



FLORENCE CITY COUNCIL
Regular Meeting Minutes
Monday, February 5, 2024, 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 | Present |
| Councilwoman MacKinnon | Present |

OTHERS PRESENT: City Clerk Cortlyne Huppe, City Manager Amy Nasta, Public Works Director Sam Elstun, and City Attorney Dan Findlay.

3) PUBLIC COMMENTS

Any matter on this agenda may, at the discretion of the governing body, be opened for public comment and discussion (three minutes).

Barb Batulis- Elks Lodge 611

Requested the City Council acknowledge and address the local Riviera Motel. Elks Lodge members have been experiencing threats and harassment from some of the motel's residents.

Kathy Madonna- 504 Brookeway

Questioned the quality of transparency after the recently implemented policies/procedures. Asked the City Council to approve a \$25 payment to a Tree Board member for their work on an informational trifold.

Cathey Young- Tree Board Secretary

Questioned if the City Manager had sent a hazardous tree notification to citizens.

City Manager Nasta stated the hazardous trees would be addressed in an upcoming workshop with the City Council.

Debbie Channel- Chair for Elks Lodge 611 Events

Opened the upcoming Elks events to questions from the City Council, and encouraged members of the community to participate.

4) CONSENT AGENDA

a) Meeting Minutes for January 16, 2024

b) Expenditure Approval for February 1, 2024, in the amount of \$26,014.87 and February 25, 2024, in the amount of \$65,066.17

- c) Florence Farmer's Market Park Fees
- d) Annual Liquor License Renewal: Papa's
- e) Special Events Permit: Elks Lodge 611
- f) Annual Liquor License Renewal: Elks Lodge 611
- g) Report of Change: Elks Lodge 611
- h) Special Events Permit: Florence Chamber of Commerce

Mayor Wolfe asked to remove item h from the Consent Agenda.

Councilor Stiefel motioned to approve the Consent Agenda, excluding item h. Councilor Vanhoutan seconded. With all of the Councilmembers voting in favor of the motion, the motion carried.

Mayor Wolfe requested the Florence Chamber of Commerce elaborate on the events.

Joen Elliot- Florence Chamber of Commerce President
Introduced the Florence Chamber of Commerce board members. She elaborated on the Chamber's 2024 goals to promote Florence and increase organization membership.

Mayor Wolfe confirmed the Florence Chamber of Commerce had event insurance.

Councilor Mergelman motioned to accept the Special Events Permit for the Florence Chamber of Commerce. Councilor Gardner seconded. With all of the Councilmembers voting in favor of the motion, the motion carried.

5) **NEW BUSINESS**

- a) Resolution 3-2024: A Resolution Providing For the Adoption of a Personnel Policy Document for the City of Florence, Colorado

City Manager Nasta noted the Council's previous work session and extensive conversation surrounding the Personnel Policy. This policy has nine sections and aims to provide necessary guidelines and efficient rules and procedures for personnel management. She acknowledged the formatting issues, and would address them after potential contextual changes from City Council.

Councilor Vanhoutan confirmed the new personnel policy would be a living document that could be improved or modified at any time.

City Manager Nasta confirmed the policy could be modified by Resolution at the action of the City Council. She also noted internal administrative policies or standard operating procedures would accompany the Personnel Policy.

Councilor Vanhoutan acknowledged the citizen's request for updated personnel policies, and complimented the great work on completing it.

Councilor MacKinnon noted the thoroughness and clear direction written within the policy.

Motion to approve Resolution 3-2024: A Resolution Providing For the Adoption of a Personnel Policy Document for the City of Florence, Colorado: Councilor MacKinnon
Seconded by: Councilor Vanhoutan

7 Ayes

Motion passed: 7 – 0

6) **COUNCIL UPDATES**

a) City Council Reports

Councilor Stone noted the upcoming Tree Board meeting and the anticipated attendance of a UAACOG representative to suggest funding opportunities.

Councilor MacKinnon reminded the City Council of the upcoming Historic Preservation meeting.

Mayor Wolfe attended the FEDC banquet, the Senior Center morning coffee chat, and the Regional Water Board meeting. He announced the vacancies on the Cemetery Committee and BOZA. Mayor Wolfe reminded the Council of tentative upcoming workshops, recognized Emergent Campus for an award in agriculture innovation, and asked the Council to approve the nomination of Police Chief Sean Humphrey to the E911 Board.

Councilor MacKinnon motioned to approve Police Chief Sean Humphrey as a nomination for the E911 Board. Councilor Mergelman seconded. With all of the Councilmembers voting in favor of the motion, the motion carried.

b) City Manager Reports

City Manager Nasta mentioned some local flooding issues due to CDOT infrastructure, and thanked Public Works Director Sam Elstun for his quick response. She noted the upcoming Street Assessment project and its importance in addressing these issues.

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


Pursuant to any of the exemptions set forth in C.R.S. §24-6-402(4) and upon sufficient statement of such purpose, an executive session may be called 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
Tuesday, February 20, 2024

Councilor Gardner motioned the 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 7:02 p.m.

CITY OF FLORENCE, CO

BY:  _____
Steve Wolfe, Mayor

RESPECTFULLY SUBMITTED: _____
Cortlyne Huppe, City Clerk

