



FLORENCE CITY COUNCIL
Regular Meeting Minutes
Monday, August 4, 2025, 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, Finance Officer Lori Cobler, Interim City Manager Sean Humphrey, Public Works Director Sam Elstun, Planning Director Ashley Fox, Building Inspector John Vernetti, 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).

Karen Hunter- Miller-722 East 3rd Street
Expressed frustrations with the Florence Senior Center and requested a formal meeting with the Chief of Police.

Joen Elliot- 404 Wilson Avenue
Reported on their Outside Agency Funding projects, the upcoming Holly Jolly Christmas Experience, and announced the 2025 Fremont County Exceptional Woman event.

Jennifer Miley- Ward 3
Requested the City Council appoint representatives for a workshop to preserve historical city documents.

4) CONSENT AGENDA

- a) Consider approving the minutes as written for the Regular City Council Meeting on July 21, 2025
- b) Consider approving City expenditures prepared on July 24, 2025, in the amount of \$42,013.76, and July 31, 2025, in the amount of \$32,896.79.
- c) Consider approving the Agreement for Water Service for 508 Oak Creek Lane, Florence, Colorado 81226
- d) Consider approving the Temporary Use Permit for the Florence Merchant's Association
- e) Consider entering into a contract with Energy Services of Colorado (ESCO) for the installation of a Building Automation System to monitor and control the HVAC equipment at City Hall

- f) Consider entering into a contract with MTECH Mechanical to provide preventive maintenance services for the City Hall heating system
- g) Consider approving the Agreement for Water Service for East Florence Water Association

Councilor Stone requested item 5e and 5f be removed from the Consent Agenda.

Councilor Stone motioned to approve the Consent Agenda, excluding items 5e, and 5f. Councilor Gardner seconded. With the Councilmembers voting in favor of the motion, the motion carried.

Building Inspector John Verneti explained the Energy Services of Colorado contract. The contract would allow the City to regain control of the program which operates the HVAC system within City Hall.

Councilor Mergelman questioned the history of the program and inquired how it would improve City Hall's efficiency moving forward.

Mayor Wolfe questioned costs in relation to the program's installation and maintenance.

Councilor Stone motioned to authorize the Interim City Manager to enter into a contract with Energy Services of Colorado (ESCO) to provide a Building Automation System (BAS) for the HVAC equipment at City Hall, as presented. Councilor MacKinnon seconded. With the Councilmembers voting in favor of the motion, the motion carried.

Building Inspector John Verneti elaborated on the contract for preventative maintenance services with MTECH, who specializes in the hot water and boiler equipment utilized at City Hall.

Mayor Wolfe and Councilor Vanhoutan clarified costs in relation to the maintenance contract.

Councilor Mergelman motioned to authorize the Interim City Manager to enter into a contract with MTECH Mechanical to provide preventive maintenance services for the City Hall heating system, as presented. Councilor Stone seconded. With the Councilmembers voting in favor of the motion, the motion carried.

5) COUNCIL REPORTS

a) City Council Reports

Councilor Mergelman participated in the City's Master Plan events, met with the city manager recruiter, and attended the Fremont County Fair.

Councilor Stone announced the upcoming Business After Hours event hosted by Mountain View Homes.

Councilor Vanhoutan encouraged citizens to complete the master plan survey on the City's official website.

Mayor Wolfe reported on Amrzie's golf tournament fundraiser for the RE-2 food bank program.

b) City Manager Reports

Interim City Manager Sean Humphrey thanked Staff for their hard work and support.

City Clerk Cortlyne Huppe updated the City Council on the 2025 coordinated election, including details on the nomination packets.

6) EXECUTIVE SESSION(S): IF NECESSARY

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.

Councilor Stiefel motioned to enter executive session at 6:57 p.m., 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.

Seconded by: Councilor Stone

7 Ayes

Motion Passed: 7 - 0

Attendees of the executive session were the City Council, the City Attorney, and Marsha Reed from Strategic Government Resource. The executive session adjourned at 8:00 p.m.

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, August 18, 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 8:01 p.m.

CITY OF FLORENCE, CO

BY: _____
Steve Wolfe, Mayor

RESPECTFULLY SUBMITTED: _____
Cortlyne Huppe, City Clerk