



**FLORENCE CITY COUNCIL**  
**Special Meeting Minutes**  
**Monday, September 29, 2025, 5:30 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 5:30 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, Marsha Reed from SGR Recruiting (virtually), and City Attorney Dan Findlay (virtually).

**3) NEW BUSINESS**

a) City Manager Recruitment Update and Discussion of Candidate Questionnaire Materials

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

Executive session pursuant to C.R.S. § 24-6-402(4)(e), to determine the council’s position, develop strategy for negotiations, and instruct negotiators regarding the recruitment and potential employment contract terms for the new city manager, including engaging with or providing direction to the recruiting firm and the city’s negotiation representatives and, to the extent it may be applicable, pursuant to C.R.S. § 24-6-402(4)(f)(I), to discuss personnel matters involving the recruitment of a new city manager and filling the vacant city manager position.

Councilor Stiefel motioned to enter executive session at 5:31 p.m., pursuant to C.R.S. § 24-6-402(4)(e), to determine the council’s position, develop strategy for negotiations, and instruct negotiators regarding the recruitment and potential employment contract terms for the new city manager, including engaging with or providing direction to the recruiting firm and the city’s negotiation representatives and, to the extent it may be applicable, pursuant to C.R.S. § 24-6-402(4)(f)(I), to discuss personnel matters involving the recruitment of a new city manager and filling the vacant city manager position.

Seconded by: Councilor Gardner

7 Ayes

Motion Passed: 7 - 0

Attendees of the executive session were the City Council, the City Attorney, and Marsha Reed of SGR Recruiting. The session adjourned at 7:17 p.m.

Executive session 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.

**5) ADJOURNMENT:** Adjournment until the next regular City Council Meeting  
Monday, October 6, 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 7:19 p.m.

CITY OF FLORENCE, CO

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

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