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

AGENDA
TOWN COUNCIL WORK SESSION & MEETING
Tuesday, September 12, 2023, at 6:00 PM

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 - Printed Communications**
   - 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.

   a. **Pg 5 - 8.22.23 Minutes**

   b. **Pg 9 - Resolution 2023-36R: A Resolution of the Town Council of the Town of Severance, Colorado, Cancelling the November 7, 2023, Town of Severance Regular Municipal Election and Declaring the Offices of Mayor and Councilors Elected**

4. **Approval of Agenda**

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.

6. **Council Member Comments**

7. **Pg - Reports**

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

   a. Town Attorney
   b. Town Staff
   c. Town Management
   d. Council Members Liaisons
   e. Mayor

C. PROCLAMATION

1. **Pg 12 - National Preparedness Month Proclamation**

D. TOWN COUNCIL

1. **Pg 13 - Resolution 2023-37R: A Resolution of the Town council of the Town of Severance, Colorado, finding Substantial Compliance of an Annexation Petition for Certain Property located in Weld County, Colorado and Setting a Public Hearing on the Petition in Accordance with the Municipal Annexation Act of 1965**
   - Quasi-Judicial
   - Staff Presentation: Shani Porter, Town Planner

2. **Pg 20 - Ordinance 2023-11: An Ordinance of the Town Council of the Town of Severance, Colorado, Amending Article 8 of the Severance Municipal Code pertaining to the Citizen Advisory Board for the Town of Severance, Colorado**
   - Legislative
   - Staff Presentation: Nicholas Wharton, Town Manager

3. **Pg 28 - Resolution 2023-38R: A Resolution by the Town Council of Severance, Colorado, Approving a Town-Issued Credit Card Policy for the Mayor**
   - Legislative
   - Staff Presentation: Nicholas Wharton, Town Manager

4. **Pg 31 - Resolution 2023-39R: A Resolution by the Town Council of Severance, Colorado, Approving A Reimbursement Policy for the Town Council**
   - Legislative
   - Staff Presentation: Nicholas Wharton, Town Manager

5. **Pg 35 - Ordinance 2023-12: An Ordinance of the Town Council of the Town of Severance, Colorado, Setting Compensation and Authorizing Participation in Benefits for the Mayor and Town Council**
   - Legislative
   - Staff Presentation: Nicholas Wharton, Town Manager

E. COUNCIL MEMBER PETITIONS

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

F. ADJOURN

Town Council MEETING

Tuesday, September 12, 2023, 6:00 PM (MDT)

Registration URL
https://us02web.zoom.us/webinar/register/WN_GSL5tq02RNOARXxagWeWpA

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
Pg 4 - Printed Communications	Nicholas Wharton, Town Manager	Council Member Dave Bruen

ACTION REQUESTED	
Town Management asks the Town Council to discuss the proposal for increased printed communications and direct any further actions they deem necessary.	**Presentation Discussion**

BRIEF SUMMARY

As requested during council member petitions, Town Management has scheduled a work session to discuss a proposal for increased printed communications in 2024.

PUBLIC SUPPORT/CONCERN

None at this time.

ANALYSIS AND RECOMMENDATION

Town Management asks the Town Council to discuss the proposal for increased printed communications in 2024 and direct any further actions they deem necessary.

MATERIALS SUBMITTED

The following materials were submitted and included in this packet:
None

TOWN COUNCIL MEETING
Zoom Webinar and/or Town Council Chamber
3 S. Timber Ridge Parkway, Severance, CO 80550

MINUTES
MEETING
Tuesday, August 22, 2023, at 6:00 PM

Present:

Mayor:	Matthew Fries
Mayor Pro-tem:	Dennis 'Zeke' Kane
Council Members:	Frank Baszler David Bruen Michelle Duda Dan Meyers Stephen Gagliardi

Absent: Michelle Duda

Audience: Josh Green, Moises Marquez, Veronica DeLaTorre, Colin McManus, Tad Borrett, Karen Hessler, Craig Joseph, Marissa Riopelle, Richard Vandenberg, & Ashley Jacobson

Staff:

Nicholas Wharton, Town Manager
Lindsay Radcliff-Coombes, Deputy Town Manager
Leah Vanarsdall, Town Clerk
Keith Martin, Town Attorney
Bill Cornelius, Community Development Director
Shani Porter, Town Planner
Chris Messersmith, Town Engineer
Jim Gerdeman, Chief of Police
Lance Hoisington, Sgt
Brayden Pedersen, Management Anaylst

A. CALL TO ORDER REGULAR MEETING

1. Pledge of Allegiance

2. **Roll Call**

3. **Agenda Review by Town Manager**

4. **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 Baszler to Approve the Consent Calendar. All Council Members present voting Yes,

MOTION PASSED

a. **Pg 4 - 8.08.23 Minutes**

b. **Pg 8 - Resolution 2023-32R: A Resolution of the Town council of the Town of Severance, Colorado, providing of additional Appropriations in Fiscal Year 2023 for Unanticipated Revenues and Expenditures and to Modify Fund Balances pertaining to same - Wastewater Plan Investment**

c. **Pg 11 - Resolution 2023-33R: A Resolution of the Town Council of the Town of Severance, Colorado , providing of additional Appropriations in Fiscal Year 2023 for Unanticipated Revenues and Expenditures and to Modify Fund Balances pertaining to same- Water Share Purchase**

d. **Pg 13 - July 2023 Payables Report**

e. **Pg 18 - July 2023 Interim Financial Statements**

5. **Approval of Agenda**

MOTION WAS MADE BY Council Member Meyers, seconded by Council Member Baszler to Approve the Agenda as presented. All Council Members present voting Yes,

MOTION PASSED

6. **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

7. **Council Member Comments**

Council Member Meyers asked for a moment of silence
Council Members Meyers, Bruen & Baszler commented on a JOB WELL DONE by Staff and Public Works for Severance Days.

8. **Pg - 67 Reports**

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

a. Town Attorney

b. Town Staff

c. Town Management

d. Council Members Liaisons

e. Mayor

B. TOWN COUNCIL

1. **Pg 86 - Citizens Advisory Board Interviews and Appointments**
   - Legislative
   - Staff Presentation: Nicholas Wharton, Town Manager

   Citizens Appointed: Green, Hessler, Vandenberg & Borrett
   MOTION WAS MADE BY Council Member Baszler, seconded by Mayor Pro-tem Kane to amend Ordinance 2023-07 to seven Citizens and remove the Council Member as an advisory position and appoint the three additional appointees: McManus, Riopelle and Jacobson. All Council Members present voting Yes,

   MOTION PASSED

2. **Pg 131 - Tree Board Alternate Interview and Appoinment**
   - Legislative
   - Staff Presentation: Nicholas Wharton, Town Manager

   Applicant does not appear, this item tabled for republication

3. **Pg 136 - Home Based Business - 433 3rd St**
   - Legislative
   - Staff Presentation: Bill Cornelius, Community Development Director

   MOTION WAS MADE BY Council Member Gagliardi, seconded by Council Member Baszler to Approve the Home Based Business - 433 3rd St as presented. All Council Members present voting Yes,

   MOTION PASSED

4. **Pg 150 - Town Council Liaison Appointments**
   - Legislative
   - Staff Presentation: Nicholas Wharton, Town Manager

MOTION WAS MADE BY Council Member Meyers, seconded by Council Member Bruen to appoint Mayor Pro-tem Kane to the NWCWD as Town Council Liaison. All Council Members present voting Yes,

