



CITIZEN ADVISORY BOARD MEETING
Zoom Webinar and Town Council Chamber
3 S. Timber Ridge Parkway, Severance, CO 80550

AGENDA
CITIZEN ADVISORY BOARD MEETING
Wednesday, September 6, 2023, at 6:00 PM

A. CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance
3. Approval of Agenda

B. REGULAR MEETING

1. **Onboarding Presentation**
 - Discussion
 - Staff Presentation: Nicholas Wharton, Town Manager
2. **Chair and Vice-Chair Selection**
 - Legislative
 - Staff Presentation: Nicholas Wharton, Town Manager
3. **Future Meeting Availability**
 - Legislative
 - Staff Presentation: Nicholas Wharton, Town Manager
4. **Criminal Mischief Reward Program**
 - Legislative
 - Staff Presentation: Nicholas Wharton, Town Manager
5. **Severance High School FFA Community Grant Request**
 - Legislative
 - Staff Presentation: Nicholas Wharton, Town Manager
6. **Citizen, Business, and Youth of the Year**
 - Legislative
 - Staff Presentation: Lindsay Radcliff, Deputy Town Manager

C. COMMUNICATIONS

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

1. Town Staff
2. Committee Members

D. ADJOURN

Citizen Advisory Board MEETING

Wednesday, September 6, 2023, 6:00 PM (MDT)

Registration URL

https://us02web.zoom.us/webinar/register/WN_MVhoLgSURjeRmH_U15jYYg

The Town of Severance does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in the provision of services. For disabled persons needing reasonable accommodation to attend or participate in a town service, program, public meeting, or activity, call 970-686-1218 at least 72 hours in advance. Disabled access is available from the front entrance of the Town Hall.



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Onboarding Presentation	Nicholas Wharton, Town Manager	Nicholas J. Wharton, MPA, ICMA-CM
ACTION REQUESTED		
No actions required.		<u>Presentation Discussion</u>
BRIEF SUMMARY		
Town Management asks that the Citizen Advisory Board (CAB) review the onboarding materials provided at the meeting and contact them with any questions.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
None at this time.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: None		



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Chair and Vice-Chair Selection	Nicholas Wharton, Town Manager	Nicholas J. Wharton, MPA, ICMA-CM
ACTION REQUESTED		
Management asks the Citizen Advisory Board to discuss the Chair and Vice-Chair appointments and take action. • Actions that may be taken: ○ Move to appoint a Chair for a one-year term ○ Move to appoint a Vice-Chair for a one-year term		<u>Discussion</u> <u>Action Requested</u>
BRIEF SUMMARY		
Per Chapter 2, Article 5, Section 2-5-60 of the Severance Municipal Code: The membership of the CAB shall annually elect a Chair and Vice Chair, who shall serve as the Officers of the CAB. However, no council member shall be eligible to serve as an Officer of CAB. In the absence of both the Chair and Vice Chair, any member of the Citizen Advisory Board may conduct the meeting.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Management recommends that the Citizen Advisory Board (CAB) take action and move to appoint a Chair and Vice-Chair for a one-year term.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: None		



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Future Meeting Availability	Nicholas Wharton, Town Manager	Nicholas J. Wharton, MPA, ICMA-CM
ACTION REQUESTED		
Management recommends that the Citizen Advisory Board discuss and take action on selecting the day and time for their meetings through the end of 2024. • Actions that may be taken: ○ Move to change the day and time of the Citizen Advisory Board Meetings ○ Take no Action (Meetings will remain on the first Wednesday of each month at 6 p.m.)		<u>Discussion</u> <u>Action Requested</u>
BRIEF SUMMARY		
Town Management has set up the first meeting of the Citizen Advisory Board (CAB) on Wednesday, September 6th, at 6 p.m. CAB now has the choice to either keep these meetings scheduled for the first Wednesday of each month at 6 p.m. or change their meeting day and time.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Management recommends that the Citizen Advisory Board select a day and time for their meetings through the end of 2024.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: None		



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Criminal Mischief Reward Program	Nicholas Wharton, Town Manager	Nicholas J. Wharton, MPA, ICMA-CM
ACTION REQUESTED		
Management recommends that the Citizen Advisory Board discuss and take action on the proposed Criminal Mischief Reward Program. • Actions that may be taken: ○ Make a recommendation to approve the Criminal Mischief Reward Program ○ Make a recommendation to approve the Criminal Mischief Reward Program with Alterations ○ Take no Action		<u>Presentation</u> <u>Action Requested</u> <u>Discussion</u>
BRIEF SUMMARY		
The Criminal Mischief Reward Program is a Council Petition by Mayor Matthew Fries to initiate a program to help stop criminal mischief in our Town. The details of the program are laid out in the attached policy. The program's overall goal will allow The Town of Severance to offer a reward of up to one thousand dollars (\$1,000.00) for information leading to the arrest and conviction of any person(s) committing vandalism against Town property.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Management recommends that the Citizen Advisory Board (CAB) forward a recommendation of approval to the Town Council for the Criminal Mischief Reward Program.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. Town of Severance Criminal Mischief Reward Policy		



Town of Severance Criminal Mischief Reward Policy

The Town of Severance will offer a reward of up to one thousand dollars (\$1,000.00) for information leading to the arrest and conviction of any person(s) committing vandalism against Town property, not to exceed one (1) reward of one thousand dollars (\$1,000.00) per violation.

The Town's Chief of Police shall determine the exact award amount. In the event of multiple information contributors, the Town shall divide the reward amount as it deems appropriate by the Chief of Police. For the purposes of this section, diversion of the offending violator to a community service program or a plea bargain for a lesser offense shall constitute a conviction.

