



FLORENCE CITY COUNCIL
Regular Meeting Minutes
Monday, July 1, 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, Planning Director Ashley Fox, Finance Officer Lori Cobler and City Attorney Dan Findlay.

3) PRESENTATIONS

- a) 2023 Audit Presentation
Presented By: Uli Keely

Uli Keely of Prospective Solutions presented the City of Florence's 2023 financial audit report. The report included a management discussion and analysis that has a summarized report of the 2023 financials. She then elaborated on the financial statements and different fund balances. Uli Keely noted one footnote that derived from the Governmental Accounting Standards Board issuing a new statement relating to subscription-based information technology.

Mayor Wolfe asked if the City had good controls, or checks and balances in place.

Mrs. Keely stated the City has good processes and internal controls.

Councilor Mergelman inquired how Mrs. Keely would compare Florence's financials to other municipalities of equal size.

She replied there are too many variables to give a clear comparison, but that the City of Florence's finances are well managed.

4) 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 comment.

5) CONSENT AGENDA

- a) Consider approving the minutes as written for the Regular City Council Meeting on June 17, 2024
- b) Consider approving City expenditures prepared on June 20, 2024, in the amount of \$20,105.10, and June 27, 2024, in the amount of \$101,687.59

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

6) OLD BUSINESS

- a) Consider approving the second reading of Ordinance No. 7 – 2024:
An Ordinance Designating 105 West Main Street, The Knights of Pythias/Castle Hall,
As a Local Historic Landmark

Planning Director Ashley Fox opened the agenda item for questions.

Motion to approve the second reading of Ordinance No. 7-2024: An Ordinance Designating 105 West Main Street, The Knights of Pythias/Castle Hall, to the Local Historic Registry based on the finding of facts that have been met as listed in Municipal Code 15.60.080:

Councilor Stone

Seconded by: Councilor Gardner

7 Ayes

Motion passed: 7 – 0

7) NEW BUSINESS

- a) Consider approving Ordinance No. 8 – 2024: An Ordinance approving re-zoning of lots 17 through 20, Block L of the United Oil Company’s Mesa Subdivision from I – 1 Light Industrial Zone District to R-1 Low-Density Residential Zone District

Planning Director Ashley Fox stated the applicant wishes to rezone the property for construction of a single-family home. Residential homes are only allowed in I-1 Light Industrial Zones as a watchman’s quarters; therefore, re-zoning is necessary. The Planning Commission held a public hearing on June 20, 2024, where they voted unanimously in favor of the re-zone.

Mayor Wolfe confirmed the Council approved a similar re-zone in the neighborhood.

Motion to approve Ordinance No. 8 – 2024: An Ordinance approving re-zoning of lots 17 through 20, Block L of the United Oil Company’s Mesa Subdivision from I – 1 Light Industrial Zone District to R-1 Low-Density Residential Zone District: Councilor Gardner

Seconded by: Councilor Mergelman

7 Ayes

Motion passed: 7 – 0

- b) Consider adopting Resolution No. 7-2024: A Resolution allowing an Indoor Amusement and Entertainment Establishment as a Use by Special Review at 111 Church Avenue

Planning Director Ashley Fox stated the building is in the C- General Commercial district where an Indoor Amusement and Entertainment Establishment is a permitted Use by Special Review only. The Planning Commission held a Public Hearing on May 16, 2024, and voted unanimously on recommending the approval of the application contingent on a parking plan that addressed safety and lighting, and also a consultation with local CDOT, Fremont

Sanitation, and Florence Fire Department. The Planning Commission convened on June 20, 2024, and voted unanimously to approve the parking plan at 111 Church Avenue.

Councilor Vanhoutan questioned CDOT's new-site highway access permit.

Planning Director Fox responded that the highway access permit is still in the approval process.

Mayor Wolfe questioned if the Florence Fire Department approved the special use.

Planning Director Fox replied affirmatively, and stated the fire access on the back of the building needed to remain accessible.

Motion to approve Resolution No. 7-2024: A Resolution allowing an Indoor Amusement and Entertainment Establishment as a Use by Special Review at 111 Church Avenue, contingent on CDOT's approval of a State Highway Access Permit: Councilor Gardner
Seconded by: Councilor Vanhoutan

7 Ayes

Motion passed: 7 – 0

8) COUNCIL UPDATES

a) City Council Reports

Councilor Vanhoutan, Councilor Stiefel and Councilor Stone attended the Colorado Municipal League Annual conference. They each commented on the informative and educational sessions.

Councilor Mergelman announced the upcoming City of Florence July 4 Festival.

Councilor Gardner, Councilor Stone and Councilor MacKinnon attended the recent funeral procession for the WWII veteran laid to rest at Union Highland Cemetery.

Councilor MacKinnon announced three applications would be coming from the Historic Preservation Committee.

Mayor Wolfe attended the Senior Center coffee chat, met with Brad Rowland and Chris Koehn of Emergent Campus, and attended the Colorado Regional Outdoor Partnership Initiative District 11 meeting. He also went to the City's movie night, the funeral service for Clifford Stricklan, made contact with Ashley Sack of Royal Gorge Bighorn Coalition, discussed the Pioneer Park bathroom operations with City staff, and announced the City's newest communication program, Constant Contact.

Mayor Wolfe then presented a statement regarding a police blotter. He stated the time and energy to create a blotter would divert City resources away from more critical services, and noted the Florence Police Department arrests are published through the Fremont County Sheriff's Office. (Written statement is attached).

b) City Manager Reports

City Manager Amy Nasta stated the Street Needs Assessment would be completed soon, and would communicate a resolution for the Pioneer Park bathrooms with City Council after the City's department head meeting. She reiterated the sign-up process for Constant Contact, and noted participants experiencing difficulty should check their spam folders. City Manager Nasta then stated the collaborative work between Public Works, the Water Department and

Fremont County Airport on the wildfire had no effect or shortage on the regional water system.

Mayor Wolfe confirmed the City Council would receive an update on the ARPA Tree Program at the August 5, 2024, meeting.

City Attorney Dan Findlay also attended the Colorado Municipal League Annual Conference.

Public Works Director Sam Elstun and his department had been working on set-up for the City's July 4th Festival.

- 9) **EXECUTIVE SESSION(S):** City Manager Performance Review -- 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;

Mayor Wolfe motioned to enter into executive session at 7:15 p.m., for the City Manager Performance Review under 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 Stone

7 Ayes

Motion Passed: 7 – 0

Attendees of the executive session were the City Council, the City Attorney, and the City Manager. The executive session adjourned at 7:43 p.m.

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.

- 10) **ADJOURNMENT:** Adjournment until the next regular City Council Meeting Monday, July 15, 2024

Councilor Gardner 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 7:43 p.m.

CITY OF FLORENCE, CO

BY: _____
Steve Wolfe, Mayor

RESPECTFULLY SUBMITTED: _____
Cortlyne Huppe, City Clerk