MOTION PASSED

5. **Pg 151 - Resolution 2023-34R: A Resolution of the Town Council of the Town of Severance, Colorado, providing of additional Appropriations in Fiscal Year 2023 for Unanticipated Expenditures and to modify Fund Balances pertaining to the same-ERP Software**

   • Legislative
   • Staff Presentation: Nancy Mueller, Finance Director

   MOTION WAS MADE BY Council Member Meyers, seconded by Council Member Baszler to Approve **Resolution 2023-34R**: A Resolution of the Town Council of the Town of Severance, Colorado, providing of additional Appropriations in Fiscal Year 2023 for Unanticipated Expenditures and to modify Fund Balances pertaining to the same-ERP Software. All Council Members present voting Yes,

   MOTION PASSED

6. **Pg 157 - Resolution 2023-35R: A Resolution of the Town Council of the Town of Severance, Colorado, Providing of Additional Appropriations and Deappropriations in Fiscal Year 2023 for Unanticipated Revenues and Expenditures and Changes to Modify Fund Balances Pertaining to Income - Capital Projects**

   • Legislative
   • Staff Presentation: Nancy Mueller, Finance Director

   MOTION WAS MADE BY Council Member Baszler, seconded by Council Member Bruen to Approve **Resolution 2023-35R**: A Resolution of the Town Council of the Town of Severance, Colorado, Providing of Additional Appropriations and Deappropriations in Fiscal Year 2023 for Unanticipated Revenues and Expenditures and Changes to Modify Fund Balances Pertaining to Income - Capital Projects .

   YEAS: Gagliardi, Fries, Meyers, Bruen, Baszler **5**
   NAYS: Not Present-Kane **1**

   MOTION PASSED

C. COUNCIL MEMBER PETITIONS

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

D. ADJOURN

8:13 pm

AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 9 - **Resolution 2023-36R**: A Resolution of the Town Council of the Town of Severance, Colorado, Cancelling the November 7, 2023, Town of Severance Regular Municipal Election and Declaring the Offices of Mayor and Councilors Elected	Leah Vanarsdall, Town Clerk	Leah Vanarsdall, Town Clerk

ACTION REQUESTED

The Town Clerk's Office and Management ask that the Town Council review, discuss, and take action on **Resolution 2023-36R**: A Resolution of the Town Council of the Town of Severance, Colorado, canceling the November 7, 2023, Town of Severance Regular Municipal Election and Declaring the Offices of Mayor and Councilors Elected.

1. Move to Approve Resolution 2023-36R as presented on the Consent Agenda
2. Remove Resolution 2023-36R from the Consent Agenda to discuss changes

Resolution
Attorney Approved
Action Requested

BRIEF SUMMARY

The deadline for filing Nomination Petitions was August 28, 2023. The deadline for an affidavit of intent for write-in candidates was September 5, 2023.

Pursuant to Section 2-1-20 and 2-1-30 of the Severance Municipal Code, and pursuant to CRS 31-10-507, the Town Council can instruct the Town Clerk by Resolution to cancel an election and declare the candidates elected when the only matter before the voters is the election of persons to office and, if at the close of business on the deadline for filing affidavits of intent for write-in candidates, there are not more candidates than offices to be filed at such election.

PUBLIC SUPPORT/CONCERN

Canceling the election prior to ballot printing will save about $30,000.00

ANALYSIS AND RECOMMENDATION

The Town Clerk's Office asks that the Severance Town Council take action and approve **Resolution 2023-36R:** Canceling the Regular Election for November 7, 2023.

MATERIALS SUBMITTED

The following materials were submitted and included in this packet:
1. Resolution 2023-36R - Cancelling Nov 2023 Election 9.12.23

TOWN OF SEVERANCE
RESOLUTION NO. 2023-36R

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO, CANCELLING THE NOVEMBER 7, 2023 TOWN OF SEVERANCE REGULAR MUNICIPAL ELECTION AND DECLARING THE OFFICES OF MAYOR AND COUNCILORS ELECTED

WHEREAS, the Town Clerk has been duly authorized by the Town Council to cancel and declare candidates elected at the close of business on the sixty-fourth day before the election to be conducted on November 7, 2023; and

WHEREAS, the Town Council for the Town of Severance (the "Town Council") consists of one (1) Mayor and six (6) Councilor; and

WHEREAS, an election has been scheduled for November 7, 2023, to fill the Mayoral seat and three (3) Councilor seats; and

WHEREAS, the deadline for filing nomination petitions was August 28, 2023; and

WHEREAS, the deadline for filling affidavits of intent for write-in candidates was September 5, 2023; and

WHEREAS, only one (1) candidate for Mayor submitted the appropriate petition to be included on the November 7, 2023, ballot (the "Ballot"), which petition has been found to be in substantial compliance with the Colorado Municipal Election Code; and

WHEREAS, only three (3) candidates for Councilor submitted the appropriate petitions and paperwork to be included on the Ballot, which petitions have been found to be in substantial compliance with the Colorado Municipal Election Code; and

WHEREAS, no qualified individual has submitted an affidavit of intent to be a write-in candidate on the Ballot; and

WHEREAS, pursuant to Sections 2-1-20 and 2-1-30 of the Severance Municipal Code, and pursuant to C.R.S. § 31-10- 507, the Town Council can instruct the Town Clerk by resolution to cancel an election and declare the candidates elected when the only matter before the voters is the election of persons to office and, if at the close of business on the deadline for filing affidavits of intent for write-in candidates, there are not more candidates than offices to be filled at such election; and

WHEREAS, the Town Council desires to cancel the November 7, 2023 election.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SEVERANCE COLORADO:

Section 1. The Town Clerk is directed to cancel the November 7, 2023 regular municipal election for the Town of Severance.

Section 2. The following individuals are declared elected to the respective offices for the terms indicated in the Severance Home Rule Charter:

a. Matthew Fries Mayor

b. Dan Meyers Councilor

c. Brittany Vandermark Councilor

d. D. Craig Joseph Councilor

Section 3. The Town Clerk is hereby directed to publish notice of said cancellation in the Greeley Tribune and to post the notice at the designated polling place and at least one other public place within the Town to inform the electors of the Town of the cancellation.

RESOLVED AND APPROVED this 12th, of September, 2023.

TOWN OF SEVERANCE

BY:_____
Matthew Fries, Mayor

ATTEST:

_____
Leah Vanarsdall, Town Clerk

PROCLAMATION
NATIONAL PREPAREDNESS MONTH
SEPTEMBER 2023

WHEREAS, no two emergencies may be the same, but preparedness is a common denominator that can keep people safe and allow them to protect themselves, their families, their pets and their property; and

WHEREAS, National Preparedness Month is part of a national effort to encourage residents to set aside time in September to establish or update evacuation plans and create preparedness kits, which can keep people comfortable for up to 72 hours following an emergency; and

WHEREAS, while it's important all for residents to take part in National Preparedness Month, we join ready.gov in its initiative to stress the importance of emergency planning among older adults. Much of this preparation centers around knowledge of common disasters, identifying where emergency shelters are in a community and taking advantage of tools like weather radios or signing up for CodeRED to stay situationally aware; and

WHEREAS, we encourage residents to check out the many resources available to them to help make the seemingly large task of preparedness more achievable. Preparedness tips can be found at www.ready.gov, www.weldoem.com or by viewing our 12 Months of Emergency Preparedness Tips flyers at www.weld.gov/go/pio.

NOW, THEREFORE, BE IT PROCLAIMED, by the Town of Severance Town Council that September 2023 be known as National Preparedness Month. Emergencies are disruptive and can happen at any time. However, preparedness can enable residents to have peace of mind in times of uncertainty, which can help create a more resilient county overall.

