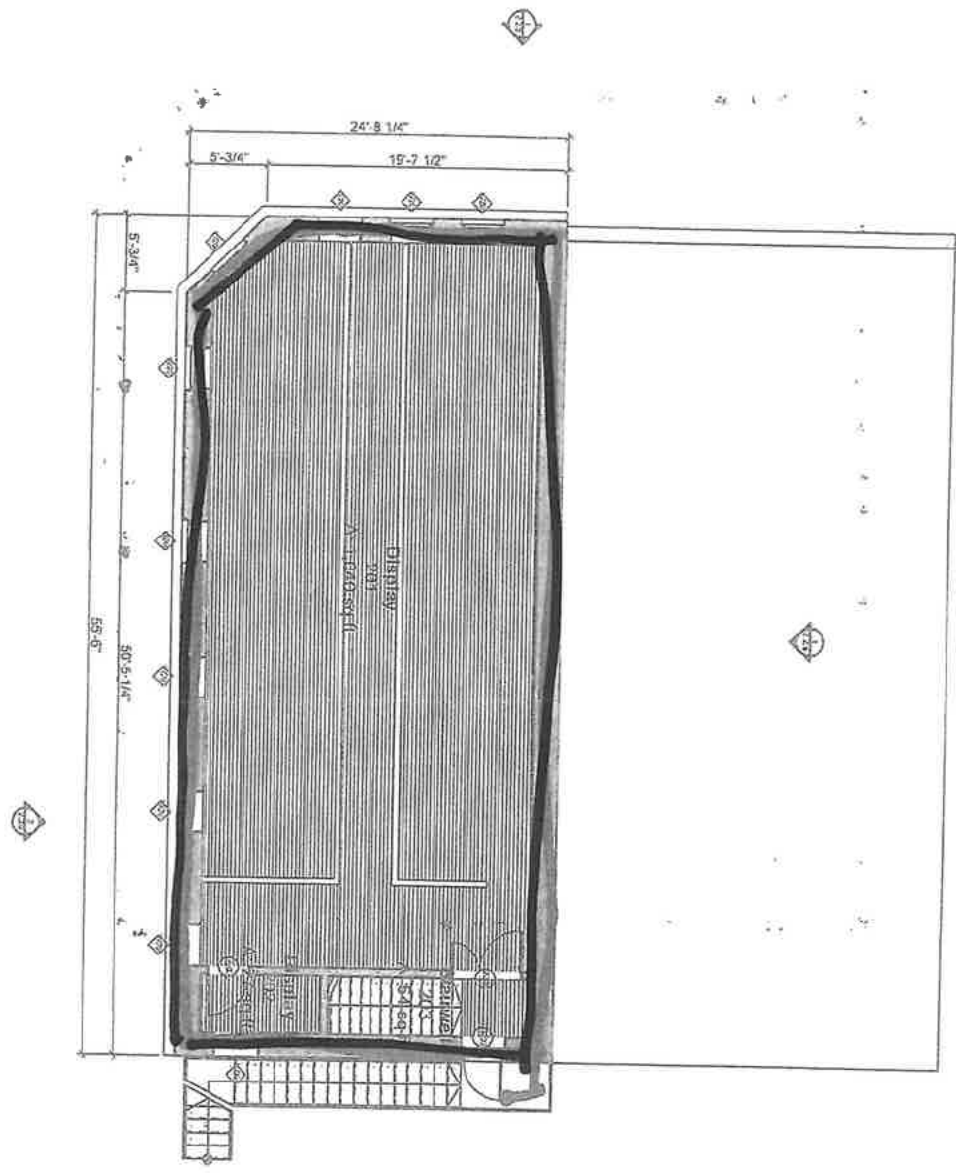
PROJECT  
Price Pioneer Museum  
100 Front Street

REVISIONS

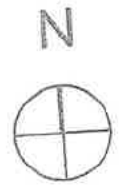
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|  |  |

T.A. DUKE & ASSOCIATES  
3310 Clubheights Drive  
Colorado Springs, CO 80906

1  
Upper Level Floor Plan



1/8" = 1'-0"