Claims for rewards under this section shall be filed, processed, and paid in accordance with procedures established by the Town Management. Claims for rewards under this section shall be filed, in writing, with the Severance Police Department. Each claim shall:

1. Identify the date, location, and kind of property damaged or destroyed,
2. Identify the law enforcement agency that filed a report and the date it was filed,
3. Identify by name the person who was convicted, and
4. Identify the court and the date upon which the conviction occurred.

No claim for a reward shall be allowed by the Town Council unless the Town investigates and verifies the claim's accuracy and determines that this section's requirements have been satisfied. The investigation must determine that the claimant's information was relevant and directly responsible for the arrest and conviction of the suspect.

Any criminal activity, including vandalism, on Town property will be subject to prosecution and a trespass order for a minimum 12-month period from all recreational facilities. The vandalism reward policy shall not apply to incidents of vandalism against private personal property or incidents of vandalism that are perpetrated outside the boundaries of the Town of Severance.



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Severance High School FFA Community Grant Request	Nicholas Wharton, Town Manager	Nicholas J. Wharton, MPA, ICMA-CM
ACTION REQUESTED		
Management recommends that the Citizen Advisory Board discuss and take action on the grant request for the Severance High School FFA Program. • Actions that may be taken: ○ Make a recommendation to approve the grant request for the Severance High School FFA Program ○ Take no Action		<u>Presentation Discussion Action Requested</u>
BRIEF SUMMARY		
From the Community Grant Request Form: <i>As Severance FFA's membership grows we want to offer opportunities for students to attend leadership conferences, expand their knowledge of agriculture and connect with industry and community.</i>		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
Management recommends that the Citizen Advisory Board (CAB) forward a recommendation of approval to the Town Council for the grant request of \$1500 for the Severance High School FFA Program.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. Severance FFA Dotion Request		



COMMUNITY GRANT REQUEST FORM

Requesting Organization: Severance High School FFA
Contact Name: Brooke Larson, Toni Gross Phone: (970) 833-7100 ext 3822
Mailing Address: 1200 Hidden Valley Pkwy
City: Severance State: CO Zip: 80550

Please describe how the grant, if awarded, would be used and how this use relates to any of the Award Criteria in the Town's Grants to Community Organizations Policy:

As Severance FFA's membership grows we want to offer opportunities for students to attend leadership conferences, expand their knowledge of agriculture and connect with industry and community.

Amount Requested: \$1500.00

Has the Town of Severance contributed to the Requesting Organization in the past? ☐ No ☒ Yes

If yes, what amount(s) and when? \$1500.00 November 17th 2022

Please attach a detailed accounting of how the funds were used and describe how the funds benefitted the community:

Travel and lodging to competitive FFA events, National and state convention, Denver stock show, and much more. This benefitted the community by exposing students of Severance to many leadership activities.



Please list your organization's top five funding sources (corporate, government, and individual contributions) and the amounts received from these sources in each of the last two complete fiscal years for your organization:

Organization	Amount Received
Town of Severance	\$ 1500.00
Frye Sisters Livestock	\$ 1500.00
Wolf Creek Dairy	\$ 1200.00
Ambrosek Family	\$ 950.00
TCC Corporation	\$ 750.00

Does the IRS classify the Requesting Organization as a 501(c)3 organization? ☒ No ☐ Yes ☐ n/a

Please attach the following information:

1. Most recent year's actual income and expenses for the organization and for the specific event or project for which the funds will be used.
2. Most recent budget for the organization and for the specific event or project for which the funds will be used.
3. Names and addresses of all board members, including designated officers.
4. Any other documents that will support the application.

The undersigned hereby certifies that a) the information in this application and supporting documents are correct to the best of his/her knowledge, and b) the Internal Revenue Service 501(c)3 determination, if applicable, has not been revoked, canceled, or modified; and c) funds will be used for the projects outlined in this Donation Request Form.


Signature


Date

Along with this application, please include a brief description of the Requesting Organization (including its mission & leadership) and any other information relevant to this request.

For Management Use Only

Amount Requested: _____

☐ 1st Time Request ☐ Annual Request

Date Filed: _____

☐ Approved ☐ Denied



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Citizen, Business, and Youth of the Year	Lindsay Radcliff, Deputy Town Manager	Lindsay Radcliff-Coombes, SHRM-CP
ACTION REQUESTED		
No action is requested at this time.		<u>Presentation Discussion</u>
BRIEF SUMMARY		
Staff will continue to request submissions for the Citizen, Business, and Youth of the Year through November. These submissions will then be presented to the Citizen Advisory Board for selection in late November or early December and then presented to the community at the Annual Town Christmas event on December 9th. Below are the descriptions for each of the categories. <u>Citizen of the Year</u>: The individual who best exemplifies the citizen/mentor of the year is one who sustainably and regularly contributes to the community through TOWN PRIDE. This individual should not work in an official capacity with or for the town. Nomination exclusions include town employees and town council/board members. <u>Youth of the Year</u>: This young individual (18 & under) who best exemplifies the youth of the Year is active in and contributes to the community by carrying out TOWN PRIDE in and for the community. <u>Business of the Year</u>: The business that best exemplifies the business of the year contributes to the community through the dedication to residents and visitors of the community. This business goes above and beyond through activities that align with TOWN PRIDE in and for the community.		
PUBLIC SUPPORT/CONCERN		
None at this time.		
ANALYSIS AND RECOMMENDATION		
No recommendation is being presented at this time.		
MATERIALS SUBMITTED		
The following materials were submitted and included in this packet: 1. YEAR AWARDS		

Bringing Community Together

CITIZEN OF THE YEAR

BUSINESS OF THE YEAR

YOUTH OF THE YEAR



WE ARE STILL
ACCEPTING
NOMINATIONS!!