TOWN OF SEVERANCE

_____

Matthew Fries, Mayor

ATTEST:

By: _____
Leah Vanarsdall, Town Clerk

AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 13 - **Resolution 2023-37R**: A Resolution of the Town council of the Town of Severance, Colorado, finding Substantial Compliance of an Annexation Petition for Certain Property located in Weld County, Colorado and Setting a Public Hearing on the Petition in Accordance with the Municipal Annexation Act of 1965	Shani Porter, Town Planner	Shani Porter, Town Planner

ACTION REQUESTED

Community Development requests that the Severance Town Council review, discuss and take action on Resolution 2023-37R

Actions that may be taken:

1. Approve **Resolution 2023-37R**- finding substantial compliance of an annexation petition regarding the proposed Self Storage Annexation application.
2. Take no action.

Resolution
Action Requested
Attorney Approved

BRIEF SUMMARY

Severance Land LLC has petitioned the Town to annex an approximately 6.42 acre parcel located near the intersection of West 4th Avenue and 3rd Street in order to develop an extension of Severance Storage.

PUBLIC SUPPORT/CONCERN

None at this time

ANALYSIS AND RECOMMENDATION

Town Staff recommends that the Town Council review, discuss and approve **Resolution 2023-37R** making certain findings of fact favaorable to Severance Self Storage Annexation application.

MATERIALS SUBMITTED

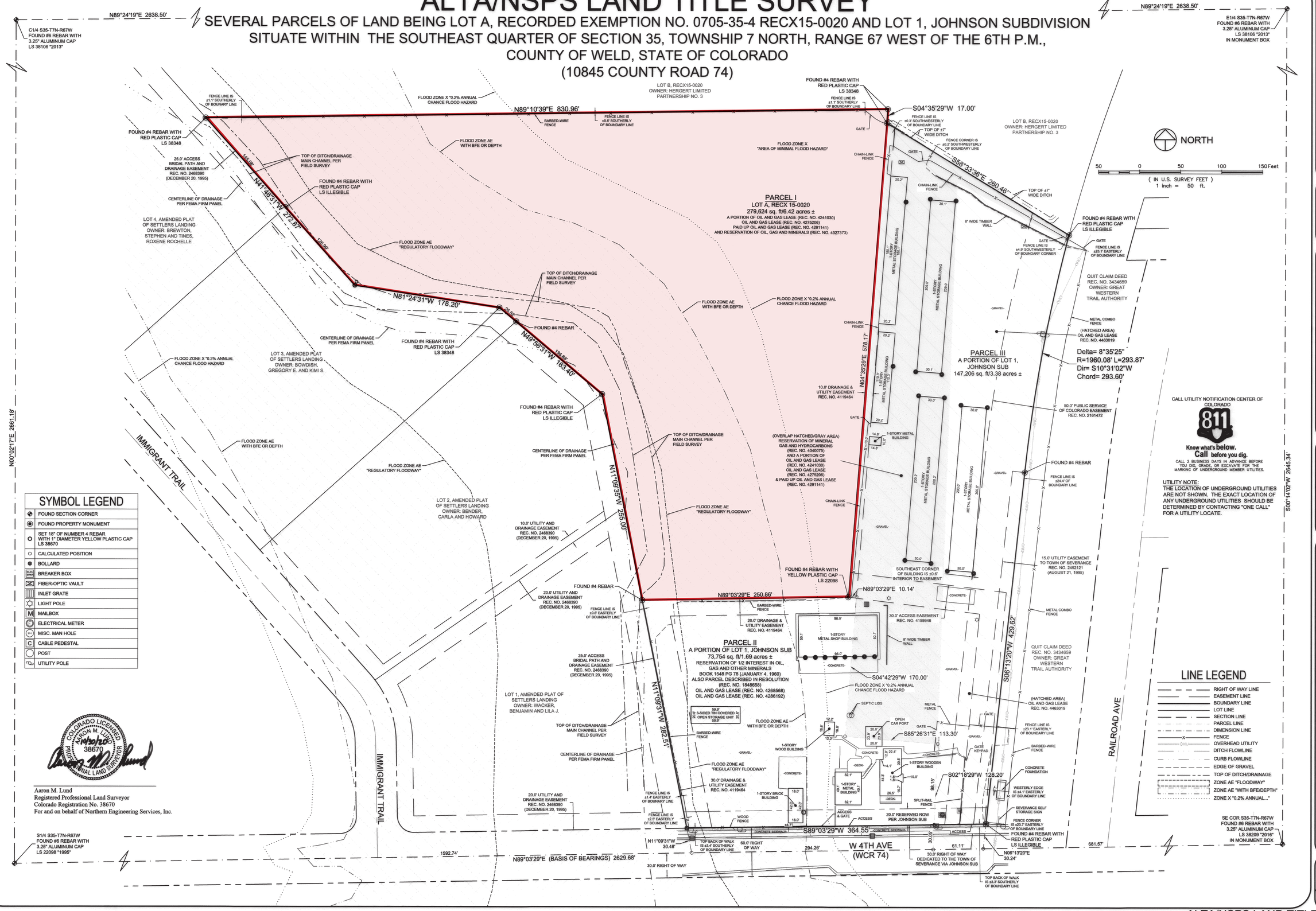
The following materials were submitted and included in this packet:

1. Severance Storage Exhibit A
2. 2023-37R- Severance Storage Annexation Petition Substantial Compliance

ALTA/NSPS LAND TITLE SURVEY

SEVERAL PARCELS OF LAND BEING LOT A, RECORDED EXEMPTION NO. 0705-35-4 RECX15-0020 AND LOT 1, JOHNSON SUBDIVISION SITUATE WITHIN THE SOUTHEAST QUARTER OF SECTION 35, TOWNSHIP 7 NORTH, RANGE 67 WEST OF THE 6TH P.M., COUNTY OF WELD, STATE OF COLORADO

(10845 COUNTY ROAD 74)



SYMBOL LEGEND	
◆	FOUND SECTION CORNER
◉	FOUND PROPERTY MONUMENT
○	SET 18" OF NUMBER 4 REBAR WITH 1" DIAMETER YELLOW PLASTIC CAP LS 38670
○	CALCULATED POSITION
●	BOLLARD
BKR BOX	BREAKER BOX
FOC	FIBER-OPTIC VAULT
	INLET GRATE
	LIGHT POLE
M	MAILBOX
	ELECTRICAL METER
MH	MISC. MAN HOLE
C	CABLE PEDESTAL
	POST
O	UTILITY POLE

LINE LEGEND	
	RIGHT OF WAY LINE
	EASEMENT LINE
	BOUNDARY LINE
	LOT LINE
	SECTION LINE
	PARCEL LINE
	DIMENSION LINE
X	FENCE
OHU	OVERHEAD UTILITY
	DITCH FLOWLINE
	CURB FLOWLINE
	EDGE OF GRAVEL
	TOP OF DITCH/DRAINAGE
	ZONE AE "FLOODWAY"
	ZONE AE "WITH BFE/DEPTH"
	ZONE X "0.2% ANNUAL..."

COLORADO LICENSED AARON M. LUND 10/30/20 38670 PROFESSIONAL LAND SURVEYOR

Aaron M. Lund
Registered Professional Land Surveyor
Colorado Registration No. 38670
For and on behalf of Northern Engineering Services, Inc.

CALL UTILITY NOTIFICATION CENTER OF COLORADO
811 Know what's below. Call before you dig.
CALL 2 BUSINESS DAYS IN ADVANCE BEFORE YOU DIG, GRADE, OR EXCAVATE FOR THE MARKING OF UNDERGROUND MEMBER UTILITIES.

