



TOWN COUNCIL WORK SESSION & MEETING
Zoom Webinar and Town Council Chamber
3 S. Timber Ridge Parkway, Severance, CO 80550

MINUTES
WORK SESSION & MEETING
Tuesday, March 28, 2023, at 6:00 PM

Present:

Mayor:

Matthew Fries

Mayor Pro-tem:

Dennis 'Zeke' Kane

Council Members:

Frank Baszler
Stephen Gagliardi
Michelle Duda
Dan Meyers
David Bruen

Absent:

Audience: NONE

Staff:

Nicholas Wharton, Town Manager
Lindsay Radcliff-Coombes, Deputy Town Manager
Abdul Barzak, Town Planner
Nancy Mueller CPA, Finance Director
Leah Vanarsdall, Town Clerk
Mary Lynn Macsalka, Town Attorney
Chris Messersmith, Town Engineer
Jim Gerdeman, Chief of Police

A. CALL TO ORDER WORK SESSION

The Goal of the Work Session is to have the Town Council receive information on topics of Town business from the Town Manager, Town Attorney and Town Staff in order to exchange ideas and opinions regarding these topics.

1. Pledge of Allegiance

2. Pg 4 - Legacy Farm

- Discussion
- Staff Presentation: Abdul Barzak, Town Planner

3. Pg 8 - Resolution 2023-XXR: Process for Community Grants

- Discussion
- Staff Presentation: Nicholas Wharton, Town Manager

B. CALL TO ORDER REGULAR MEETING

1. Roll Call

2. Agenda Review by Town Manager

3. Consent Calendar

The Consent Calendar is intended to allow the Town Council to spend time and energy on the important items and not routine actions. A Council Member may request an item on this calendar to be "pulled" off the Consent Calendar and considered separately as a regular agenda item. Items remaining on the Consent Calendar will be approved by Town Council with one vote.

MOTION WAS MADE BY Council Member Meyers, seconded by Council Member Bruen to Approve the Consent Calendar and adding Council Member Petitions to meeting minutes for March 14th, 2023.

YEAS: Fries, Gagliardi, Baszler, Kane, Meyers, Bruen

6

NAYS: Duda

1

MOTION PASSED

a. Pg 11 - 3.14.23 Minutes

b. Pg 16 - February Payables

c. Pg 21 - Resolution 2023-18R: A Resolution for the Town of Severance, Colorado, to appropriate transfers for Expenditure for the 2022 Capital Projects

- Legislative
- Staff Presentation: Nancy Mueller, Finance Director

d. Pg 24 - January Financial Statements

e. Pg 64 - February Financial Statements

4. Approval of Agenda

MOTION WAS MADE BY Council Member Kane, seconded by Council Member Duda to

Approve the Agenda. All Council Members present voting Yes,

MOTION PASSED

5. Public Comment

The purpose of the Public Comment is for members of the public to speak to the Town Council on any subject not scheduled on the agenda. To accomplish scheduled agenda items, comments should be limited to three minutes for those attending in person or an appropriate time as deemed by the Mayor. The Town Council is not obligated to make decisions or take action on comments but may choose to schedule the matter for a later discussion. Those addressing the Town Council, please state your name and address and sign-in.

NONE

6. Council Member Comments

7. Reports

Council approval may be sought for administrative actions in association with staff reports.

a. Pg 104 - Advisory Board Reports

Mayor requested Advisory Board Reports be continued to Tuesday, April 11, 2023 at 6:00 pm for in-person reports

b. Pg 106 - Town Attorney

c. Pg 108 - Town Staff

d. Pg 126 - Town Management

MOTION WAS MADE BY Council Member Kane, seconded by Council Member Duda to Approve a \$1000.00 donation to Severance High School for AfterProm. All Council Members present voting Yes,

MOTION PASSED

e. Council Members Liaisons

f. Mayor

C. PROCLAMATION

1. Pg 129 - Arbor Day Proclamation April 28, 2023

2. Pg 130 - School Library Month April 2023

D. TOWN COUNCIL

1. Pg 131 - Buffering/Open Space/Trails Requirements: Land Use Code (Discussion)

- Discussion
- Staff Presentation: Abdul Barzak, Town Planner

2. Pg 148 - Resolution 2023-04R: A Resolution of the Town Council of the Town of Severance, Colorado, Approving the Town of Severance Purchasing Policies and Procedures Manual

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager, Nancy Mueller, Finance Director

MOTION WAS MADE BY Council Member Baszler, seconded by Council Member Duda to Approve **Resolution 2023-04R: A Resolution of the Town Council of the Town of Severance, Colorado, Approving the Town of Severance Purchasing Policies and Procedures Manual** . All Council Members present voting Yes,