2.2.3

PROJECT  
Price Pioneer Museum  
100 Front Street  
Florence, CO 81226

| REVISIONS |  |
|-----------|--|
|           |  |
|           |  |
|           |  |

T.A. DUKE & ASSOCIATES  
3310 Clubheights Drive  
Colorado Springs, CO 80906

close

200 Block S. Pikes Peak

close

Sidewalk

Gate

Florence  
Pioneer  
Museum

Sidewalk

Ditch

~~Royal  
Marble~~

## **COUNCIL ACTION FORM**

**MEETING DATE:** JANUARY 21, 2025

**STAFF CONTACT:** AMY NASTA, CITY MANAGER

---

**Agenda Item:** Consider authorizing the City Manager to enter into a contract agreement for janitorial services with The Clean Company of Fremont County, LLC

**Department:** Administration

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### **Staff Recommendation:**

Authorize the City Manager to enter into a contract agreement for janitorial services with The Clean Company of Fremont County, LLC.

### **Background/Description of Item:**

During the 2025 budgeting process, the Florence City Council allocated funds for Janitorial Services for the City of Florence Municipal Building. The attached agreement provides an outline of the services to be rendered, including the responsibilities and financial obligations of all parties.

The Clean Company of Fremont County, LLC has been in business for over 40 years and has janitorial contracts with other local governing agencies. The Clean Company is bonded and insured.

### **Financial Impact:**

The agreement is billed monthly and is supported by the General Fund, and by a small part of the Water Fund.

### **Attachments:**

- Proposed Contract Agreement with The Clean Company of Fremont County, LLC

### **Suggested Motion:**

Authorize the City Manager to enter into a contract agreement for janitorial services with The Clean Company of Fremont County, LLC

## **JANITORIAL SERVICES AGREEMENT**

This Janitorial Services Agreement (the "Agreement") is made and entered into on this 21st day of January, 2025, by and between: The City of Florence, Colorado, a statutory city ("City"), and The Clean Company of Fremont County, LLC, a Colorado limited liability company ("Contractor").

**WHEREAS**, the City desires to engage Contractor to provide janitorial services for City Hall and the Florence Police Station; and

**WHEREAS**, Contractor desires to provide such services to the City;

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements hereinafter set forth, the parties agree as follows:

### **1. Services**

Contractor shall provide janitorial services (the "Services") for the City Hall and Florence Police Station located at 600 West 3rd Street, Florence, CO 81226 (the "Premises"). The specific duties and frequency of services are outlined in Exhibit A, attached hereto and incorporated by reference.

### **2. Term**

The initial term of this Agreement shall be for one (1) year, commencing on February 1, 2025, and ending on January 31, 2026, unless earlier terminated as provided herein. This Agreement may be renewed for additional one-year terms upon mutual written agreement of the parties.

### **3. Compensation**

#### **3.1 Service Fee**

The City shall pay Contractor a monthly fee of \$1,400.00 for the Services (the "Service Fee"). This fee shall be paid in arrears on or before the 15th day of each month for Services performed in the preceding month.

#### **3.2 Supplies**

Contractor shall source and include its own janitorial and cleaning supplies used in the performance of the Services.

### **4. Independent Contractor**

Contractor is an independent contractor and not an employee of the City. Contractor shall be responsible for all taxes, insurance, and other obligations related to its business and employees.

### **5. Insurance and Bonding**

Contractor shall maintain general liability insurance with coverage of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate. Contractor shall also maintain workers' compensation insurance as required by law. Certificates of insurance naming the City as an additional insured shall be provided to the City prior to the commencement of Services.

## 6. Confidentiality

Contractor acknowledges that it may have access to confidential information in the course of providing the Services. Contractor agrees to maintain the confidentiality of all such information and shall not disclose, discuss, or use any such information except as necessary to perform the Services.

## 7. Termination

Either party may terminate this Agreement for any reason upon thirty (30) days' written notice to the other party. In the event of a material breach by either party, the non-breaching party may terminate this Agreement immediately upon written notice to the breaching party.

## 8. Amendments

This Agreement may be amended only by a written instrument executed by both parties.

## 9. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Colorado.

## 10. Entire Agreement

This Agreement, including Exhibit A, constitutes the entire agreement between the parties and supersedes all prior agreements, whether written or oral, relating to the subject matter hereof.