UTILITY NOTE:
THE LOCATION OF UNDERGROUND UTILITIES ARE NOT SHOWN. THE EXACT LOCATION OF ANY UNDERGROUND UTILITIES SHOULD BE DETERMINED BY CONTACTING "ONE CALL" FOR A UTILITY LOCATE.

NOTICE:
According to Colorado law you must commence any legal action based upon any defect in this survey within three years after you discover such defect. In no event may any action based upon any defect in this survey be commenced more than ten years after the date of the certificate shown hereon.

SECTION: 35
TOWNSHIP: 7 N
RANGE: 67 W of the 6th PM

NORTHERN ENGINEERING
FORT COLLINS: 301 North Howes Street, Suite 100, 80521
GREELEY: 820 8th Street, 80631
970.221.4158
northernengineering.com

DATE: 10/30/2020
SCALE: 1" = 50'
REVIEWED BY: A. Lund
PROJECT: 1786-001
CLIENT:
DRAWN BY: A. Lund

ALTA/NSPS LAND TITLE SURVEY
SEVERAL PARCELS IN SE 1/4S35-T7N-R67W
10845 WCR 74, WELD COUNTY, COLORADO

Sheet 2 Of 2 Sheets

TOWN OF SEVERANCE
RESOLUTION NO. 2023-37R

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO, FINDING SUBSTANTIAL COMPLIANCE OF AN ANNEXATION PETITION FOR CERTAIN PROPERTY LOCATED IN WELD COUNTY, COLORADO AND SETTING A PUBLIC HEARING ON THE PETITION IN ACCORDANCE WITH THE MUNICIPAL ANNEXATION ACT OF 1965

WHEREAS, a written petition requesting the annexation of certain real property described below, to be known as the Severance Storage Annexation (the "Petition"), has been filed with the Town Clerk; and

WHEREAS, the Petition has been referred to the Town Council for the Town of Severance, for a determination of substantial compliance with the requirements of C.R.S. § 31-12-107(1); and

WHEREAS, the Town Council has been advised by the staff, and has taken official notice of all maps, records, and other information and materials on file with the Town of Severance, Colorado, regarding the Petition.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SEVERANCE COLORADO:

Section 1. The Petition for Annexation of the real property described and shown in Exhibit A, attached hereto and incorporated herein by this reference, to be known as the Severance Storage Annexation, is determined to be in substantial compliance with C.R.S. § 31-12-107(1).

Section 2. The Town Council of the Town of Severance, Colorado shall hold a public hearing on the proposed annexation on September 12, 2023 at 7:00 P.M., or as soon as thereafter possible, at Severance Town Hall, 3 S. Timber Ridge Parkway, Severance, Colorado 80550, to determine if the proposed annexation complies with Section 30 of Article II of the Colorado Constitution and C.R.S. §§ 31-12-104 and -105, or such parts thereof, as may be required to establish eligibility for annexation.

Section 3. The Town Clerk shall publish a Notice of Public Hearing, in substantially the form attached as Exhibit B, once a week for four successive weeks in a newspaper of general circulation in the area proposed to be annexed, with the first publication of such notice to be at least thirty days prior to the date of the hearing. The Town Clerk shall further provide notice to the Clerk of the Board of County Commissioners of Weld County, the Weld County Attorney, and to any special district or school district having territory within the area proposed to be annexed, in the manner and within the time provided in C.R.S. § 31-12-108(2).

RESOLVED AND APPROVED this 12th, of September 2023.

TOWN OF SEVERANCE

BY:_____
Matthew Fries, Mayor

ATTEST:

_____
Leah Vanarsdall, Town Clerk

Exhibit A

SEVERANCE STORAGE ANNEXATION
LEGAL DESCRIPTION

SEVERANCE STORAGE LEGAL DESCRIPTION

The Land referred to herein below is situated in the County of Weld, State of Colorado, and is described as follows:

PARCEL 1: Lot A of Recorded Exemption No. 0705-35-4 RECX15-0020, recorded December 2, 2015, at Reception No 4162466, being a part of the Southeast 1/4 of Section 35, Township 7 North, Range 67 West of the 6th P.M., County of Weld, State of Colorado.

PARCEL 2: Lot 1, Johnson Subdivision, County of Weld, State of Colorado; Excepting therefrom a parcel of land located in the SE 1/4 of Section 35, Township 7 North, Range 67 West of the 6th P.M., Weld County, Colorado, being more particularly described as follows: Beginning at the South quarter corner of said Section 35 and considering the South line of said SE 1/4 as bearing N 90°00'00" E, with all other bearings contained herein relative thereto; thence N 90°00'00" E, along the South line, 1592.74 feet to the True Point of Beginning, thence N 10°13'00" W, 312.99 feet; thence S 90°00'00" E, 261.00 feet; thence S 05°39'00" W, 170.00 feet; thence S 84°30'00" E, 113.30 feet thence S 03°15'00" W, 128.20 feet to a point on said South line; thence S 90°00'00" W, along said South line 294.26 feet to the True Point of Beginning, County of Weld, State of Colorado.

PARCEL 3: Lot 1, Johnson Subdivision, County of Weld, State of Colorado; Being a parcel of land located in the SE 1/4 of Section 35, Township 7 North, Range 67 West of the 6th P.M. described in Deed dated October 30, 1991 and recorded November 4, 1991 at Reception No. 2268212 of the records of the Weld County Clerk & Recorder, being more particularly described as follows: Beginning at the South quarter corner of said Section 35 and considering the South line of said SE 1/4 as bearing N 90°00'00" E, with all other bearings contained herein relative thereto; thence N 90°00'00" E, along the South line, 1592.74 feet to the True Point of Beginning, thence N 10°13'00" W, 312.99 feet; thence S 90°00'00" E, 261.00 feet; thence S 05°39'00" W, 170.00 feet; thence S 84°30'00" E, 113.30 feet thence S 03°15'00" W, 128.20 feet to a point on said South line; thence S 90°00'00" W, along said South line 294.26 feet to the True Point of Beginning, County of Weld, State of Colorado

EXHIBIT B

TOWN OF SEVERANCE, COLORADO
NOTICE OF PUBLIC HEARING

Notice is hereby given that the Planning Commission of the Town of Severance will hold a review, as a regular agenda item at a public meeting, commencing at 6:00 p.m., or as soon as thereafter as the matter may be called, on October 18th, 2023, at the Town of Severance Town Hall, Council Chambers, 3 S. Timber Ridge Parkway, Severance, Colorado 80550. The purpose of the review is to make a recommendation to the Town Council regarding a request by Severance Land, LLC to determine whether certain real property for which a petition for annexation to the Town of Severance has been filed with the Town, to be known as the Severance Storage Annexation, meets the applicable requirements of Section 30 Article II of the Colorado Constitution and Sections 31-12-104 and 31-12-105 of the statutes of the State of Colorado and is eligible for annexation to the Town.

The Planning Commission's review shall be conducted in-person and by electronic means (see the link below to participate in the meeting on your computer). All submitted materials and instructions for participation will be posted at https://www.townofseverance.org, and available upon appointment at Severance Town Hall, 3 S. Timber Ridge Parkway, Severance, Colorado 80550 970-686-1218 no later than three days prior to the meeting. Submittal of any materials to the Planning Commission review are due no later than five (5) days before the meeting and written comments must be submitted no later than 5:00pm on the day of the meeting. All submittals of materials and written comments are to be sent to sporter@townofseverance.org.