MOTION PASSED

3. Pg 166 - PUBLIC HEARING

Ordinance No. 2023-04: Granting a Non-Exclusive Cable System Franchise and Approving a Cable System Franchise Agreement Between the Town of Severance and Comcast of Colorado IX, LLC, for the Operation of a Cable System in the Town Pursuant to the Terms of Such Agreement

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

PUBLIC HEARING: Open: 7:25 pm Closed: 7:30 pm
No Public Comment

MOTION WAS MADE BY Council Member Meyers, seconded by Council Member Baszler to Adopt **Ordinance No. 2023-04: Granting a Non-Exclusive Cable System Franchise and Approving a Cable System Franchise Agreement Between the Town of Severance and Comcast of Colorado IX, LLC, for the Operation of a Cable System in the Town Pursuant to the Terms of Such Agreement.**

YEAS: Fries, Gagliardi, Baszler, Kane, Meyers, Bruen

6

NAYS: Duda

1

MOTION PASSED

4. Pg 245 - Town of Severance Emergency Management Plan

- Legislative
- Staff Presentation: Jim Gerdeman, Chief of Police

MOTION WAS MADE BY Council Member Baszler, seconded by Council Member Meyers to Adopt the Town of Severance Emergency Management Plan as presented. All Council Members present voting Yes,

MOTION PASSED

5. Pg 342 - Resolution 2023-19R: A Resolution of the Town council of the Town of Severance, Colorado, Providing of Additional Appropriations in Fiscal Year 2023 of Water Infrastructure Impact Fees for the Water Tank Project

- Legislative
- Staff Presentation: Nancy Mueller, Finance Director

MOTION WAS MADE BY Council Member Baszler, seconded by Council Member Duda to Approve **Resolution 2023-19R: A Resolution of the Town Council of the Town of Severance, Colorado, Providing of Additional Appropriations in Fiscal Year 2023 of Water Infrastructure Impact Fees for the Water Tank Project.** All Council Members present voting Yes,

MOTION PASSED

6. Pg 345 - Resolution 2023-20R: A Resolution of the Town Council of the Town of Severance, Colorado, Providing of Appropriations in Fiscal Year 2023 for Additional Fund Transfers and Appropriation of Additional Revenue

- Legislative
- Staff Presentation: Nancy Mueller, Finance Director

MOTION WAS MADE BY Council Member Baszler, seconded by Council Member Meyers to Approve **Resolution 2023-20R**: A Resolution of the Town Council of the Town of Severance, Colorado, Providing of Appropriations in Fiscal Year 2023 for Additional Fund Transfers and Appropriation of Additional Revenue. All Council Members present voting Yes,

MOTION PASSED

7. Pg 350 - Resolution 2023-21R: A Resolution of the Town Council of the Town of Severance, Colorado, approving an agreement between the Town of Severance and Coulson Excavating Company, Inc. regarding the Weld County Road 23/CO Highway 392 Intersection Improvements Project;

- Legislative
- Staff Presentation: Abdul Barzak, Town Planner

MOTION WAS MADE BY Council Member Duda, seconded by Council Member Kane to Approve **Resolution 2023-21R**: A Resolution of the Town Council of the Town of Severance, Colorado, approving an agreement between the Town of Severance and Coulson Excavating Company, Inc. regarding the Weld County Road 23/CO Highway 392 Intersection Improvements Project and to allow the Town Manager to Manage the Project and sign Agreement. All Council Members present voting Yes,

MOTION PASSED

8. Pg 359 - Resolution 2023-22R: A Resolution of the Town Council of the Town of Severance, Colorado, Providing for Additional Appropriations in Fiscal Year 2023 of the Department of Public Safety, Division of Criminal Justice Grant for Safe Parks

- Legislative
- Staff Presentation: Nancy Mueller, Finance Director

MOTION WAS MADE BY Council Member Duda, seconded by Council Member Baszler to Approve **Resolution 2023-22R**: A Resolution of the Town Council of the Town of Severance, Colorado, Providing for Additional Appropriations in Fiscal Year 2023 of the Department of Public Safety, Division of Criminal Justice Grant for Safe Parks. All Council Members present voting Yes,

MOTION PASSED

E. COUNCIL MEMBER PETITIONS

Council Members may ask for items to be added to future agendas.

Council Member Gagliardi would like the Council to research ideas/incentives/grant ideas to help spur commercial growth for a future Work Session.

F. ADJOURN

7:55 pm



ATTEST:

Leah Vanarsdall

Leah Vanarsdall, MMC, Town Clerk

TOWN OF SEVERANCE

Matthew Fries

Matthew Fries, Mayor