FLORENCE CITY COUNCIL
Special Meeting Agenda
Tuesday, November 3, 2026, 5:30 PM

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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) NEW BUSINESS
a) Consider updating the City of Florence's bank signature cards

4) ADJOURNMENT: Adjournment until the regular City Council Meeting Monday, November 16, 2026.

COUNCIL ACTION FORM
MEETING DATE: NOVEMBER 3, 2026
STAFF CONTACT: LORI COBLER, CITY MANAGER

Agenda Item: Consider updating the City of Florence's bank signature cards

Department: Administration, Finance

Staff Recommendation:
Update the City of Florence's bank signature cards to reflect the modified and authorized signees for financial transactions on the new Rock Mountain Bank and Trust account.

Background/Description of Item:
The City of Florence maintains multiple municipal bank accounts, all of which require dual-signature authorization for financial transactions. Each check must be signed by both an authorized City Council member and an authorized City staff member to ensure accountability and oversight.

- Rocky Mountain Bank and Trust

The City Council will need to take formal action to update the list of authorized signers on the new Rocky Mountain Bank and Trust account. Specifically, the following changes are proposed to the list of Staff authorized to sign on behalf of the City:

- Retain:
    - Lori Cobler, City Manager
    - Cortlyne Huppe, City Clerk
    - Brandi Sheets, Finance Manager
    - Steve Wolfe, Mayor
    - Rudl Mergelman, Mayor Pro Tem

To ensure compliance with the procedures required by each financial institution, the recommended motion should include the following components:

(1) A complete listing of all applicable banking institutions holding City accounts;

(2) The removal of all currently authorized signers (including individuals the Council wishes to retain); and

(3) The appointment of all authorized signers as selected by the Council (including those previously removed)

Attachments:
- None

Suggested Motion:
Motion to update the City of Florence's signature cards for Rocky Mountain Bank and Trust,

- Remove the following authorized signers from all signature cards.
    - Lori Cobler
    - Cortlyne Huppe

- Brandi Sheets
- Gayle MacKinnon
- Steve Wolfe
- Rudl Mergelman
- Brenda Gardner

- Add the following authorized signers to all signature cards:
  - ***LIST ALL COUNCILMEMBERS AND STAFF COUNCIL HAS DEEMED AS AUTHORIZED SIGNERS, CONTINUE WITH CURRENT LISTING WITH THE ADDITION OF BRANDI SHEETS STATING ALL NAMES FOR THE RECORD***