Notice is hereby given that the Town Council of the Town of Severance will hold a Public Hearing commencing at 7:00 p.m., or as soon as thereafter as the matter may be called, on November 14th, 2023, at the Town of Severance Town Hall, Council Chambers, 3 S. Timber Ridge Parkway, Severance, Colorado 80550. The purpose of the Public Hearing is to consider a request by Severance Land, LLC to determine whether certain real property for which a petition for annexation to the Town of Severance has been filed with the Town, to be known as the Severance Storage Annexation, meets the applicable requirements of Section 30 Article II of the Colorado Constitution and Sections 31-12-104 and 31-12-105 of the statutes of the State of Colorado and is eligible for annexation to the Town.

The Public Hearing shall be conducted in-person and by electronic means (see the link below to participate in the meeting on your computer). All submitted materials and instructions for participation will be posted at https://www.townofseverance.org, and available upon appointment at Severance Town Hall, 3 S. Timber Ridge Parkway, Severance, Colorado 80550, 970-686-1218 no later than three days prior to the meeting. Submittal of any materials to the Planning Commission review are due no later than five (5) days before the meeting and written comments must be submitted no later than 5:00pm on the day of the meeting. All submittals of materials and written comments are to be sent to planning@townofseverance.org.

The approximate location of the property that is the subject of the hearing is the northwest corner of E. Harmony Road and Teller Street. The legal description for the proposed annexation is set forth in "Exhibit A."

Any person may appear at the Public Hearing and be heard regarding the matters under consideration.

The application is on file with the Town of Severance. For questions or comments contact:

Shani Porter
Town Planner
970-692-1556
sporter@townofseverance.org

TOWN OF SEVERANCE, COLORADO
Leah Vanarsdall
Town Clerk

EXHIBIT A
(Legal Description)

SEVERANCE STORAGE LEGAL DESCRIPTION

The Land referred to herein below is situated in the County of Weld, State of Colorado, and is described as follows:

PARCEL 1: Lot A of Recorded Exemption No. 0705-35-4 RECX15-0020, recorded December 2, 2015 at Reception No 4162466, being a part of the Southeast 1/4 of Section 35, Township 7 North, Range 67 West of the 6th P.M., County of Weld, State of Colorado.

PARCEL 2: Lot 1, Johnson Subdivision, County of Weld, State of Colorado; Excepting therefrom a parcel of land located in the SE 1/4 of Section 35, Township 7 North, Range 67 West of the 6th P.M., Weld County, Colorado, being more particularly described as follows: Beginning at the South quarter corner of said Section 35 and considering the South line of said SE 1/4 as bearing N 90°00'00" E, with all other bearings contained herein relative thereto; thence N 90°00'00" E, along the South line, 1592.74 feet to the True Point of Beginning, thence N 10°13'00" W, 312.99 feet; thence S 90°00'00" E, 261.00 feet; thence S 05°39'00" W, 170.00 feet; thence S 84°30'00" E, 113.30 feet thence S 03°15'00" W, 128.20 feet to a point on said South line; thence S 90°00'00" W, along said South line 294.26 feet to the True Point of Beginning, County of Weld, State of Colorado.

PARCEL 3: Lot 1, Johnson Subdivision, County of Weld, State of Colorado; Being a parcel of land located in the SE 1/4 of Section 35, Township 7 North, Range 67 West of the 6th P.M. described in Deed dated October 30, 1991 and recorded November 4, 1991 at Reception No. 2268212 of the records of the Weld County Clerk & Recorder, being more particularly described as follows: Beginning at the South quarter corner of said Section 35 and considering the South line of said SE 1/4 as bearing N 90°00'00" E, with all other bearings contained herein relative thereto; thence N 90°00'00" E, along the South line, 1592.74 feet to the True Point of Beginning, thence N 10°13'00" W, 312.99 feet; thence S 90°00'00" E, 261.00 feet; thence S 05°39'00" W, 170.00 feet; thence S 84°30'00" E, 113.30 feet thence S 03°15'00" W, 128.20 feet to a point on said South line; thence S 90°00'00" W, along said South line 294.26 feet to the True Point of Beginning, County of Weld, State of Colorado

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Please publish in the Greeley Tribune once a week for four consecutive weeks on Wednesday/10.4.2023, Wednesday/10.11.2023, Wednesday/10.18.2023, Wednesday/10.25.2023

Please send the affidavit of publication and billing to:

Town Clerk
Town of Severance
3 S. Timber Ridge Parkway
Severance, CO 80550

AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 20 - **Ordinance 2023-11**: An Ordinance of the Town Council of the Town of Severance, Colorado, Amending Article 8 of the Severance Municipal Code pertaining to the Citizen Advisory Board for the Town of Severance, Colorado	Nicholas Wharton, Town Manager	Nicholas J. Wharton, MPA, ICMA-CM

ACTION REQUESTED

Town Management asks that the Severance Town Council review, discuss, and take action on Ordinance 2023-11.

- Actions that may be taken:
  - Move to approve Ordinance 2023-11
  - Take No Action

Ordinance Presentation Action Requested Attorney Approved

BRIEF SUMMARY

Town Council desires to alter the composition of the newly formed CAB by expanding the resident members from 4 to 7 and eliminating the council member, and to make the corresponding changes in other relevant provisions of Article 8 to reflect the modified CAB composition.

PUBLIC SUPPORT/CONCERN

None at this time.

ANALYSIS AND RECOMMENDATION

Town Management asks that the Town Council take action and move to approve Ordinance 2023-11.

MATERIALS SUBMITTED

The following materials were submitted and included in this packet:

1. Ord 2023-07- Forming a Citizen Advisory Board
2. Ordinance 2023-11 Citizen Advisory Board Expansion

TOWN OF SEVERANCE
ORDINANCE NO. 2023-07

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO, FORMING THE CITIZEN ADVISORY BOARD FOR THE TOWN OF SEVERANCE, COLORADO

WHEREAS, the Town of Severance ("Severance" or "Town") is a home-rule municipality organized pursuant to Article XX, § 6 of the Constitution of the State of Colorado and the Town of Severance Home Rule Charter; and

WHEREAS, the establishment, composition, and governance of a board or commission is a matter of local concern; and

WHEREAS, Town Council desires to create a Citizen Advisory Board ("CAB") and to provide clarity and updates to Article 5 of Chapter 2 regarding the Citizen Advisory Board's composition, membership, and functions; and

WHEREAS, Town Council believes these amendments will increase the efficacy of the Severance Municipal Code.

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO:

Section 1: Chapter 2, "Administration," of the Severance Municipal Code is hereby amended by the addition of a new Article 8, entitled "Citizen Advisory Board," to read as follows:

ARTICLE 8 - CITIZEN ADVISORY BOARD

Sec. 2-8-10. Creation.

There is hereby created and established the Citizen Advisory Board ("CAB") for the Town of Severance, Colorado.

Sec. 2-8-20. Purpose.

The purpose of the Citizen Advisory Board is to be an advocate and informed voice for the community by providing research and recommendations on local issues to the Town Council. CAB is created to serve in an advisory capacity only. CAB members do not represent the Town when communicating individually or in subgroups with the general public. The role of CAB members does not include enforcement of Town policies or ordinances.

Sec. 2-8-30. Composition.

The CAB shall consist of five (5) members:

(a) four (4) resident members at large from the town appointed by a majority vote of the town council; and

(b) one (1) member from the Town Council, who shall serve as the Council liaison, selected by a majority vote of the town council.

Sec. 2-8-40. Membership requirements.

(a) All members shall serve without compensation and shall serve at the pleasure of the town council.