**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the date first above written.

CITY OF FLORENCE, COLORADO

By: \_\_\_\_\_

Amber Dickson, THE CLEAN COMPANY OF FREMONT COUNTY, LLC

By: \_\_\_\_\_

Amber Dickson, Owner

# EXHIBIT A

**The Clean Company  
of Fremont County, LLC  
926 Sell Ave.  
Canon City, CO 81212**

**Bid for:  
City of Florence  
City Hall/Florence Police Station  
600 West 3<sup>rd</sup> Street  
Florence, CO 81226**

The Clean Company of Fremont County, L.L.C. has been in business for over 40 years, and is currently under new management. My company has janitorial contracts with governmental agencies, utility companies, medical offices, banks, and many other businesses. My company is bonded and insured through Hartford Insurance. The owner, Amber Dickson, has lived and worked in the community for many years, and has many personal and professional ties within the area.

**Duties to be performed three times per week on City Hall Side:  
(Monday/Wednesday/Weekend)**

Clean and sanitize all bathrooms (stock with supplies)

Collect trash in all offices (**excluding City Manager, City Finance Officer, City Clerk Offices**)

Disinfect all surfaces

Vacuum all carpets as needed

Clean and disinfect breakroom/kitchen area

Disinfect and sanitize all horizontal surfaces that are accessible to public

Spot clean entryway glass

Sweep/mop all tile floors

**Duties to be performed once per week:**

Dust all blinds and windowsills

Dust all horizontal surfaces (cabinets, ledges, tables, pictures, and any desks that are cleared for cleaning)

Sanitize phones

Clean and disinfect Conference Room

# EXHIBIT A

## **Duties to be performed twice a month:**

Sanitize and Clean the Courthouse second and last week of the month

## **Duties to be performed once per month:**

Sweep basement including Gym/work out room floor **(If there is enough time allowed)**

## **Duties to be performed three times per week on Police Department Side: (Tuesday/Thursday/Weekend)**

Clean and sanitize all bathrooms (stock with supplies)

Collect trash in all offices **(excluding Chief of Police and Police Admin Office)**

Disinfect all surfaces

Vacuum all carpets as needed

Clean and disinfect breakroom/kitchen area

Disinfect and sanitize all horizontal surfaces that are accessible to public

Spot clean entryway glass

Sweep/mop all tile floors

## **Duties to be performed once per week:**

Dust all blinds and windowsills

Dust all horizontal surfaces (cabinets, ledges, tables, pictures, and any desks that are cleared for cleaning)

Sanitize phones

Clean and disinfect Conference Room

**The Clean Company will provide all cleaning equipment and/or cleaning supplies as needed for it's employee.**

**Cost:**

**1,400 per month**



# EXHIBIT A

## References:

Bank of San Juans  
719-269-0213

**Mike Till- Regional President**

Royal Gorge Manor  
719-275-6545

**Debbie Sims- Property Manager**

DPW Director for The City of Canon City  
719-276-5291

**Leo Evans**



# CITY OF FLORENCE

600 West 3<sup>rd</sup> Street  
Florence, Colorado 81226  
(719) 784-4848

[cityofflorence@florencecolorado.org](mailto:cityofflorence@florencecolorado.org)  
[www.florencecolorado.org](http://www.florencecolorado.org)

## City Manager Report

January 3, 2025 – January 14, 2025

### Meetings with agencies, boards, and committees:

- ***Combined Regional Communications Authority (CRCA) – January 7, 2025***
  - Met with a CRCA representative to discuss how CRCA fees are budgeted and billed to each entity and potential updates to the current formula.
- ***City/City/County Meeting – January 13, 2025***
  - Quarterly meeting between Fremont County, Cañon City, and the City of Florence

### Internal Meetings/Discussion/Projects

- Staff has started work on several new programs to improve asset and program management and budgeting processes. These include a fleet management program and a meter and service line maintenance and replacement program. Staff is also continuing to develop the Pavement Management program based on the Street Needs Assessment. The pavement management program is nearly complete and expected to come before Council in February, 2025. Fleet Management is currently scheduled to be presented to Council in the first quarter of 2025. The meter and service line programs will be concurrent with the 2025 rate study.
- Updates to the Purchasing and Personnel Policies are in progress and will come before the Council during the first quarter of 2025.
- Staff is nearing the final stage of completing comprehensive fee updates (excluding utility rates) and expects to present them to Council in the first quarter of 2025. These updates involve significant Code revisions as well in order to make future updates more efficient and streamlined.
- The comprehensive revisions to Title 2 of the Florence Municipal Code will be on the Agenda for Council's consideration at the February 3, 2025 City Council meeting.