



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

AGENDA
CITIZEN ADVISORY BOARD MEETING
Wednesday, October 4, 2023, at 6:00 PM

A. CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance

B. REGULAR MEETING

1. **9.06.23 Minutes**
 - Legislative
 - Staff Presentation: Nicholas Wharton, Town Manager
2. **Chair and Vice-Chair Selection**
 - Legislative
 - Staff Presentation: Nicholas Wharton, Town Manager
3. **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
4. **Quarterly Printed Communications**
 - Legislative
 - Staff Presentation: Nicholas Wharton, Town Manager

C. COMMUNICATIONS

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

1. Town Management
2. Committee Members

D. ADJOURN

Citizen Advisory Board MEETING
Wednesday, October 4, 2023, 6:00 PM (MDT)

Registration URL

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

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

MEETING MINUTES

Wednesday, September 6, 2023, at 6:00 PM

Present:

Chair:

Vice-Chair:

Board Members:

Tad Borrett
Richard Vandenberg
Josh Green
Karen Hessler
Councilor Duda, Liaison

Absent:

Audience: Ashley Jacobson, Colin McManus, & Marissa Riopelle

Staff:

Nicholas Wharton, Town Manager
Lindsay Radcliff-Coombes, Deputy Town Manager
Leah Vanarsdall, Town Clerk

A. CALL TO ORDER

1. Roll Call

2. Pledge of Allegiance

3. Approval of Agenda

MOTION WAS MADE BY Member Green, seconded by Member Borrett to approve the Agenda. All CAB Members present voting Yes,

MOTION

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
Item was tabled until October 4th, 2023, meeting.

3. Future Meeting Availability

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

MOTION WAS MADE BY Member Vandenberg, seconded by Member Borrett to approve future Meeting date for the first Wednesday of each month as needed at 6:00 pm . All CAB Members present voting Yes,

MOTION PASSED

4. Criminal Mischief Reward Program

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

MOTION WAS MADE BY Council Member Duda, seconded by Member Borrett to forward a recommendation of approval to the Town Council for the Criminal Mischief Reward Program as presented. All CAB Members present voting Yes,

MOTION PASSED

5. Severance High School FFA Community Grant Request

- Legislative
- Staff Presentation: Nicholas Wharton, Town Manager

MOTION WAS MADE BY Member Hessler, seconded by Member Green to approve the Severance High School FFA Community Grant Request of \$1500.00 as presented and forward to the Town Council for approval. All CAB Members present voting Yes,

MOTION

6. Citizen, Business, and Youth of the Year

- Legislative
- Staff Presentation: Lindsay Radcliff, Deputy Town Manager
Discussion was held-no motions/decisions were made

C. COMMUNICATIONS

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

1. Town Staff

2. Committee Members

D. ADJOURN

7:12 pm



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
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 Citizen Advisory Board 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: ○ Make a recommendation to approve Ordinance 2023-12 ○ Make a recommendation to approve Ordinance 2023-12 with Alterations or Additions ○ Take No Action.		<u>Attorney Approved</u> <u>Action Requested</u> <u>Ordinance</u>
BRIEF SUMMARY		
As requested during council member petitions and discussed during the May 9, 2023, Town Council Work Session and then at the September 12, 2023, Council Meeting, 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 Citizen Advisory Board take action and make a recommendation to approve Ordinance 2023-12 either as is or with Alterations or Additions.

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



AGENDA ITEM SUMMARY

AGENDA ITEM	SUBMITTED BY	PRESENTED BY
Quarterly Printed Communications	Nicholas Wharton, Town Manager	Council Member Dave Bruen
ACTION REQUESTED		
Town Management asks that the Citizen Advisory Board discuss and take action on the proposal for quarterly printed communications in 2024. • Actions that may be taken: ○ Make a recommendation for quarterly printed communications in 2024 ○ Make a recommendation for quarterly printed communications in 2024 with Alterations or Additions ○ Take No Action.		<u>Presentation Discussion</u>
BRIEF SUMMARY		
As requested during council member petitions and discussed during the Work Session on September 12, 2023, Town Management has scheduled this regular agenda item to discuss a proposal for quarterly 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		