(b) All resident members shall hold no other town office.

(c) All resident members must be of at least eighteen (18) years of age and have resided in the Town for at least one (1) year.

Sec. 2-8-50. Term of office; vacancies; removal.

(a) Two (2) initial resident members shall be appointed to serve one-year terms.

(b) Two (2) resident members shall be appointed to serve three-year terms.

(c) After the expiration of all existing terms for resident members, the term of each resident member shall be two (2) years or until a member's successor takes office.

(d) The term of the council member shall be one year.

(e) Vacancies on CAB shall be filled by appointment for unexpired terms only.

(f) Members may be removed by an affirmative vote of a majority of the town council.

(g) Unless excused by the CAB, a member shall be deemed to have vacated their position upon failure to three (3) regular monthly meetings in a calendar year. A member shall, after being absent from three regular meetings within a calendar year, be provided with written notice from the mayor that such member shall be deemed to have vacated that person's position if absent from any other regular meeting that year.

Sec. 2-5-60. Officers.

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.

Sec. 2-5-70. Meetings.

The Citizen Advisory Board shall hold meetings from time to time as necessary, unless a meeting is canceled at the discretion of the Town Manager. Three (3) members of the Citizen Advisory Board shall constitute a quorum. A member of the Management staff of the Town shall attend each meeting and shall keep a record of the Citizen Advisory Board's actions, transactions, findings, and determinations. If no administrative staff is available, a member of the Citizen Advisory Board shall keep the record for the Citizen Advisory Board. A complete record of the CAB's proceedings shall be kept at town hall which records shall be available for public inspection as required by law.

Section 2. If any article, section, paragraph, sentence, clause, or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The Town Council hereby declares it would have passed this ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 3. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any position hereof are hereby repealed to the extent of such inconsistency or conflict.

Section 4. This ordinance is deemed necessary for the immediate protection of the health, welfare, and safety of the community.

Section 5. This ordinance shall be effective thirty (30) days after the publication as provided in Section 6.03(6) of the Town of Severance Home Rule Charter.

INTRODUCED, READ, ADOPTED, APPROVED, AND ORDERED PUBLISHED IN FULL this 13th day of June, 2023.

Town of Severance Town Seal Incorporated 1920 Severance, Colorado

TOWN OF SEVERANCE, COLORADO

Matthew Fries, Mayor

ATTEST:

Leah Vanarsdall, MMC, Town Clerk

APPROVED AS TO FORM:

Hayashi & Macsalka, LLC, Town Attorney

TOWN OF SEVERANCE
ORDINANCE NO. 2023-11

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO, AMENDING ARTICLE 8 OF THE SEVERANCE MUNICIPAL CODE PERTAINING TO THE CITIZEN ADVISORY BOARD FOR THE TOWN OF SEVERANCE, COLORADO

WHEREAS, the Town of Severance ("Severance" or "Town") is a home-rule municipality organized pursuant to Article XX, § 6 of the Constitution of the State of Colorado and the Town of Severance Home Rule Charter; and

WHEREAS, the establishment, composition, and governance of a board or commission is a matter of local concern; and

WHEREAS, Town Council desires to alter the composition of the newly formed CAB by expanding the resident members from 4 to 7 and eliminating the council member, and to make the corresponding changes in other relevant provisions of Article 8 to reflect the modified CAB composition; and

WHEREAS, Town Council believes these amendments will increase the efficacy of the Severance Municipal Code.

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO:

Section 1: Section 2-8-30, "Composition," of the Severance Municipal Code is hereby repealed in its entirety and re-enacted to read as follows:

Sec. 2-8-30. Composition.

The CAB shall consist of seven (7) members at large from the town appointed by a majority vote of the town council.

Section 2: Section 2-8-50, "Terms of office; vacancies; removal," of the Severance Municipal Code is hereby repealed in its entirety and re-enacted to read as follows:

Sec. 2-8-50. Term of office; vacancies; removal.

(a) Four (4) initial resident members shall be appointed to serve three-year terms.

(b) Three (3) resident members shall be appointed to serve one-year terms.

(c) After the expiration of all existing terms for resident members, the term of each resident member shall be two (2) years or until a member's successor takes office.

(d) Vacancies on CAB shall be filled by appointment for unexpired terms only.

(e) Members may be removed by an affirmative vote of a majority of the town council.

(f) Unless excused by the CAB, a member shall be deemed to have vacated their position upon failure to three (3) regular monthly meetings in a calendar year. A member shall, after being absent from three regular meetings within a calendar year, be provided with written notice from the mayor that such member shall be deemed to have vacated that person's position if absent from any other regular meeting that year.

Section 3: Section 2-8-70, "Meetings," of the Severance Municipal Code is hereby repealed in its entirety and re-enacted to read as follows:

Sec. 2-5-70. Meetings.

The Citizen Advisory Board shall hold meetings from time to time as necessary, unless a meeting is canceled at the discretion of the Town Manager. Four (4) members of the Citizen Advisory Board shall constitute a quorum. A member of the Management staff of the Town shall attend each meeting and shall keep a record of the Citizen Advisory Board's actions, transactions, findings, and determinations. If no administrative staff is available, a member of the Citizen Advisory Board shall keep the record for the Citizen Advisory Board. A complete record of the CAB's proceedings shall be kept at town hall which records shall be available for public inspection as required by law.

Section 4. If any article, section, paragraph, sentence, clause, or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The Town Council hereby declares it would have passed this ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 5. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any position hereof are hereby repealed to the extent of such inconsistency or conflict.

Section 6. This ordinance is deemed necessary for the immediate protection of the health, welfare, and safety of the community.

Section 7. This ordinance shall be effective thirty (30) days after the publication as provided in Section 6.03(6) of the Town of Severance Home Rule Charter.

INTRODUCED, READ, ADOPTED, APPROVED, AND ORDERED PUBLISHED IN FULL this 12th day of September, 2023.

TOWN OF SEVERANCE, COLORADO

_____
Matthew Fries, Mayor

ATTEST:

_____
Leah Vanarsdall, MMC, Town Clerk

APPROVED AS TO FORM:

_____
Hayashi & Macsalka, LLC, Town Attorney

AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 28 - **Resolution 2023-38R**: A Resolution by the Town Council of Severance, Colorado, Approving a Town-Issued Credit Card Policy for the Mayor	Nicholas Wharton, Town Manager	Nicholas J. Wharton, MPA, ICMA-CM

ACTION REQUESTED

Town Management asks that the Town Council review, discuss, and take action on Resolution 2023-38R: A Resolution by the Town Council of Severance, Colorado, Approving a Town-Issued Credit Card Policy for the Mayor.

- Actions that may be taken:
  - Move to approve **Resolution 2023-38R**
  - Take No Action

Resolution
Action Requested
Attorney Approved

BRIEF SUMMARY

As requested during council member petitions and discussed during the May 9th Town Council Work Session, Town Management has scheduled a regular agenda item to discuss and take possible action on **Resolution 2023-38R**: A Resolution by the Town Council of Severance, Colorado, Approving a Town-Issued Credit Card Policy for the Mayor.

PUBLIC SUPPORT/CONCERN

None at this time.

ANALYSIS AND RECOMMENDATION

Town Management asks that the Town Council take action and move to approve **Resolution 2023-38R**: A Resolution by the Town Council of Severance, Colorado, Approving a Town-Issued Credit Card Policy for the Mayor.

MATERIALS SUBMITTED

The following materials were submitted and included in this packet:
1. Mayor Credit Card Policy (2023)
2. Resolution 2023-38R - Approving Mayor Credit Card Policy

Mayor Credit Card Policy

1) Town credit cards may only be used for Town expenses. Cash withdrawals are strictly forbidden. Any returns or credits must be applied to the credit card used for the purchase and cannot be received in cash.

2) The Town is exempt from sales tax, and the cardholder should ensure that tax is not applied. If tax is charged, it is the responsibility of the user to work with the vendor to have the sales tax reimbursed to the Town.

3) Receipts are required for all purchases. Cardholders will receive access to the UMB website. Before the end of the current month, all receipts must be:
    - Uploaded
    - Expense account and activity code selected
    - Approved by Town Management

4) All Lost or stolen cards must be reported immediately to the Finance Director.

5) Card purchases without receipts are ultimately the responsibility of the user. A failure to provide receipts or a credible explanation for the unsupported expenditure will result in a deduction from the responsible person's salary.

6) Those issued with a Town credit card are in a position of trust regarding using Town funds. Improper or unauthorized use of the card may result in the cardholder being held liable for expenditures, legal/disciplinary action being brought against the cardholder, and credit card cancellation.

Acknowledged By: _____

_____ _____

Signature Date Signed

TOWN OF SEVERANCE
RESOLUTION NO. 2023-38R

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO, APPROVING A TOWN-ISSUED CREDIT CARD POLICY FOR THE MAYOR

WHEREAS, subsection (3) of Section 3.07 of the Town of Severance Home Rule Charter ("Charter") provides that the Mayor and Town Council members may, upon order of the Council, be paid such necessary bona fide expenses incurred in service on behalf of the Town; and

WHEREAS, at the Town Council's request, Town Management has prepared a policy regarding the Mayor's use of a Town-issued credit card for necessary bona fide expenses incurred by the Mayor in service on behalf of the Town; and

WHEREAS, the Town Council desires to approve the "Mayor Credit Card Policy" in the form attached to this resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO, AS FOLLOWS:

Section 1. The Town Council hereby approves the Town of Severance "Mayor Credit Card Policy" in the form attached to this resolution with respect to the Mayor's use of a Town-issued credit card for necessary bona fide expenses incurred by the Mayor in service on behalf of the Town.

RESOLVED AND APPROVED this 12th day of September, 2023.

TOWN OF SEVERANCE, COLORADO

_____
Matthew Fries, Mayor

ATTEST:

_____
Leah Vanarsdall, Town Clerk

APPROVED AS TO FORM:

_____
Hayashi & Macsalka, LLC, Town Attorney

AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 31 - **Resolution 2023-39R**: A Resolution by the Town Council of Severance, Colorado, Approving A Reimbursement Policy for the Town Council	Nicholas Wharton, Town Manager	Nicholas J. Wharton, MPA, ICMA-CM

ACTION REQUESTED

Town Management asks that the Town Council review, discuss, and take action on Resolution 2023-39R: A Resolution by the Town Council of Severance, Colorado, Approving a Reimbursement Policy for the Town Council.

- Actions that may be taken:
  - Move to approve Resolution 2023-39R
  - Take No Action.

Resolution
Action Requested
Attorney Approved

BRIEF SUMMARY

As requested during council member petitions and discussed during the May 9th Town Council Work Session, Town Management has scheduled a regular agenda item to discuss and take possible action on Resolution 2023-39R: A Resolution by the Town Council of Severance, Colorado, Approving A Reimbursement Policy for the Town Council.

PUBLIC SUPPORT/CONCERN

None at this time.

ANALYSIS AND RECOMMENDATION

Town Management asks that the Town Council take action and move to approve Resolution 2023-39R: A Resolution by the Town Council of Severance, Colorado, Approving A Reimbursement Policy for the Town Council .

MATERIALS SUBMITTED

The following materials were submitted and included in this packet:

1. Resolution 2023-39R Council Reimbursement Policy
2. 2024 Expense Template

TOWN OF SEVERANCE
RESOLUTION NO. 2023-39R

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO, APPROVING A REIMBURSEMENT POLICY FOR THE TOWN COUNCIL

WHEREAS, subsection (3) of Section 3.07 of the Town of Severance Home Rule Charter ("Charter") provides that the Mayor and Town Council members may, upon order of the Council, be paid such necessary bona fide expenses incurred in service on behalf of the Town; and

WHEREAS, at the Town Council's request, Town Management has prepared a policy regarding the reimbursement of necessary bona fide expenses incurred by the Mayor and Town Council members in service on behalf of the Town; and

WHEREAS, the Town Council desires to approve the reimbursement policy set forth below in this resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO, AS FOLLOWS:

Section 1. The following Town Council Reimbursement Policy is hereby adopted, effective immediately upon approval of this resolution:

Town of Severance
Town Council Reimbursement Policy

It is the policy of the Town Council of the Town of Severance that members of the Town Council are in a position of trust regarding the use of Town funds for the reimbursement of necessary bona fide expenses incurred in service on behalf of the Town. Town Council members shall abide by this Town Council Reimbursement Policy, as follows:

A. All references to the "Town Council" in this policy shall include all members of the Town Council, including the Mayor.

B. Funds shall be allocated in each budget year for reimbursement of the Town Council members for travel, vehicle mileage, mailing, and other necessary bona fide expenses related to official Town business and incurred by them in service on behalf of the Town. Funds not expended in a given calendar year will be returned to the Town's General Fund.

C. Town Council members shall use the Town of Severance "Expense and Mileage Reimbursement Request" form ("Reimbursement Form") attached to this policy to request reimbursement for necessary bona fide expenses incurred in service on behalf of the Town, as provided in this policy.

D. Receipts are required for all purchases and expenses incurred and entered on the

Reimbursement Form, and must be attached to the Reimbursement Form. Mileage entries on the Reimbursement Form must be supported by documentation, which may include a mileage log with odometer readings or by other verifiable documentation, such as street addresses for the starting location and destination for each entry.

E. Expenses or mileage on the Reimbursement Form that are not supported by attached receipts or mileage documentation will not be reimbursed and are ultimately the personal responsibility of the Town Council member.

F. Improper expenditures or reimbursements by a Town Council member may result in personal liability to the Town for such expenditures and for legal action brought against such member to recover such amounts. Further, violations of this policy may be considered a violation of Section 5, Section 6.J., and/or other applicable provisions in the Town of Severance Code of Conduct and Ethics. All remedies available to the Town at law or equity for the recovery of amounts paid to or expended by a Town Council member for improper expenditures, including recovery of the Town's reasonable attorney fees and costs, shall be cumulative and not exclusive.

RESOLVED AND APPROVED this ___ day of _____, 2023.

TOWN OF SEVERANCE, COLORADO

_____
Matthew Fries, Mayor

ATTEST:

_____
Leah Vanarsdall, Town Clerk

APPROVED AS TO FORM:

_____
Hayashi & Macsalka, LLC, Town Attorney

TOWN OF SEVERANCE
EXPENSE & MILEAGE REIMBURSEMENT REQUEST (FISCAL YEAR 2024)

Council Member: _____

		Transportation					Lodging & Meals				
Date	**Description**	**Miles Driven**	**Parking & Tolls**	**Car/Bus Service**	**Airfare**	**Subtotal**	**Lodging**	**Meals**	**Subtotal**	**Misc. Expense**	**Total**
						-			-		-
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	Total # of Miles:	-									
	2024 Mileage Rate:	$0.665									
	Total:	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Account Allocation Summary		
Account Code	**Project Code**	**Amount**
	Total:	$ -

_____
Council Member **Date**

_____
Town Manager **Date**

AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Pg 35 - **Ordinance 2023-12**: An Ordinance of the Town Council of the Town of Severance, Colorado, Setting Compensation and Authorizing Participation in Benefits for the Mayor and Town Council	Nicholas Wharton, Town Manager	Nicholas J. Wharton, MPA, ICMA-CM

ACTION REQUESTED

Town Management asks that the Town Council review, discuss, and take action on Ordinance 2023-12: An Ordinance of the Town Council of the Town of Severance, Colorado, Setting Compensation and Authorizing Participation in Benefits for the Mayor and Town Council.

- Actions that may be taken:
  - Move to approve Ordinance 2023-12
  - Move to approve Ordinance 2023-12 with Alterations
  - Take No Action.

Attorney Approved Action Requested Ordinance

BRIEF SUMMARY

As requested during council member petitions and discussed during the May 9, 2023, Town Council Work Session, Town Management has scheduled a regular agenda item to discuss and take possible action on Ordinance 2023-12: An Ordinance of the Town Council of the Town of Severance, Colorado, Setting Compensation and Authorizing Participation in Benefits for the Mayor and Town Council.

Based on the attached compensation comparison, it is recommended that, at a minimum, the Town Council raise the compensation of the Mayor to $500 per month and Council members to $150 per regular meeting attended, per Severance Municipal Code Sec. 2-2-50. Additionally, Management recommends that the Town Council permit the Mayor and Town Council to participate, at their own cost, in eligible town-offered benefits.

As required in Section 3.07(2) of the Charter and Section 2-2-50(d) of the Code, the increases in compensation will go into effect after the expiration of the terms of office of the current Mayor and each current Council member. However, the current Mayor and Town Council members may choose to participate in town-offered benefits as soon as they become eligible and upon their timely payment of all applicable premiums and other expenses incurred by the Town for such benefits.

PUBLIC SUPPORT/CONCERN

None at this time.

ANALYSIS AND RECOMMENDATION

Town Management asks that the Town Council take action and move to approve Ordinance 2023-12: An Ordinance of the Town Council of the Town of Severance, Colorado, Setting Compensation and

Authorizing Participation in Benefits for the Mayor and Town Council.

MATERIALS SUBMITTED

The following materials were submitted and included in this packet:

1. Compensation and Benefit Comparisons
2. Ord. 2023-12 Council Compensation and Benefits

City Council Compensation Survey
Weld County Cities >5,000 and <40,000 Population

City	Population	Mayor/ Monthly	Council Member/ Monthly	Health	Dental	Life	401K	457	Year Reported
Eaton	5,190	$ 500.00	$ 300.00	N	N	N	N	N	2023
Erie	31,686	$ 700.00	$ 400.00	Y	Y	Y	N	N	2023
Evans	22,738	$ 425.00	$ 300.00	N	N	N	N	N	2023
Firestone	17,300	$ 350.00	$ 300.00	Y	Y	Y	Y	Y	2023
Fort Lupton	8,341	$ 750.00	$ 500.00	Y	Y	N	N	N	2023
Frederick	15,635	$ 500.00	$ 300.00	N	N	N	N	N	2023
Greeley*	112,816	$ 1,500.00	$ 1,050.00	Y	Y	N	N	N	2023
Johnstown	18,500	$ 400.00	$ 250.00	N	N	N	N	N	2023
Loveland	78,351	$ 1,000.00	$ 800.00	N	N	N	N	N	2023
Milliken	8,696	$ 400.00	$ 300.00	N	N	N	N	N	2023
Severance	10,600	$ 300.00	$ 100.00	N	N	N	N	N	2023
Wellington	12,829	$ 300.00	$ 100.00	N	N	N	N	N	2023
Windsor	35,788	$ 1,000.00	$ 666.67	N	N	N	N	N	2023

TOWN OF SEVERANCE
ORDINANCE NO. 2023-12

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO, SETTING COMPENSATION AND AUTHORIZING PARTICIPATION IN BENEFITS FOR THE MAYOR AND TOWN COUNCIL

WHEREAS, the Town of Severance is a home-rule municipality existing pursuant to the provisions of the Colorado Constitution; and

WHEREAS, Section 3.07 (1) of the Severance Home Rule Charter provides, "The Mayor and Council Members shall receive such compensation as prescribed by ordinance;" and

WHEREAS, Section 3.07 (2) of the Severance Home Rule Charter and subsection (d) of Section 2-2-50 of the Severance Municipal Code provide that the Council shall neither increase nor decrease the compensation of any member of Council, including the Mayor, during his or her term of office; and

WHEREAS, Section 2-2-50(a) of the Severance Municipal Code, as amended by Ordinance No. 2023-01, provides that the Mayor and Town Council members will be compensated for each regular monthly meeting attended, and that such compensation will be paid monthly at approximately the same time as the Town's regular monthly payroll; and

WHEREAS, the Town Council desires to set the compensation of the Mayor and Town Council members, to be effective for all terms beginning upon the first January meeting following the November 7, 2023, election; and

WHEREAS, the Town Council further desires to authorize the Mayor and members of the Town Council to participate, at their own expense, in benefits programs offered to Town employees, to the extent eligible.

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SEVERANCE, COLORADO:

Section 1. In accordance with subsection (a) of Section 2-2-50 of the Severance Municipal Code ("Code"), compensation for the Mayor shall be a total of _____ Dollars ($_____) per month, subject to the condition that the Mayor attends in full each month at least one regular meeting of the Town Council.

Section 2. In accordance with subsection (b) of Section 2-2-50 of the Code, compensation for members of the Town Council shall be a total of _____ Dollars ($_____) for each regular meeting attended, which total includes any regular work session held in conjunction with any regular meeting; provided, however, that the compensation of the Mayor Pro Tem shall be as set forth in Section 1 of this ordinance subject to the occurrence of all applicable conditions set forth in subsection (a) of Section 2-2-50 of the Code.

Section 3. The compensation set forth in Sections 1 and 2 of this ordinance shall be paid in accordance with subsection (c) of Section 2-2-50 of the Severance Municipal Code, and will be reduced by mandatory state and federal withholdings.

Section 4. In accordance with the Severance Home Rule Charter and Code, the increases or decreases in compensation, if any, set forth in Section 1 and 2 of this ordinance shall take effect upon the expiration of the terms of office of the current Mayor and each current Council member.

Section 5. The Mayor and Town Council members are hereby authorized to participate, at their own expense, in benefits programs offered by the Town to Town employees, subject to any and all eligibility requirements and conditioned upon the participant's timely payment to the Town of all applicable premiums and other expenses incurred by the Town for such benefits.

Section 6. All other ordinances or portions thereof inconsistent or conflicting with this ordinance or any portion hereof is hereby repealed to the extent of such inconsistency or conflict.

Section 7. If any article, section, paragraph, sentence, clause, or phrase of this ordinance is held to be unconstitutional or invalid for any reason, such decision shall not affect the validity or constitutionality of the remaining portions of this ordinance. The Town Council hereby declares it would have passed this ordinance and each part or parts hereof irrespective of the fact that any one part or parts be declared unconstitutional or invalid.

Section 8. Except as provided in Section 4 of this ordinance, this ordinance shall take effect thirty (30) days after its publication.

INTRODUCED, READ, ADOPTED, APPROVED, AND ORDERED PUBLISHED IN FULL this ___ day of _____, 2023.

TOWN OF SEVERANCE, COLORADO

_____
Matthew Fries, Mayor

ATTEST:

_____
Leah Vanarsdall, MMC, Town Clerk

APPROVED AS TO FORM:

_____
Hayashi & Macsalka, LLC, Town Attorney